



Dir/IQAC/MRSPTU/2021/.....

Date:

Internal Administrative Audit – Public Relation Office & Social Media Cell

Date of Audit:

Period:

- | | |
|--|--------|
| 1. Official (s) are aware with office protocol and practices | Yes/No |
| 2. Files maintained – properly | Yes/No |
| 3. Letter dispatch/received record available & properly maintained | Yes/No |
| 4. Staff is well averse with the roles and responsibilities | Yes/No |
| 5. Memento/Memoir record | Yes/No |
| 6. Publicity material record | Yes/No |
| 7. Advertisement record | Yes/No |
| 8. News item file & related record available | Yes/No |
| 9. Event record file | Yes/No |
| 10. Social Media Committee file | Yes/No |
| 11. Record of Social Media update | Yes/No |
| 12. Photograph/Videography record available | Yes/No |
| 13. List of files available | Yes/No |
| 14. Record related to accounts department maintained properly | Yes/No |
| 15. Inventory record available | Yes/No |
| 16. Staff attendance & leave record available | Yes/No |
| 17. Information updated on website | Yes/No |
| 18. University Facebook account | Yes/No |
| 19. University Instagram account | Yes/No |
| 20. University Twitter account | Yes/No |
| 21. Staff available | Yes/No |

Name	Designation

22. Any other information (to be added by Department)

23. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

ਪ੍ਰੋ. (ਡਾ.) ਆਸ਼ਿਸ਼ ਬਾਲਦੀ
ਡਾਇਰੈਕਟਰ ਆਈ.ਕਿਊ.ਏ.ਸੀ.



ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ
(ਯੂ.ਜੀ.ਸੀ. ਵੱਲੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ)

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Date:

Chairperson

Member-1

Member-2