ਪ੍ਰੋ.(ਡਾ.) ਆਸ਼ੀਸ਼ ਬਾਲਦੀ ਡਾਇਰੈਕਟਰ ਆਈ.ਕਿਉ.ਏ.ਸ਼ੀ.

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

Maharaja Ranjit Singh Punjab Technical University (Act 5 (2015) of Punjab & 2(f) & 12B of UGC) Dabwali Road, Bathinda (Punjab) 151001 Phone No. 823848-9684

Prof. (Dr.) Ashish Baldi Director, IQAC Email- dir.iqac@mrsptu.ac.in

Dir/IQAC/MRSPTU/2021/	Date:
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Internal Administrative Audit – Purchase Date of Audit: Period: 01. Official (s) are aware with office protocol and practices Yes/No 02. Files maintained – properly Yes/No 03. Letter dispatch/received record available & properly maintained Yes/No 04. Staff is well averse with the roles and responsibilities Yes/No 05. Record related to accounts department maintained properly Yes/No 06. Dispatch Regiter Yes/No 07. Dairy Register Yes/No 08. Tender Register Yes/No 09. IGST/GST and Custom Duty Exemption Certificate & File Yes/No 10. EMD and Performance Security Record Register Yes/No 11. Leave Record Register (CL/RH/SPL) Yes/No 12. All Store & Purchase Files Yes/No 13. Inventory record available Yes/No 14. Grievance register available Yes/No 15. Staff attendance & leave record available Yes/No 16. Information updated on website Yes/No 17. Availability of purchase procedure/policy documents decentralization of financial power Yes/No 18. Manual of e-portal of accounts process Yes/No 19. Manual of online sanction and payment portal Yes/No 20. Availability of separate year wise budget details for faculty support & research support schemes Yes/No 21. Record of year wise expenditure on books/journals etc. Yes/No 22. Total Expenditure excluding salary year wise during the last five years (INR in Lakhs) Year **Expenditure** 23. Total Expenditure for infrastructure development year wise during the last five years (INR in Lakhs) Year **Expenditure** 24. Average annual expenditure for purchase of books/e-books and subscription to journals/e-

journals during the last five years (INR in Lakhs)

Year			
INR in lakhs			

25. Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years.

Year			
INR in lakhs			

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Average percentage of teachers provided with financial support to conferences/workshops and towards membership fee of professional bodies during five years. Year	:/IQAC/MRSPTU/20	21/				Date:
five years. Year Number Funds/Grants received from government bodies during the last five years for devel and maintenance of infrastructure (not covered under Criteria III and V) (INR in La Year INR in Lakhs Funds/Grants received from non-government bodies, individuals, philanthropists du last five years for development and maintenance of infrastructure (not covered under covered under the last five years for development and maintenance of infrastructure (not covered under covered under the last five years for development and maintenance of infrastructure (not covered under the last five years for development and maintenance of infrastructure (not covered under the last five years for development and maintenance of infrastructure (not covered under the last five years for development and maintenance of infrastructure (not covered under the last five years for development and maintenance of infrastructure (not covered under the last five years for development and maintenance of infrastructure (not covered under the last five years for development and maintenance of infrastructure (not covered under the last five years for development and maintenance of infrastructure (not covered under the last five years for development and maintenance of infrastructure (not covered under the last five years for development and maintenance of infrastructure (not covered under the last five years for development and last five	~ -	_	-		-	-
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Any other information (to be added by Department)	Staff available					Yes/No
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	Any other informs	tion (to be add	dad by Danart	mont)		
Observations/suggestions of Internal Audit Committee	Any other informa	ion (to be auc	ieu by Depart	ment)		
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	Observations/sugge	estions of Inte	rnal Audit Co	mmittee		

Internal Audit Committee

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Chairperson	Member-1	Member-2