



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

Date:

Internal Administrative Audit – Registrar

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. Inventory record available | Yes/No |
| 6. Grievance register available | Yes/No |
| 7. Staff attendance & leave record available | Yes/No |
| 8. List of files | Yes/No |
| 9. Information updated on website | Yes/No |
| 10. Staff available | Yes/No |

Name	Designation

11. Contacts for Communication

Designation	Name	Telephone with STD Code	Mobile	Fax	Email

Nature of University	Institution Status	
Type of University	Type of University	
Establishment Details	Establishment Date of the University	
	Status Prior to Establishment, If applicable	(Autonomous, Constituent, PG Centre, any other)
	Establishment date	

12. Recognition Details

Date of Recognition as a University by UGC or Any Other National Agency

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



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

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

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

Dir/IQAC/MRSPTU/2021/..... Date:

Under Section	Date
2f of UGC	
12B of UGC	

13. University with Potential for Excellence

Is the University Recognised as a 'University with Potential for Excellence (UPE)' by the UGC?	Yes	No
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14. Location, Area and Activity of Campus

Campus Type	Address	Location	Campus Area in Acres	Built up Area in sq.mts.	Programmes Offered	Date of Establishment	Date of Recognition by UGC/MHR D
		Urban					
		Semi Urban					
		Rural					
		Tribal					
		Hill					

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

16. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2