

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
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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:

Internal Administrative Audit – Sports Facility

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. List of sports infrastructure indoor | Yes/No |
| 06. List of sports infrastructure outdoor | Yes/No |
| 07. Issue register | Yes/No |
| 08. Stock register – permanent equipments/consumables | Yes/No |
| 09. Event record (Inter Batch/Inter College/Inter University) | Yes/No |
| 10. Student achievement record available | Yes/No |
| 11. Purchase record available | Yes/No |
| 12. Budget record available | Yes/No |
| 13. Record related to accounts department maintained properly | Yes/No |
| 14. Inventory record available | Yes/No |
| 15. Grievance register available | Yes/No |
| 16. Staff attendance & leave record available | Yes/No |
| 17. Information updated on website | Yes/No |
| 18. Staff available | Yes/No |

Name	Designation

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

20. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2