



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

Date:

Internal Administrative Audit – Store

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. Stock Register Yes/No
07. CRP Register Yes/No
08. Indent Books Yes/No
09. Jeevika File Yes/No
10. Stationary Issue File Yes/No
11. Bill Register Yes/No
12. Inventory record available Yes/No
13. Grievance register available Yes/No
14. Staff attendance & leave record available Yes/No
15. Information updated on website Yes/No
16. Availability of purchase procedure/policy documents decentralization of financial power Yes/No
17. Manual of e-portal of accounts process Yes/No
18. Manual of online sanction and payment portal Yes/No
19. Availability of separate year wise budget details for faculty support & research support schemes Yes/No
20. Record of year wise expenditure on books/journals etc. Yes/No
21. Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)

Year					
Expenditure					

22. Total Expenditure for infrastructure development year wise during the last five years (INR in Lakhs)

Year					
Expenditure					

23. 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					

24. 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					

25. Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years.

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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Dabwali Road, Bathinda (Punjab) 151001
Phone No. 823848-9684

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Year					
Number					

26. Funds/Grants received from government bodies during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs).

Year					
INR in Lakhs					

27. Funds/Grants received from non-government bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs).

Year					
INR in Lakhs					

28. Audit mechanism (Internal and External) Yes/No

29. Staff available Yes/No

Name	Designation

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

31. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2

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