

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

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

Date: .....

**Internal Administrative Audit – Workshop**

**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. Log books of major equipments                                   | Yes/No |
| 06. Consumption register/job card                                   | Yes/No |
| 07. Maintenance schedule record available                           | Yes/No |
| 08. Internal time table/student distribution record available       | Yes/No |
| 09. Display boards  | Yes/No |
| 10. Stock register (Assets & Consumable)                            | Yes/No |
| 11. Record related to accounts department maintained properly       | 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. Staff available   | Yes/No |

Name	Designation

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

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18. Observations/suggestions of Internal Audit Committee

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Internal Audit Committee

Chairperson

Member-1

Member-2