



University
 O/o Director, IQAC

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Maharaja Ranjit Singh Punjab Technical

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

Email- dir.iqac@mrsptu.ac.in

Date:

Internal Administrative Audit –Academics Affairs

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. Inventory record available | Yes/No |
| 07. Grievance register available | Yes/No |
| 08. Staff attendance & leave record available | Yes/No |
| 09. Information updated on website | Yes/No |
| 10. Staff available | Yes/No |

Name	Designation

11. Provide the Following Details of Students Enrolled in the University during the last Academic Year

Programme	From the State Where University is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male				
	Female				
	Others				
UG	Male				
	Female				
	Others				
PG Diploma recognized by statutory authority including university	Male				
	Female				
	Others				

12. Does the university offer any integrated programmes? Yes/No

Total number of integrated programme	
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Integrated Programme	From the state where university is located	From other states of India	NRI Students	Foreign Students	Total
Male					
Female					
Others					



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13. Number of Programmes offered for last year

Year	
Number	

14. Number of students during the last year

Year	
Number	

15. Number of outgoing / final year students during the last year

Year	
Number	

16. Number of courses in all Programmes during the last year

Year	
Number	

17. Number of eligible applications received for admissions to all the Programmes during the last year

Year	
Number	

18. Number of seats earmarked for reserved category as per GOI/State Govt. rule during the last year

Year	
Number	

19. Average percentage of students enrolled in the courses under 1.3.2. above

Year					
Number					

20. Demand Ratio (Average of last year)

Year	
Number	

21. Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last year.

Year	
Number	

22. Number of functional MoUs with institutions/industries in India and abroad for internship, on-the-job training, project work, student/faculty exchange and collaborative research during the last year

Year	
Number	

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

24. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2