



Date: .....

**Internal Administrative Audit – Finance**

**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. Availability of purchase procedure/policy documents decentralization of financial power Yes/No
- 11. Manual of e-portal of accounts process Yes/No
- 12. Manual of online sanction and payment portal Yes/No
- 13. Availability of separate year wise budget details for faculty support & research support schemes Yes/No
- 14. Record of year wise expenditure on books/journals etc. Yes/No
- 15. Total Expenditure excluding salary year wise during the last year(INR in Lakhs)
 

Year	
Expenditure	
- 16. Total Expenditure for infrastructure development year wise during the last year (INR in Lakhs)
 

Year	
Expenditure	
- 17. Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last year(INR in Lakhs)
 

Year	
INR in lakhs	
- 18. Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last year.
 

Year	
INR in lakhs	
- 19. Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last year.
 

Year	
Number	
- 20. Funds/Grants received from government bodies during the last year for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs).
 

Year					
INR in Lakhs					

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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

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21. Expenditure incurred on IT facilities and e-governance in last year.

Year	
INR in Lakhs	

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

Year	
INR in Lakhs	

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

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24. Staff available Yes/No

Name	Designation

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

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26. Observations/suggestions of Internal Audit Committee

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Internal Audit Committee

Chairperson

Member-1

Member-2

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University  
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