

ਮਾ
ਸੀ
University
O/o Director, IQAC
Email- dir.iqac@mrsptu.ac.in



Maharaja Ranjit Singh Punjab Technical

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

Date:

Internal Administrative Audit – IT Enabled Services & Computer Centre

Date of Audit:

Period:

- 1. Official (s) are aware with office protocol and practices Yes/No
- 2. Files maintained – properly Yes/No
- 3. Letter dispatch/received record available & properly maintained Yes/No
- 4. Staff is well averse with the roles and responsibilities Yes/No
- 5. Computational facility record Yes/No
- 6. Peripherals & Accessories record Yes/No
- 7. Networking record available Yes/No
- 8. Grievance register Yes/No
- 9. List of in house software developed & maintained attached Yes/No
- 10. User manual of softwares developed 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. IT upgradation report for the year 2023-24 available Yes/No
- 17. Staff available Yes/No

	Name	Designation
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

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

19. Observations/suggestions of Internal Audit Committee

ਨ

Internal Audit Committee

Chairperson

Member-1

Member-2