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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 – NCC**

**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. Enrollment record available Yes/No

Years	2023-24
No. of students enrolled	
Record availability (Yes/No)	

- 12. Internal training record (Attendance) Yes/No
- 13. Copy of syllabus/available Yes/No
- 14. Online portal registration on DG NCC Yes/No
- 15. Online lecture availability Yes/No
- 16. Lesson plan & related record Yes/No
- 17. Uniform stitching record available Yes/No
- 18. Store/Inventory record available Yes/No
- 19. Camp record available Yes/No

Years	2023-24
No. of camps	
No. of student attended	

- 20. Activities record available Yes/No
- 21. Student achievement record available Yes/No
- 22. Purchase/Account related record available Yes/No
- 23. Details updated in annual report Yes/No
- 24. Website Yes/No

