University 0/0 Director, IQAC



## Maharaja Ranjit Singh Punjab Technical

(Act 5 (2015) of Punjab & 2(f) & 12B of UGC) 01 84

| ☐ mail- dir.iqac@mrs  | ptu.ac.in        |                      | Dabwali Roa    | ad, Bathinda (Punjab) 1510<br>Phone No. 823848-968 |
|---|------------------|----------------------|----------------|--|
| :<br>₹  | Inte             | rnal Administrati    | ve Audit – NCC | Date:  |
| Date of Audit:  |                  |                      |                |  |
| :<br>Period:  |                  |                      |                |  |
| 01. Official (s) a  | re aware with o  | ffice protocol and p | ractices       | Yes/No   |
| <b>62.</b> Files mainta   | Yes/No           |                      |                |  |
| 3. Letter dispatch/received record available & properly maintained  |                  |                      |                | Yes/No   |
| <b>Q4.</b> Staff is well averse with the roles and responsibilities |                  |                      |                | Yes/No   |
| #5. Record related to accounts department maintained properly       |                  |                      |                | Yes/No   |
| θ6. Inventory re  | Yes/No           |                      |                |  |
| 7. Grievance re   | Yes/No           |                      |                |  |
| 08. Staff attenda   | Yes/No           |                      |                |  |
| 09. Information   | Yes/No           |                      |                |  |
| 10. Staff availab   | ole              |                      |                | Yes/No   |
|   | Name             | e                    | Desig          | nation   |
|   |                  |                      |                |  |
|   |                  |                      |                |  |
|   |                  |                      |                |  |
|   |                  |                      |                |  |
| 11. Enrollment  | record available |                      |                | Yes/No   |
|   | record available |                      |                | 103/110  |
| <b>□</b> Years  | 2023             | 3-24                 |                |  |
| No. of studen   | nts              |                      |                |  |
| enrolled  |                  |                      |                |  |
| ☐ Record ☐ availability   | ,                |                      |                |  |
| Yes/No)   |                  |                      |                |  |
|   |                  |                      |                |  |
| 12. Internal trai   | ining record (At | tendance)            |                | Yes/No   |
| 13. Copy of sylla   | Yes/No           |                      |                |  |
| 14. Online portal registration on DG NCC                            |                  |                      |                | Yes/No   |
| <b>15.</b> 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   | d available      |                      |                | Yes/No   |
| Years   | 2023-24          |                      |                |  |
| □ No. of camps  |                  | _                    |                |  |
| □ No. of student  |                  |                      |                |  |
| <sub>ত</sub> attended   |                  |                      |                |  |
| 20. Activities re   | cord available   |                      |                | Yes/No   |
| $\overline{2}$ 1. Student achi                                      | ievement record  |                      |                | Yes/No   |
| 22. Purchase/Account related record available                       |                  |                      |                | Yes/No   |
| 23. Details updated in annual report                                |                  |                      |                | Yes/No   |
| 24. Website   |                  |                      |                | Yes/No   |

MI ਬੀ



| University                            | Maharaja              | Ranjit Singh Punjab Technical                                   |
|---------------------------------------|-----------------------|---|
| University O/o Director, IQAC         | (Act 5                | 5 (2015) of Punjab & 2(f) & 12B of UGC                          |
| □<br>∰mail- dir.iqac@mrsptu.ac.in     |                       | Dabwali Road, Bathinda (Punjab) 151001<br>Phone No. 823848-9684 |
| : 25. Any other information (to be ad | Ided by Deportment)   | Date:   |
| 25. Any other information (to be ad   | ded by Department)    |   |
|                                       |                       |   |
| 된                                     |                       |   |
| 26. Observations/suggestions of Inte  | ernal Audit Committee |   |
| o                                     |                       |   |
|                                       |                       |   |
|                                       |                       |   |
| Internal Audit Committee              |                       |   |
| (                                     |                       |   |
| Chairperson □                         | Member-1              | Member-2  |
| D                                     |                       |   |
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