



Date: .....

**Internal Administrative Audit – Boys Hostels**

**Date of Audit:**

**Period:**

**Hostel No.**

- |   |        |
|---|--------|
| 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. No. of hostel admissions

Years	2023-24
No. of students	

12. Allotment process related record available Yes/No

13. List of students (2023-24) Yes/No

14. Details of various committees :

- i. Mess
- ii. Disciplinary
- iii. Common Room
- iv. First aid
- v. House keeping
- vi. Student committee

15. Hostel stock register available:

- i. Purchase record available
- ii. Consumption record available

16. Co-operative mess stock register available Yes/No

17. Co-operative mess purchase record available Yes/No

18. Hostel account related record available Yes/No

19. Charge handover/take over record available Yes/No

20. Grievance/complaint book available Yes/No

21. In house recreation & Entertainment activity related record Yes/No

22. Anti-ragging duty record available Yes/No

23. Ambience/Cleanliness/Hygiene/Waste management/Drinking water Yes/No

(Within the hostel and surroundings)

ਆਈ.ਕਿਊ.ਏ.ਸੀ. ਵਿਭਾਗ  
ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ  
ਮ.ਰ.ਸ.ਪ.ਟ.ਯੂ. ਬਠਿੰਡਾ



ਮਹਾਰਾਜਾ

(ਯੂ.ਜੀ.ਸੀ. ਵੱਲੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ)

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**O/o Director, IQAC**

Email- dir.iqac@mrsptu.ac.in

Date: .....

**24. Facilities:**

- i. Recreation**
- ii. Entertainment**
- iii. Sports**
- iv. Reading**
- v. Drinking water**
- vi. Hot water**
- vii. Mess**
- viii. Internet (wifi)**
- ix. Anti-ragging committee display**
- x. Xerox/Printing facility**

**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**