



Date:

Internal Administrative Audit – Registrar Office

Date of Audit:

Period:

- | | |
|---|--------|
| <input type="checkbox"/> 1. Official (s) are aware with office protocol and practices | Yes/No |
| <input type="checkbox"/> 2. Files maintained – properly | Yes/No |
| <input type="checkbox"/> 3. Letter dispatch/received record available & properly maintained | Yes/No |
| <input type="checkbox"/> 4. Staff is well averse with the roles and responsibilities | Yes/No |
| <input type="checkbox"/> 5. Inventory record available | Yes/No |
| <input type="checkbox"/> 6. Grievance register available | Yes/No |
| <input type="checkbox"/> 7. Staff attendance & leave record available | Yes/No |
| <input type="checkbox"/> 8. List of files | Yes/No |
| <input type="checkbox"/> 9. Information updated on website | Yes/No |
| <input type="checkbox"/> 10. Staff available | Yes/No |

Name	Designation

11. Contacts for Communication

Designation	Name	Telephone with STD Code	Mobile	Fax	Email

<input type="checkbox"/> Nature of University	Institution Status	
<input type="checkbox"/> Type of University	Type of University	
<input type="checkbox"/> Establishment Details	Establishment Date of the University	
	Status Prior to Establishment, If applicable	(Autonomous, Constituent, PG Centre, any other)
	Establishment date	

12. Recognition Details

Date of Recognition as a University by UGC or Any Other National Agency	
Under Section	Date
2f of UGC	

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

Date:

12B of UGC	
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13. University with Potential for Excellence

Is the University Recognised as a 'University with Potential for Excellence (UPE)' by the UGC?	Yes	No
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14. Location, Area and Activity of Campus

Campus Type	Address	Location	Campus Area in Acres	Built up Area in sq.mts.	Programmes Offered	Date of Establishment	Date of Recognition by UGC/MHR D
		Urban					
		Semi Urban					
		Rural					
		Tribal					
		Hill					

15. No. and list of functional MoUs available and updated on website Yes/No

16. All Statutory Committees/Cells/ Councils/ Administrative committees/ Co-ordinators/

Incharges constituted/appointed regularly and record maintained Yes/No

17. MoM of these maintained Yes/No

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

19. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2

