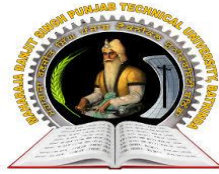


ਮਾ
ਸੀ
University
O/o Director, IQAC
□
Email- dir.iqac@mrsptu.ac.in



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 – Sports Facility

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. List of sports infrastructure indoor Yes/No
- 06. List of sports infrastructure outdoor Yes/No
- 07. Issue register Yes/No
- 08. Stock register – permanent equipments/consumables Yes/No
- 09. Event record (Inter Batch/Inter College/Inter University) Yes/No
- 10. Student achievement record available Yes/No
- 11. Purchase record available Yes/No
- 12. Budget record available Yes/No
- 13. Record related to accounts department maintained properly Yes/No
- 14. Inventory record available Yes/No
- 15. Grievance register available Yes/No
- 16. Staff attendance & leave record available Yes/No
- 17. Information updated on website Yes/No
- 18. Staff available Yes/No

Name	Designation

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

20. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

□□੫੩)

Member-1

Member-2