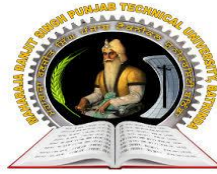


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O/o Director, IQAC
Email- dir.iqac@mrsptu.ac.in



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 – College Development Council

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. No. of college affiliated.

<input type="checkbox"/> 2023-24

12. Affiliation process related record of all institute Yes/No

[Application/Scrutiny/Inspection/Award of Affiliation]

13. Handbooks of affiliation process Yes/No

14. E-process for affiliation available Yes/No

15. Manual of affiliation portal available Yes/No

16. Complaints/Grievances record available Yes/No

17. Grievance Record (Complaint/Reply) Available & Attached Yes/No

18. No. of complaints/Grievance received Yes/No

<input type="checkbox"/> 2023-24

19. Affiliated Institutions to the University (Not applicable for private and deemed to be Universities)

College Type	Number of colleges with permanent affiliation	Number of colleges with temporary affiliation

Type of Colleges	Permanent	Temporary	Total
Education/Teachers Training			

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Phone No. 823848-9684

Date:

<input type="checkbox"/> Business administration/ Commerce/Management/Finance				
<input type="checkbox"/> Universal/Common to all Disciplines				

19. Notification of CDC for last year attached Yes/No

20. Meetings of CDC conducted on 1. _____ 2. _____ 3. _____

21. MoM of CDC Meeting(s) attached Yes/No

Furnish the Details of Colleges under University (2023-24)

<input type="checkbox"/> Constituent Colleges	<input type="text"/>
<input type="checkbox"/> Affiliated Colleges	<input type="text"/>
<input type="checkbox"/> Colleges Under 2(f)	<input type="text"/>
<input type="checkbox"/> Colleges Under 2(f) and 12B	<input type="text"/>
<input type="checkbox"/> NAAC Accredited Colleges	<input type="text"/>
<input type="checkbox"/> Colleges with Potential for Excellence(UGC)	<input type="text"/>
<input type="checkbox"/> Autonomous Colleges	<input type="text"/>
<input type="checkbox"/> Colleges with Postgraduate Departments	<input type="text"/>
<input type="checkbox"/> Colleges with Research Departments	<input type="text"/>
<input type="checkbox"/> University Recognized Research Institutes/Centers	<input type="text"/>

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

02. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

