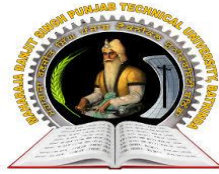


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O/o Director, IQAC
Email- dir.iqac@mrsptu.ac.in



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 – Distance/Online Education

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. Details of programmes offered in Distance/Online mode

Sr. No	Level	2022-23		2023-24	
		No. of programmes offered	No. of students enrolled	No. of programmes offered	No. of students enrolled
1	Certificate				
2	Diploma				
3	Skill				
4	UG				
5	PG				

11. Staff available Yes/No

Name	Designation

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Date:

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

13. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

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Chairperson

Member-1

Member-2

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