Maharaja Ranjit Singh Punjab Technical University
O/o Director, IQAC
Email- dir.iqac@mrsptu.ac.in

(Act 5 (2015) of Punjab & 2(f) & 12B of UGC)
Dabwali Road, Bathinda (Punjab) 151001
Phone No. 823848-9684

Date: ……..

Internal Administrative Audit – Entrepreneurship Development Cell-cum-Business Incubation Centre

Date of Audit:

Period:

1. **Official (s) are aware with office protocol and practices** Yes/No
2. **Files maintained – properly** Yes/No
3. **Letter dispatch/received record available & properly maintained** Yes/No
4. **Staff is well averse with the roles and responsibilities** Yes/No
5. **Event record file** Yes/No
6. **List of files available** Yes/No
7. **Record related to accounts department maintained properly** Yes/No
8. **Inventory record available** Yes/No
9. **Staff attendance & leave record available** Yes/No
10. **Information updated on website** Yes/No
11. **Is Entrepreneurship support/Business incubation policy available** Yes/No
12. **Entrepreneurship Related details**

S.No	Detail	2022-23		2023-24	
		No.	Amount	No.	Amount
1	Entrepreneurship initiatives supported by University				

13. **Details of Event conducted**

S.No	Event	Dates	No. of Participants		Record available
			Faculty	Students	

14. **Staff available** Yes/No

Name	Designation

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Date: ……..

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

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16. Observations/suggestions of Internal Audit Committee

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Internal Audit Committee

Chairperson **Member-1** **Member-2**