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University O/o Director, IQAC

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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

<u></u> €		Internal Administra	ative Audit – Establishment	Date:
: D at	te of Aud			
: Per	riod:			
6 1.	Official	(s) are aware with office protoco	l and practices	Yes/No
		intained – properly		Yes/No
0 3.	Letter di	ispatch/received record available	e & properly maintained	Yes/No
₽4.	Staff is v	vell averse with the roles and res	ponsibilities	Yes/No
⊕ 5.	Individu	al service record of all employee	es	Yes/No
β6.	Leave re	cord available		Yes/No
₽̄7.	CAS/DP	C promotion cases related files		Yes/No
08.	Pay and	salary record available		Yes/No
09.	Rules/Re	egulations/Calendar of Universit	\mathbf{y}	Yes/No
10.	Compos	ition and MoM of statutory bodi	ies	Yes/No
11.	Office or	rder file		Yes/No
12.	Notificat	tion file		Yes/No
13.	Circular	file		Yes/No
14.	Personal	l files of all employees		Yes/No
15.	Diary/Di	ispatch		Yes/No
16.	GPF/CP	F/NPS related record		Yes/No
ì₁7.	Advance	es issue file		Yes/No
<u>-</u> 8.	Form 16	file		Yes/No
1 9.	Forward	ling of applications for employm	ent related record available	Yes/No
≧0.	Record	related to accounts department i	naintained properly	Yes/No
_ 21.	Inventor	ry record available		Yes/No
2 2.	Grievan	ce register available		Yes/No
2 3.	Staff atte	endance & leave record availabl	e	Yes/No
<u>2</u> 4.	Informa	tion updated on website		Yes/No
_	Staff ava			Yes/No
•		Name	De	esignation
	D-4 "	ProLine ON TO 11 C	66 - 6 I I	
	Teaching	of Teaching & Non-Teaching Sta g Faculty	II OI University	
		Professor	Associate Professor	Assistant Professo

	Professor			Associate Professor				Assistant Professor				
ਨ	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned												
Recruited												
□Yet to ⊓Recruit												

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й								Date:			
On Contract											
28. Non- Teach	ing Staf	ff	·					<u> </u>	I	I	
	M	ale	Fe	male		Others	S		Total		
<u> </u>											
ZSanctioned											
Recruited											
Yet to Recruit											
On Contract											
29. Technical S	taff	ı									
		Male	Fe	male		Others	.	,	Total		
Sanctioned											
Recruited											
Yet to Recruit											
On Contract											
30. Qualification	n Detai	ls of the T	'eaching		mant Tage	howa					
				Perma	nent Teac	eners					
Highest Qualification		Professor		Associate Profess			ssor Assistant Professor			Total	
	Male	Female Others		Male Female		Others	Male Female Other		Others		
□D.sc/D.Litt											
Ph.D.											
M.Phil.											_
PG											
]		1	ı		I	1	_	I		1	_
			7	Tempora	ary Teach	ers					
Highest Qualification Profess		cor		Associate Professor			Assistant Professor			Total	
	Male	Female	Others	Male	Others						
∃ ∂D.sc/D.Litt											
Ph.D.											
M.Phil. □PG											
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O/o Director, IQA			The state of the s		The control of the co				njab & 2(f) & , Bathinda (I	Punjab) 1510	001
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: 코											
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0 0]	Part Ti	ime Teache	ers					
⊣Highest											Total
Qualification	Profes			Asso	ciate Profe	ssor		Assistant Professor			
_ ਗੁ	Male	Female	Others	Male	Female	Othe	ers	Male	Female	Others	
□D.sc/D.Litt											
Ph.D.											
M.Phil.											
PG											
		l				1				1	1
31. Distinguish	ed Acad	<u>lemicians</u>	Appointe Male	ed	Female		Oth	ers		Total	
			Iviaic		Temate		Oth			1000	
(Emeritus Prof	essor										
□Adjunct Profe	ssor										
Usiting Profes	ssor										
32. Chairs Inst	ituted b	y the Uni	vorcity			•				•	
Name of the D			ame of the	Chair	Nome	of the	Snor	ngan O	rganisatio	n/A gonor	7
Name of the L	epartii	ient Na	inie or the	e Chan	Name	or the	Spor	iisor O	rgamsauc	m/Agency	/
					1						
□ §3. Number of	full tim	a taachar	s voor wis	o durii	na the last	voor					
Year	2023		S year wis	c uui ii	ing the last	ycai					
□Number											
94. Number of	conotio	nad nasts	voor wico	durin	a the lect v	002					
Year	2023		year wise	uurm	g the last y	ear					
^Number			-								
<u> </u>											
35. Any other is	nforma	tion (to b	e added b	y Depa	rtment)						
o											

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mail- dir.iqac@mrsptu.ac.in		1 hone 10. 823848-3084
<u>ब</u> ्र		Date:
: <u></u>		
: 36. Observations/suggesti	ions of Internal Audit Committee	
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B		
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Internal Audit Committee		
Chairperson	Member-1	Member-2
Chair person	Wichiber-1	Wiember-2
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