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Maharaja Ranjit Singh Punjab Technical

(Act 5 (2015) of Punjab & 2(f) & 12B of UGC)
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: } <u>}</u> D at	e of Aud	Internal Admini	istrative Aud	<u>it — Institute Inı</u>	_	Oate: <u>ncil</u>	
: Per	iod:						
2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2	Official (s) are aware with office protocol and practices Files maintained – properly Letter dispatch/received record available & properly maintained Staff is well averse with the roles and responsibilities Event record File IIC Constitution File List of files available Record related to accounts department maintained properly Inventory record available Staff attendance & leave record available Information updated on website Details of Events held					Yes/No	
	S.No	Name of Event	Dates	No. of Partic	cipants	Record available	
(Students	Faculty		
_	Staff ava	ilable				Yes/No	
	Any other	Name		partment)	Designati	on	
□ ¶ 5.	Observa	tions/suggestions of	Internal Audi	t Committee			

Internal Audit Committee

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