Maharaja Ranjit Singh Punjab Technical University
O/o Director, IQAC
(Act 5 (2015) of Punjab & 2(f) & 12B of UGC)
Dabwali Road, Bathinda (Punjab) 151001
Email- dir.iqac@mrsptu.ac.in
Phone No. 823848-9684

Date: ……..

Internal Administrative Audit – Library

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. Books available:

No. of books	No. of titles	No. of volume

12. E-books available Yes/No
13. Total no. of e-books available
14. Journals subscription:

Sr. No.	Name of package	Validity upto	Payment made (amount)	Proof of payment

15. Entry available Yes/No
16. Online issue record available (e-granthalya) upto date & functioning Yes/No
17. No. of Journals/periodicals/Magazines in hardcopy Yes/No

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18. **List of journals available in hardcopy (last year)** Yes/No
19. **Seating capacity working hours reading hall facility beyond working hours** Yes/No
20. **Ambience/lighting/cleanliness/accessibility to books/satisfactory/not-satisfactory** Yes/No
21. **Visibility of books** Yes/No
22. **Xerox/Printing facility** Yes/No
23. **Bills of the books purchased available** Yes/No
24. **Percentage per day usage of library by teachers and students record available** Yes/No
25. **Footfall record available** Yes/No
26. **MoU with Inflibnet** Yes/No
27. **MoU with Shodhganga & Shodh Sindhu** Yes/No
28. **Regular update of faculty profile on IRINS portal** Yes/No
29. **Ph.D. theses uploaded on UGC portal regularly** Yes/No
30. **Annual stock verification done and report available** Yes/No
31. **Details and proof of publications in scopus journals available** Yes/No
32. **Details and proof of UGC-case listed journals available** Yes/No
33. **Details and proof of Book authored available** Yes/No
34. **Details and proof of Book Chapter published available** Yes/No
35. **Any other information (to be added by Department)** Yes/No

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36. **Observations/suggestions of Internal Audit Committee**

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Internal Audit Committee

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

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