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 – NSS unit

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. Grant received (last year): Yes/No

Years	2023-24
Amount received	
Amount utilized	

12. Fund receipt & utilization record available Yes/No

Years	2023-24
Amount received	
Amount utilized	

13. Advisory committee & meeting record available Yes/No

14. Activity related record available Yes/No

15. List of activities held Yes/No

16. NSS camp related record available Yes/No

17. Annual reports submitted for year(s) Yes/No

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18. Details uploaded in annual report Yes/No

19. Details updated on website Yes/No

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Date: ……..

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

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21. Observations/suggestions of Internal Audit Committee

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Internal Audit Committee

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

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