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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

Phone No. 823848-9684

€	Date:

<u>Internal Administrative Audit – Public Relation Office & Social Media Cell</u>

Date of Audit:

Period :	,

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1. 1.	Official (s) are aware with office protocol and practices	Yes/No
2.	Files maintained – properly	Yes/No
<u>a</u> l	Letter dispatch/received record available & properly maintained	Yes/No
4.	Staff is well averse with the roles and responsibilities	Yes/No
□ 5.	Memento/Memoir record	Yes/No
6.	Publicity material record	Yes/No
7.	Advertisement record	Yes/No
8.	News item file & related record available	Yes/No
9.	Event record file	Yes/No
10.	Social Media Committee file	Yes/No
11.	Record of Social Media update	Yes/No
12.	Photograph/Videography record available	Yes/No
1 3.	List of files available	Yes/No
14.	Record related to accounts department maintained properly	Yes/No
¦5.	Inventory record available	Yes/No
16.	Staff attendance & leave record available	Yes/No
1 7.	Information updated on website	Yes/No
18.	University Facebook account	Yes/No
19.	University Instagram account	Yes/No
2 0.	University Twitter account	Yes/No
2 1.	Quarterly Newsletter available	Yes/No
<u>2</u> 2.	List of Event held/News published with record available	Yes/No
23.	Achievements highlighted on website and social media	Yes/No
24.	Record related to point 23 available	Yes/No
<u>2</u> 5.	Commemorative days/National days/Festivals/Harmony etc. related updates	Yes/No
ਨ	on social media regularly done	
2 6.	Record related to point 25 available	Yes/No

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University O/o Director, IQAC □
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University O/o Director Imail- dir.iqu	r, IQAC ac@mrsptu.ac.in	Maharaja Ranjit Singh Punjab Technical (Act 5 (2015) of Punjab & 2(f) & 12B of UGC) Dabwali Road, Bathinda (Punjab) 151001 Phone No. 823848-9684
: 원 : 립		Date:
27. Staff a	vailable	Yes/No
	Name	Designation
<u>ਬ</u>		
28. Any of	ther information (to be added by Departn	ient)
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29 Obser	vations/suggestions of Internal Audit Con	
2). Obser	vations/suggestions of Internal Audit Con	mittee
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Internal A	Audit Committee	
Chairpers	on Mem	ber-1 Member-2
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□ □ਪਤ)		