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## Maharaja Ranjit Singh Punjab Technical

(Act 5 (2015) of Punjab & 2(f) & 12B of UGC)

∐ <b>∄</b> mail- dir.iqac@mrsptu.ac.in	Dabwali Road	, Bathinda (Punjab) 151001 Phone No. 823848-9684
: <del>४</del> <b>Internal</b> ४	Administrative Audit – Student Welfare	Date:
= Date of Audit:		
: Period:		
01. Official (s) are aware with office protocol and practices		Yes/No
2. Files maintained – properly		Yes/No
3. Letter dispatch/received record available & properly maintained		Yes/No
4. Staff is well averse with the roles and responsibilities		Yes/No
5. Record related to accounts department maintained properly		Yes/No
6. Inventory record available		Yes/No
7. Grievance register available		Yes/No
08. Staff attendance & leave record available		Yes/No
09. Information updated on wel	bsite	Yes/No
10. Student Council and clubs of	constituted in timely manner and record/	
MoM available		Yes/No
11. Details of cultural events he	eld available and record maintained	Yes/No
12. Details of award won by stu	idents in cultural events available & record	maintained Yes/No
13. Staff available		Yes/No
Nam	ne Designa	ation
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<b>14.</b> Any other information (to b	be added by Department)	
15 Observations/suggestions of	f Intornal Audit Committee	
15. Observations/suggestions of	I Internal Audit Committee	
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Internal Audit Committee		
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□ Chairperson	Member-1	Member-2
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