ਆ ਬੀ



		Maharaja	Ranjit	Singh	Punjab	Technical	
University O/o Director, IQAC		(Act 5	(2015) of	Duniah	& 2(f) & 1	2B of UGC)	
	And			load, Bat	hinda (Pur	njab) 151001	
mail- dir.iqac@mrsptu.ac.in				P	hone No. 8	323848-9684	
[∃				D	ate:		
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: Internal Ac	Jii	Vice Chem	a a lla m	Off			
internal Ac	<u>dministrative Audit –</u>	· vice Chai	icenor (Office			
Date of Audit:							
period:							
	office protocol and pr	aatiaaa			V	es/No	
ମୁ: Official (s) are aware with office protocol and practices ମୁ: Files maintained – properly					Yes/No		
93. Letter dispatch/received record available & properly maintained					Yes/No		
04. Staff is well averse with the roles and responsibilities				Yes/No			
05. Inventory record available					Yes/No		
θ6. Grievance register availab						es/No	
07. Staff attendance & leave r						es/No	
08. List of files	ccoru avanabic					es/No	
09. Information updated on w	zehsite					es/No	
10. Staff available	CDSIC					es/No	
Name			Desi	gnatio		25/110	
1 (41)			Desi	Snano			
(
1. Any other information (to	be added by Departme	ent)					
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12 Observations/suggestions	of Intornal Audit Com	mittaa					
12. Observations/suggestions	oi iliteriiai Audit Colli	mittee					
 D							
E nternal Audit Committee							
ন							
	Memb	or_1			М	ember-2	
Chairperson	wiemb	C1 - 1			17/1	CHIDEF-2	
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