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 – Workshop

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.	**Log books of major equipment's**	Yes/No
06.	**Consumption register/job card**	Yes/No
07.	**Maintenance schedule record available**	Yes/No
08.	**Internal time table/student distribution record available**	Yes/No
09.	**Display boards**	Yes/No
10.	**Stock register (Assets & Consumable)**	Yes/No
11.	**Record related to accounts department maintained properly**	Yes/No
12.	**Inventory record available**	Yes/No
13.	**Grievance register available**	Yes/No
14.	**Staff attendance & leave record available**	Yes/No
15.	**Information updated on website**	Yes/No
16.	**Staff available**	Yes/No

Name	Designation

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

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18. Observations/suggestions of Internal Audit Committee

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Internal Audit Committee

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