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University O/o Director, IQAC Famail-dir.igac@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

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[€	Table 1 A 1 and	Date:
<u>:</u>	<u> Internal Administrative Audit – Campus Director</u>	
Da	te of Audit:	
: Pei	riod:	
01.	Official (s) are aware with office protocol and practices	Yes/No
<u> </u> 2.	Files maintained – properly	Yes/No
ਬ ਊ 3.	Letter dispatch/received record available & properly maintained	Yes/No
₽4.	Staff is well averse with the roles and responsibilities	Yes/No
Q 5.	Record related to accounts department maintained properly	Yes/No
₽6.	Inventory record available	Yes/No
07.	Grievance register available	Yes/No
08.	Staff attendance & leave record available	Yes/No
09.	Individual student file	Yes/No
10.	Marksheet/Degree issue record	Yes/No
11.	AICTE applications	Yes/No
12.	AICTE approval letters	Yes/No
13.	Result notifications	Yes/No
	Examination conduct file	Yes/No
15.	Time-table file	Yes/No
<u>1</u> 6.	Academic Monitoring report	Yes/No
⊔ 17.	End Semester feedback file	Yes/No
<u> 18.</u>	Academic Grievances file	Yes/No
Ŧ9.	Student application file	Yes/No
20.	Student satisfaction survey	Yes/No
2 1.	360° Feedback Reports	Yes/No
[□] 22.	Information updated on website	Yes/No
	Staff available	Yes/No
⊔ 2 4.	NIRF application & related record	Yes/No
25.	Internal Academic Audit File	Yes/No
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mail- dir.iqac@mrsptu.ac.in	Duo wan is	Phone No. 823848-9684
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26. Any other information (to be	added by Department)	
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27. Observations/suggestions of I	nternal Audit Committee	
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Internal Audit Committee		
Chairperson	Member-1	Member-2
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