University O/o Director, IQAC



## Maharaja Ranjit Singh Punjab Technical

(Act 5 (2015) of Punjab & 2(f) & 12B of UGC) Dabwali Road, Bathinda (Punjab) 151001

mail- dir.iqac@mrsptu.ac.in	Phone	e No. 823848-9684
Internal Administrative Audit – Controller		
Date of Audit:		
Period:		
01. Official (s) are aware with office protocol and practices		Yes/No
02. Files maintained – properly		Yes/No
<b>03.</b> Letter dispatch/received record available & properly maintained		Yes/No
4. Staff is well averse with the roles and responsibilities		Yes/No
45. Record related to accounts department maintained properly	7	Yes/No
66. Inventory record available		Yes/No
07. Grievance register available		Yes/No
08. Staff attendance & leave record available		Yes/No
09. Record related to Examination Datesheet and Result Declaration availab		Yes/No
10. Information updated on website		Yes/No
11. Staff available		Yes/No
Name	Designation	on
12. Number of students year wise during the last year		
□ Year		
□ Number		
13. Aware of Examination Reforms policy and putting efforts for	vn that	Yes/No
14. Number of outgoing / final year students year wise during the		1 65/110
Year	ic lust yeur	
Number		
15. Initiatives taken in IT integration for examination process (a	attach separate pa	ge) Yes/No
46. Number of students appeared in the University examination	year wise during	the last year
Year		
Number		
17. Number of revaluation applications during the last year  Vear		
□ Number		
18. Any other information (to be added by Department)		
19. Observations/suggestions of Internal Audit Committee		
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Internal Audit Committee		