MUJ_DOE	INTERNAL AUDIT 01 - REPORT				
Date	06, Sep 2021	**Time**	9:30am to 11:00am	**Audit No.**	01
Auditors Name	Dr. Kasinathan S Dr. Mehak Gulati		**Area / Dept/ Section**	Admission Department	
Signature					

Sl #	System Document References	Evidences	Remarks
1	**PM – Admission** PM - Pre-admissions PM - Post-admissions	Admission department has two sections viz. Fresh Admissions and Re-registration/Re-sitting/Re-admission.	OK
		Note: Re-registration/Re-sitting/Re-admission will be applicable from semester 2 onwards.	OK
		Application number 2111121434 (Madhumitha G D applied for MBA) submitted on 01, Mar 2021 was verified as per Guidelines for document verification. Status- Approved on 02, Mar 2021 and the Roll No. Is 2114100015.	OK
		Admission Notification / Calendar--- for the year 2020-21 was evidenced.	OK
		List of admission approval, student list for each programme was evidenced. (Eg: Student List_ Set I Programs for Batch 1)	OK
		Eligibility criteria for each programme and required documents are verified by admission team before rejection of application. (Eg: Eligibility_criteria for admission in Online Degree)	OK

MUJ_DOE	INTERNAL AUDIT 01 - REPORT				
Date	06, Sep 2021	**Time**	11:30am to 1:00pm	**Audit No.**	02
Auditors Name	Dr. Kasinathan S Dr. Surbhi Mathur		**Area / Dept/ Section**	Examination Department	
Signature					

Sl #	System Document References	Evidences	Remarks
1	**PM – Examination** PM - Pre-examinations PM - Post-examinations	Examination department has two sections viz. Pre-Examination and Post-Examination.	OK
		List of Courses and Course Codes under each Programmes are available for IA and Term End Examination Schedule.	OK
		Examination Notification / Calendar---for the year Nov 2021 was evidenced.	OK
		List of eligible students for appearing for examination under each programmes were evidenced.	OK
		IA, TEE List of QP Setters and Moderators were evidenced. (Eg: List of QP Setters for BBA Programme)	OK
		List of subjects for which question papers are required for Oct 2021 exam was evidenced.	OK
		DBB1103 (Business Environment / BBA / Sem 1) used for Oct 2021 exam was set by Dr. Shweta Gakhreja and the same was moderated by Dr. Somya Choubey. QP setter and Moderator were approved by Programme Coordinator/HoD.	OK

MUJ_DOE	INTERNAL AUDIT 01 - REPORT					
Date	06, Sep 2021	**Time**	2:00pm to 3:30pm		**Audit No.**	03
Auditors Name	Ms. Ayushi Khandelwal Ms. Indu Priyanka		**Area / Dept/ Section**		Academic Department	
Signature						

Sl #	System Document References	Evidences	Remarks
1	**PM – Academic Content Development** **PM – Academic Content Delivery**	Academic department has four sections/programmes viz. BBA, MBA, BCA and MCA.	OK
		For each programme, two major documents and guidelines are available viz. Academic Content Development and Academic Content Delivery.	OK
		Programme-wise Subject Matter Experts (SMEs) were evidenced.	OK
		Couse-wise E-Resources are available on LMS. (Eg: Resources available on Four-Quadrant viz. E-Tutorials, E-Content, Discussion Boards and Self-Assessment.	OK
		Academic Calendar--- for the year 2020-21 was evidenced.	OK

MUJ_DOE	INTERNAL AUDIT 01 - REPORT					
Date	06, Sep 2021	**Time**	4:00pm to 5:30pm		**Audit No.**	**04**
Auditors Name	Ms. Monika Lamba Mr. Abhishek Pandey		**Area / Dept/ Section**		Learner Support Department	
Signature						

Sl #	System Document References	Evidences	Remarks
1	**PM – Learner Support Services**	Learner Support department is helping the learner to resolve their both academic and non-academic queries through online portal (Salesforce).	OK
		Ticket number 0006859 (Ajay Rai belongs to MBA) raised on 25, Jun 2021 was resolved on 26, Jun 2021 with the following solution given: Issue: How to locate Assignment and how to complete the same within due date. Solution: Internal Assignments are made available on LMS, Navigation has been shared with the learner to get the IA Question and guidelines.	OK
		Academic notifications, all circulars and notices issued by the University for the year 2020-21 was evidenced.	OK
		List of student for each programme was evidenced. (Eg: Learner details of MCA Programme)	OK

MUJ_DOE	INTERNAL AUDIT 02 - REPORT				
Date	29, Mar 2022	**Time**	9:30am to 11:00am	**Audit No.**	01
Auditors Name	Mr. Subarno Bhattacharya Mr. Vivek Srivastava		**Area / Dept/ Section**	Academic Department	
Signature					

Sl #	System Document References	Evidences	Remarks
1	**PM – Academic Content Development** **PM – Academic Content Delivery**	Academic department has four sections/programmes viz. BBA, MBA, BCA and MCA. In addition, three more sections/programmes are being offered by the Institution viz. BCOM, MCOM and MA-JMC.	OK
		For each programme, two major documents and guidelines are available viz. Academic Content Development and Academic Content Delivery.	OK
		Academic Calendar--- for the year 2020-21 was evidenced.	OK
		Execution of academic session plan and detail schedule were evidenced for content delivery for the learners. (Eg: Session schedule for the month of BCOM – Semester 1 was evidenced)	OK
		Program-wise / Couse-wise Live session links were evidenced.	OK

		(Eg: Link repository for MA-JMC – Sem 1 for the Jul-Aug Session 2021).	

MUJ_DOE	INTERNAL AUDIT 02 - REPORT				
Date	29, Mar 2022	**Time**	11:30am to 1:00pm	**Audit No.**	02
Auditors Name	Dr. Deepika Tomar Dr. Aditya Shukla		**Area / Dept/ Section**	Admission Department	
Signature					

Sl #	System Document References	Evidences	Remarks
1	**PM – Admission** PM - Pre-admissions PM - Post-admissions	Admission department has two sections viz. Fresh Admissions and Re-registration/Re-sitting/Re-admission.	OK
		Note: Re-admission details are not applicable.	OK
		Application number 2122122849 (Aman Jaiswal applied for BCA) submitted on 13, Feb 2021 was verified as per Guidelines for document verification. Status- Approved on 15, Feb 2021 and the Roll No. is 2214100006.	OK
		Application number 2223130981 (Asif Khan applied for MCA) submitted was verified as per Guidelines for document verification. Status- Rejected with following reason: No Maths in 12th and also secured 42.14%. which does not meet the eligibility criteria.	OK
		Work instruction for application processing in the form navigation video would help in for the team.	OFI

MUJ_DOE	INTERNAL AUDIT 02 - REPORT				
Date	29, Mar 2022	**Time**	2:00pm to 3:30pm	**Audit No.**	03

Auditors Name	Dr. Mehak Gulati Dr. Kasinathan S	Area / Dept/ Section	Learner Support Department
Signature			

Sl #	System Document References	Evidences	Remarks
1	**PM – Learner Support Services**	Learner Support department is helping the learner to resolve their both academic and non-academic queries through online portal (Salesforce).	OK
		Ticket number 00039182 (Hanumanthavarjula Subramanya Anil belongs to BCA) raised on 19, Feb 2021 was resolved on 19, Feb 2021 with the following solution given: Issue: Not able to open C-Programming Virtual Lab Solution: Virtual Lab path has been shared with the learner to access.	OK
		Ticket number 00032785 (Dolly belongs to BCOM) raised on 22, Jan 2022 was resolved on 23, Jan 2022 with the following solution given:	OK
		Issue: Not able to locate the notifications of Live Sessions Solution: Links are made available under Announcement on LMS (Navigation path is shared with the learners)	OK

MUJ_DOE	INTERNAL AUDIT 02 - REPORT

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Date	29, Mar 2022	Time	4:00pm to 5:30pm		Audit No.	04
Auditors Name	Dr. Mredu Goyal Dr. Surbhi Mathur		**Area / Dept/ Section**		Examination Department	
Signature						

Sl #	System Document References	Evidences	Remarks
1	**PM – Examination** PM - Pre-examinations PM - Post-examinations	Examination department has two sections viz. Pre-Examination and Post-Examination.	OK
		IA and Term End Examination Schedule was evidenced.	OK
		List of courses for the Examination Notification / Calendar to be prepared --- for the year Apr 2022 was evidenced.	OK
		IA, TEE List of QP Setters and Moderators were evidenced. (Eg: List of QP Setters for BBA Programme)	OK
		DMBA203 (Marketing Management / MBA / Sem 2) was prepared by Dr. Arti Bansal and the same was moderated by Dr. Surbhi Mathur. QP setter and Moderator were approved by Programme Coordinator/HoD.	OK
		List of subjects for which question papers are required for Apr 2022 exam was evidenced.	OK