



MUJ_DOE		INTERNAL AUDIT 01 - REPORT			
Date	23, Mar 2023	Time	9:30 am to 11:00 am	Audit No.	01
Auditors Name		Mr. Subarno Bhattacharya Ms. Ayushi Khandelwal	Area / Dept/ Section		Academic Department
Signature					
SI #	System Document References		Evidences		Remarks
1	PM – Academic Content Development		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
	PM – Academic Content Delivery		For each programme, two major documents and guidelines are available viz. Academic Content Development and Academic Content Delivery.		OK
			Academic Calendar--- for the year 2022-23 was evidenced (uploaded on LMS).		
			Execution of academic session plan and detail schedule were evidenced for content delivery for the learners.		OK
			(Eg: DB schedule for BCA – Semester 1 was evidenced)		OK
			Program-wise / Couse-wise Live session links were evidenced.		
			(Eg: Link repository for MBA – Sem 2 for the Jul-Aug Session 2022).		OK



MUJ_DOE	INTERNAL AUDIT 01 - REPORT				
Date	23, Mar 2023	Time	11:30 am to 1:00 pm	Audit No.	02
Auditors Name	Ms. Monika Lamba Mr. Abhishek Pandey		Area / Dept/ Section	Admission Department	
Signature					
Sl #	System Document References		Evidences		Remarks
1	PM – Admission		Admission department has two sections viz. Fresh Admissions and Re-registration/Re-sitting/Re-admission.		OK
	PM - Pre-admissions				
	PM - Post-admissions		Note: Re-admission details are not applicable.		OK
			Verified as per Guidelines for document verification. Status- Rejected with following reason: No Maths in 12 th 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