

MUJ_DOE	INTERNAL AUDIT 01 – REPORT (Apr 23-July 24)					
Date	03 August 2023	Time: 2:00 pm to 3:30 pm		Audit No.	01	
Auditors Name	Mr. Lokesh Ms. Indu Priyanka		Area / Dept/ Section		Academic Department	
Signature						
Sl #	System Document References		Evidences			Remarks
1	PM – Academic Content Development		1. The academic department has seven sections/programs viz. BBA, MBA, BCA, MCA, BCOM, MCOM, and MA-JMC. Revamping course content for the first Sem of 4 programs BBA, MBA, BCA, and MCA has been introduced to develop the updated content for the batches for next academic year 2024-25. (Evidence: Revamp for the course (BCA Sem1) of Introduction to Web Programming has been allotted to Mr. Dinesh Kumar)			OK
	PM – Academic Content Delivery		2. The Session/lesson plan with detailed guidance regarding the Online Teaching-Learning Process is deployed on LMS for each course. (Evidence: The session plan for the course BCOM Sem1 of Economic Theory with the course code DCM1102 is available on the LMS)			OK



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MUJ_DOE		INTERNAL AUDIT 02 – REPORT (Apr 23-July 24)			
Date	03 Aug 2023	Time: 4:00 pm to 5:30 pm		Audit No.	02
Auditors Name		Dr. Avnish Vijay Dr. Vandna Misra	Area / Dept/ Section		Examination Department
Signature					
Sl #	System Document References		Evidences		Remarks
1	PM – Examination		The examination department has two sections viz: pre-examination and post-examination.		OK
	PM - Pre-examinations		1. IA and Term End Examination Schedule were evidenced. List of courses for May-June 2023 was evidenced on LMS in OEBS booking slot in Apr 2023. The Examination Notification is available on LMS for May-June 2023 was evidenced.		OK
	PM - Post-examinations		2. The course coordinators/examiners have evaluated the Project Synopsis and Report. (The evaluated synopsis and reports of		OK



		<p>MBA Batch 1 are available on the LMS.</p> <p>Evidence: Dr. Rajesh Handa has evaluated the synopsis and reports for MBA tile name Project (Phase-1)-DMBA404-Dec-2022</p> <p>3. Practical examinations for the courses BCA and MCA have been conducted.</p> <p>(Evidence: Dr. Vaibhav Panwar conducted the practical exam for BCA Batch 5 Sem 3 of Java Programming with the course code (DCA2230) on 13-14 May 2023.</p>	
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MUJ_DOE	INTERNAL AUDIT 03 – REPORT (Apr 23-July 24)				
Date: 03 Aug 2023		Time	11:30 am to 1:00 pm	Audit No.	03
Auditors Name	Dr. Harendra Singh Mr. Abhishek Pandey		Area / Dept/ Section		Admission Department
Signature					
Sl #	System Document References		Evidences		Remarks
1					OK



PM – Admission

The admission department has two sections viz. Fresh Admissions and Re-registration/Re-sitting/Re-admission.

1. Application Number 2306010082377 (Aditi Bohra for MCA) submitted on 12, May 2023 was verified as per guidelines for document verification and eligibility.

PM – Pre- Admission

Status – Approved on 18, May 2023 and Roll No. is 2314501485.

2. Academic notifications, all circulars, and notices issued by the University for the year 2023-24 were evidenced on the LMS.

OK



PM - Post-admissions

3. Application number 2126122984 (Hemlata, Roll Number- 2114505488) reregistered for the fourth semester of the course M. Com on 26th June 2023 with Payment Name (P-127435).

A list of students for each program was evidenced.

(Eg: Learner details of M.Com Programme)

OK

MUJ_DOE	INTERNAL AUDIT 04 – REPORT (Apr 23-July 24)				
Date 03 Aug 2023		Time 4:00 pm to 5:30 pm		Audit No. 04	
Auditors Name	Dr. Srinivasan Iyer Dr. Abhishika Sharma		Area / Dept/ Section	Learner Support Department	
Signature					
SI #	System Document References		Evidences		Remarks
1	PM – Learner Support Services		<p>The Learner Support department helps the learner resolve both academic and non-academic queries through the online portal.</p> <p>1. Ticket no. 00218703 Fayiz Rahman.T (2114503855) from BCA raised a ticket on 31 July 2023 which was resolved on the same date with the following solution given:</p> <p>Issue: The learner wanted to know when the 3rd-semester exam results would be out.</p> <p>Solution: The learner was informed that the results of 3rd semester will be declared before the 4th week of August.</p>		<p>OK</p> <p>OK</p> <p>OK</p>



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MUJ_CDOE		INTERNAL AUDIT 02 – REPORT (Aug 23 – Feb 24)			
Date	26 Feb 2024	Time	9:30 am to 11:00 am		Audit No.1
Auditors Name		Mr. Gaurav Sharma Ms. Sarmishta James		Area / Dept/ Section	Academic Department
Signature					
SI #	System Document References	Evidence			Remarks
1	PM – Academic Content Development	1. For the academic year 2023-24, CDOE has continued with the following seven programs BBA, MBA, BCA, MCA, BCOM, MCOM, and MA-JMC			OK
	PM – Academic Content Delivery	Revamping of the various courses in four programs BBA, MBA, BCA, and MCA, has been introduced for the development of the updated content. (Evidence: Revamping for the course DBB1107 Financial Accounting has been started by Dr. Mehak Gulati)			OK
		2. The exclusive sessions have been scheduled to guide the learners for the elective selection. The recordings for the same are available on LMS. (Evidence: The live session, " How to choose a specialization" has been scheduled for October 1, 2023, at 12.30 PM for the MBA Batch 5 Semester 3 course.) 3. PC Orientation sessions and CC Introductory sessions are scheduled before starting of every semester to make the students understand the availability of learning resources on LMS, to facilitate a learner-centric approach. (Evidence: BBA Batch 02 / Sem 5 PC orientation session was taken by Dr. Mahesh Chandra Joshi on 27 Jan, 24 from 6.30 P.M to 7.30 P.M)			OK

		<p>4. The project coordinator scheduled an exclusive session to explain the details of the projects to the learners.</p> <p>(The session schedule for the course MBA Batch 4 Sem 3 taken by Dr. Jagriti and Dr. Shweta on 4 Feb 24 at 11 A.M is available on LMS)</p> <p>5. Academic Calendar--- for the year 2023- 24 was evidenced.</p> <p>(Aug-sept 23)</p>	OK
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MUJ_CDOE	INTERNAL AUDIT 02 – REPORT (Aug 23 – Feb 24)

Date	26 Feb 2024	Time	4:00 pm to 5:30 pm	Audit No.	02
Auditors Name	Dr. Shilpi Chakravarty Dr. Asha M Sharma	Area / Dept/ Section			Examination Department
Signature					
SI #	System Document References	Evidences			Remarks
1	<div>PM – Examination</div> <div>PM - Pre-examinations</div> <div>PM - post-examinations</div>	<p>The examination department has two sections viz: pre-examination and post-examination.</p> <p>1. IA and Term End Examination Schedule were evidenced.</p> <p>List of courses for the Examination Notification / Calendar to be prepared - -- for the year (Feb-March 24) was evidenced.</p> <p>2. The practical examination notification for the course “Analysis and Design Algorithm” DCA7104 Batch 5 Sept 2023</p> <p>“MCA_DCA6130_Feb2024_Manual.pdf” is available on LMS.</p> <p>3. The course coordinators have evaluated the Project Synopsis and Report.</p> <p>(Dr. Harendra Singh has evaluated the Project synopsis and report of the learner named” Kulveer Singh” for the course BBA Batch 1 Sem 6.)</p> <p>The process status for submission/evaluation has been updated on LMS.</p>			<div>OK</div> <div>OK</div>

		<p>4. The resit exam has been conducted for MBA learners for the course Project with course code DMBA404.</p> <p>(Rahul Vinayak 2114101473 of MBA Batch 1 Sem 4 has applied for resit on 05/09/2023)</p>	OK
		<p>5. Practical examinations for the courses BCA have been conducted.</p> <p>(Evidence: Dr. Vaibhav Panwar took the practical exam for the course BCA Batch 5 Sem 4 of DBMS with the course code DCA2230 on 16-17 Dec 23.</p>	OK

MUJ_CDOE	INTERNAL AUDIT 03 – REPORT (Aug 23 – Feb 24)			
Date	26 Feb 2024	11:30 am to 1:00 pm	Audit No.	03
Auditors Name	Dr. Priyanka Mathur Dr. Shweta Gakhreja	Area / Dept/ Section		Admission Department

Signature					
Sl #	System Document References	Evidences			Remarks
1	PM – Admission	The admission department has two sections viz. Fresh Admissions and Re-registration/Re-sitting			OK
	PM - Pre-admissions	1. Program enrollment ID PE-57893 (Kundan Singh for BCA) was verified as per the Guidelines for document verification and eligibility. Status- Approved on 1, Dec 2023, and Roll No. is 2414100236			OK
	PM - Post-admissions	2. Application Number 2407010060356 (Kamal Bardhan for BBA) submitted on 9, February 2024 was verified as per guidelines for document verification. Status – Rejected with the following reason The learner does not meet the eligibility criteria as the student has secured 38.8% in UG			
		3. Application Number 2305A0034872 (Aditi singh, Roll no. 2314104467) of BBA reregistered for the second semester on 30th Sept,2023 with the payment (P-164794).			OK
MUJ_CDOE	INTERNAL AUDIT 04 – REPORT (Aug 23 – Feb 24)				
Date	26 Feb 2024	2:00 pm to 3:30 pm	Audit No.	04	

Auditors Name	Dr. Mahesh C. Joshi Dr. Shikha Maheshwari	Area / Dept/ Section	Learner Support Department
Signature			

SI #	System Document References	Evidence	Remarks
1	PM – Learner Support Services	<p>The Learner Support department helps the learner resolve both academic and non-academic queries through the online portal.</p> <p>1. Ticket no. 00245117</p> <p>Abdul Waseh (2114503372) from M. Com raised a ticket on 9 Sept 2023 which was resolved on 12 Sept 2023 with the following solution given:</p> <p>Issue: The learner asked to upload the assignment questions for the course DCM7203 Risk Management in the LMS.</p> <p>Solution: The assignments for the course "Risk management" have been uploaded, and the learner was notified.</p> <p>2. Ticket no. 00221610</p> <p>Deepak Kumar Sahoo (2314104482) from MBA raised a ticket on 7 August 2023 which was resolved on 8 August 2023 with the following solution:</p> <p>Issue: The learner could not download the previous year's questions from the e-library.</p> <p>Solution: Learner has been informed that the model question papers will be updated on your LMS under every subject and not on e-library. Kindly login to your LMS and access your sample question and prepare for the exams accordingly.</p>	<p>OK</p> <p>OK</p> <p>OK</p>