



MUJ_CDOE		INTERNAL AUDIT - REPORT (April 2023-July 2024)			
Date	02 August 2024	Time	2:30 PM-3:30 PM	Audit No.	01
Auditors Name		1. Mr. Lokesh 2. Ms. Nitasha Gupta	Part / Area / Dept/ Section		Academic Department
Signature		1.	2.		
Sl #	System Document References		Evidence		Remarks
1	PM – Academic Content Development		<p>1. The academic department has seven sections/programs viz. BBA, MBA, BCA, MCA, BCOM, MCOM, MA-JMC.</p> <p>However, syllabus restructuring was carried out exclusively for the management and computer application programs of Batch 8, Semester 1, to better align them with current industry standards.</p> <p>At the undergraduate level, the BBA and BCA courses were restructured, while at the postgraduate level, revisions were made to the MBA and MCA programs.</p> <p>(Evidence 1: Restructuring for the BBA course (DBB1109 Sem1, Batch 8) of Value, Ethics and Governance has been allotted to Dr. Arpita Agarwal)</p>		OK
	PM – Academic Content Delivery				



		<p>(Evidence 2: Restructuring for the MCA course (DCA6110 Sem1, Batch 8) of Programming & Problem – Solving using C has been allotted to Dr. Priyanka Mathur)</p> <p>2. The Session/lesson plan with detailed guidance regarding the Online Teaching-teaching-learning process is deployed on LMS for each course.</p> <p>(Evidence: The session plan for the course BBA Sem 5, Batch 7 of Business Analytics with the course code DBB3102 is available on the LMS)</p>	OK
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MUJ_CDOE		INTERNAL AUDIT - REPORT (April 2023-July 2024)			
Date	02 August 2024	Time	11:30 PM-1:00 PM	Audit No.	02
Auditors Name	1. Dr. Anil Singh Parihar 2. Dr. Abhishek Pandey		Part / Area / Dept/ Section	Admission Department	
Signature	1.		2.		
Sl #	System Document References	Evidence		Remarks	
1	PM – Admission PM – Pre-Admission PM - Post-admissions	<p>The admission department has two sections viz. Fresh Admissions and Re-registration/Re-sitting/Re-admission.</p> <p>1. Application Number 2408010000712 (Shivam Lekhi) submitted on 18, April 2024 for BBA Batch 8 Sem 1 was verified as per guidelines for document verification and eligibility.</p> <p>Status – Approved on 7th, May 2024 and Roll No. is 2414500352.</p> <p>2. Application Number 2408010007680 (Nabiul Haque Siddiquee) submitted on 5, April 2024 for BCA Batch 8 Sem 1 was verified as per guidelines for</p>		OK	



		<p>document verification and eligibility.</p> <p>Status – Approved on 30th, April 2024 and Roll No. is 2414500260.</p> <p>3. Application number 2306010001910 (Sangeeta Chand, Roll Number- 2314500074) reregistered for the Batch 6, Second semester of the course M. Com on 04th March 2024 with Payment Name (DOE/24/027587).</p> <p>A list of students for each program was evidenced.</p> <p>(Eg: Learner details of M.Com Programme)</p> <p>4. Application number 2306010878149 (Anik Juneja, Roll Number- 2414100262) reregistered for the Batch 7, Third semester of the course BBA on 03rd April 2024 with Payment Name (DOE/25/034427).</p> <p>A list of students for each program was evidenced.</p>	<p>OK</p>
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		(Eg: Learner details of BBA Programme)	
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Date	02 August 2024	Time	11:30 PM-1:00 PM	Aud it No.	02
Auditors Name		1. Dr Avnish Vijay 2. Dr Vandna Mishra	Part / Area / Dept/ Section	Learner Support Department	
Signature		1.		2.	
Sl #	System Document References		Evidence		Remarks
3.	PM –Learner Support Services		The Learner Support department helps the learner resolve both academic and non-academic queries through the online portal. 1.Ticket no. 00403034 Datti Vidya Sagar (2314515745) from MBA Sem 2 Batch-6 raised a ticket on 15-07-2024 which was resolved on 16-07- 2024. The details are as follows:		OK



		<p>Issue: The learner wanted to change his photo in the profile section.</p> <p>Solution: The learner was informed that the photo was updated by the team concerned.</p> <p>2. Ticket no. 00388186</p> <p>Simran Kaur Datta (2214510560) from MCA Sem 4 Batch-4 raised a ticket on 07-06-2024 which was resolved on the same day. The details are as follows:</p> <p>Issue: The learner was marked absent in Java programming practical - DCA7130 as she did not appear in the IA component of assessment.</p> <p>Solution: The learner was informed to apply for re-sit.</p>	
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Date	02 August 2024	Time	11:30 PM-1:00 PM	Aud it No.	02



Auditors Name		1. Dr Mahesh Joshi 2. Dr Abhishikha Sharma	Part / Area / Dept/ Section	Examination Department
Signature		1.	2.	
Sl #	System Document References	Evidence		Remarks
4.	PM – Examination PM – Pre- Examination PM – Conduction of Exams	<p>The examination department handles three areas viz: pre-examination, Conduct of exams and post- examination.</p> <p>1. IA and Term End Examination Schedule were evidenced.</p> <p>The Examination Notification is available on LMS for August-September 2024 was evidenced.</p> <p>(Evidence: Academic Calendar Notifications in LMS)</p> <p>1. The course coordinators were called for creating the question papers</p> <p>(Evidence: Dr Asha Mamraj Sharma was appointed as a QP setter for the subject of Management Accounting (DCM3101) for BCom 5 Sem.)</p> <p>2. The course coordinators/examiners have evaluated the Project Synopsis and Report.</p>		OK



	PM: Post-Examinations	<p>The evaluated synopsis and reports of MBA Batch-4 are available on LMS</p> <p>Evidence: Dr David Campbell has evaluated the Synopsis and reports for MBA tile name MBA Project- Batch 4 (DMBA404-Sep-2023)</p> <p>3. Practical examinations for the courses BCA and MCA have been conducted.</p> <p>Evidence: Ms Anshika Choudhary conducted the Practical Exam for BCA Sem-5 (Batch-3) of Python Programming with the course code DCA3132 on 18-19 May'2024.</p> <ol style="list-style-type: none">1. Appointment of examiners for evaluation of term-end-exams answer scripts. (Ms Anadi Trikha was appointed as an evaluator for the subject of Consumer Behaviour (DBB3101) for BBA 5 Sem for May-June'2024 term end exams)2. Enabling subject answer scripts to the appointed evaluator.3. (Evidence: Mail sent from exam department to respective faculty members)	
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Dr. G. Mallikarjuna

Director, Centre for Distance and Online Education

Manipal University Jaipur