



DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

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An Autonomous Institute

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT ACADEMIC YEAR: 2024-25

Department: Computer Science and Design

Date:28-Aug-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IQAC Coordinator

Dr. Pabitra Dey, Associate Professor & Head, Master of Computer Application

Auditor Comments:

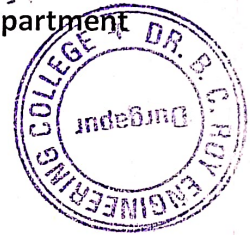
1. ERP course mapping has been completed; however, for most courses, essential components such as course files, attainment data, question papers, and related documentation have not been updated. The same should be completed before the external academic audit.
2. Regular, ongoing updates of course-related data for the academic year 2025–2026 are not being carried out in ERP. The same needs to be updated on a regular basis as the course progresses.
3. Academic details along with certificates have been uploaded for all faculty members in ERP.
4. Research outputs include 2 SCI-indexed journal papers, 8 Scopus-indexed conference papers, 1 book chapter, and 8 patents. However, supporting documents for conference papers and the book chapter are not properly maintained. The same should be maintained and uploaded in ERP for accreditation processes.
5. Faculty Development Programme (FDP) data for the academic year 2024–2025 has been updated along with supporting documents.
6. Event data for 2025 has been reported, whereas event data for July–December 2024 has not been submitted. In some cases, event reporting is accurate, but many entries are incomplete or missing. Rectifications related to the event reporting should be done before the external academic audit.
7. Faculty strength: Total faculty strength is 7 in 2024–2025 and 8 in 2025–2026, resulting in an SFR of 1:25. SFR requires improvement. Faculty qualifications include 3 PhD holders, 5 non-PhDs, with 2 having submitted their thesis and 1 enrolled. The faculty members who are yet to enrol for PhD should be encouraged to do the same.
8. GATE participation & Higher Studies: 2 students appeared; however, admit card details are not available. No student is qualified. Some measures should be taken to encourage students to pursue higher studies e.g. extra support / mentoring for GATE examinations.
9. Total number of students: 63. Overall pass percentage is good, but data on students passing without backlog is not available. The same should be kept ready before the external academic audit.

10. Placement status: 36 students are placed out of 63 students of the pass out batch. Improvement is required. Department should take proactive measures along with the Training & Placement Department for improvement of the placement percentage.
11. Add-on courses have not been conducted. Department should take initiative to offer one or two add-on courses in the 2025-26 AY.
12. LMS-based course delivery through Canvas is being carried out by 3 faculty members. More faculty members are encouraged to offered the courses through LMS in the 2025-26 AY.

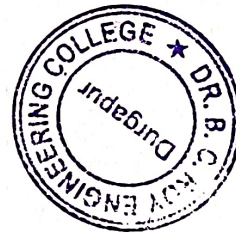
Signature of the Auditors:

1. *Sanjay Seignpte*
2. *Pabitra Kumar Dey*

[Signature]
HOD
Computer Sc. & Design
Dr. B. C. Roy Engineering College
Durgapur - 713008
Signature of the Head of the Department



Sanjay Seignpte
Signature of the IQAC Coordinator





INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25

Department: Computer Science & Engineering (AIML)

Date: 26-Aug-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IQAC Coordinator
Dr. Jayanta Pal, Associate Professor & Head, BS&H

Auditor Comments:

1. Faculty Load Allocation: The load allocation details of faculty members should be incorporated into the DAC meeting agenda and reflected accurately in the meeting minutes. It is advised to review and refine the workload distribution to ensure optimal allocation.
2. Student Faculty Ratio: SFR requires improvement.
3. Course File Preparation and ERP Upload: Course files for the odd semester have been largely prepared and uploaded to ERP. However, updates for the even semester remain incomplete due to delayed results. It is recommended that the pending uploads be completed prior to the external academic audit.
4. Faculty Participation in FDPs: It has been noted that one faculty member is involved in an excessive number of FDPs, primarily in online mode. To enhance the quality and impact of professional development, participation should ideally be limited to one or two FDPs per semester, with preference given to participation in physical mode whenever feasible.
5. Event Reporting in ERP: Event reporting in ERP has been found to be inadequate. Each event report should comprehensively include the following:
 - Notice/Brochure
 - Event Description
 - Participation List
 - Outcome
 - Impact
 - Feedback
 - Sample Geotagged Photographs/Creatives
6. Learning Management System (CANVAS): The use of the CANVAS LMS by faculty members since AY 2024–25 is acknowledged. Faculty are encouraged to continue utilizing the LMS consistently in the current academic year.
7. Budget Utilization: Budget utilization, particularly under the equipment head, has been found to be low. The department should aim to significantly improve the percentage of budget utilization in the upcoming financial year.
8. Stock Register and Asset Management: The department should maintain an updated stock register and measurement book for assets and consumables, both in physical and digital (ERP) formats. All departmental assets should be properly tagged with identifiable tag numbers.

9. Departmental Committees in ERP: Departmental committees should be created and updated in ERP, including details of conveners and members. Minutes of all committee meetings should be recorded and regularly uploaded to ERP.



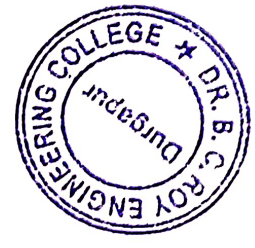
Signature of the Head of the Department

Signature of the Auditors:

1. Sanjay Sengupta
2. Jayanta Pal

Head of the Department
Computer Science & Engineering (AIML)
Dr. B. C. Roy Engineering College
Durgapur

Sanjay Sengupta
Signature of the IQAC Coordinator





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INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

ACADEMIC YEAR: 2024-25

Department: Computer Science & Engineering (CS)

Date: 26-Aug-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IQAC Coordinator

Dr. Jayanta Pal, Associate Professor & Head, BS&H

Auditor Comments:

1. Faculty Load Allocation: The load allocation details of faculty members should be incorporated into the DAC meeting agenda and reflected accurately in the meeting minutes. It is advised to review and refine the workload distribution to ensure optimal allocation.
2. Student Faculty Ratio: SFR requires improvement as the department grows over time.
3. Course File Preparation and ERP Upload: Course files for the first year courses to be done under Autonomy. The course and faculty mapping to be completed. It is recommended that the pending uploads be completed prior to the external academic audit.
4. Event Reporting in ERP: Event reporting in ERP should be done in proper format and as and when the event is happening. Each event report should comprehensively include the following:
 - o Notice/Brochure
 - o Event Description
 - o Participation List
 - o Outcome
 - o Impact
 - o Feedback
 - o Sample Geotagged Photographs/Creatives
5. Learning Management System (CANVAS): Faculty members are encouraged to utilize the LMS (CANVAS) consistently in the current academic year.
6. Stock Register and Asset Management: The department should maintain an updated stock register and measurement book for assets and consumables, both in physical and digital (ERP) formats. All departmental assets should be properly tagged with identifiable tag numbers.
7. Departmental Committees in ERP: Departmental committees should be created and updated in ERP, including details of conveners and members. Minutes of all committee meetings should be recorded and regularly uploaded to ERP.

Signature of the Auditors:

1. Sanjay Sengupta
2. Jayanta Pal

Signature of the Head of the Department

Head of the Department
Computer Science & Engineering (CS)
Dr. B. C. Roy Engineering College
Durgapur

Sanjay Sengupta
Signature of the IQAC Coordinator





**INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25**

Department: Computer Science & Engineering (Data Science)

Date:10-Sep-2025

1. Reminder to Update Course-Related Details in ERP

The course list for the academic year 2024-25 has been updated in the ERP and the course mapping has been done correctly. However, it has been observed that the following course-related details are yet to be uploaded in the ERP:

- (i) Class test questions
- (ii) Lesson plans
- (iii) Course attainment
- (iv) Course files

In addition, the department is also required to update the course-related data for the previous academic year in the ERP.

2. Completion of Course Mapping and Regular Monitoring of Data Uploads in ERP for the 2025-26 Semester

The academic records of the faculty and staff members of the department have been uploaded. In some cases, the process is still pending and will be completed before the Puja vacation.

3. Status of Faculty and Staff Academic Records Upload and Pending Completion Before Puja Vacation

The academic records of the faculty and staff members of the department have been uploaded. In some cases, the process is still pending and will be completed before the Puja vacation.

4. Department Publication Report

The publication details of the department for the academic year are furnished below:

- (i) Scopus Indexed Journal Publications: 2
- (ii) Extended Source Citation Indexed Journal Publications: 4
- (iii) Conference Publications: 26
- (iv) Book Chapters: 3
- (v) Patent: 5

The above publication figures are quite promising and show an improvement compared to the last academic year. In addition, all the FDP data for the departmental staffs are correctly reported in the ERP.

5. Event Reporting for AY 2024-25

Event-wise committees have been created and events are being reported in the ERP for the academic year 2024-25. However, as per the suggestion of IQAC, the consolidated event report requires rectification. Each event report should mandatorily include the following:

- (i) Notice of the event
- (ii) Brochure/flyer about the event

- (iii) Speaker details (if any)
- (iv) Geotagged photographs
- (v) Participation list
- (vi) Outcome and impact of the event
- (vii) Feedback summary
- (viii) Sample certificates (if issued)

Departments are requested to ensure that all event reports are updated in the ERP accordingly.

6. Preparation of Centralized Department Committee Structure

It is suggested to prepare a centralized committee structure for both academic and administrative departmental works from the academic year 2025-26 onwards. Such committees should be formed and uploaded in the ERP, along with:

- The relief order (if applicable)
- The minutes of the meetings of those committees, as per requirement

Departments are requested to take necessary action accordingly.

7. Staffing and SFR Status

- (i) The Student-Faculty Ratio (SFR) for AY 2024-25 is 24.
- (ii) The SFR for AY 2025-26 has increased to 30, which indicates a need for improvement.

At present, the department has one technical staff. To ensure smooth and effective conduct of laboratory sessions, one additional technical staff is required.

8. Budget Utilization Report

The budget utilization for the academic year 2024-25 is approximately 86%, which is considered quite satisfactory.

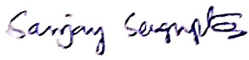
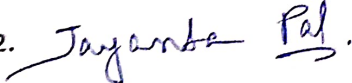
9. Learning Management System (LMS)

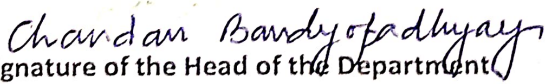
The department is using the Canvas Learning Management System (free version). All faculty members have utilized this platform for delivering their respective courses during the academic year 2024-25.

10. Spoken Tutorial Add-on Courses

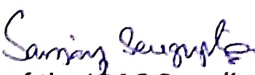
The department has conducted Spoken Tutorial courses from IIT Bombay as part of its add-on course offerings. A total of 12 Spoken Tutorial courses were offered by the department during the academic year 2024-25.

Signature of the Auditors:

1. 
2. 


Signature of the Head of the Department

Head of the Department
Computer Science & Engineering
Dr. B. C. Roy Engineering College
Durgapur


Signature of the IQAC Coordinator





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**INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25**

Department: Computer Science and Engineering

Date:27-Aug-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IQAC Coordinator

Dr. Pabitra Dey, Associate Professor & Head, Master of Computer Application

Auditor Comments:

1. ERP Data Update (AY 2024–2025): ERP entries for all courses in AY 2024–2025 are completely missing. No faculty member has uploaded course data or lesson plans. The same should be completed before the external academic audit is conducted.
2. Course Code Mapping (AY 2025–2026): Course code mapping for AY 2025–2026 remains incomplete, although substantial progress has been made.
3. Website Updates: The course structure and syllabus updates on the department website are pending and need to be completed before the external academic audit.
4. Faculty Profile Updates: Faculty background information in the ERP system requires thorough updating. Should be taken care by the individual faculty members before the external academic audit
5. Student–Faculty Ratio (SFR): The SFR for AY 2024–2025 stands at 1:19; currently, it has exceeded 20. SFR may be improved keeping in mind future increase in student intake.
6. Research Data Verification: The Research Committee must review and verify publication details and guide faculty to correct discrepancies. Current reported numbers include:
 - Total Journals: 17 (Approx. 12 in SCI/Scopus)
 - Conference Papers: 13
 - Book Chapters: 3
 - Patents: 19
7. FDP Data Verification: Faculty Development Programme (FDP) records need update and verification under Professional Activities in ERP along with support documents. This should be completed before the external academic audit.
8. Student Achievements: No student awards have been recorded. Students should be encouraged in participation in the external technical events.
9. GATE & Higher Studies: Students Appearing for GATE: 8; GATE Qualified: 2; Students Progressing to Higher Studies: 2. Some measures should be taken to encourage students to pursue higher studies e.g. extra support / mentoring for GATE examinations.

10. Event Reporting: No academic or co-curricular event reports have been submitted in ERP. The same needs to be updated in ERP such that central level reports can be generated and no event is missed out.
11. Departmental Committee Updates: Committee records require updating in ERP. The committees to be created and the relevant minutes of the meetings should be updated in the ERP system.
12. Faculty Strength (AY 2025–2026): Total faculty: 20; PhD Awarded: 8; Non-PhD: 12; Pursuing PhD: 8; Not pursuing: 4. The faculty members should be encouraged to enrol for PhD Program. Those who are pursuing should be encouraged to complete PhD and include the affiliation of the institute in their research publications.
13. Student Performance: Out of the 120 students in the pass out batch, 15 final-year students have backlogs. Student performance is found to be overall satisfactory.
14. Placement Status: Placement Percentage (single offer): 46%; Highest Package: ₹7 LPA; Average Package: ₹4.5 LPA. Department should take proactive measures along with the Training & Placement Department for improvement of the placement percentage.
15. Add-on Courses: Data/Certificate-based Add-on courses are to be introduced. For the Academic year 2024-25 no Add-on or Certificate courses are offered.

Signature of the Auditors:

1. *Sanjay Sengupta*
2. *Pabitra Kumar Dey*

Signature of the Head of the Department



Sanjay Sengupta
Signature of the IQAC Coordinator





INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25

Department: Electronics and Communication Engineering

Date: 19-Aug-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IQAC Coordinator
Dr. Pabitra Dey, Associate Professor & Head, Master of Computer Application

Auditor Comments:

1. ERP Course Management Data: It was observed that ERP data for *Course Management* has not been completely populated by all faculty members for both the *Even and Odd Semesters of 2024–2025*. The missing components include *Outcome Attainment* and *Course Files*. Faculty members are advised to complete these updates at the earliest.
2. Course Management for AY 2025–2026: The *Autonomy Courses* for the 3rd semester (AY 2025–2026) have been updated in ERP, including lesson plans. Regular monitoring and timely updates are recommended.
3. Website Updates – Syllabus and Course Structure: The *Departmental Website* has not been updated with the latest syllabus and course structures for *B.Tech* and *M.Tech* programs. The syllabus for all semesters should be uploaded and maintained regularly.
4. Student–Teacher Ratio: The Student–Teacher Ratio for the AY 2024–2025 stands at *19.8:1* after the recent faculty attrition, against the recommended ratio of *18:1*. Recruitment or load adjustment measures may be considered to maintain the ideal ratio.
5. Faculty Development Program (FDP) Data: The Academic Audit report indicated missing FDP data. However, the ERP reflects *28 FDP records* for 2024–2025. It was recommended to reconcile and verify both sources for accuracy.
6. Research and Publications: The department reported notable research outputs:
 - *SCI Journals*: 5
 - *Scopus Journals*: 14
 - *Conferences (Scopus Indexed)*: 20
 - *Book Chapters (Scopus Indexed)*: 2
 - *Patents*: 6
 - *Student Publications*: 13 journal papers and 16 conference papers
7. Departmental Events: Only *one event* was organized during the academic year. The committee recommended an increase in departmental, technical, and outreach activities to enhance student engagement and visibility.
8. Mentorship Records in ERP: Mentor–Mentee allocation has not been completed in the ERP. Departments should ensure all mentorship records are entered and updated.
9. Budget Utilization: The overall *budget utilization* was found to be low. Certain instruments were not procured as per the *CSD/CRO* recommendations, following the advice of the Principal. The committee advised timely utilization of sanctioned funds.

10. Placement Statistics: Out of 127 students, 59 were placed through campus recruitment (46%)

- Highest Package: ₹6.48 LPA
- Average Package: ₹3.00 LPA

11. Placement performance is categorized as *Average*. Further efforts are required to strengthen industry linkages. 43 students remain unplaced. Placement cell support and alumni network engagement were suggested to improve outcomes.

12. Higher Studies Data: Data regarding students progressing to higher studies needs rechecking and updating in ERP.

13. GATE Examination Data: Records of students appearing and qualifying in GATE examinations are incomplete and need to be updated.

14. Awards and Achievements: Data on faculty and student awards/achievements are missing. Departments should update and document these records regularly in ERP

15. Use of Canvas LMS: Approximately 90% of faculty are actively using Canvas LMS; however, student utilization remains low. Awareness sessions and student training on effective use of Canvas are recommended.

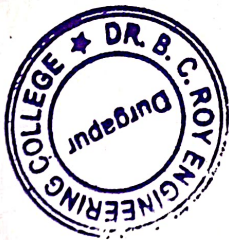
Signature of the Auditors:

1. Sanjay Seugnig
2. Pabitra Kumar Dey

Signature of the Head of the Department

Head
Dept. Electronics & Comm. Engg.
Dr. B. C. Roy Engineering College
Durgapur

Sanjay Seugnig
Signature of the IQAC Coordinator





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**INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25**

Department: Electrical Engineering

Date:19-Aug-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IQAC Coordinator
Dr. Pabitra Dey, Associate Professor & Head, Master of Computer Application

Auditor Comments:

1. Course Mapping: Course mapping under the Course Management module for AY 2024–2025 has not been completed. Faculties are instructed to update the course mapping at the earliest.
2. Course Management for 2025–2026: Course Management for AY 2025–2026 has been completed with the revised course codes. Regular updates and maintenance have been advised.
3. Course Structure and Website Update: The UG and PG course structures need to be updated on the departmental website. Syllabi from the 3rd semester onward are currently unavailable and should be uploaded.
4. Teacher–Student Ratio: The teacher–student ratio for AY 2024–2025 is 15:1, which is satisfactory. The tentative ratio for AY 2025–2026 is estimated at 17:1.
5. Faculty Qualification (PhD Status): Out of 27 faculty members, 20 hold PhD degrees (cadre ratio distribution 3:2:22). Among the remaining six, three are pursuing PhD. The remaining faculty are advised to initiate PhD enrolment by AY 2025–2026.
6. Student Academic Performance: A total of 128 final-year students appeared for the examination, out of which 85 students passed without backlog (65%). Department should take proactive academic measures to reduce the numbers of backlogs.
7. Placement Record: Out of 128 students, 100 have received single job offers (78%). Some students with backlogs are expected to receive offers upon clearance.
8. Research and Publications: Faculty and student research output includes 19 SCI-indexed papers, 7 Scopus-indexed journal papers, 28 Scopus conference papers, and 4 book chapters.
9. Event Data Update: Departmental event data has not been updated in the ERP. The concerned faculty are advised to complete this task promptly.
10. Budget Utilization: The department has achieved more than 80% budget utilization, reflecting effective resource management.
11. Student Progression: Ten students appeared for GATE (none qualified), and one student has pursued higher studies (MBA). Department should take measures such that some undergraduate students pursue higher studies.
12. Mentoring Data: Mentoring data is to be systematically updated from AY 2025–2026 onward in ERP

13. Faculty Workload: The average teaching load per faculty is 11–12 hours per week, within permissible norms.
14. Awards and Student Publications: One faculty award was recorded, and students contributed to 12 publications during the review period.
15. Learning Management System (Canvas): Approximately 90% of faculty members are actively utilizing the Canvas LMS platform. Remaining faculty are advised to adopt the system fully.



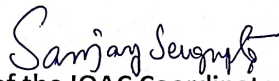
Signature of the Auditors:

Signature of the Head of the Department

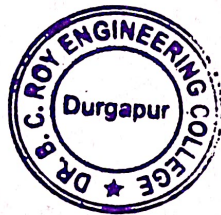
1. Sanjay Seungupta
2. Pabitra Kumar Dey.

Dept. F
Dr. B. C. Roy Engineering College

Dept. Electrical Engineering
Dr. B. C. Roy Engineering College
Durgapur



Signature of the IQAC Coordinator





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**INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25**

Department: Information Technology

Date:18-Aug-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IQAC Coordinator

Dr. Pabitra Dey, Associate Professor & Head, Master of Computer Application

Auditor Comments:

1. ERP Data Population: It was noted that only about 60% of faculty members have completed data entry for course management in the ERP for the Academic Year 2024–2025 (Even Semester). All faculty members are advised to update the following for both Odd and Even Semesters:
 - Syllabus and lesson plan
 - Continuous Assessment (CA) questions
 - Sample answer scripts and scanned copies
 - Outcome attainment details
 - Complete course file documentation
2. Course Load for 2025–2026: Course load details for 2025–2026 (Autonomous courses) is required to be uploaded in ERP. Regular updates on course progress must be maintained.
3. Teacher–Student Ratio: The teacher–student ratio for 2024–2025 was satisfactory (slightly below 1:20). However, for 2025–2026, the ratio has increased and requires minor improvement.
4. Faculty Profile Update: All faculty members must update their profiles in ERP, including recent achievements and promotions.
5. Departmental Committees: Department-level committees are to be constituted as per the decentralized departmental structure in ERP. The minutes of such committee meetings should be recorded and uploaded accordingly.
6. Event Committees: Event committees for AY 2024–2025 are to be created in ERP and reported for AQAR data submission.
7. Faculty Development Programme (FDP) Data: Faculty members must update FDP participation data for AY 2024–2025 in ERP with supporting documents, as several entries are missing from AQAR.
8. Publications and Research Data: Journal and conference publication data for 2024–2025 are incomplete and require proper updating. Supporting proofs for conference papers and book chapters are also to be corrected and re-uploaded.
9. Mentorship Data: Though mentors have been assigned in ERP, mentoring activity records and supporting documents are missing. Faculty are to ensure timely entry of mentoring reports.
10. Placement Record: A total of 37 out of 62 eligible students (approximately 60%) were placed in AY 2024–2025. Placement statistics (Minimum/Maximum/Average/Median) are to be reported.

11. Higher Studies: Two students pursued higher studies - one MBA (via CMAT) and one in M.Tech (NIT Kurukshetra). Additionally, two students qualified GATE and one cleared CMAT in AY 2024-2025.
12. GATE Appearing Data: Data of three students appearing for GATE examination is missing from AQAR and needs to be incorporated.
13. Student Awards: No student awards were reported for the period.
14. Vocational Training and Project Work: Data regarding student vocational training and project work has been submitted for AQAR reporting.
15. Academic Performance: 70% of students passed without any backlog, while 30% cleared their backlogs successfully. Six students were awarded Honours degrees.
16. Courses Offered Through CANVAS: Selected courses were successfully offered and managed through the CANVAS learning platform by the faculty members.




Signature of the Auditors:

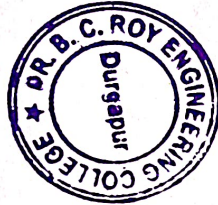
Signature of the Head of the Department

1. Sanjay Sengupta
2. Pabitra Kumar Dey

H.O.D. / I.T.
Dr. B. C. Roy Engg College, Durgapur



Signature of the IQAC Coordinator





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INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

ACADEMIC YEAR: 2024-25

Department: Master of Business Administration

Date:10-Sep-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IQAC Coordinator

Dr. Jayanta Pal, Associate Professor & Head, BS&H

Auditor Comments:

- 1. ERP Course Creation and Academic Data Upload (AY 2024–2025):** The Committee reviewed the status of course creation for AY 2024–2025 in the ERP system. It was observed that although courses have been created, critical academic components such as question papers, course files, attainments, and related records are largely incomplete. Resolution: All pending course-related academic data for AY 2024–2025 shall be uploaded in the ERP system on or before 26 September 2025 to ensure audit and accreditation readiness.
- 2. Course Outcomes (COs) Compliance:** The Committee emphasized that each MBA course must define a minimum of four Course Outcomes (COs), in line with NBA accreditation norms. Resolution: Faculty members shall revise and ensure compliance of COs for all MBA courses with immediate effect.
- 3. Question Paper Setting and Bloom’s Taxonomy Alignment:** The Committee noted that certain question types, particularly those framed as “distinguish between,” do not correspond to the Create level of Bloom’s Taxonomy. While evaluation practices are in place, alignment with appropriate cognitive levels requires improvement. Resolution: Faculty members shall ensure that question papers are designed and mapped appropriately to Bloom’s Taxonomy levels, as required for outcome-based education (OBE).
- 4. Course Files Upload (AY 2024–2025):** The status of course file uploads for AY 2024–2025 was reviewed. Resolution: All course files must be uploaded and verified in the ERP system without further delay and should be completed before the external academic audit.
- 5. Lesson Plans Upload (AY 2025–2026):** The Committee observed that courses for AY 2025-2026 have been mapped in the ERP; however, lesson plans are yet to be uploaded. Resolution: Faculty members shall complete the lesson plan uploads at the earliest and ensure regular updates henceforth.

6. Continuous ERP Data Updating: The Committee highlighted the need for sustained academic data maintenance.
Resolution: Regular and continuous updating of ERP academic records shall be followed from AY 2025–2026 onwards.
7. Faculty Strength and Student-Faculty Ratio (SFR): The Committee reviewed faculty strength details. For AY 2024–2025, the department had 10 faculty members, with 2 relieved during the year, resulting in an SFR of approximately 13.5. For AY 2025-2026, the SFR was calculated 16.6. SFR requires improvement.
Resolution: Faculty strength and SFR details shall be accurately documented and reported as per regulatory requirements.
8. Employee Records and Academic Background: The employee records need to be updated with all supporting documents. The same should be completed before external academic audit.
Resolution: Verification of academic records shall be carried out by the Registrar's Section. In cases of pending verification, the department shall formally communicate with the Registrar's Section.
9. Research Publications and ERP Documentation: The Committee reviewed the status of research publications. It was observed that departmental publication details are not fully in the ERP System.
Resolution: Publication details, including journals, conference proceedings, and book chapters, shall be uploaded in the ERP system by October 2025.
10. Documentation Norms for Conference Proceedings and Book Chapters: The Committee clarified that valid supporting documents must include:
First page of the proceeding
Page showing author details
ISBN/ISSN page
DOI Page (where applicable)
Certificates alone shall not be considered sufficient evidence.
Resolution: Faculty members shall upload the prescribed documents only. Publications under review or yet to be published may be provisionally recorded with proper status indication.
11. Publication Reporting Norms: The Committee clarified that conference publications shall not be reported as SCI-indexed journals.
Resolution: All publications shall be categorized and reported strictly as per indexing norms.
12. LMS (Canvas) Implementation: The Committee reviewed LMS usage across the department.
Resolution: Each faculty member shall offer at least one course through the LMS (Canvas) platform.

13. Budget Utilization Review (AY 2024–2025)

The Committee noted that budget utilization for AY 2024–2025 stood at 68.49%. Lower utilization was attributed to centralized handling of Alumni Connect activities. Resolution: Budget utilization details shall be properly documented with justifications for audit purposes.

14. Statutory and Departmental Committees

The Committee discussed the status of statutory committees.

Resolutions:

The Departmental Academic Committee (DAC) shall be constituted as per institutional norms. DAC meeting minutes for AY 2024–2025 shall be updated and uploaded. Details of the Budget Committee shall be maintained. Board of Studies (BoS) composition and meeting minutes shall be uploaded in the ERP/departmental records

Soumya Siddhanta

Signature of the Auditors:

Signature of the Head of the Department

1. *Sanjay Seugnath*

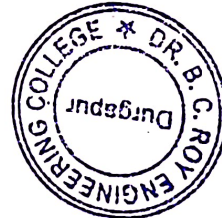
Head

Faculty of Management Studies
Dr. B. C. Roy Engineering College, Durgapur

2. *Jayanta Pal*

Sanjay Seugnath

Signature of the IQAC Coordinator





INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25

Department: Master of Computer Applications

Date:02-Sep-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IQAC Coordinator
Dr. Jayanta Pal, Associate Professor & Head, BS&H

Auditor Comments:

1. **ERP Data Update:**
For the Academic Year 2024–25, approximately 80% of the course file details for the even semester have been updated in the ERP. Some files are ready for upload. For the odd semester under autonomy, a few entries are still pending.
2. **University Curriculum and Syllabus Upload:**
Uploading the approved curriculum and syllabus to the department website is pending and should be completed at the earliest. Draft syllabi may also be uploaded temporarily and updated once finalized.
3. **Regular ERP Updates:**
It is recommended that all course-related information be regularly updated in the ERP from the Academic Year 2025–26 onward.
4. **Faculty Academic Details:**
Academic details for most faculty members have been uploaded in the ERP. Only one entry is pending, which will be completed shortly.
5. **Student–Faculty Ratio (SFR):**
The department has 8 faculty members (2 PhD holders; 5 pursuing PhD—1 registered and 4 enrolled). The current SFR is 1:30, which requires improvement.
6. **Research and Publications:**
The department has a total of 4 journal publications (3 Scopus-indexed and 1 SCIE). Improvement is required in research output.
There are 6 conference publications; it is recommended that each faculty member target at least 2 conference publications annually.
Two UK Design Patents have been published.
7. **FDP Data in ERP:**
Faculty Development Programme (FDP) details are not available in the ERP and must be updated before the external audit.

8. Event Reporting:
Although the department conducts various events, proper reporting is not consistently done. Event details should be updated regularly in the ERP.
9. Academic Performance (2025 Pass-out Batch):
Out of 58 appearing students, 57 successfully passed, which is commendable.
10. Placements:
Of the 59 students, 16 have been placed, 1 has opted for higher studies, and 1 has qualified the GATE examination.
The highest package offered is ₹4.35 LPA, and the average package is ₹3.2 LPA.
Placement percentage requires improvement.
11. Add-on Course:
One add-on course was offered during the Academic Year 2024–25. However, detailed reporting to IQAC has not been done and should be completed on priority.
12. Learning Management System (LMS):
All faculty members use the CANVAS LMS for both odd and even semester courses.
This practice is appreciated and encouraged by IQAC.
13. Budget Utilization (FY 2024–25):
Overall budget utilization is 69%. However, utilization under the R&D head is comparatively low. Increased focus on effective budget utilization is recommended for the current financial year.
14. Departmental Committees:
Committee lists for DAC, Budget Committee, etc., have not been created in the ERP. It is suggested to create these committees and upload the minutes of their meetings regularly.

Signature of the Auditors:

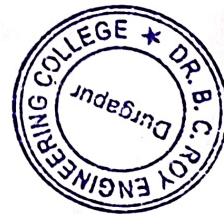
1. *Sanjay Sengupta*
2. *Jayanta Pal*

Signature of the Head of the Department

Pabitra Kumar Dey
02/09/2025

DR. PABITRA KUMAR DEY
HOD - MCA
Dr. B. C. Roy Engineering College

Sanjay Sengupta
Signature of the IQAC Coordinator





DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR
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An Autonomous Institute

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25

Department: Mechanical Engineering

Date:26-Aug-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IOAC Coordinator
Dr. Jayanta Pal, Associate Professor & Head, BS&H

Auditor Comments:

- 1. ERP Course Management Data:**
ERP data for course management for AY 2024–2025 has not been fully populated by all faculty members, though some progress is noted. Courses for AY 2025–2026 have been created. Continuous updating of ERP data is required. New course codes under autonomy have been generated.
- 2. Syllabus Upload on Website:**
Upload of B.Tech/M.Tech syllabi under autonomy on the departmental/college website is still pending. Should be uploaded with the revised course codes.
- 3. Faculty ERP Profile:**
Faculty profiles in ERP, including Academic Background details, have not been updated by all faculty members. Promotion details are also not updated. The same should be completed before the external academic audit.
- 4. Student–Faculty Ratio (SFR):**
The SFR is 18:1 (including First Year and PG) which is quite good. The cadre ratio needs to be looked at. Total Faculty: 17. PhD Holders: 10 Non-PhD: 7 (2 not enrolled in PhD). The not enrolled faculty members should be encouraged to start their PhD work.
- 5. Department-Level Committee Structure:**
Departmental committees as per the department's organizational structure must be created in ERP, and details of minutes of the meeting by those committees need to be uploaded.
- 6. Publications:**
Journals: 4 (3 SCI, 1 Scopus). Requires significant improvement. Conferences: 11 (clarification needed regarding SCI/Scopus indexing). SCI indexed conference should be removed.
Support documents are not properly uploaded in ERP No book chapter publications reported. Overall the publication needs to be improved and focus on research group based publications should be given. Supporting documents for patents need to be correctly updated and organized.
- 7. FDP Records:**
FDP data in ERP does not match the information reported during the Academic Audit. Reconciliation is required. Should be rectified before the external academic audit.

8. Events Reporting:

Events have been reported; however, proper formatting and completeness is required for event reporting. Each short report should include: Notice/Brochure, About the Event, Participation List, Outcome, Impact, Feedback, and sample photographs/creatives.

9. Placement and higher studies:

Out of a batch of 90 students, 59 are placed. Placement percentage is found to be good. Highest package: ₹7.75 lakh. Average package: ₹3 lakh. It has been observed that the interest among the students is not there for higher studies. No student has qualified GATE examination and no one also has gone for higher studies. Department should look into this matter for some improvement.

10. Pass Percentage:

Pass out Batch strength: 90. Pass details are not available and need to be updated after consolidating the results of special supplementary examination.

11. Add-on Courses:

Two add-on courses conducted for 3rd and 4th year students in AY 2024–2025. IIT Bombay Spoken Tutorial courses (QCAD / LaTeX) completed. For the next academic year also similar planning is done.

12. Mentoring Records:

Mentor–Mentee mapping and forms have been updated in ERP.

Signature of the Auditors:

1. Sanjay Sengupta
2. Jayanta Pal.

Signature of the Head of the Department

H.O.D. / M.E.
Dr. B. C. Roy Engg. College, Durgapur

Sanjay Sengupta
Signature of the IQAC Coordinator

