



Dr. B. C. Roy Engineering College, Durgapur
(An Autonomous Institute, Approved by AICTE, Affiliated by MAKAUT)
Department of Basic Science & Humanities
Action Taken Report (AY 2024-25)

(INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT – 2024-25)		
SL NO	AUDITORS COMMENTS	ACTION TAKEN REPORT
1	1. Faculty Academic Profile: The academic background details of all faculty members have not yet been completely updated in the ERP system. The department is advised to ensure that the academic profiles of all faculty members are updated at the earliest. A few records are currently pending verification from the Office of the Registrar and should be completed after the necessary verification.	The academic backgrounds of all faculty members have been fully updated in the ERP system.
2	2. Course File Documentation: The preparation and updating of course files for the Academic Year 2024–25 is approximately 90% complete. The corresponding course file information is yet to be fully updated in the ERP system. Special attention should be given to the completion of first-year course documentation and ERP entries to ensure uniformity and completeness.	The preparation and updating of course files for the Academic Year 2024-25 have been successfully completed.
3	3. Research Publications: During the Academic Year 2024–25, the department has reported: • 3 Scopus-indexed journal publications • 3 SCI-indexed journal publications • 4 Scopus-indexed conference publications While these contributions are appreciated, the overall research output requires significant improvement. Faculty members are encouraged to increase the quality and quantity of publications in reputed SCI/SCIE and Scopus-indexed journals and conferences.	All faculty members have been encouraged by the department to publish more impactful research papers in reputed indexed journals and present papers at reputed national and international conferences, as prescribed by the academic audit committee. The department has already started showing promising advances in research and publication.
4	4. ERP Reporting of Scholarly Activities: The reporting of conference publications and book chapters in the ERP system was found to be incomplete and inconsistent. Department should verify and rectify all relevant entries to ensure accurate reporting of scholarly activities.	All scholarly activities, such as journal publications, conference proceedings, and books, are meticulously updated in the ERP system. And this reporting is regularly verified and rectified.
5	5. Laboratory Documentation: Laboratory details, including laboratory manuals, have not been completely uploaded to the ERP system. Department should update all laboratory information and upload the latest laboratory manuals immediately to maintain complete academic records.	All laboratory documents, including lab manuals, files, instrument details, and relevant information, have been updated to complete the academic records.

Handwritten signatures and dates at the bottom of the page, including "7/17/2026" and various initials.



DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

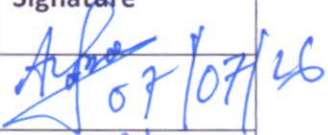
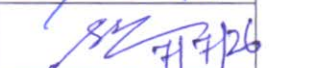
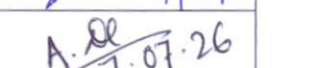
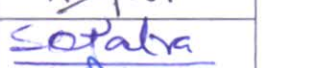
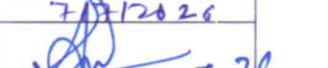
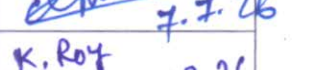
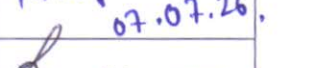
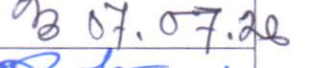
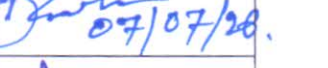
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Department of Basic Science and Humanities

Action Taken Report on the Basis of the Comments made by the INTERNAL ACADEMIC

Auditors (ACADEMIC YEAR: 2024-25)

Members Present:

Sl. No.	Name	Designation	Signature
1	Prof. (Dr.) Arnab Bandyopadhyay	Associate Professor & HoD	 07/07/26
2	Prof. (Dr.) Jayanta Pal	Associate Professor	 7/7/26
3	Prof. (Dr.) Saurav Ranjan Das	Associate Professor	 7/7/26
4	Prof. (Dr.) Avijit De	Assistant Professor	 A. De 7.07.26
5	Prof. (Dr.) Santanu Patra	Assistant Professor	 S. Patra 7/7/26
6	Prof. (Dr.) Abhik Mukherjee	Assistant Professor	 7.7.26
7	Prof. (Dr.) Kushal Roy	Assistant Professor	 K. Roy 07.07.26
8	Prof. (Dr.) Sourav Bhattacharya	Assistant Professor	 S. Bhattacharya 07.07.26
9	Prof. Dibyendu Sahana	Assistant Professor	 D. Sahana 07/07/26
10	Prof. (Dr.) Dharamadas Mardanya	Assistant Professor	 D. Mardanya 07/07/26