



Department of Civil Engineering

Action Taken Report on Internal and External Academic & Administrative Audit pf 2024-25 AY

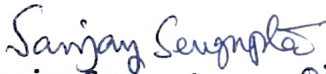
Internal Audit	
Auditor's Comment	Action Taken
The departmental organizational tree requires revision to accurately represent the present administrative structure	Department has discussed it in the department academic council meeting regarding the revision and revised departmental organizational tree along with laboratory in-charge redistribution has been prepared
The audit committee observed that the ERP profiles of all faculty members have not been completed	Department has taken initiative in completing the pending academic, professional, and administrative details and completed for the AY 2024-25. It has been decided in the Department Academic council that regular update is to be done by all faculty members from the 2025-26 AY.
Faculty members should upload complete details of all FDPs attended	The discrepancies in the FDP data observed by the audit committee has been rectified for 2024-25 AY. It has been decided that from 2025-26AY onward the data should be updated on a regular basis as soon the FDP certificates are received by the faculty members
All programmes proper geotagged photographs & certificates should be compiled in a ZIP folder and uploaded in ERP	The committee members organizing departmental events have been updated about the same by the Head of the Department. The convener of the event will be reporting details as suggested by the internal academic audit committee
The sequence of students receiving multiple placement offers requires verification and correction to ensure accurate reporting.	The departmental placement co-ordinator has been updated about this and the required rectification is done at the departmental level and has been reported back to the Training & Placement Cell of the institute.

External Audit	
Auditor's Comment	Action Taken
Syllabus under Autonomy for 5 th , 6 th , 7 th and 8 th Semester to be approved in Academic Council	The has been placed in the academic council after approval from Board of Studies and approved (4 th Academic Council Meeting held on 17 th April ,2026)
Basket of courses for MOOCS for B.Tech Honours should be approved by BoS and academic council	The same has been placed in the 3 rd BoS meeting held on 03 rd Dec,2025 and after approved after discussion and minor modifications. Placed in the 4 th Academic council meeting held on 17 th April. A concern raised



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External Audit	
Auditor's Comment	Action Taken
While faculty strength is good, there is only one Professor and no Associate Professor. Promotional opportunities for existing Assistant professors may be explored.	by one of the members of the Academic Council regarding rectification of Failure cases for students pursuing NPTEL courses under MOOCS basket. The details placed to the office of the Registrar and the office of the Principal. A promotional policy is to be more streamlined through IQAC as per the office order of the Principal.
Out of eleven faculty members, five are doctorates and most of the others are at the different stages of work towards achieving PhD degrees. This trend is healthy. As a consequence the department may explore the possibility of opening a Master's program in a relevant discipline with contemporary relevance and market demand.	The department worked on the same and proposed to open Master's degree in Construction Technology and Management. The course structure and draft syllabus placed in the 03 rd BOS held on 03 rd Dec, 2026. The same has been approved by BoS with minor modifications. Subsequent to this the same has been placed in the 04 th Academic council held on 17 th April, 2026 and approved.
Based on the checking of some course files some modifications are suggested, such that in the Autonomous process more streamlining can be done.	The same has been discussed in the department academic council meeting and decided that the suggestions will be incorporated from the 2025-26 AY.
ERP system usage for academic and administrative reporting from Jan, 2025 onward is given due effort by the department. Attendance monitoring through ERP is suggested	Department has reported it to IQAC and attendance monitoring though ERP has been made more streamlined.
Budget utilization is found to be 79.18% which is duly explained by the departmental budget committee	Department is taking continuous effort is maximizing the utilization of allocated budget.


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