

ACTION TAKEN REPORT

Academic and Administrative Audit, AY 2024-25

Department of Computer Science & Engineering (Artificial Intelligence and Machine Learning)

Dr. B. C. Roy Engineering College, Durgapur | Programme: B. Tech | ATR Date: 07 July 2026

This report records the actions taken by the Department of CSE (AIML) on the observations made during the internal and external academic audit for AY 2024-25.

❖ Internal Auditors' Comments and Action Taken

- **Comment:** Faculty load allocation details should be clearly incorporated in the DAC meeting agenda and reviewed for optimal distribution.

Action taken: Faculty load allocation details have been explicitly incorporated in the DAC meeting agenda from the Odd Semester of AY 2025-26. The department is ensuring balanced allocation of theory, laboratory, project and administrative workload through DAC-level review.

- **Comment:** The student-faculty ratio needs improvement.

Action taken: The concerned authority has been informed regarding improvement of the student-faculty ratio. Recruitment of new faculty members in the department has been decided, and the matter is under follow-up with the competent authority.

- **Comment:** Pending course files for Even Semester AY 2024-25 should be updated.

Action taken: Pending course files for Even Semester AY 2024-25 have been updated in the ERP. Faculty members have also been instructed to keep course files complete and current with lesson plans, evaluation records, attendance, result analysis and supporting documents.

- **Comment:** Faculty members should be encouraged to participate in offline FDPs.

Action taken: The suggestion has been communicated to all faculty members of the department. Faculty members are being strongly encouraged to attend offline FDPs, training programmes and other professional development activities.

- **Comment:** Event reports should be prepared in the prescribed format.



Action taken: Event reporting is now being done in the prescribed format. Reports include the circular/notice, brief description, date and mode, participant details, attendance, photographs where applicable and outcome summary.

- **Comment:** Course delivery records and LMS-based academic support should be maintained systematically.

Action taken: Faculty members were using CANVAS LMS while free teacher portal access was available. After discontinuation of that access, faculty members are using Google Workspace for sharing course materials, assignments, announcements and learning resources.

- **Comment:** Budget utilization by the department should be improved.

Action taken: Special emphasis has been given in the current academic cycle to increase budget utilization. Departmental requirements are being identified in advance, and proposals are being routed through the appropriate authority for approval and utilization.

- **Comment:** Stock registers for assets and consumables should be maintained and IT assets should be tagged.

Action taken: The department is maintaining and updating stock registers for both assets and consumables in physical and ERP formats. Tagging of IT assets is being handled by the central IT committee, and the process is in progress.

- **Comment:** Departmental committees should be updated with all necessary details.

Action taken: All departmental committees have been updated in the ERP with necessary details. Committee composition, responsibilities and meeting records will be reviewed periodically to keep the records current.

❖ External Auditor's Comments and Action Taken

- **Comment:** The student-faculty ratio may be improved, keeping in mind the future increase in student intake.

Action taken: The concerned authority has been informed. Recruitment of additional faculty members in the department has been decided. The department will continue to monitor the student-faculty ratio in line with intake growth.



- **Comment:** Internal departmental hackathons may be organized using problem statements from Smart India Hackathon to expose students to real-world challenges.

Action taken: The suggestion has been accepted. An internal departmental hackathon will be planned using SIH/problem-statement based themes. Students are also being encouraged to participate in online and offline hackathons; many students from the department have participated in such hackathons during the last one year.

- **Comment:** Electives such as MLOps and DE may be introduced to provide knowledge at par with industry requirements.

Action taken: The advice has been positively taken. The proposal for introducing industry-relevant electives such as MLOps and Data Engineering will be discussed in the forthcoming Board of Studies meeting for possible inclusion in the curriculum.

❖ **Overall Compliance Status**

ERP/course-file updating, departmental committee updating, DAC agenda incorporation and prescribed format event reporting have been implemented.

Recruitment for improved student-faculty ratio, IT asset tagging, budget utilization, internal hackathon planning and curriculum revision are under active follow-up through the appropriate authority/committee.



Signature of HoD

Department of CSE (AIML)

Date: 07/07/2024

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

