

ACTION TAKEN REPORT

Academic and Administrative Audit, AY 2024-25

Department of Computer Science & Engineering (Cyber Security)

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 (CS) 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:** The faculty workload allocation process has been formally incorporated into the Departmental Academic Committee (DAC) meeting agenda from the Odd Semester of the Academic Year 2025–26 onwards. During each DAC meeting, the workload distribution is reviewed to ensure a fair and balanced allocation of theory courses, laboratory sessions, project supervision, and departmental administrative responsibilities among all faculty members.

- **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:** All pending course files for the Even Semester of AY 2024–25 have been updated in the ERP. Furthermore, faculty members have been instructed to maintain complete and up-to-date course files by ensuring the timely inclusion of lesson plans, attendance records, continuous evaluation details, result analysis, and all other relevant supporting documents in accordance with departmental and institutional guidelines.

- **Comment:** Event reports should be prepared in the prescribed format.
 - **Action taken:** The department has standardized its event documentation process by adopting the prescribed institutional reporting format. Each event report is systematically prepared and includes the event circular/notice, activity details, date and mode of conduct, participant information, attendance records, photographic evidence (where applicable), and a concise outcome summary. This practice ensures comprehensive documentation, transparency, and effective maintenance of departmental records.

- **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:** 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 course files are being maintained by the faculty members partially, which may be maintained more thoroughly.
- **Action taken:** All pending course files for the Even Semester AY 2024–25 have been updated in the ERP. Faculty members have been instructed to maintain complete and up-to-date course files by ensuring the timely inclusion of lesson plans, attendance records,

continuous evaluation details, CO-PO attainment, result analysis, and all relevant supporting documents.

- **Comment:** The department may offer several industry-oriented electives to make the students industry-ready.
- **Action taken:** The department has initiated the process of introducing industry-oriented elective courses through the Board of Studies (BoS). Additionally, expert talks, industry interactions, and value-added courses are being organized to enhance students' industry readiness.

- **Comment:** The faculty strength must be improved to maintain a better Student–Faculty Ratio (SFR) in future.
- **Action taken:** The department has informed the competent authority about the need to improve the Student–Faculty Ratio (SFR). The recruitment of additional faculty members is under active consideration, and the department is regularly following up to expedite the process.

❖ **Overall Compliance Status**

- ❖ As a newly established department that has recently completed two years of operation, the Department of CSE (Cyber Security) has made significant progress in establishing and strengthening its academic and administrative processes. Based on the observations of the Internal and External Academic Audit for AY 2024–25, most of the recommendations have been addressed through appropriate corrective measures, while the remaining items are under active implementation and continuous follow-up with the competent authority.



Signature of HoD

Department of CSE (CS)

