

ACTION TAKEN REPORT

Internal Academic and Administrative Audit Report

Academic Year: 2024–25

Department: Computer Science & Engineering (Data Science)

Institute: Dr. B. C. Roy Engineering College, Durgapur

Date of Audit Report: 10-Sep-2025

Observation 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, and (iv) Course files. In addition, the department is also required to update the course-related data for the previous academic year in the ERP.

Compliance status: The department has taken due note of the observation made by the internal auditors. The concerned faculty members will be instructed to upload the pending course-related documents in the ERP, namely class test questions, lesson plans, course attainment records, and course files. The department will try its best to complete the uploading of the above-mentioned documents at the earliest possible time. Furthermore, the department will also take necessary steps to upload the course-related data of the previous academic year in the ERP so that the academic documentation remains complete, systematic, and ready for future verification.

Observation 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.

Compliance status: The department will ensure regular monitoring of ERP-related academic data uploads for the 2025–26 semester. Necessary follow-up will be made with the concerned faculty and staff members so that all pending records are completed within the stipulated period. The department will also maintain a regular checking mechanism to avoid delay in ERP data submission in future.

Observation 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.

Compliance status: The department will act accordingly as suggested by the internal auditors. The pending academic records of faculty and staff members will be reviewed, completed, and updated in the ERP. All concerned faculty and staff members will be advised to complete the remaining upload process within the specified timeline so that the departmental academic record remains accurate and complete.

Observation 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, and (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.

Compliance status: The department sincerely acknowledges the positive observation of the internal auditors regarding the publication achievements and FDP data reporting. The department will continue to encourage faculty members to contribute quality publications in reputed journals, conferences, book chapters, and patent-related activities. The department will also continue to ensure that publication records and FDP-related information are properly maintained and updated in the ERP.

Observation 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, and (viii) Sample certificates, if issued. Departments are requested to ensure that all event reports are updated in the ERP accordingly.

Compliance status: The department will comply with the suggestion of IQAC and the internal auditors. The consolidated event reports will be reviewed and rectified wherever required. For all departmental events, the concerned event-wise committees will be instructed to ensure inclusion of notices, brochures/flyers, speaker details, geotagged photographs, participation lists, outcomes and impact statements, feedback summaries, and sample certificates, wherever applicable. The department will also take necessary measures to update the event reports in the ERP in a more organized and complete manner.

Observation 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, and the minutes of the meetings of those committees, as per requirement. Departments are requested to take necessary action accordingly.

Compliance status: The department will do accordingly as suggested by the internal auditors. A centralized committee structure will be prepared for smooth execution of academic and administrative departmental activities from the academic year 2025–26 onwards. The committees will be formed with proper allocation of responsibilities among faculty and staff members. The relevant order copies, relief orders if applicable, and minutes of meetings of the committees will be maintained and uploaded in the ERP as per requirement.

Observation 7: Staffing and SFR Status

The Student–Faculty Ratio (SFR) for AY 2024-25 is 24. 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.

Compliance status: The department has taken the observation regarding the increase in the Student–Faculty Ratio with due seriousness. The information regarding the increase of SFR from 24 in AY 2024–25 to 30 in AY 2025–26 has already been informed to the management for necessary consideration and appropriate action. In addition, the requirement of one additional technical staff for smooth and effective conduct of laboratory sessions has also been brought to the notice of the management. The department will continue to follow up the matter for strengthening academic and laboratory support.

Observation 8: Budget Utilization Report

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

Compliance status: The department is grateful for the appreciation received from the internal auditors regarding satisfactory budget utilization. The achievement reflects the department's sincere effort towards effective and judicious use of the allocated budget. The department will continue to utilize the available funds properly for academic improvement, laboratory development, infrastructural support, and student-centric activities.

Observation 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.

Compliance status: The department sincerely acknowledges the appreciation of the internal auditors regarding the effective use of the Canvas Learning Management System. Faculty members will continue to use LMS for delivering course materials, assignments, notices, academic resources, and other teaching-learning support. The department will further motivate faculty members to strengthen digital academic delivery through regular use of LMS.

Observation 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.

Compliance status: The department is pleased to receive positive recognition for conducting Spoken Tutorial add-on courses from IIT Bombay. This achievement reflects the department's commitment to skill enhancement and value-added learning. The department will continue to encourage students to participate in such add-on courses for improving their technical knowledge, self-learning ability, and employability skills.