

Department of Electrical Engineering

Dr. B.C. Roy Engineering College, Durgapur

Internal Academic and Administrative Audit (Academic Year: 2024-25)

Action Taken

S. No.	Internal Auditor Comments	Action Taken
1	Course Mapping: Course mapping under the Course Management module for AY2024-25 has not been completed. Faculties are instructed to update the course mapping at the earliest.	Course mapping under the Course Management module in ERP for AY2024-25 has been completed.
2	Course Management for 2025-26: Course management for AY2025-26 has been completed with revised course codes. Regular updates and maintenance have been advised.	Regular updates are carried out.
3	Course Structure and Website Update: The UG and PG course structures need to be updated on the departmental website. Syllabi from 3 rd semester onward are currently unavailable and should be uploaded.	Approved Course Structure for both UG and PG have been updated on the Website. Syllabi for both UG and PG have been uploaded on Website.
4	Teacher-Student Ratio: The teacher-student ratio for AY2024-2025 is 15:1, which is satisfactory. The tentative ratio for AY2025-26 is estimated at 17:1.	For AY2025-26, the SFR has increased to 24:1.
5	Faculty Qualification (PhD Status): Out of 27 faculty members, 20 hold PhD degrees (cadre ratio distribution 3:2:22). Among the remaining six, three are pursuing PhD. The remaining faculty are advised to initiate PhD enrolment by AY2025-26.	All un-enrolled faculty members have now enrolled for PhD in AY2025-26. At present, Cadre distribution ratio is 0:2:15.
6	Student Academic Performance: A total of 128 final-year students appeared for the examination, out of which 85 students passed without backlog (65%). Department should take proactive measures to reduce the number of backlogs.	Remedial classes are taken after CA3 exam to improve performance. Mock test was conducted before semester examination for 5 th semester students in AY2025-26 (odd).
7	Placement Record: Out of 128 students, 100 have received single job offers (78%).	-


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	Some students with backlogs are expected to receive offers upon clearance.	
8	Research and Publications: Faculty and student research output includes 19 SCI-indexed papers, 7 Scopus-indexed journal papers, 28 Scopus-indexed conference papers, and 4 book chapters.	-
9	Event Data Update: Departmental event data has not been updated in the ERP. The concerned faculty are advised to complete this task promptly.	Departmental event data has been updated in the ERP. Event convenors have been instructed to complete uploading of documents within one week of completion of the event.
10	Budget Utilization: The department has achieved more than 80% budget utilization, reflecting effective resource management.	-
11	Student Progression: Ten students appeared for GATE (none qualified), and one student has pursued higher studies (MBA). Department should take measures such that some UG students pursue higher studies.	In each semester, GATE classes have been incorporated in class routine after obtaining approval from BOS. Mock GATE exam was held in January 2026.
12	Mentoring data: Mentoring data is to be systematically updated from AY2025-26 onward on ERP.	Mentoring data is being updated by mentors regularly on ERP.
13	Faculty Workload: The average teaching load per faculty is 11-12 hours per week, within permissible norms.	The average teaching load (in hours) per faculty is around 18 for AY2025-26.
14	Awards and Student Publications: One faculty award was recorded, and students contributed to 12 publications during the review period.	-
15	Learning management System (Canvas): Approximately 90% of faculty members are actively utilizing Canvas LMS platform. Remaining faculty are advised to adopt the system fully.	All faculties have utilized Canvas LMS platform.


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S. No.	External Auditor Comments	Action Taken
1	Teacher-student Ratio: Satisfactory	-
2	Qualification of Teachers: Satisfactory, few teachers (02 nos.) to be enrolled for PhD program.	All un-enrolled teachers have now enrolled for PhD.
3	Publications: Satisfactory, few more publications in Q1 journals are expected.	Efforts are ongoing to publish more in Q1 journals.
4	Patents: Satisfactory and sufficient.	-
5	Students may be encouraged to appear and qualify exams like GATE, etc., by arranging mock exams.	In each semester, GATE classes have been incorporated in class routine after obtaining approval from BOS. Mock GATE exam was held in January 2026.
6	Student Placement: Satisfactory	-
7	Student Projects: Satisfactory	-
8	Classrooms: Grossly satisfactory, few foot boards to be expanded.	Green boards have been replaced with white boards in all classrooms. Footboards are now within range.
9	Laboratory: Satisfactory, the Laboratory manual should include Reference books. Digital and Microprocessor Labs to be fitted with air-conditioners.	Laboratory manual is being updated with insertion of reference books. Microprocessor Lab will be fitted with air-conditioners (approved notesheet has been forwarded to Sr. Mgr., CAE, for necessary action).
10	Firefighting systems in each lab to be operative.	Firefighting systems are in place and operative.
11	Course Files: Satisfactory	-
12	Mentor-mentee files: Satisfactory	-
13	Student Awards: Satisfactory but few more are expected in future.	Students are continuously encouraged to participate in conferences, hackathons, and various competitions.
14	Externally funded projects: Two are running, considering faculty strength, more projects are expected.	Faculties are continuously encouraged to submit more project proposals.
15	Industry supported lab: Not found. Steps should be taken for establishment.	Efforts are underway to establish industry supported lab.
16	Master's degree program: Separate facilities for lab and classrooms are required.	Currently, the EE Seminar Room doubles up as an M. Tech classroom. Simulation Lab-I doubles up as an M. Tech simulation laboratory. However, no dedicated classroom or lab space is available for M.Tech.

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