

DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR
DEPARTMENT OF INFORMATION TECHNOLOGY



ACTION TAKEN REPORT (ATR)

Based on Internal and External Academic & Administrative Audits

Academic Year: 2024–2025

This report outlines the proposed and initiated administrative actions in response to the observations made during the Internal Audit (conducted on 18-Aug-2025) and the External Audit (conducted on 04-11-2025).

Part A: Responses to External Audit Observations

Auditor: Prof. Subrata Nandi, NIT Durgapur

Audit Date: 04-11-2025

Sl.	Audit Observation / Recommendation	Action Taken / Proposed Action
1	It was noted that the Student-Faculty Ratio (SFR) is marginal and faculty strength should be increased immediately to meet NBA requirements.	Departmental student intake has been reduced by 50% from AY 2025 - 2026 hence no need to increase faculty count.
2	The placement record has reduced recently due to industry restrictions and other factors.	The departmental placement cell has been directed to expand its outreach to new IT firms and startup ecosystems to mitigate the impact of market restrictions.
3	Students should be equipped with more industry-oriented electives to meet current challenges.	The Departmental Academic Committee (DAC) has initiated a review of the curriculum to identify and float new industry-oriented electives for the upcoming semesters under autonomy.
4	Internal hackathons should be organized to equip students with real-world exposure.	Departmental student technical clubs and faculty coordinators have been tasked with scheduling regular internal hackathons and coding competitions.
5	Course files need to be modified as per the new guidelines from the NBA.	The departmental NBA coordinator has circulated the latest guidelines; all faculty members are actively restructuring their course files to ensure full compliance.

Part B: Responses to Internal Audit Observations

Auditors: Dr. Sanjay Sengupta & Dr. Pabitra Dey

Audit Date: 18-Aug-2025

Sl.	Audit Observation / Recommendation	Action Taken / Proposed Action
1	Only about 60% of faculty members completed data entry for course management in the ERP (syllabus, CA questions, outcome attainment, etc.).	A circular with a strict deadline has been issued to all faculty members to complete all course file documentation and ERP updates for both Odd and Even semesters.
2	Course load details for 2025-2026 (Autonomous courses) must be uploaded in the ERP.	The departmental routine and course allocation committee has finalized the teaching load and initiated the upload process into the ERP system.
3	The teacher-student ratio requires minor improvement for the 2025-2026 academic year.	Departmental student intake has been reduced by 50% from AY 2025 - 2026 hence no need to increase faculty count.
4	Departmental and event committees must be constituted in the ERP, with minutes and reports uploaded for AQAR.	Faculty in-charges have been assigned to all decentralized committees; they are currently updating the ERP with structural details, meeting minutes, and event reports.
5	Faculty profiles, FDP participation data, publication details (with proofs), and mentorship records are missing or incomplete in the ERP.	All faculty members have been explicitly instructed to update their profiles, research achievements, FDP certificates, and mentorship logs. The HOD will verify completion.
6	Placement statistics (Minimum/Maximum/Average/Median) for the 37 placed students, along with data for 3 GATE-appearing students, need to be reported for AQAR.	The placement coordinator and higher studies advisor have compiled the comprehensive statistical data and forwarded it to the IQAC coordinator for AQAR submission.

Prepared By:



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