

ACTION TAKEN REPORT

Internal Academic Audit (Academic Year: 2024–25)

Sl. No.	Internal Audit Observation	Action Taken by the Department	Status
1	ERP Data Updated	All course files were updated with CO-PO mapping, lesson plans, assessment records, result analysis, remedial measures, and student feedback.	Completed
2	University Curriculum & Syllabus Upload	The approved Autonomous MCA syllabus has been uploaded to the department's webpage.	Completed
3	Regularly ERP Updated	The ERP is updated regularly with all academic information, including attendance, assessments, timetable, and student records, ensuring accurate and timely data management.	Completed
4	Faculty Academic Details	All faculty academic details have been uploaded to the ERP system.	Completed
5	Student Faculty Ratio	The existing Student–Faculty Ratio (30:1) has been communicated to the higher authority, with a request to strengthen the faculty strength to maintain the desired academic standards.	Pending
6	Research & Publication	All faculty members have been encouraged to publish a minimum of two quality research papers annually.	Ongoing
7	FDP data in ERP	FDP participation data has been successfully uploaded and updated in the ERP system	Completed
8	Event Reporting	All committee coordinators have been informed and instructed to upload event reports through the ERP system in a timely manner	Completed
9	Placement	The department has taken initiative to conduct additional training programs for students to enhance placement readiness and improve employability skills.	Ongoing
10	Add On Course	The Add-on Course Coordinator has been instructed to regularly report all course-related details to IQAC	Ongoing

External Academic Audit (Academic Year: 2024–25)

Sl. No.	External Auditor Recommendation	Action Taken by the Department	Status
1	Align curriculum documentation with emerging industry requirements.	Course files will be revised with updated learning outcomes, assessment methods and industry-oriented content in the coming academic year.	Ongoing
2	Display industry interaction activities and MoUs on departmental website.	Departmental website was updated with seminars, expert talks, workshops, internship activities and industry collaborations.	Completed



Dr. B. C. Roy Engineering College, Durgapur
Department of Computer Applications (MCA)

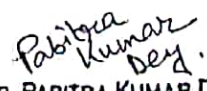
Jemua Road, Fuljhore, Durgapur -713206

An Autonomous Institute

Affiliated to MAKAUT, Approved by AICTE, Accredited with 'B+' Grade by NAAC

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3	Regularly update academic information on website.	Faculty profiles, student achievements, academic schedules and departmental activities were updated periodically.	Completed
4	Include printed feedback evidence in course files.	Student and course feedback reports will be incorporated into course files for audit verification in upcoming year.	Ongoing
5	Maintain proper internship documentation.	Internship records, organization details, duration, learning outcomes and completion certificates were systematically maintained.	Completed
6	Strengthen remedial teaching records.	Detailed records of remedial classes, attendance and improvement of academically weak students were maintained.	Completed
7	Strengthen SWOT analysis and strategic planning.	Department reviewed SWOT analysis and prepared action plans focusing on research, placements, curriculum enhancement and industry collaboration.	Completed
8	Clearly mention total student strength and Direct Admission (DA) data.	Student enrolment records were updated with separate DA details and verified for audit compliance.	Completed
9	Update Student-Faculty Ratio (SFR).	Latest SFR was calculated, verified and included in departmental academic records.	Completed
10	Maintain proper class allocation records.	Workload distribution and class allocation records were revised and documented according to institutional norms.	Completed
11	Attach previous three years' question papers in course files.	Question papers from previous academic years will be compiled and included in all course files.	Ongoing
12	Standardize Direct Admission notation ("DA").	Admission records were revised using a uniform "DA" notation throughout departmental documents.	Completed
13	Structure course contents around concepts rather than programming languages.	Course handouts and instructional materials were updated to emphasize concepts, learning outcomes and application-oriented pedagogy.	Ongoing
14	Update faculty information display.	Faculty profiles and designations were updated on departmental notice boards and digital platforms.	Completed
15	Display laboratory system configurations.	Laboratory system specifications (CPU, RAM, Operating System and software) were displayed and documented.	Completed


DR. PABITRA KUMAR DEY
HOD - MCA
Dr. B. C. Roy Engineering College


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HOD - MCA
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