

External Academic Audit Report

Dr. B. C. Roy Engineering College, Durgapur
Department of Computer Applications (MCA)
Academic Year: 2024–2025

1. Introduction

An External Academic Audit of the Department of Computer Applications (MCA) was conducted as part of the institution's quality assurance and continuous improvement processes. The objective of the audit was to review academic practices, curriculum implementation, documentation quality, and compliance with academic and accreditation standards, and to provide constructive recommendations for enhancement.

2. Details of the External Academic Auditor

Name: Dr. Bibhash Sen.

Designation: Associate Professor.

Affiliation: Department of Computer Science and Engineering, NIT Durgapur.

Date of Visit: 10 December 2026.

Time: From 11:00 AM onwards.

3. Scope and Methodology of the Audit

During the audit, the External Academic Auditor reviewed:

- Course files and academic records
- Curriculum structure and course outcomes
- Departmental documentation and compliance records
- Evidence related to teaching–learning processes
- Academic performance analysis and support mechanisms

Discussions were also held with faculty members regarding curriculum design, assessment practices, and academic quality enhancement.

4. Observations and Recommendations

4.1 Course Curriculum Development and Course File Preparation

The auditor recommended aligning the course curriculum with emerging industry requirements and contemporary academic standards, with periodic updates incorporating faculty inputs. For course file preparation, emphasis was placed on maintaining complete and systematic documentation, clearly defining learning outcomes, assessment methods, and course-wise performance analysis.

4.2 Knowledge Upgradation and Academic Visibility

- a) **Industry Interaction and Website Updates:** The department was advised to display details of industry interaction activities—such as seminars, expert talks, workshops, and Memoranda of Understanding (MoUs)—on the departmental website. This practice enhances visibility of industry linkage and supports accreditation preparedness.
- b) **Academic Information on Website:** Regular updates of academic schedules, departmental activities, student and faculty achievements, and curriculum details on the website were recommended to ensure transparency and accessibility for stakeholders.
- c) **Feedback Documentation:** The auditor suggested including printed samples of student and course feedback in course files as documentary evidence for academic review and quality assurance.

4.3 Internship, Remedial Teaching, and Student Support

- **Vocational Internship Records:** Internship details, including organization name, duration, and learning outcomes, should be properly documented to demonstrate industry exposure and skill development.
- **Remedial Classes:** Records of remedial classes should include the number of sessions conducted, details of students with low initial performance, and evidence of performance improvement after intervention. This highlights the effectiveness of academic support mechanisms.

4.4 Academic Performance Analysis

SWOT Analysis: The auditor advised strengthening identified weaknesses through targeted academic and administrative actions, while leveraging existing strengths for departmental growth. Strategic planning was recommended to capitalize on emerging opportunities and mitigate potential threats.

4.5 Admission and Academic Documentation Compliance: The following compliance-related recommendations were made:

- **Student Count:** Clearly mention the total number of students along with the number of Direct Admission (DA) students.
- **Student–Faculty Ratio (SFR):** Update and maintain the latest SFR, as it is a key accreditation metric.
- **Class Allocation Records:** Ensure proper documentation of the prescribed 42/56 (as per credit) classes in class allocation records.
- **Question Papers:** Attach question papers from the last three academic years in each course file for audit verification and academic CO-PO mapping.

- **Direct Admission Format:** Use the standardized notation “DA” consistently without spacing.

4.6 Academic Content Structuring Guidelines

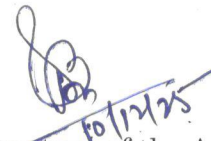
- **Programming Language Representation:** Avoid directly mentioning programming language names in course titles. Instead, structure content around domains, concepts, and learning outcomes for academic neutrality.
- **Applications in Course Content:** Applications should not be stated explicitly in course content titles; rather, they may be included as examples or practical components within individual sessions.

4.7 Departmental Modernization and Infrastructure

- **Faculty Information Display:** Faculty names and designations should be properly updated on departmental notice boards to maintain transparency.
- **System Configuration Display:** Clearly display system configurations (CPU, RAM, operating system, etc.) in laboratories and relevant course documents to demonstrate adequacy of resources for academic activities.

5. Overall Assessment and Conclusion

The External Academic Auditor appreciated the department’s efforts in maintaining academic documentation and conducting teaching–learning activities. The audit concluded with positive and constructive feedback, emphasizing the need for systematic documentation, enhanced industry visibility, structured academic analysis, and continuous curriculum upgradation. The recommendations provided are expected to further strengthen academic quality, compliance, and accreditation readiness of the MCA department.



Signature of the Auditor

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