



DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

DEDICATED TO QUALITY EDUCATION
AFFILIATED TO MAKAUT | APPROVED BY AICTE | NBA ACCREDITED | NAAC ACCREDITED
An Autonomous Institute

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT ACADEMIC YEAR: 2024-25

Department: Basic Science & Humanities

Date: 02-Sep-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IQAC Coordinator
Dr. Pabitra Dey, Associate Professor & Head, Master of Computer Application

Auditor Comments:

The following observations were made during the Academic Audit of the department. The department is requested to take appropriate corrective actions to ensure compliance with institutional requirements and improve documentation and reporting practices.

1. Faculty Academic Profile

The academic background details of all faculty members have not yet been completely updated in the ERP system. The department is advised to ensure that the academic profiles of all faculty members are updated at the earliest. A few records are currently pending verification from the Office of the Registrar and should be completed after the necessary verification.

2. Course File Documentation

The preparation and updating of course files for the Academic Year 2024–25 is approximately 90% complete. The corresponding course file information is yet to be fully updated in the ERP system. Special attention should be given to the completion of first-year course documentation and ERP entries to ensure uniformity and completeness.

3. Research Publications

During the Academic Year 2024–25, the department has reported:

- 3 Scopus-indexed journal publications
- 3 SCI-indexed journal publications
- 4 Scopus-indexed conference publications

While these contributions are appreciated, the overall research output requires significant improvement. Faculty members are encouraged to increase the quality and quantity of publications in reputed SCI/SCIE and Scopus-indexed journals and conferences.

4. ERP Reporting of Scholarly Activities

The reporting of conference publications and book chapters in the ERP system was found to be incomplete and inconsistent. Department should verify and rectify all relevant entries to ensure accurate reporting of scholarly activities.

5. Laboratory Documentation

Laboratory details, including laboratory manuals, have not been completely uploaded to the ERP system. Department should update all laboratory information and upload the latest laboratory manuals immediately to maintain complete academic records.

6. Departmental Events

During the Academic Year 2024–25, the department successfully organized three academic/professional events. Documentation and reporting of these events in the ERP system require further streamlining. It is recommended that each event record include geo-tagged photographs, event reports, and participation certificates uploaded as a compressed (ZIP) file for proper documentation and future reference.

7. Student Attendance Recording

- The department raised concerns regarding subject-wise attendance recording for first-year students taught by the Basic Science and Humanities (BS&H) faculty across different academic programmes.
- The Audit Team acknowledged the issue and assured the department that the matter would be communicated to the ERP development team for exploring a suitable system-level solution.

8. Departmental Committees

- The department is advised to create and maintain dedicated ERP records for all statutory and administrative committees, including but not limited to:
 - Board of Studies (BoS)
 - Departmental Academic Committee (DAC)
 - Departmental Budget Committee
- Minutes of meetings and other relevant documents should be uploaded regularly to ensure proper governance, transparency, and institutional record keeping.

Signature of the Auditors:

1. *Sanjay Seugpta*
2. *Pabitra Kumar Dey*

Signature of the Head of the Department

H.O.D
BASIC SCIENCE AND HUMANITIES
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Sanjay Seugpta
Signature of the IQAC Coordinator

