INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25

Department: Civil Engineering **Date: 25-Aug-2025**

Name & Designation of Auditor:

Dr. Gour Sundar MitraThakur, Associate Professor & Head, Department of Computer Science & Engineering(AIML)

Dr. Chandan Chattaraj, Professor & Head, Department of Mechanical Engineering

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. Modification of Departmental Organizational Tree

The departmental organizational tree requires revision to accurately represent the present administrative structure, faculty assignments, committee coordinators, laboratory in-charges, and reporting hierarchy. Department should update the organizational chart incorporating all current administrative and academic responsibilities. The revised departmental tree should be displayed wherever applicable.

2. Completion of Faculty Data in ERP

The audit committee observed that the ERP profiles of all faculty members have not been completed. Certain academic, professional, and administrative details remain pending. All faculty members should update their ERP profiles with complete information, including educational qualifications, experience, publications, professional memberships, achievements, and supporting documents. The department should verify all entries.

4. Updating Faculty Development Programme (FDP) Records in ERP

Individual Faculty Development Programme (FDP), workshop, seminar, training, and Short-Term Training Programme (STTP) records have not been completely updated in the ERP. Faculty members should upload complete details of all FDPs attended, including programme title, organizing institution, duration, mode of participation, academic year, and participation certificates. Regular updating of FDP records should be ensured after completion of each programme.

5. Documentation of Reporting of events in ERP

The photographic evidence should be maintained in a systematic manner. All programmes proper geotagged photographs & certificates should be compiled in a ZIP folder with appropriate file naming conventions. The documentation should include the programme brochure, circular, attendance records, photographs, feedback, report, certificates, and other relevant supporting documents to facilitate future verification during accreditation and quality audits.

6. Verification of Multiple Placement Records

The sequence of students receiving multiple placement offers requires verification and correction to ensure accurate reporting. The department should review placement records in coordination with the Training and Placement Cell. Duplicate or incorrectly sequenced entries should be corrected to maintain consistency with institutional placement records and accreditation requirements.

7. Introduction of New Add-on Courses

The department has introduced new Add-on Courses in place of earlier offerings. The audit committee reviewed the supporting documents and found them satisfactory. The audit committee appreciates the department for updating the Add-on Courses in line with current industry requirements and approves the submitted documentation. Department should continue periodically reviewing and revising Add-on Courses based on technological advancements and industry expectations. Complete documentation, including syllabus, approval, attendance, assessment, feedback, and certificates, should be maintained.

Signature of the Auditors:

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Signature of the Head of the Department

H.O.D
CIVIL ENGG. DEPT.
Dr. B. C. ROY ENGINEERING COLLEGE
DURGAPUR

Signature of the IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC) ★ BCREC

★ DR. B. C. ROY ENGINEERING COLLEGE Durgapur