



# 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: Computer Science & Engineering (AIML)

Date: 26-Aug-2025

### Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IQAC Coordinator  
Dr. Jayanta Pal, Associate Professor & Head, BS&H

### Auditor Comments:

1. Faculty Load Allocation: The load allocation details of faculty members should be incorporated into the DAC meeting agenda and reflected accurately in the meeting minutes. It is advised to review and refine the workload distribution to ensure optimal allocation.
2. Student Faculty Ratio: SFR requires improvement.
3. Course File Preparation and ERP Upload: Course files for the odd semester have been largely prepared and uploaded to ERP. However, updates for the even semester remain incomplete due to delayed results. It is recommended that the pending uploads be completed prior to the external academic audit.
4. Faculty Participation in FDPs: It has been noted that one faculty member is involved in an excessive number of FDPs, primarily in online mode. To enhance the quality and impact of professional development, participation should ideally be limited to one or two FDPs per semester, with preference given to participation in physical mode whenever feasible.
5. Event Reporting in ERP: Event reporting in ERP has been found to be inadequate. Each event report should comprehensively include the following:
  - o Notice/Brochure
  - o Event Description
  - o Participation List
  - o Outcome
  - o Impact
  - o Feedback
  - o Sample Geotagged Photographs/Creatives
6. Learning Management System (CANVAS): The use of the CANVAS LMS by faculty members since AY 2024–25 is acknowledged. Faculty are encouraged to continue utilizing the LMS consistently in the current academic year.
7. Budget Utilization: Budget utilization, particularly under the equipment head, has been found to be low. The department should aim to significantly improve the percentage of budget utilization in the upcoming financial year.
8. Stock Register and Asset Management: The department should maintain an updated stock register and measurement book for assets and consumables, both in physical and digital (ERP) formats. All departmental assets should be properly tagged with identifiable tag numbers.

9. Departmental Committees in ERP: Departmental committees should be created and updated in ERP, including details of conveners and members. Minutes of all committee meetings should be recorded and regularly uploaded to ERP.



Signature of the Head of the Department

Signature of the Auditors:

1. Sanjay Sengupta
2. Jayanta Pal

Head of the Department  
Computer Science & Engineering (AIML)  
Dr. B. C. Roy Engineering College  
Durgapur

Sanjay Sengupta  
Signature of the IQAC Coordinator

