



**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 (CS)**

**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 as the department grows over time.
3. Course File Preparation and ERP Upload: Course files for the first year courses to be done under Autonomy. The course and faculty mapping to be completed. It is recommended that the pending uploads be completed prior to the external academic audit.
4. Event Reporting in ERP: Event reporting in ERP should be done in proper format and as and when the event is happening. 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
5. Learning Management System (CANVAS): Faculty members are encouraged to utilize the LMS (CANVAS) consistently in the current academic year.
6. 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.
7. 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 Auditors:**

1. *Sanjay Sengupta*
2. *Jayanta Pal*

**Signature of the Head of the Department**

*[Handwritten Signature]*  
**Head of the Department**  
**Computer Science & Engineering (CS)**  
**Dr. B. C. Roy Engineering College**  
**Durgapur**

*Sanjay Sengupta*  
**Signature of the IQAC Coordinator**

