



**INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25**

Department: Computer Science & Engineering (Data Science)

Date:10-Sep-2025

1. Reminder to Update Course-Related Details in ERP

The course list for the academic year 2024-25 has been updated in the ERP and the course mapping has been done correctly. However, it has been observed that the following course-related details are yet to be uploaded in the ERP:

- (i) Class test questions
- (ii) Lesson plans
- (iii) Course attainment
- (iv) Course files

In addition, the department is also required to update the course-related data for the previous academic year in the ERP.

2. Completion of Course Mapping and Regular Monitoring of Data Uploads in ERP for the 2025-26 Semester

The academic records of the faculty and staff members of the department have been uploaded. In some cases, the process is still pending and will be completed before the Puja vacation.

3. Status of Faculty and Staff Academic Records Upload and Pending Completion Before Puja Vacation

The academic records of the faculty and staff members of the department have been uploaded. In some cases, the process is still pending and will be completed before the Puja vacation.

4. Department Publication Report

The publication details of the department for the academic year are furnished below:

- (i) Scopus Indexed Journal Publications: 2
- (ii) Extended Source Citation Indexed Journal Publications: 4
- (iii) Conference Publications: 26
- (iv) Book Chapters: 3
- (v) Patent: 5

The above publication figures are quite promising and show an improvement compared to the last academic year. In addition, all the FDP data for the departmental staffs are correctly reported in the ERP.

5. Event Reporting for AY 2024-25

Event-wise committees have been created and events are being reported in the ERP for the academic year 2024-25. However, as per the suggestion of IQAC, the consolidated event report requires rectification. Each event report should mandatorily include the following:

- (i) Notice of the event
- (ii) Brochure/flyer about the event

- (iii) Speaker details (if any)
- (iv) Geotagged photographs
- (v) Participation list
- (vi) Outcome and impact of the event
- (vii) Feedback summary
- (viii) Sample certificates (if issued)

Departments are requested to ensure that all event reports are updated in the ERP accordingly.

6. Preparation of Centralized Department Committee Structure

It is suggested to prepare a centralized committee structure for both academic and administrative departmental works from the academic year 2025-26 onwards. Such committees should be formed and uploaded in the ERP, along with:

- The relief order (if applicable)
- The minutes of the meetings of those committees, as per requirement

Departments are requested to take necessary action accordingly.

7. Staffing and SFR Status

- (i) The Student-Faculty Ratio (SFR) for AY 2024-25 is 24.
- (ii) The SFR for AY 2025-26 has increased to 30, which indicates a need for improvement.

At present, the department has one technical staff. To ensure smooth and effective conduct of laboratory sessions, one additional technical staff is required.

8. Budget Utilization Report

The budget utilization for the academic year 2024-25 is approximately 86%, which is considered quite satisfactory.

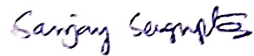
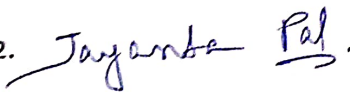
9. Learning Management System (LMS)

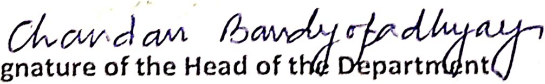
The department is using the Canvas Learning Management System (free version). All faculty members have utilized this platform for delivering their respective courses during the academic year 2024-25.

10. Spoken Tutorial Add-on Courses

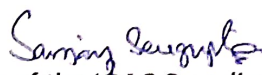
The department has conducted Spoken Tutorial courses from IIT Bombay as part of its add-on course offerings. A total of 12 Spoken Tutorial courses were offered by the department during the academic year 2024-25.

Signature of the Auditors:

1. 
2. 


Signature of the Head of the Department

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


Signature of the IQAC Coordinator

