



INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25

Department: Electronics and Communication Engineering

Date: 19-Aug-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:

1. ERP Course Management Data: It was observed that ERP data for *Course Management* has not been completely populated by all faculty members for both the *Even and Odd Semesters of 2024–2025*. The missing components include *Outcome Attainment* and *Course Files*. Faculty members are advised to complete these updates at the earliest.
2. Course Management for AY 2025–2026: The *Autonomy Courses* for the 3rd semester (AY 2025–2026) have been updated in ERP, including lesson plans. Regular monitoring and timely updates are recommended.
3. Website Updates – Syllabus and Course Structure: The *Departmental Website* has not been updated with the latest syllabus and course structures for *B.Tech* and *M.Tech* programs. The syllabus for all semesters should be uploaded and maintained regularly.
4. Student–Teacher Ratio: The Student–Teacher Ratio for the AY 2024–2025 stands at *19.8:1* after the recent faculty attrition, against the recommended ratio of *18:1*. Recruitment or load adjustment measures may be considered to maintain the ideal ratio.
5. Faculty Development Program (FDP) Data: The Academic Audit report indicated missing FDP data. However, the ERP reflects *28 FDP records* for 2024–2025. It was recommended to reconcile and verify both sources for accuracy.
6. Research and Publications: The department reported notable research outputs:
 - *SCI Journals*: 5
 - *Scopus Journals*: 14
 - *Conferences (Scopus Indexed)*: 20
 - *Book Chapters (Scopus Indexed)*: 2
 - *Patents*: 6
 - *Student Publications*: 13 journal papers and 16 conference papers
7. Departmental Events: Only *one event* was organized during the academic year. The committee recommended an increase in departmental, technical, and outreach activities to enhance student engagement and visibility.
8. Mentorship Records in ERP: Mentor–Mentee allocation has not been completed in the ERP. Departments should ensure all mentorship records are entered and updated.
9. Budget Utilization: The overall *budget utilization* was found to be low. Certain instruments were not procured as per the *CSD/CRO* recommendations, following the advice of the Principal. The committee advised timely utilization of sanctioned funds.

10. Placement Statistics: Out of 127 students, 59 were placed through campus recruitment (46%)

- Highest Package: ₹6.48 LPA
- Average Package: ₹3.00 LPA

11. Placement performance is categorized as *Average*. Further efforts are required to strengthen industry linkages. 43 students remain unplaced. Placement cell support and alumni network engagement were suggested to improve outcomes.

12. Higher Studies Data: Data regarding students progressing to higher studies needs rechecking and updating in ERP.

13. GATE Examination Data: Records of students appearing and qualifying in GATE examinations are incomplete and need to be updated.

14. Awards and Achievements: Data on faculty and student awards/achievements are missing. Departments should update and document these records regularly in ERP

15. Use of Canvas LMS: Approximately 90% of faculty are actively using Canvas LMS; however, student utilization remains low. Awareness sessions and student training on effective use of Canvas are recommended.

Signature of the Auditors:

1. Sanjay Sengupta
2. Pabitra Kumar Dey

Signature of the Head of the Department



Head
Dept. Electronics & Comm. Engg.
Dr. B. C. Roy Engineering College
Durgapur

Sanjay Sengupta
Signature of the IQAC Coordinator

