



**DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR**

DEDICATED TO QUALITY EDUCATION  
AFFILIATED TO MAKAUI | APPROVED BY AICTE | NBA ACCREDITED | HAAC ACCREDITED  
An Autonomous Institute

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

**Department: Information Technology**

**Date:18-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 Data Population: It was noted that only about 60% of faculty members have completed data entry for course management in the ERP for the Academic Year 2024–2025 (Even Semester). All faculty members are advised to update the following for both Odd and Even Semesters:
  - Syllabus and lesson plan
  - Continuous Assessment (CA) questions
  - Sample answer scripts and scanned copies
  - Outcome attainment details
  - Complete course file documentation
2. Course Load for 2025–2026: Course load details for 2025–2026 (Autonomous courses) is required to be uploaded in ERP. Regular updates on course progress must be maintained.
3. Teacher–Student Ratio: The teacher–student ratio for 2024–2025 was satisfactory (slightly below 1:20). However, for 2025–2026, the ratio has increased and requires minor improvement.
4. Faculty Profile Update: All faculty members must update their profiles in ERP, including recent achievements and promotions.
5. Departmental Committees: Department-level committees are to be constituted as per the decentralized departmental structure in ERP. The minutes of such committee meetings should be recorded and uploaded accordingly.
6. Event Committees: Event committees for AY 2024–2025 are to be created in ERP and reported for AQAR data submission.
7. Faculty Development Programme (FDP) Data: Faculty members must update FDP participation data for AY 2024–2025 in ERP with supporting documents, as several entries are missing from AQAR.
8. Publications and Research Data: Journal and conference publication data for 2024–2025 are incomplete and require proper updating. Supporting proofs for conference papers and book chapters are also to be corrected and re-uploaded.
9. Mentorship Data: Though mentors have been assigned in ERP, mentoring activity records and supporting documents are missing. Faculty are to ensure timely entry of mentoring reports.
10. Placement Record: A total of 37 out of 62 eligible students (approximately 60%) were placed in AY 2024–2025. Placement statistics (Minimum/Maximum/Average/Median) are to be reported.

11. Higher Studies: Two students pursued higher studies - one MBA (via CMAT) and one in M.Tech (NIT Kurukshetra). Additionally, two students qualified GATE and one cleared CMAT in AY 2024-2025.
12. GATE Appearing Data: Data of three students appearing for GATE examination is missing from AQAR and needs to be incorporated.
13. Student Awards: No student awards were reported for the period.
14. Vocational Training and Project Work: Data regarding student vocational training and project work has been submitted for AQAR reporting.
15. Academic Performance: 70% of students passed without any backlog, while 30% cleared their backlogs successfully. Six students were awarded Honours degrees.
16. Courses Offered Through CANVAS: Selected courses were successfully offered and managed through the CANVAS learning platform by the faculty members.



Signature of the Auditors:

Signature of the Head of the Department

1. Sanjay Sengupta
2. Pabitra Kumar Dey

H.O.D. / I.T.  
Dr. B. C. Roy Engg College, Durgapur



Signature of the IQAC Coordinator

