



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: Master of Business Administration

Date:10-Sep-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. ERP Course Creation and Academic Data Upload (AY 2024–2025):** The Committee reviewed the status of course creation for AY 2024–2025 in the ERP system. It was observed that although courses have been created, critical academic components such as question papers, course files, attainments, and related records are largely incomplete. Resolution: All pending course-related academic data for AY 2024–2025 shall be uploaded in the ERP system on or before 26 September 2025 to ensure audit and accreditation readiness.
- 2. Course Outcomes (COs) Compliance:** The Committee emphasized that each MBA course must define a minimum of four Course Outcomes (COs), in line with NBA accreditation norms. Resolution: Faculty members shall revise and ensure compliance of COs for all MBA courses with immediate effect.
- 3. Question Paper Setting and Bloom’s Taxonomy Alignment:** The Committee noted that certain question types, particularly those framed as “distinguish between,” do not correspond to the Create level of Bloom’s Taxonomy. While evaluation practices are in place, alignment with appropriate cognitive levels requires improvement. Resolution: Faculty members shall ensure that question papers are designed and mapped appropriately to Bloom’s Taxonomy levels, as required for outcome-based education (OBE).
- 4. Course Files Upload (AY 2024–2025):** The status of course file uploads for AY 2024–2025 was reviewed. Resolution: All course files must be uploaded and verified in the ERP system without further delay and should be completed before the external academic audit.
- 5. Lesson Plans Upload (AY 2025–2026):** The Committee observed that courses for AY 2025-2026 have been mapped in the ERP; however, lesson plans are yet to be uploaded. Resolution: Faculty members shall complete the lesson plan uploads at the earliest and ensure regular updates henceforth.

6. Continuous ERP Data Updating: The Committee highlighted the need for sustained academic data maintenance.
Resolution: Regular and continuous updating of ERP academic records shall be followed from AY 2025–2026 onwards.
7. Faculty Strength and Student-Faculty Ratio (SFR): The Committee reviewed faculty strength details. For AY 2024–2025, the department had 10 faculty members, with 2 relieved during the year, resulting in an SFR of approximately 13.5. For AY 2025-2026, the SFR was calculated 16.6. SFR requires improvement.
Resolution: Faculty strength and SFR details shall be accurately documented and reported as per regulatory requirements.
8. Employee Records and Academic Background: The employee records need to be updated with all supporting documents. The same should be completed before external academic audit.
Resolution: Verification of academic records shall be carried out by the Registrar's Section. In cases of pending verification, the department shall formally communicate with the Registrar's Section.
9. Research Publications and ERP Documentation: The Committee reviewed the status of research publications. It was observed that departmental publication details are not fully in the ERP System.
Resolution: Publication details, including journals, conference proceedings, and book chapters, shall be uploaded in the ERP system by October 2025.
10. Documentation Norms for Conference Proceedings and Book Chapters: The Committee clarified that valid supporting documents must include:
First page of the proceeding
Page showing author details
ISBN/ISSN page
DOI Page (where applicable)
Certificates alone shall not be considered sufficient evidence.
Resolution: Faculty members shall upload the prescribed documents only. Publications under review or yet to be published may be provisionally recorded with proper status indication.
11. Publication Reporting Norms: The Committee clarified that conference publications shall not be reported as SCI-indexed journals.
Resolution: All publications shall be categorized and reported strictly as per indexing norms.
12. LMS (Canvas) Implementation: The Committee reviewed LMS usage across the department.
Resolution: Each faculty member shall offer at least one course through the LMS (Canvas) platform.

13. Budget Utilization Review (AY 2024–2025)

The Committee noted that budget utilization for AY 2024–2025 stood at 68.49%. Lower utilization was attributed to centralized handling of Alumni Connect activities. Resolution: Budget utilization details shall be properly documented with justifications for audit purposes.

14. Statutory and Departmental Committees

The Committee discussed the status of statutory committees.

Resolutions:

The Departmental Academic Committee (DAC) shall be constituted as per institutional norms. DAC meeting minutes for AY 2024–2025 shall be updated and uploaded. Details of the Budget Committee shall be maintained. Board of Studies (BoS) composition and meeting minutes shall be uploaded in the ERP/departamental records

Soumya Siddhanta

Signature of the Auditors:

Signature of the Head of the Department

1. *Sanjay Seugupta*

Head

Faculty of Management Studies
Dr. B. C. Roy Engineering College, Durgapur

2. *Jayanta Pal*

Sanjay Seugupta

Signature of the IQAC Coordinator

