



INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25

Department: Master of Computer Applications

Date:02-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 Data Update:**
For the Academic Year 2024–25, approximately 80% of the course file details for the even semester have been updated in the ERP. Some files are ready for upload. For the odd semester under autonomy, a few entries are still pending.
2. **University Curriculum and Syllabus Upload:**
Uploading the approved curriculum and syllabus to the department website is pending and should be completed at the earliest. Draft syllabi may also be uploaded temporarily and updated once finalized.
3. **Regular ERP Updates:**
It is recommended that all course-related information be regularly updated in the ERP from the Academic Year 2025–26 onward.
4. **Faculty Academic Details:**
Academic details for most faculty members have been uploaded in the ERP. Only one entry is pending, which will be completed shortly.
5. **Student–Faculty Ratio (SFR):**
The department has 8 faculty members (2 PhD holders; 5 pursuing PhD—1 registered and 4 enrolled). The current SFR is 1:30, which requires improvement.
6. **Research and Publications:**
The department has a total of 4 journal publications (3 Scopus-indexed and 1 SCIE). Improvement is required in research output.
There are 6 conference publications; it is recommended that each faculty member target at least 2 conference publications annually.
Two UK Design Patents have been published.
7. **FDP Data in ERP:**
Faculty Development Programme (FDP) details are not available in the ERP and must be updated before the external audit.

8. Event Reporting:
Although the department conducts various events, proper reporting is not consistently done. Event details should be updated regularly in the ERP.
9. Academic Performance (2025 Pass-out Batch):
Out of 58 appearing students, 57 successfully passed, which is commendable.
10. Placements:
Of the 59 students, 16 have been placed, 1 has opted for higher studies, and 1 has qualified the GATE examination.
The highest package offered is ₹4.35 LPA, and the average package is ₹3.2 LPA.
Placement percentage requires improvement.
11. Add-on Course:
One add-on course was offered during the Academic Year 2024–25. However, detailed reporting to IQAC has not been done and should be completed on priority.
12. Learning Management System (LMS):
All faculty members use the CANVAS LMS for both odd and even semester courses.
This practice is appreciated and encouraged by IQAC.
13. Budget Utilization (FY 2024–25):
Overall budget utilization is 69%. However, utilization under the R&D head is comparatively low. Increased focus on effective budget utilization is recommended for the current financial year.
14. Departmental Committees:
Committee lists for DAC, Budget Committee, etc., have not been created in the ERP. It is suggested to create these committees and upload the minutes of their meetings regularly.

Signature of the Auditors:

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

Signature of the Head of the Department

Pabitra Kumar Dey
02/09/2025

DR. PABITRA KUMAR DEY
HOD - MCA
Dr. B. C. Roy Engineering College

Sanjay Sengupta
Signature of the IQAC Coordinator

