



DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR
DEDICATED TO QUALITY EDUCATION
AFFILIATED TO MAKAUI | APPROVED BY AICTE | UBA ACCREDITED | HAAC ACCREDITED
An Autonomous Institute

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
ACADEMIC YEAR: 2024-25

Department: Mechanical Engineering

Date:26-Aug-2025

Name & Designation of Auditor:

Dr. Sanjay Sengupta, Professor & Head, Department of Civil Engineering, IOAC Coordinator
Dr. Jayanta Pal, Associate Professor & Head, BS&H

Auditor Comments:

1. ERP Course Management Data:
ERP data for course management for AY 2024–2025 has not been fully populated by all faculty members, though some progress is noted. Courses for AY 2025–2026 have been created. Continuous updating of ERP data is required. New course codes under autonomy have been generated.
2. Syllabus Upload on Website:
Upload of B.Tech/M.Tech syllabi under autonomy on the departmental/college website is still pending. Should be uploaded with the revised course codes.
3. Faculty ERP Profile:
Faculty profiles in ERP, including Academic Background details, have not been updated by all faculty members. Promotion details are also not updated. The same should be completed before the external academic audit.
4. Student–Faculty Ratio (SFR):
The SFR is 18:1 (including First Year and PG) which is quite good. The cadre ratio needs to be looked at. Total Faculty: 17. PhD Holders: 10 Non-PhD: 7 (2 not enrolled in PhD). The not enrolled faculty members should be encouraged to start their PhD work.
5. Department-Level Committee Structure:
Departmental committees as per the department’s organizational structure must be created in ERP, and details of minutes of the meeting by those committees need to be uploaded.
6. Publications:
Journals: 4 (3 SCI, 1 Scopus). Requires significant improvement. Conferences: 11 (clarification needed regarding SCI/Scopus indexing). SCI indexed conference should be removed.
Support documents are not properly uploaded in ERP No book chapter publications reported. Overall the publication needs to be improved and focus on research group based publications should be given. Supporting documents for patents need to be correctly updated and organized.
7. FDP Records:
FDP data in ERP does not match the information reported during the Academic Audit. Reconciliation is required. Should be rectified before the external academic audit.

8. Events Reporting:

Events have been reported; however, proper formatting and completeness is required for event reporting. Each short report should include: Notice/Brochure, About the Event, Participation List, Outcome, Impact, Feedback, and sample photographs/creatives.

9. Placement and higher studies:

Out of a batch of 90 students, 59 are placed. Placement percentage is found to be good. Highest package: ₹7.75 lakh. Average package: ₹3 lakh. It has been observed that the interest among the students is not there for higher studies. No student has qualified GATE examination and no one also has gone for higher studies. Department should look into this matter for some improvement.

10. Pass Percentage:

Pass out Batch strength: 90. Pass details are not available and need to be updated after consolidating the results of special supplementary examination.

11. Add-on Courses:

Two add-on courses conducted for 3rd and 4th year students in AY 2024–2025. IIT Bombay Spoken Tutorial courses (QCAD / LaTeX) completed. For the next academic year also similar planning is done.

12. Mentoring Records:

Mentor–Mentee mapping and forms have been updated in ERP.

Signature of the Auditors:

1. Sanjay Sengupta
2. Jayanta Pal.

Signature of the Head of the Department

H.O.D. / M.E.
Dr. B. C. Roy Engg. College, Durgapur

Sanjay Sengupta
Signature of the IQAC Coordinator

