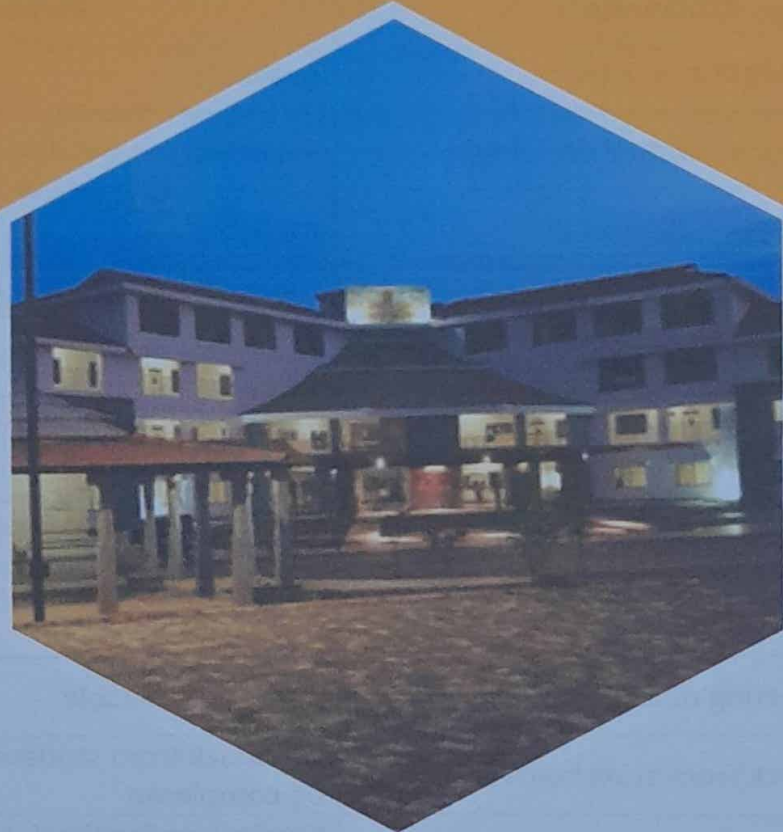# SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(A Unit of Shri Sode Vadiraja Mutt Education Trust, Udupi)
Vishwothama Nagar, Bantakal-574115, Udupi District, Karnataka.

ACADEMIC AND ADMINISTRATIVE AUDIT
REPORT
2018-19

Academic audit report

DEPARTMENT	ELECTRONICS AND COMMUNICATION ENGINEERING		
ACADEMIC YEAR	2018-19	DATE	14 OCTOBER 2018

Documents pertaining to department

Parameters	Remarks
Faculty/Staff Attendance register	Available
Class time table and individual time table	Available
Department Academic Calendar	Available
Department meeting notice with MOM	MOM hard copy is to be maintained
Student admission details (as per NBA format)	Soft copy Available
Faculty list (as per NBA format)	Available
Student list (as per NBA format)	Available
Faculty and student details (as per NBA format)	Available
Result analysis meeting details	Softcopy Available
Curriculum feedback from stakeholders	Feedback from students and alumni is to be completed
Curriculum feedback Analysis report	Curriculum feedback Analysis done for students and faculty feedback
Documents of remedial classes for weak students	File has to be maintained
Class committee meeting notice and MOM	No circular. MOM hard copy is to be maintained
Department Activities	Available
Achievements of faculty/students	Available

Principal
SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar. Udupi Dist.
BANTAKAL - 574 115

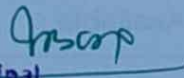|	
Consultancy details	No consultancy work from the department
Project work details	Hard copy file showing the project work details to be maintained
Internship details	Hard copy file showing the internship work details to be maintained
Department news letter	Available

Faculty Academic records (CF/QP/ICT)

Course file: All faculty members have shown the course file of current semester courses. Course files are prepared as per the template given by the IQAC. In some of the courses, course articulation matrix needs to be revised.

QP & Scheme: All faculty members have prepared the IA question papers as per the format and softcopy of the scheme should be made available. Signatures of HoD is pending in few QPs.

ICT tools: Many have prepared class ppt, lecture notes, lecture videos and shared to the students.

VTU exam work: all faculty members have conducted semester end laboratory examinations and few have attended the valuation work.

Principal
SHRI MADHWA VADIRAJA
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Vishwothama Nagar Udupi Dist.
BANTAKAL - 574 115

Shri Madhwa Vadiraja Institute of Technology and Management
(A Unit of Shri Sode Vadiraja Mutt Education Trust®)
Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

Academic audit report

DEPARTMENT	MECHANICAL ENGINEERING		
ACADEMIC YEAR	2018-19	DATE	15 OCTOBER 2018

Documents pertaining to department

Parameters	Remarks
Faculty/Staff Attendance register	Entries are incomplete in some registers
Class time table and individual time table	Available
Department Academic Calendar	Available
Department meeting notice with MOM	MOM hard copy is to be maintained
Student admission details (as per NBA format)	Soft copy Available
Faculty list (as per NBA format)	Available
Student list (as per NBA format)	Available
Faculty and student details (as per NBA format)	Available
Result analysis meeting details	Softcopy Available
Curriculum feedback from stakeholders	Feedback from students and alumni is to be completed
Curriculum feedback Analysis report	Curriculum feedback Analysis done for students and faculty feedback
Documents of remedial classes for weak students	File has to be maintained
Class committee meeting notice and MOM	No circular. MOM hard copy is to be maintained
Department Activities	To be updated
Achievements of faculty/students	Available

Principal
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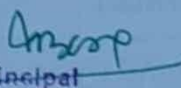|	
Consultancy details	No consultancy work from the department
Project work details	Hard copy file showing the project work details to be maintained
Internship details	Hard copy file showing the internship work details to be maintained
Department news letter	Annual

Faculty Academic records (CF/QP/ICT)

Course file: All faculty members have shown the course file of current semester courses. Course files are prepared as per the template given by the IQAC. In some of the courses, course articulation matrix needs to be revised.

QP & Scheme: All faculty members have prepared the IA question papers as per the format and softcopy of the scheme should be made available. Signatures of HoD is pending in few QPs.

ICT tools: Many have prepared class ppt, lecture notes, lecture videos and shared to the students.

VTU exam work: all faculty members have conducted semester end laboratory examinations and few have attended the valuation work.

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Academic audit report

DEPARTMENT	COMPUTER SCIENCE AND ENGINEERING		
ACADEMIC YEAR	2018-19	DATE	16 OCTOBER 2018

Documents pertaining to department

Parameters	Remarks
Faculty/Staff Attendance register	Available
Class time table and individual time table	Available - HoD and Principal signature to be taken
Department Academic Calendar	Available – Hard copy is to be maintained
Department meeting notice with MOM	MOM hard copy is to be maintained
Student admission details (as per NBA format)	Soft copy Available
Faculty list (as per NBA format)	Available
Student list (as per NBA format)	Available
Faculty and student details (as per NBA format)	Available
Result analysis meeting details	Softcopy Available
Curriculum feedback from stakeholders	Feedback collected from students and faculty members
Curriculum feedback Analysis report	Curriculum feedback Analysis done for students and faculty feedback
Documents of remedial classes for weak students	File has to be maintained
Class committee meeting notice and MOM	No circular. MOM hard copy is to be maintained
Department Activities	Available
Achievements of faculty/students	Available

Consultancy details	No consultancy work from the department
Project work details	Hard copy file showing the project work details to be maintained
Internship details	Hard copy file showing the internship work details to be maintained
Department news letter	Available

Faculty Academic records (CF/QP/ICT)

Course file: All faculty members have shown the course file of current semester courses. Course files are prepared as per the template given by the IQAC. In some of the courses, course articulation matrix needs to be revised.

QP & Scheme: All faculty members have prepared the IA question papers as per the format and softcopy of the scheme should be made available.

ICT tools: Many have prepared class ppt, lecture notes, lecture videos and shared to the students.

VTU exam work: all faculty members have conducted semester end laboratory examinations and few have attended the valuation work.

Principal
SHRI MADHWA VADIRAJA
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BANTAKAL - 574 115

Shri Madhwa Vadiraja Institute of Technology and Management

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Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

Academic audit report

DEPARTMENT	CIVIL ENGINEERING		
ACADEMIC YEAR	2018-19	DATE	17 OCTOBER 2018

Documents pertaining to department

Parameters	Remarks
Faculty/Staff Attendance register	In few attendance registers HoD signature is pending
Class time table and individual time table	Available
Department Academic Calendar	Available
Department meeting notice with MOM	MOM missing for few meeting
Student admission details (as per NBA format)	Soft copy Available
Faculty list (as per NBA format)	Available
Student list (as per NBA format)	Available
Faculty and student details (as per NBA format)	Available
Result analysis meeting details	Softcopy Available
Curriculum feedback from stakeholders	Feedback from students and alumni is to be completed
Curriculum feedback Analysis report	Curriculum feedback Analysis done for students and faculty feedback
Documents of remedial classes for weak students	File has to be maintained
Class committee meeting notice and MOM	No circular. MOM hard copy is to be maintained
Department Activities	Activity report has to be maintained
Achievements of faculty/students	Available

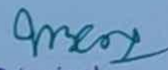|	
Consultancy details	Not available
Project work details	Hard copy file showing the project work details to be maintained
Internship details	Hard copy file showing the internship work details to be maintained
Department news letter	Available

Faculty Academic records (CF/QP/ICT)

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QP & Scheme: All faculty members have prepared the IA question papers as per the format and softcopy of the scheme should be made available. Signatures of HoD is pending in few QPs.

ICT tools: Many have prepared class ppt, lecture notes, lecture videos and shared to the students.

VTU exam work: all faculty members have conducted semester end laboratory examinations and few have attended the valuation work.

Principal

Shri Madhwa Vadiraja Institute of Technology and Management

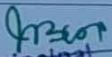**(A Unit of Shri Sode Vadiraja Mutt Education Trust®)**

Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

Academic audit report

DEPARTMENT	BASIC SCIENCE (PHYSICS/CHEMISTRY/MATHEMATICS)		
ACADEMIC YEAR	2018-19	DATE	18 OCTOBER 2018

Documents pertaining to department

Parameters	Remarks
Faculty/Staff Attendance register	HoD signature, Faculty Signature, IA marks entry missing in some attendance register
Class time table and individual time table	Available
Department Academic Calendar	Available
Department meeting notice with MOM	MOM missing for few meeting
Student admission details (as per NBA format)	Soft copy Available
Faculty list (as per NBA format)	Available
Student list (as per NBA format)	Available
Faculty and student details (as per NBA format)	Available
Result analysis meeting details	Softcopy Available
Curriculum feedback from stakeholders	Available
Curriculum feedback Analysis report	Curriculum feedback Analysis done for students and faculty feedback
Documents of remedial classes for weak students	File has to be maintained
Class committee meeting notice and MOM	No circular. MOM hard copy is to be maintained
Department Activities	Activity report has to be maintained
Achievements of faculty/students	Available

Principal

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Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574 115

Consultancy details	NIL
Project work details	NA
Internship details	NA
Department news letter	NA

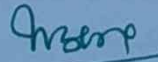## Faculty Academic records (CF/QP/ICT)

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BANTAKAL - 574 115

Consolidated report on Academic audit conducted from 14 October to 18 October 2018

Observations and recommendations of the review team

Many faculty members have prepared lecture notes and videos and uploaded in their YouTube channel.

In few attendance registers, course files and internal assessment question papers, faculty/HoD signature is missing.

Curriculum feedback collection and analysis to be completed by the departments

Faculty achievements/recognition needs to be improved

Number of publications in Q1/Q2 journals is not encouraging, it is recommended to all the faculty members to give more thrust on quality research publication.

Publications/Presentations in reputed conference to be improved

Few faculty members have used only written 3 IA tests and written assignment for assessment of student performance, it is recommended to use other tools like quiz, seminar, case studies, mini-project etc.

Hard copy of the department wise detailed review report will be communicated to you.

Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar. Udupi Dist.
BANTAKAL - 574 115

Consolidated report on Administrative Audit

Administrative audit of the year 2018-19 was conducted from 19 October to 20 October 2018.

Following are the Observations and recommendations of the review team:

- Strengthen the maintenance of accounts and registers.
- The account transactions tally with the data on the registers.
- Recommend the establishment of a digitized account maintenance system.
- Licensed software to be used.
- Ensure effective processing of outcomes from student teacher evaluation and PBAs.
- Consider specific professional training for both faculties and administrative staff.
- Optimize space utilization for efficient accommodation of necessary facilities.
- Prioritize quality maintenance of lab facilities.
- Integrate modern facilities into new infrastructure developments.
- Registers are well maintained.
- Resources need to be upgraded.
- Suggest the implementation of Digital Remote Access.
- Usage of library facilities by the faculty needs to improve.

Principal
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Dean (QA)
SMVITM, Bantakal - 574115