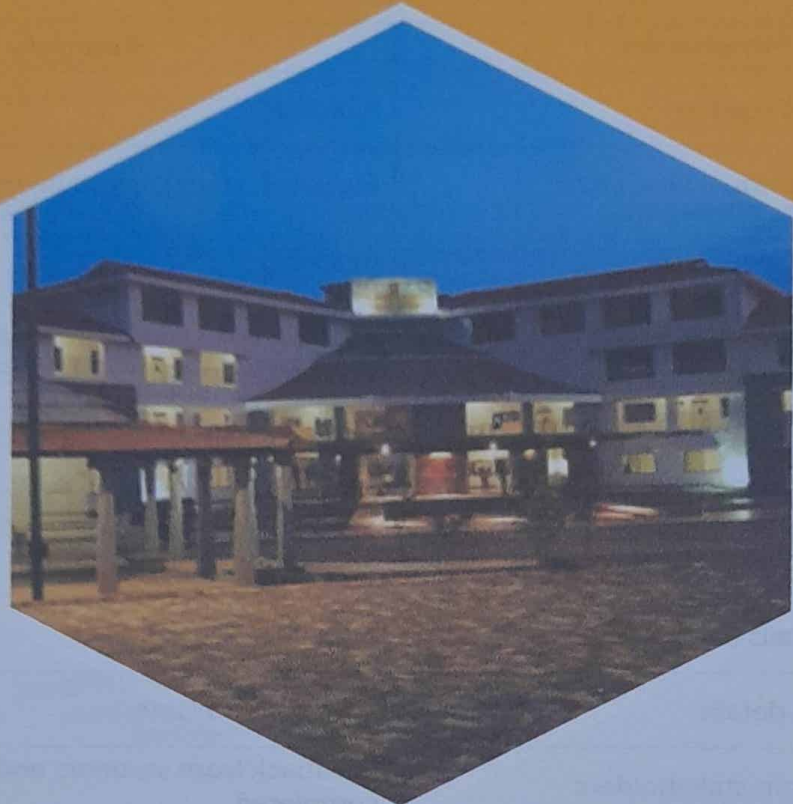




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SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2019-20

Princip

Principal

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

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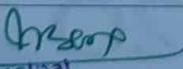


Academic audit report

DEPARTMENT	BASIC SCIENCE (PHYSICS/CHEMISTRY/MATHEMATICS)		
ACADEMIC YEAR	2019-20	DATE	25 SEPTEMBER 2019

Documents pertaining to department

Parameters	Remarks
Faculty/Staff Attendance register	Available
Class time table and individual time table	Available. Hard copy to be maintained
Department Academic Calendar	Available
Department meeting notice with MOM	MOM missing for few meetings
Student admission details (as per NBA format)	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	Feedback Analysis to be done
Documents of remedial classes for weak students	File has to be maintained
Class committee meeting notice and MOM	MOM missing for few meetings. No circular
Department Activities	Report to be maintained
Achievements of faculty/students	Available


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

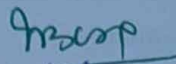
Faculty Academic records (CF/QP/ICT)

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	ELECTRONICS AND COMMUNICATION ENGINEERING		
ACADEMIC YEAR	2019-20	DATE	26 SEPTEMBER 2019

Documents pertaining to department

Parameters	Remarks
Faculty/Staff Attendance register	Signature by HoD is pending in few registers
Class time table and individual time table	Available
Department Academic Calendar	Available
Department meeting notice with MOM	MOM missing for few meetings
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	MOM hard copy is to be maintained
Department Activities	Report to be maintained
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	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.

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Academic audit report

DEPARTMENT	COMPUTER SCIENCE AND ENGINEERING		
ACADEMIC YEAR	2019-20	DATE	27 SEPTEMBER 2019

Documents pertaining to department

Parameters	Remarks
Faculty/Staff Attendance register	Signature by HoD is pending in few registers
Class time table and individual time table	Available
Department Academic Calendar	Available
Department meeting notice with MOM	MOM missing for few meetings
Student admission details (as per NBA format)	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	Feedback Analysis to be done
Documents of remedial classes for weak students	File has to be maintained
Class committee meeting notice and MOM	MOM hard copy is to be maintained
Department Activities	Report to be maintained
Achievements of faculty/students	Report to be maintained


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	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.

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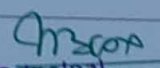
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Academic audit report

DEPARTMENT	MECHANICAL ENGINEERING		
ACADEMIC YEAR	2019-20	DATE	28 SEPTEMBER 2019

Documents pertaining to department

Parameters	Remarks
Faculty/Staff Attendance register	Signature by HoD is pending in few registers
Class time table and individual time table	Available
Department Academic Calendar	Available
Department meeting notice with MOM	MOM missing for few meetings
Student admission details (as per NBA format)	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	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	Missing few MOMs
Department Activities	To be updated
Achievements of faculty/students	To be updated


Principal
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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)

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. Department activity report to be updated.

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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Academic audit report

DEPARTMENT	CIVIL ENGINEERING		
ACADEMIC YEAR	2019-20	DATE	1 OCTOBER 2019

Documents pertaining to department

Parameters	Remarks
Faculty/Staff Attendance register	Available
Class time table and individual time table	Available. Hard copy to be maintained
Department Academic Calendar	Available
Department meeting notice with MOM	MOM missing for few meetings
Student admission details (as per NBA format)	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	Feedback Analysis to be done
Documents of remedial classes for weak students	File has to be maintained
Class committee meeting notice and MOM	MOM missing for few meetings. No circular
Department Activities	Report to be maintained
Achievements of faculty/students	Available

Anoop
Principal
SHRI MADHWA VADIRAJA
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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)

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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Consolidated report on Academic audit conducted from 25 September to 1 October 2019

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.
- 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

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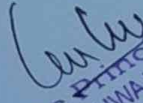
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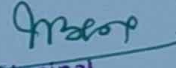
Consolidated report on Administrative Audit


Administrative audit of the year 2019-20 was conducted from 3 October to 4 October 2019.

Following are the Observations and recommendations of the review team:

- Confirm the existence of a development plan with timely implementation.
- Strengthen the maintenance of accounts and registers.
- Provide essential training to diverse administrative segments, including Office, Security, Attenders, and Supportive personal.
- 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.
- Library registers are well maintained.
- Suggest the implementation of Digital Remote Access.
- Usage of library facilities by the faculty needs to improve.


Vice Principal
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Principal
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In-charge (QA)
SMVITM, Bantakal - 574115