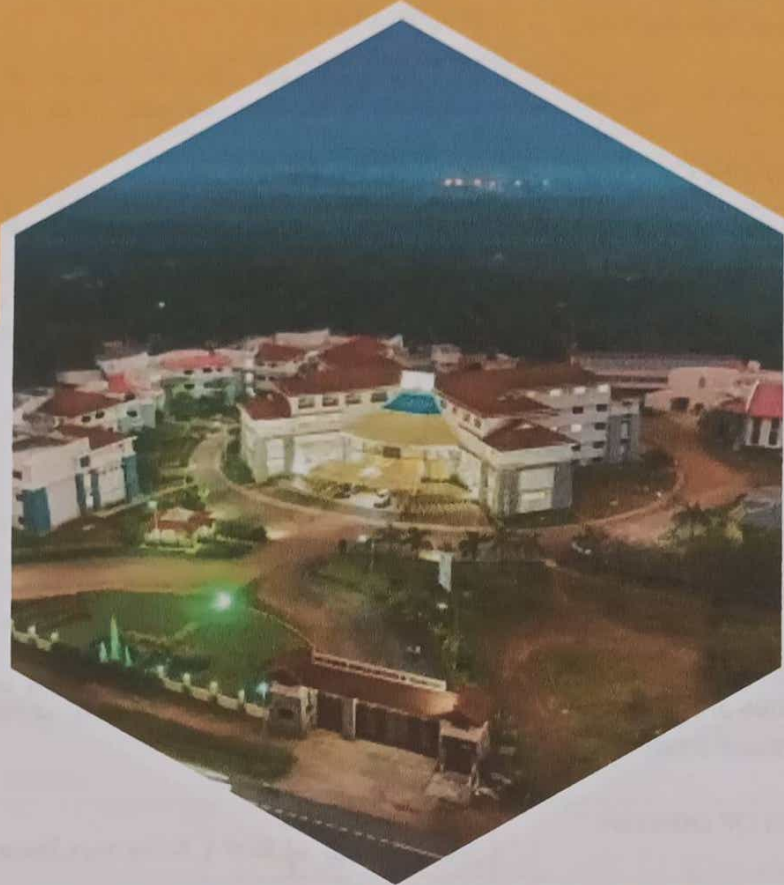




**SMVITM**

# SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(A Unit of Shri Sode Vadiraja Mutt Education Trust, Udupi)  
Accredited by NAAC with 'A' grade | Affiliated to VTU, Belagavi  
Approved by AICTE, New Delhi & Recognized by Govt. of Karnataka  
Vishwothama Nagar, Bantakal-574115, Udupi District, Karnataka.



# ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

**2022-23**

*Prasad*  
Principal

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

Academic Audit Report (Department Documents-1)

Academic Year	<del>2022-23</del> 2022-23	Date	13.02.2023	Department	Civil Engineering
Parameters		Remarks			
Faculty and student details (as per NBA format)		Available.			
Student admission details (as per NBA format)		Available. Suggested few corrections to include.			
Faculty list (as per NBA format)		Available.			
Student list (as per NBA format)		Available.			
Faculty/Staff Attendance register		Maintained. But need to focus on entries to be made. No pasting of strips.			
Department Academic Calendar		Available.			
Class time table and individual time table		Available. Suggested to write date			
Department meeting notice with MOM		Documents maintained. Recommended to write the agenda in the meeting notice.			
PAC meeting notice with MOM		PAC meeting notice to be maintained. Minutes available.			
Class committee meeting notice and MOM		Meeting agenda to be indicated. Minutes of the meeting available. ATR need to be prepared.			
Result analysis meeting details		Result analysis done. Meeting details need to be prepared.			
Documents of remedial classes for weak students		Maintained. Following are the suggestions: * write subject title. * signatures should contain date.			
Feedback on teaching-learning process (Formative and Summative)		* obtain faculty signature. * Appreciation letter to the outstanding performers * corrective action to the underperformers if required.			
Curriculum feedback from stakeholders		Available.			
IA time table and QP selection details		Maintained. quality of QP (signature is missing).			
VTU work (Member of BOE/BOS/LIC)		Available.			
VTU exam work (No. of answer scripts valued)		Available.			

**Overall Remarks:** Most of the documentation works are properly executed. Few suggestions given to improve further.

*[Signature]*  
Principal

SHRI MADHWA VADIRAJA  
INSTITUTE OF TECHNOLOGY & MANAGEMENT  
Viswathama Nagar, Udupi Dist  
BANTAKAL - 574 115

*[Signature]*  
13/2/2023

Name and Signature of the audit team member

*Separate table*

Shri Madhwa Vadiraja Institute of Technology and Management Bantakal Udupi					
Academic Audit Report (Department Documents-2)					
Academic Year	2022-23	Date	13/2/2023	Department	Civil Engineering
Parameters			Remarks		
Achievements of faculty/students	KSCST - Yoga, Participation ASIT.				
Department Activities	Available				
Certificate/Value Added course organized	C Programming - Report to be maintained				
FDP organized	Prerana-2022.				
Journal Publication	1 Publication.				
Papers in Conference	1 Paper.				
Text book/book chapter	—				
Patent details	—				
Details of the sponsored projects	4 KSCST projects - Rs 24,000 KSTA → 25,000 + 30,000., KSCST - 1.5 lakh				
Details of the Consultancy work	19,29,511.00				
Reviewer of Journal/conference	—				
Participation in FDP	8 Faculty members attended FDP.				
SWAYAM course	Sajjanam C.V.				
Project work details	11 Projects				
Internship details	Internship at 11 organizations.				
Department news letter	2 Issues.				
Placement/higher studies/entrepreneur details	38 + 4H.				

**Overall Remarks:**

Prepare a consolidated project work book.  
Maintain the placement record.

*13/2/23*  
Dr. Sudarshan Beale  
Name and Signature of the audit team member

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

Academic Audit Report (Department Documents-1)

Academic Year	2022-23	Date	14-02-23	Department	CSE
Parameters			Remarks		
Faculty and student details (as per NBA format)			Maintained. Available		
Student admission details (as per NBA format)			Prepare the list showing type of admission - Mat/CET/CET(CN@)/COMEDK...		
Faculty list (as per NBA format)			Available as per NBA format		
Student list (as per NBA format)			Available.		
Faculty/Staff Attendance register ✓			Maintained. Informed Mr. Prashanth to enter all details like appointed/reported on... relieved on...		
Department Academic Calendar			Maintained. Informed to get the signature of HOD (to concerned staff)		
Class time table and individual time table			Maintained.		
Department meeting notice with MOM ✓			Well maintained.		
PAC meeting notice with MOM			Well maintained.		
Class committee meeting notice and MOM ✓			Well maintained.		
Result analysis meeting details			Result analysis done. sharing soft copy to all faculty members.		
Documents of remedial classes for weak students			Maintained.		
Feedback on teaching learning process (Formative and Summative) →			Feedback through MIS. Issue appreciation letter/correction action letter		
Curriculum feedback from stakeholders			Maintained properly.		
IA time table and QP selection details			Well maintained.		
VTU work (Member of BOE/BOS/LIC)			Some documents for AP setting/VTU Exam Conduction...etc maintained.		
VTU exam work (No. of answer scripts valued)			maintained.		

Overall Remarks: <sup>noticed</sup> Good effort from the department side. ~~Good~~ Overall ⇒ appreciate the coordinators & HOD for the nice work.

*[Signature]*  
14/2/2023  
*[Signature]*  
Principal

Shri Madhwa Vadiraja Institute of Technology and Management Bantakal Udupi



Academic Audit Report (Department Documents-2)

Academic Year	2022-23	Date	14/2/2023	Department	CSE
Parameters		Remarks			
Achievements of faculty/students	1 Prize in Robo soccer, - A513. Essay writing, IT,				
Department Activities	Peer learning w/s, Alumni talk, Workshop, guest talk, Hackathon.				
Certificate/Value Added course organized	R programming.				
FDP organized	SOB - 1 FDP - 1				
Journal Publication	18 Scopus indexed journals.				
Papers in Conference	17 papers.				
Text book/book chapter	—				
Patent details	01 - Sadananda.				
Details of the sponsored projects	3 KSCST Projects - 9,000 1 Faculty.				
Details of the Consultancy work	—				
Reviewer of Journal/conference	1 Faculty.				
Participation in FDP	All faculty members attended FDP.				
SWAYAM course	4 Faculty members. Students - do collect.				
Project work details	Available.				
Internship details	Available				
Department news letter	2 issues				
Placement/higher studies/entrepreneur details	79/98				

Overall Remarks:

Placent letter to be maintained properly.  
Prepare a consolidated project work book.

*[Signature]*  
Principal

SHRI MADHWA VADIRAJA  
INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
Vishwathama Road, Bantakal, Udupi Dist.  
BANTAKAL - 574 113

*[Signature]*  
14/2/22  
Dr. Sudarshan Reddy

Academic Audit Report (Department Documents-1)

Academic Year	2022-23	Date	15-02-2023	Department	Elec Engineering
Parameters		Remarks			
Faculty and student details (as per NBA format)		Faculty details to be updated. Final year student details of 2021-22 to be included.			
Student admission details (as per NBA format)		Not prepared.			
Faculty list (as per NBA format)		Faculty list to be revised.			
Student list (as per NBA format)		Provide student details with admission category KEA/KEA-SNA/Mgt/COMEDK.			
Faculty/Staff Attendance register		Need to get the signature of HoD/Principal at the bottom of page.			
Department Academic Calendar		Well maintained.			
Class time table and individual time table		Class timetable maintained properly. Individual timetable available but without HoD signature.			
Department meeting notice with MOM		Available and maintained properly. Recommended to add Action Taken Report.			
PAC meeting notice with MOM		<del>only one</del> No meeting held during 2021-22. <del>on 30 March</del> (minutes/circular not available).			
Class committee meeting notice and MOM		meetings held. Minutes available. Recommend to prepare Action Taken Report of every meeting.			
Result analysis meeting details		Available (only result analysis) meeting in connection to result analysis not organized.			
Documents of remedial classes for weak students					
Feedback on teaching learning process (Formative and Summative)		Available. Recommended to <del>issue</del>			
Curriculum feedback from stakeholders		Not maintained. Curriculum feedback from stakeholders is mandatory.			
IA time table and QP selection details		IA Timetable - available. Min. 2 set of QPs available from even end of 2021-22.			
VTU work (Member of BOE/BOS/LIC)		Not available.			
VTU exam work (No. of answer scripts valued)		Not maintained.			

**Overall Remarks:** Focus on maintaining document/file is very much essential.

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

Name and Signature of the audit team member  
 15/2/2023.

Shri Madhwa Vadiraja Institute of Technology and Management Bantakal Udupi



Academic Audit Report (Department Documents-2)

Academic Year	2022-23	Date	15/2/23	Department	ECE
Parameters		Remarks			
Achievements of faculty/students		-			
Department Activities		Activity list to be included..			
Certificate/Value Added course organized		4 courses conducted			
FDP organized		1 FDP on EV.			
Journal Publication		2 (Common Scopus)			
Papers in Conference		<del>8</del> 15			
Text book/book chapter		-			
Patent details		-			
Details of the sponsored projects		KSCST - 3 Projects with Rs. 22,000 KSTA - 35,000, VSU - 10,00,000, KSCST-1,25,000			
Details of the Consultancy work		-			
Reviewer of Journal/conference		-			
Participation in FDP		17 Faculty Participated in FDP			
SWAYAM course		2 Faculty members completed.			
Project work details		13 Projects, Project work to be maintained			
Internship details		Available.			
Department news letter		1 Issue.			
Placement/higher studies/entrepreneur details		35/51; offer letters & list of students to be maintained.			

Overall Remarks:

Maintain placement records.  
Project work consolidated report shall be maintained.

SHRI MADHWA VADIRAJA  
INSTITUTE OF TECHNOLOGY & MANAGEMENT  
BANTAKAL - 574 115

Name and Signature of the audit team member

Dr. Sudarshan Bhole

15/2/23



Academic Audit Report (Department Documents-1)

Academic Year	2022-23	Date	16.02.2023	Department	Mechanical Engg
Parameters			Remarks		
Faculty and student details (as per NBA format)			Available. well maintained.		
Student admission details (as per NBA format)			Available.		
Faculty list (as per NBA format)			Available.		
Student list (as per NBA format)			Available.		
Faculty/Staff Attendance register			Maintained.		
Department Academic Calendar			Available. Well maintained.		
Class time table and individual time table			Available. Properly documented - HoD signatories in individual TT is missing		
Department meeting notice with MOM			well maintained		
PAC meeting notice with MOM			Available. Properly maintained.		
Class committee meeting notice and MOM			Available. Suggested to write ATR.		
Result analysis meeting details			Maintained		
Documents of remedial classes for weak students			Available. well maintained		
Feedback on teaching learning process (Formative and Summative)			Available.		
Curriculum feedback from stakeholders			Available. Feedback from alumni is required. Please follow-up.		
IA time table and QP selection details			Maintained well.		
VTU work (Member of BOE/BOS/LIC)			Maintained the documents		
VTU exam work (No. of answer scripts valued)			Properly maintained.		

**Overall Remarks:** Good efforts from the department has been noticed. Proceed.

Principal  
 SHRI MADHWA VADIRAJA  
 INSTITUTE OF TECHNOLOGY & MANAGEMENT  
 Vishwothama Nagar, Udupi Dist  
 BANTAKAL - 574115

Name and Signature of the audit team member  
 16/2/2023





Academic Audit Report (Department Documents-2)

Academic Year	2022-23	Date	16/2/23	Department	ME
Parameters		Remarks			
Achievements of faculty/students		Available			
Department Activities		Conducted gold <sup>no</sup> jobs, Alumni <sup>interaction</sup> <sup>not</sup> <sup>conducted</sup>			
Certificate/Value Added course organized		CATIA, Design Thinking, C-Programming			
FDP organized		1 FDP - EV.			
Journal Publication		7 Papers.			
Papers in Conference		5.			
Text book/book chapter		—			
Patent details		—			
Details of the sponsored projects		KSCST - 1 - 6000 KSTA - 1 - 30,000			
Details of the Consultancy work		2 Projects.			
Reviewer of Journal/conference		3 Reviews.			
Participation in FDP		All faculty overkenns.			
SWAYAM course		4 Faculty members.			
Project work details		12 Projects			
Internship details		Available			
Department news letter		To be completed.			
Placement/higher studies/entrepreneur details		11/38.			

Overall Remarks:

Complete the newsletter.

Prepare consolidated project work report.

*Incop*

Principal

SHRI MADHWA VADIRAJA  
INSTITUTE OF TECHNOLOGY & MANAGEMENT  
Vishwathama Nagar, Udipi Dist.  
BANTAKAL - 574 115

*[Signature]*  
Dr. Sudarshan Rao K  
Name and Signature of the audit team member



### Consolidated report on Academic audit

Academic audit for the year 2022-23 (verification of 2021-22 documents) was conducted from 13 February to 16 February 2023.

**Following are the Observations and recommendations of the review team:**

To ensure effective departmental management, it is crucial to maintain all department documents properly. Additionally, we recommend preparing an action taken report for department meetings.

We are pleased to note that all faculty members have attended one or more FDPs of 5 or more days. However, we urge faculty members to improve their achievements and recognition.

We have observed that the number of publications in Scopus indexed journals is not encouraging, and we recommend that all faculty members give more thrust to quality research publications. Similarly, we encourage faculty members to increase their publications and presentations in reputed conferences and to file more patents.

We note that the number of funded projects is very less, and we urge all faculty members to encourage their project batch students to submit proposals for sponsorship to organizations such as KSCST, KSTA, KPIT, VTU, and AICTE.

It is also important for all departments to prepare and submit project proposals to government sponsorship agencies such as DST, VGST, AICE, and KSTA, while focusing on consultancy work.

In addition, we encourage faculty and students to increase their enrollment in NPTEL courses.

Finally, we request that a consolidated project workbook be maintained in the department, which should include the project title, guide, project team, contact details, abstract, photos, and project achievements, and that placement and higher studies documents be properly maintained.

**Attachment:** Parameter wise remarks by the review team

PRINCIPAL

Principal

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

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 2022-23 was conducted from 21 February to 22 February 2023.

**Following are the Observations and recommendations of the review team:**

#### College Office:

1. Registers are mostly up to date, but the addition of informative boards is recommended for better communication.
2. Consider implementing a comprehensive digital enquiry system for enhanced accessibility.

#### Administrative Staff:

1. While some segments receive training, it's advised to provide more IT-focused and regular soft skills training for the entire administrative staff.

#### Governance:

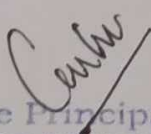
1. Acknowledged the inclusive management system and timely implementation of the development plan and policy document.
2. Welfare measures for staff are sufficient: however, specific professional training for both faculties and administrative staff should be considered.
3. Ensures effective processing of Student Teacher Evaluation and PBAs outcomes.

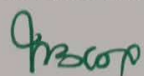
#### Infrastructure:

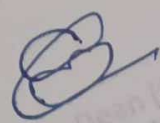
1. Commendable space utilization and quality maintenance of lab facilities in most departments.
2. Integration of modern facilities in new structures is appreciated.
3. Appreciate the use of ICT in most classrooms.

#### Library:

1. The college library's overall ambiance is commendable.
2. Well-maintained RFID systems and registers.
3. Highly appreciated implementation of a Digital Library.
4. Encourage faculty to utilize library facilities more actively.
5. Commendation for library centered activities and individual awards for outstanding library users among staff and students.

  
Vice Principal  
SHRI MADHWA VADIRAJA  
INSTITUTE OF TECHNOLOGY & MANAGEMENT  
Vishwothama Nagar, Udupi Dist.  
BANTAKAL - 574115

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

  
Dean (QA)  
SMVITM, Bantakal - 574115