

**OFFICE OF THE DEAN, CDCE
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA
SAMBALPUR-768018**

NOTICE

No. VSSUT/QIP/ 986/16

Dated, 15/11/2016

From

The Coordinator, QIP Centre

To

The Heads of Departments of

Civil Engineering/Mechanical Engineering/Electrical Engineering /

Electronics & TC Engineering and Production Engineering.

Subject: - Submission of Proposals for Organization of Short Term Course under QIP.

Sir,

The QIP Centre proposes to extend financial assistance of Rs.2,55,000/- for organizing Short Term Course of one week's duration with 30 participants. You are requested to prepare proposal for the organization of short-term course under QIP scheme of AICTE. Two numbers of proposal of one week duration may be made with consultation with the faculty members of your departments and submit giving all details like the content of the course, boarding and lodging arrangements etc. to the undersigned for approval of Coordinator, QIP/Vice-Chancellor before they are offered. The proposal along with budget may be prepared as per the enclosed format and submitted **on or before 30th November, 2016** for its approval.

However, the other Engineering departments, Physics, Chemistry and Mathematics departments may also apply in collaboration with any of the above mentioned five departments for conducting the course. The details of guidelines, format of application, format of certificate, feedback form etc. may be downloaded from the University Website **www.vssut.ac.in**.

The preferable period of conducting the course should be during December, 2016/January, 2017 and April/May, 2017.

Sd/-

Coordinator, QIP

Memo No. VSSUT/QIP/987(10)/2016

Dated, 15/11/2016

Copy to : The Heads of Departments of

1.Computer Sc. & Engg. & IT/Metallurgy & Material Engg./Chemical

Engg./Physics/Chemistry/Mathematics

2. Registrar/COF for information.

3. P.A. to VC for kind information of Vice-Chancellor.

4.Dean, Faculty & Planning with a request to display this notice along with guidelines, Forms etc. in the University Website for information of all concerned.

Sd/-

Coordinator, QIP

GUIDELINES FOR QIP SHORT TERM COURSES

1. Please fill up the proposal form (VSSUT/QIP FORM/STC/1) completely keeping in view the approved norms for payment of honorarium etc. and submit the form to QIP/Dean CEP office.
2. QIP office will process the proposal and after obtaining the approval will notify it.
3. The ISTE (Indian Society for Technical Education) handbook, containing addresses of NITs and AICTE recognized degree level technical colleges/institutions may be collected from QIP office, which may be used for sending QIP-STC brochures.
4. Prepare the course brochure. A specimen copy (hard/soft) is available with the QIP office. Send a soft copy to the QIP office for uploading on the webpage.
5. Receive registration forms and select about 30 candidates and inform them accordingly.
6. A caution deposit of `1,000/- may be collected in the form of DD from prospective participants before sending them the final invitation letter.
7. Prepare the course material.
8. Conduct the course as per prepared Time-Table.
9. In the inauguration function registration and TA/DA forms will be distributed to the participants by QIP staff. The caution deposit along with TA/DA amount is paid to the participants on the last day of the course.
10. The certificates will be prepared by the QIP office in the standard approved format.
11. Selected candidates will be entitled for to-and-fro sleeper class (second class) or III AC railway fare by the shortest route. Local transport by auto rickshaw from Sambalpur, Hirakud railway stations to VSSUT, Burla on the dates of arrival and departure will be refunded.
12. Temporary Advance as required may be drawn through QIP office and also adjustments submitted directly to QIP office.
13. After all bills are cleared and adjustment of accounts submitted, please submit to QIP office the bill for payment of honorarium to faculty and staff of VSSUT along with the timetable, two copies of the lecture notes prepared for the course.
14. The payment of honorarium and travel expenses to outside experts may be made in cash immediately after their lecture.
15. The advance for this purpose may be drawn in favour of Course Coordinator/Faculty member on the recommendation of Head of the Department/Coordinator QIP/Dean, CDCE.
16. If, the course is on full time basis, the Course Coordinator may certify that the normal teaching load will not be affected.
17. No single faculty member should take more than 50% of lectures/tutorials/practical.
18. The budget of a Short Term Course is available at the rate of Rs. 8,500/- (Rupees Eight Thousand Five Hundred Only) per participant per week maximum.
19. Please get the feedback form filled from the participants and return them to QIP office immediately the course is over.
20. All accounts are required to be closed within one month of the conduct of the course.

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**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA
QUALITY IMPROVEMENT PROGRAMME**



PROPOSAL FOR SHORT TERM COURSE UNDER QIP

During the Session :

1. Name of the Course _____

2. Name of the Coordinator/s: _____

Employee Code:

Department: _____

3. Duration of the Course:

4. Dates for the Course: From to

5. Details of the Course Contents:

6. Name of the Resource Persons with address:

7. Time Table of the Course:

8. Details of Budget Estimate:

NB :

- (i) All the Co-ordinators are advised to open an Bank account in favour of **Co-ordinator, QIP STC on “ Name of the course in abbreviated form”** in Syndicate Bank, VSSUT Campus Branch.
- (ii) After opening of account, the amount of Rs. 2,55,000/- shall be transferred to individual Co-ordinator's account.
- (iii) The budget shall be submitted to QIP office immediately.
- (iv) The expenditure has to be made as per the University practices.
- (v) The audit report shall be submitted to the QIP office within one month of completion of the course positively.

Signature of Head of Department

Signature of Course Coordinator(s)

Coordinator, QIP

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

Head wise approved Expenditure details of budget estimate as per TEQIP-II Norms for the organization of Short-term course under QIP scheme, sponsored by AICTE (Govt. of India)

Sl.No	Items	Amount in Rs.
1*	Boarding & Lodging to the participants (@Rs.500/- per day per participant)	90,000.00
2	TA and field trips (Including TA to experts)	70,000.00
3	Honorarium to course coordinator	8,000.00
4	Honorarium to guest/local faculty	30,000.00
5	Honorarium to QIP/Ancillary/support staff	9,000.00
6	Other related Miscellaneous charges	23,000.00
7	Contingency, Consumables and Publication charges	25,000.00
	Total:	2,55,000.00

Any deficiency of expenditure as indicated above distribution may be adjusted from the head under miscellaneous charges. However, expenditure at sl. no. 1 and 2 shall remain unchanged

All accounts are required to be closed within one month of the conduct of the course and submit the utilization certificate certified by a Chartered Accountant to the office of the undersigned for submission of Utilization Certificate of the same to AICTE.

Coordinator, QIP

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA
QUALITY IMPROVEMENT PROGRAMME



FEEDBACK FORM FOR PARTICIPANTS

Name: _____ Course Name: _____

Organization: _____ Date: _____ Place: _____

1. Objectives & Contents

1.1 How well did the programme
meet Your expectations?

1.2 How well were the stated
objectives of the course achieved?

1.3 Depth of coverage

1.4 Pace of the programme

1.5 Overall usefulness of the course

Excellent	Very Good	Good	Fair	Unsatisfactory

2. Coordination/Faculty

2.1 Presentation skills

2.2 Response to participants

2.3 Management of the course

2.4 Audio Visual Resources used
(if any)

3. Suggestions for improving the course

i. _____

ii. _____

4. Any other comments?

Signature of participant

Format of Certificate

The text of the certificate, if, to be given to the candidates/participants is as follows:

Name of the Deptt./Centre
Veer Surendra Sai University of Technology, Burla
Siddhi Vihar, Burla-768018

Short Term Course under
Quality Improvement Programme

On _____
(Name of Course)



This is to certify that _____
(Name of the candidate)

has attended the Short-term course on _____
(Name of Course)

organized by VSSUT, Burla during _____, under the sponsorship
of Quality Improvement Programme, AICTE, Govt. of India.

Course Coordinator(s)

Head of Department

Dean, CDCE
&
QIP Coordinator