

No. V88UT/IQAC/06

Dated 12.08.2015

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

Minutes of the 2nd meeting of IQAC held on 12th August, 2015 at 4.30 P.M. in the Conference hall of Vice-Chancellor's Secretariat.

Members Present :

- 1) Prof. E. Saibaba Reddy, Vice-Chancellor - In chair
- 2) Prof. P. K. Pradhan, Registrar
- 3) Prof. P. K. Kar, Comptroller of Finance
- 4) Prof. P. C. Swain, Dean, Students' Welfare
- 5) Prof. R. Panda, Professor, El&TC Engg.
- 6) Prof. P. K. Hota, Dean, CDCE
- 7) Prof. S. S. Das, Professor & Head, Civil Engg.
- 8) Prof. P. R. Dash, Professor & Head, Mech. Engg.
- 9) Prof. A. K. Rath, Professor, Computer Sc. & Engg.
- 10) Prof. D. Mishra, Professor, Production Engg. & PIC, Innovation Centre
- 11) Prof. P. Nanda, Professor, Training & Placement
- 12) Prof. J. Panda, Professor, Mathematics
- 13) Prof. B. B. Pati, Professor, Electrical Engg. & Member, BOM
- 14) Prof. A. N. Nayak, Professor, Civil Engg. & Member, BOM
- 15) Prof. J. Rana, Dean, Faculty & Planning & Coordinator, IQAC

Matters Discussed :-

- 1) It is observed that there is no laboratory examination for individual students at the end of each semester. In view of this all the members resolved that there shall be practical examinations for each student. Each student will perform an experiment and the practical evaluation will be based on day to day performance as well as performance in the final examination.
- 2) It is suggested to all HODs to ensure atleast 12 experiments in each lab to be in working condition.
- 3) In order to provide sufficient study materials related to various subjects (for better performance in various examinations), the committee decided to request all HODs to prepare and upload the lecture notes in the University website.
- 4) The committee suggested to prepare lesson plan and to maintain teaching diary for different subjects. Accordingly, HODs are requested to follow the same.

DM
12/8/15

LS
12/8/15

The meeting ended with vote of thanks to the Chair.

(Prof. P.K. Pradhan)

(Prof. P.K. Kar)

(Prof. P.C. Swain)

(Prof. R. Panda)

(Prof. P.K. Hota)

(Prof. S.S. Das)

(Prof. P.R. Dash)

(Prof. A.K. Rath)

(Prof. D. Mishra)

(Prof. P. Nanda)

(Prof. J. Panda)

(Prof. B.B. Pati)

(Prof. A.N. Nayak)

(Prof. J. Rana)

(Prof. E. Saibaba Reddy)

INTERNAL QUALITY ASSURANCE CELL
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA
ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ

Action taken Report of the Minutes of 2nd meeting of IQAC held on 12th August, 2015 at 4.30 PM

- 1) Approved the minutes of 1st IQAC meeting held on 11th February 2015 at 11.30 a.m and the action taken report of the said meeting.
- 2) Dean, Academic Affairs has taken steps to inform all HODs for the practical examination for each student.
- 3) HODs of various departments have been informed to ensure atleast 12 experiments in each lab.
- 4) Dean, F&P has informed all HODs to intimate all faculty members of their department for early preparation of lecture notes and send the same for uploading in the University website.
- 5) HODs of various department have been informed for preparing lesson plan and maintaining teaching diary for different subjects in every semester.


Prof. J.Rana
COORDINATOR, IQAC
12th December 2015

No. VSSUT/IQAC/09 Dated 12.12.2015

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

Minutes of the 3rd meeting of IQAC held on 12th December, 2015 at 4.30 P.M. in the Conference hall of Vice-Chancellor's Secretariat.

Members Present :

- 1) Prof. E. Saibaba Reddy, Vice-Chancellor - In chair
- 2) Prof. P. K. Pradhan, Registrar
- 3) Prof. K. C. Swain, Comptroller of Finance
- 4) Prof. D. Mishra, Dean, Students' Welfare & PIC, Innovation Centre
- 5) Prof. R. Panda, Professor, El&TC Engg.
- 6) Prof. P. K. Hota, Dean, CDCE & Member, BOM
- 7) Prof. A. N. Nayak, Professor & Head, Civil Engg. & Dean, SRIC
- 8) Prof. P. R. Dash, Professor & Head, Mech. Engg.
- 9) Prof. A. K. Rath, Professor, Computer Sc. & Engg.
- 10) Prof. P. Nanda, Professor, Training & Placement
- 11) Prof. J. Panda, Professor, Mathematics
- 12) Prof. B. B. Pati, Professor, Electrical Engg., Dean, PGS&R & Member, BOM
- 13) Prof. J. Rana, Dean, Faculty & Planning & Coordinator, IQAC

Matters Discussed :-

- 1) In order to update the technical knowledge, the committee suggested to organize more number of refresher courses, symposia, workshop and short term courses in their respective departments. HODs are requested to encourage the faculty members of their department for the same.
- 2) In order to improve the laboratory and research facilities, all the faculty members are encouraged to apply for research projects in their respective fields. Dean, SRIC will coordinate the submission of project proposals to different funding agencies.
- 3) The committee suggested remedial classes for the weaker section of the student in each department. The HODs are requested to identify faculty members of their department for taking classes beyond the academic hours.

[Handwritten signatures and dates]
12/12/15 — 12-12-15

The meeting ended with vote of thanks to the Chair.



(Prof. P.K. Pradhan)


(Shri K.C. Swain)


(Prof. D. Mishra)

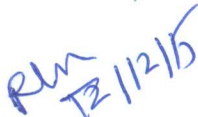

(Prof. R. Panda)



(Prof. P.K. Hota)


(Prof. A.N. Nayak)


(Prof. P.R. Dash)



(Prof. A.K. Rath)


(Prof. P. Nanda)


(Prof. J. Panda)


(Prof. B.B. Pati)


(Prof. J. Rana)


(Prof. E. Saibaba Reddy)

INTERNAL QUALITY ASSURANCE CELL
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବିଶ୍ୱବିଦ୍ୟାଳୟ

Action taken Report of the Minutes of 3rd meeting of IQAC held on 12th December, 2015 at 4.30 PM

- 1) Approved the minutes of 2nd IQAC meeting held on 12th August 2015 at 4.30 p.m. and the action taken report of the meeting.
- 2) Dean, CDCE has informed all HODs to encourage the faculty members of their department to organize refresher courses, workshop, symposia and short term courses.
- 3) Dean, SRIC has intimated all HODs to encourage the faculty members of their department for submission of project proposals to different agencies.
- 4) HODs of various department have taken steps for conduct of remedial classes for weaker students.


Prof. J. Rana
COORDINATOR, IQAC
08.03.2016

INTERNAL QUALITY ASSURANCE CELL
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA
ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ଟେକ୍ନୋଲୋଜି ବିଶ୍ୱବିଦ୍ୟାଳୟ

Minutes of the 4th meeting of IQAC held on 8th March, 2016 at 11 AM in the Vice-Chancellor's Secretariat.

Members Present :

- 1) Prof. E.Saibaba Reddy, Vice-Chancellor - In Chair
- 2) Prof.P.K.Pradhan,Registrar
- 3) Prof.P.K Kar,Comptroller of Finance
- 4) Prof.P.C Swain,Dean,Students' Welfare
- 5) Prof.R.Panda,Professor,El&TC Emgg.
- 6) Prof.P.K Hota,Dean,SRIC & CEP
- 7) Prof.S.S Das,Professor, Civil Engg.
- 8) Prof.P.R Dash,Professor, Mech, Engg.
- 9) Prof.A.K Rath,Professor,Computer Sc. & Engg.
- 10) Prof.D.Mishra,Professor,Production Engg. & PIC, Innovation Centre
- 11) Prof. P.Nanda,Professor,Training & Placement
- 12) Prof.J.Panda,Professor, Mathematics
- 13) Prof.B.B.Pati,Professor,Electrical Engg. & Member, BOM
- 14) Prof.A.N Nayak,Professor,Civil Engg. & Member, BOM
- 15) Prof.J.Rana,Dean,Faculty & Planning & Coordinator, IQAC

At the outset, Prof.J.Rana, Coordinator, IQAC welcomed the members and requested Vice-Chancellor to chair the meeting. Thereafter, the IQAC proceeded to transact the business as per the agenda items. The following resolutions are taken

- 1) The 3rd IQAC meeting was held on 12th December 2015 at 4.30p.m. The minutes of meeting were readout with a formal discussion with all IQAC members. The minutes of this meeting were approved by the IQAC members.
- 2) The IQAC Coordinator placed before the members the action taken report on the observations made in the 3rd meeting of IQAC held on 12th December 2015 and requested the members to note and approve. The members discussed the same and resolved that action taken report on the observations made at the 3rd IQAC meeting as placed before the members as Annexure is hereby noted and duly approved.
- 3) The Coordinator IQAC appraised the members present that NAAC has accredited the University with effect from 19th February,2016 with CGPA of 2.76(B grade) which is valid upto Feb.18.2021(5 years). The NAAC visit to University was held during Jan12-14, 2016. A brief NAAC Peer team committee's report is presented in front of all the members of IQAC. A rigorous discussion is made on suggestions and recommendations given by Peer team members for over all development of Institution.

En
08.03.2016

Shank
08/03/2016

Shank
8/3/2016

Shank

MS

Shank
8.3.2016

Shank

Shank
08-3-16

**IQAC
VSSUT, BURLA**

- 4) It is decided that the Annual Quality Assurance Report (AQAR) is to be submitted from 2016-17 to NAAC and it will be uploaded in University Website.(Action:-IQAC)
- 5) It is decided to recommend the Academic Council for the award of gold medal to individual branch topper in B.Tech programme instead of silver medal. (Action:- Dean ACD)
- 6) It is decided to recommend the Academic Council to consider and approve the award of gold medal to individual departmental toppers among all specializations of that department offering M.Tech programmes and silver medal for each M.Tech Topper of each specialisation. (Action:- Dean ACD)
- 7) It is decided to recommend the Academic Council to consider and approve the proposal regarding issue of Duplicate degree certificate to the candidates who have lost their original degree certificate subject to production of (i) Court Affidavit from an Executive Magistrate (ii) FIR from the Police Station (iii) Copy of missing notification published in any two newspapers. (Action:- Dean ACD)
- 8) It is decided to recommend the Academic Council to consider and approve the recommendations of the Board of studies of Electrical Engineering, and MME Departments regarding (a) Introduction of the following Executive B.Tech Programme (part-time) with effect from the academic session 2016-17 and (b) Implementation of Academic Regulation, course structure and syllabus with Fees Structure
- (i) Power Engineering
(ii) Manufacturing & Process Engineering(Action:- Dean ACD)
- 9) It is decided to recommend the Academic Council that Candidates can choose any course offered at the PG/M.Phil level with recommendation of Ph.D Supervisor". (Action:- Dean PGSR)
- 10) Further, during course of Ph.D Programme if the supervisor feels the necessity of second supervisor. The appropriate proposal should be prepared with full justification before the registration seminar. However, a second supervisor may be incorporated at any point of time with an extension of one year from the expected date of submission of thesis of the scholar. It is decided to recommend the Academic Council to consider this amendment proposed. (Action:- Dean PGSR)
- 11) It is decided to recommend the Academic Council for enhancement of present capital money deposited by the donor regarding award of the gold medals during the annual convocation of the University from Rs.2,50,000/- to 3,50,000/- as the market rate of the gold increased gradually.
- 12) Academic Calender for the Odd and Even Semester of the session 2016-17 is passed
- The meeting ended with formal vote of thanks to Chair by IQAC Coordinator.

[Signature]
08/03/2016

[Signature]
08.03.2016

[Signature]

[Signature]

[Signature]
8.3.2016

[Signature]
08-3-16

[Signature]

[Signature]
08/03/2016

[Signature]

INTERNAL QUALITY ASSURANCE CELL
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA
ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ଟେକ୍ନୋଲୋଜି ବିଶ୍ୱବିଦ୍ୟାଳୟ

Action taken Report of the 4th meeting of IQAC held on 8th March, 2016 at 11 AM

- 1) Approved the minutes of 3rd IQAC meeting held on 12th December 2015 at 4.30p.m. and the action taken report of the meeting.
- 2) The suggestions and recommendation given by NAAC Peer Team noted and Registrar will take necessary steps for the overall development of the University.
- 3) Coordinator, IQAC will take necessary steps for the submission of AQAR 2016-17 and uploading the same in the University website.
- 4) Dean, Academic Affairs has taken steps for the award of the Gold medal to individual branch toppers in place of Silver medal.
- 5) Dean, Academic Affairs has taken steps for the award of gold medal to individual departmental toppers among all specializations of that department offering M.Tech programmes and silver medal for each M.Tech Topper of each specialisation.
- 6) Dean, Academic Affairs will take necessary steps for the issue of Duplicate degree certificate as per the decision of the meeting.
- 7) Dean, Academic Affairs has taken steps for the introduction of two Executive B.Tech. programme on Power Engineering and Manufacturing & Process Engineering
- 8) Dean, Academic Affairs has initiate the enhancement of present capital money deposited by the donor from Rs.2,50,000/- to 3,50,000/- as the market rate of the gold increased gradually.



Prof. P.K. Kar
COORDINATOR, IQAC
30th June 2016

INTERNAL QUALITY ASSURANCE CELL
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

Minutes of the 5th meeting of IQAC held on 30th June, 2016 at 11 AM in the Vice-Chancellor's Secretariat.

Members Present :-

- 1) Prof. E.Saibaba Reddy, Vice-Chancellor - In chair
- 2) Prof.P.K.Pradhan, Registrar
- 3) Prof.P.C Swain, Dean, Students' Welfare
- 4) Prof.R.Panda, Professor, EI&TC Engg.
- 5) Prof.P.K Hota, Dean, SRIC & CEP
- 6) Prof.S.S Das, Professor & Head, Civil Engg.
- 7) Prof.P.R Dash, Professor & Head, Mech Engg.
- 8) Prof.A.K Rath, Professor, Computer Sc. & Engg.
- 9) Prof.D.Mishra, Professor, Production Engg. & PIC, Innovation Centre
- 10) Prof. P.Nanda, Professor, Training & Placement
- 11) Prof.J.Panda, Professor, Mathematics
- 12) Prof.B.B.Pati, Professor, Electrical Engg. & Member, BOM
- 13) Prof.A.N Nayak, Professor, Civil Engg. & Member, BOM
- 14) Prof.P.K. Kar, Dean, Faculty & Planning & Coordinator, IQAC

At the outset, Prof.P.K. Kar, Coordinator, IQAC welcomed the members and requested Vice-Chancellor to chair the meeting. Thereafter, the IQAC proceeded to transact the business as per the agenda items. The following resolutions are taken

- 1) The 4th IQAC meeting was held on 8th March 2016 at 11 a.m. The minutes of meeting were readout with a formal discussion with all IQAC members. The minutes of this meeting were approved by the IQAC members.
- 2) The IQAC Coordinator placed before the members the action taken report on the observations made in the 4th meeting of IQAC held on 8th March 2016 and requested the members to note and approve. The members discussed the same and resolved that action taken report on the observations made at the 4th IQAC meeting as placed before the members as Annexure is hereby noted and duly approved.
- 3) The committee resolved that the Annual Quality Assurance Report (AQAR)-2016-17 will be prepared and submitted to NAAC at an early date. It will be reported to Academic Council and Board of Management. The IQAC action plan 2016-17 is analysed and passed.
- 4) Academic Calendar for next odd semester (July – Dec 2016) prepared by the Academic section is analysed and recommended to be uploaded in the Website.
- 5) The committee recommended the Building and Work committee for the construction of M.Tech hostel by IDCO with all modifications.
- 6) The committee recommended the Building and Work committee for the construction of SC hostel with an estimated cost of Rs 4.4631 crores.

[Handwritten signatures and dates at the bottom of the page]

30/06/2016

30/06/2016

30/06/2016

30/06/2016

- 7) The committee recommended the Building and Work committee for the renovation of Arundhati girl's hostel with an estimated cost of Rs 3.4883 crores.
- 8) Proposal for construction of Academic Building :-

The student's strength has increased in the last two years and there is a lack of academic area for the students and staff (including classroom, laboratories etc). Further the NAAC committee has recommended to provide adequate academic area. Hence it is proposed now to construct two new academic blocks in the university.

- 9) Proposal for construction of staff quarters blocks:

With the increase in faculty strength in the last two years and recruitment is on for another 125 faculty, there is a need for additional residential accommodation for the faculty members. Thus it is proposed to construct new faculty quarters with 8- double bedroom and 8- three bedrooms in each block.

- 10) The present water supply in the hostels is not sufficient to fulfil the demand of the students. Due to shortage of water it is now proposed to provide 200mm dia. Bore wells/production well for each hall of residence at Rs 4,19 Lakhs each.
- 11) The University proposed regarding signing of memorandum of Understanding (MoU) between VSSUT, Burla and CPWD Sambalpur for execution of the work in the future projects. (Action:- PIC-Civil Maintenance for items 5-11)

The meeting ended with formal vote of thanks by IQAC Coordinator

[Signature]

[Signature]

[Signature]
30.6.2016

[Signature]

[Signature]
30.6.2016

[Signature]

[Signature]
30.6.2016

[Signature]
30.6.2016

INTERNAL QUALITY ASSURANCE CELL
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

Action taken Report of the 5th meeting of IQAC held on 30th June, 2016 at 11 AM

- 1) Approved the minutes of 4th IQAC meeting held on 8th March 2016 at 11.00 a.m and the action taken report of the meeting.
- 2) Coordinator, IQAC has taken steps for the preparation of AQAR Report 2016-17 and submit the same to NAAC.
- 3) Dean, Academic Affairs has acted for the publication of Academic Calendar for next odd semester (July – Dec 2016) uploaded in the Website.
- 4) PIC, Civil Maintenance has taken steps for placing the same in the Building and Works Committee for the construction of M.Tech hostel
- 5) PIC, Civil Maintenance has taken steps for placing the same in the Building and Work committee for the construction of SC hostel.
- 6) PIC, Civil Maintenance has taken steps for placing the same in the Building and Work committee for the renovation of Arundhati Girls hostel.
- 7) PIC, Civil Maintenance has taken steps for the construction of Academic Building (two blocks).
- 8) PIC, Civil Maintenance has taken steps for the construction of staff quarters blocks in the University campus.
- 9) PIC, Civil Maintenance has taken steps for digging of Bore wells/production well for each hall of residences of the University.
- 10) PIC, Civil Maintenance has taken steps for the signing of memorandum of Understanding (MoU) between VSSUT, Burla and CPWD Sambalpur for execution of the constructional work in the future projects.



COORDINATOR, IQAC
20th July 2016