

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA  
SAMBALPUR-768018**

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**NOTICE**

No. VSSUT/QIP/785(5)/15

Dated, 30/07 /2015

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. The proposal 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 20<sup>th</sup> August, 2015** for its approval.

However, the other 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 November/December,2015 and April/May, 2016.**

Sd/-

**Coordinator, QIP**

Memo No. VSSUT/QIP/786(12)/15

Dated, 30/07 /2015

Copy to : The Heads of Departments of

1.Computer Sc. & Engg. & IT/EE Engg./Metallurgy & Material Engg./Chemical  
Engg./Architecture/Physics/Chemistry/Mathematics/Humanities.

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

3.P.A. to Registrar for information.

4.Dean, Faculty & Planning with a request to display of 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, Hiraakud 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  
Coordinators:

\_\_\_\_\_

Employee Code:

Department:

\_\_\_\_\_

3. Duration of the Course:

4. Dates for the Course: Fro

5. Level of the target audience: Faculty with

**M.Tech**

**Ph.D**

**Experience**

6. Number of participants expected

External:

Internal:

7. Location of the course:

\_\_\_\_\_

8. Details of the teaching faculty:

available for the course

(No single faculty may take

more than 50 percent of the total

teaching load as per present norms)

i)

ii)

iii)

iv)

v)

Contd..P/2



:3:

**Details of the proposed Short Term Course under QIP**

Title of the Course: \_\_\_\_\_  
\_\_\_\_\_

Duration of the Course:

Course Coordinators: \_\_\_\_\_  
\_\_\_\_\_

Scope of the Course: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learning Objectives (in terms of intended terminal abilities of the participants):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

On Successful completion of the Course, the participants will be able to:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Contents of the Course (in terms of topics):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of the budget Estimate**

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

**Signature of Head of Department****Signature of Course Coordinator(s)**

The proposal has been examined and is put up for consideration of Dean ( CDCE).

Special points (if any)\_\_\_\_\_

May please be approved.

**Dean, CDCE****Coordinator, QIP****Vice-Chancellor**

## 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

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



**FEEDBACK FORM FOR PARTICIPANTS**

Name: \_\_\_\_\_ Course Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

**1. Objectives & Contents**

	Excellent	Very Good	Good	Fair	Unsatisfactory
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					

**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?**

\_\_\_\_\_  
\_\_\_\_\_

