

OFFICE OF THE DEAN, CDCE & QIP CENTRE
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA SAMBALPUR-768018

NOTICE

No. VSSUT/QIP/ 1172/2017

Dated, 18.11.2017

From

The QIP Coordinator,
VSSUT, Burla

To

The Heads of Departments of
Civil Engineering/Mechanical Engineering/Electrical Engineering /
Electronics & TC Engineering and Production Engineering.

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

Sir,

The QIP Centre proposes to extend financial assistance for organizing Short Term Course of one week as well as two week 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 and one proposal of two week duration may be made with consultation with the faculty members of your department and submit giving all details like the contents of the course, time-table, list of experts both external and internal who shall deliver the lectures, etc. to the undersigned for approval before they are offered. The proposed STCs should be based on thrust areas in the respective field of engineering. The attached guidelines shall be strictly followed. The proposal along with budget may be prepared as per the enclosed format and submitted **on or before 04th December, 2017** for its approval.

However, the other Engineering departments, Architecture, 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 courses should be during January-February and April-July, 2018.

Sd/-

QIP Coordinator

Memo No. VSSUT/QIP/ 1173(10)/2017

Dated, 18.11.2017

Copy to : The Heads of Departments of

1. Computer Sc. & Engg./Information Technology/Metallurgy & Material Engg./Chemical Engg./Architecture/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/-

QIP Coordinator

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 CDCE 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. The participant may be selected in **the ratio of 60:40** i.e. **18 participant from outside University and 12 from internal faculty members of the University.**
6. A caution deposit of Rs.1,000/- may be collected in the form of DD from prospective participants before sending them the final invitation letter.
7. The selected list of outside participants shall be approved by QIP Coordinator for each course.
8. The Internal participant of the University shall apply through the Dean, Faculty & Planning. If, the course is on full time basis, the internal faculty member may certify that the normal teaching load will not be affected. A consolidated list of each course shall be communicated to the QIP office before commencement of the course.
9. The Coordinator shall maintain the session-wise attendance of the participants and after completion of the course, they shall submit the same in QIP office in original along with two copies of course materials, duly filled in feedback forms signed by the participant, audited bills/vouchers, cash book, register(s) if any.
10. Prepare the course material and distribute to the participants.
11. Conduct the course as per prepared Time-Table.

12. 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.
13. The certificates will be prepared by the QIP office in the standard approved format.
14. Selected candidates will be entitled up to 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. Local participants will be given TA charges as per University rules.
15. The payment of honorarium and travel expenses to outside experts may be made in cash immediately after their lecture.
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. Please get the feedback form filled by the participants and return them to QIP office immediately the course is over.
19. 70% of the budget estimate shall be transferred to the Coordinator's account as advance and the rest amount of expenditure will be reimbursed by the QIP Coordinator only after the end of the course on submission audit accounts report of STC along with bill/vouchers in original.
20. The audit accounts report of STC along with time-table, attendance report and two copies of the lecture notes shall be submitted to QIP office within one month from completion 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:

Sl.No.	Name & Designation	Department	Specialization
1.			
2.			
3.			

3. Duration of the Course: One / Two week

4. Proposed numbers of participant: **(Limited to 30 participants)**

5. Dates for the Course: From

6. Objectives and outcomes of the Course:

7. Details of the Course Contents: *(Please attach in a separate sheet)*

8. Name of the Resource Persons with address: **(External)**

Sl.No.	Name, Address with e-mail and Mobile/Telephone No.	Institute/Organization, Department with Designation	Specialization
1.			
2.			
3.			
4.			
5.			
.			
.			

9. Name of the Resource Persons with address: **(Internal)**

Sl.No.	Name, Address with e-mail and Mobile/Telephone No.	Department with Designation	Specialization
1.			
2.			
3.			
4.			
5.			
.			
.			

10. Time Table of the Course: *(Please attach in a separate sheet as per attached format ANNEXURE-I)*

11. Details of Budget Estimate: *(Please attach in a separate sheet as per attached format ANNEXURE-II)*

- 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, 70% of the budget amount shall be transferred to Co-ordinator’s account after notification of final schedule for conduct of STCs.
- (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 for submission of Utilization Certificate to AICTE.

Signature of Head of Department

(Signature of Course Coordinator(s))

Approved

QIP Coordinator

Vice-Chancellor

DETAILS OF BUDGET ESTIMATE FOR SHORT-TERM COURSE UNDER QIP SCHEME

Name of the Course:

Name of the Coordinator(s)

Duration of the Course: One Week/Two week (*Please tick and accordingly fill the appropriate column in the following Table.*)

Sl.No	Particulars	Amount in Rs.	
		One week	Two week
1	Boarding & Lodging No. of Participants External: No. of Participants Local:		
2	TA to Participants, Experts & Field Trips No. of Experts from Outside:		
3	Honorarium to Course Coordinators No. of Course Coordinators:		
4	Honorarium to Guest/Local Faculty for Lectures		
5	Ancillary Staff		
6	Publications		
7	Contingency, Consumables and Office Expenses		
	Total:		

70% of the budget estimate shall be transferred to the Coordinator's account as advance and the rest amount of expenditure will be reimbursed by the QIP Coordinator only after completion of the course on submission of audited accounts along with bills/vouchers.

Signature of Head of Department

Signature of Course Coordinator(s)

TIME-TABLE for conducting a one week short term course
on
Modeling, Analysis and Control of Micro-Grid (MACMG)

Course Coordinators: **Prof. P.K.Hota and Dr. Banaja Mohanty**

PKH- Prof.P.K. Hota, VSSUT Burla; **AKP**- Prof. A. K. Pradhan, IIT KGP; **BDS**- Prof. B.D.Subudhi, NIT Rourkela;
SRS- Dr. S. R. Samantaray, IIT BBSR; **RKS**- Dr. R.K.Sahu, VSSUT Burla; **AKB**- Dr. A.K.Barisal, VSSUT Burla;
BM- Dr. Banaja Mohanty, VSSUT Burla; **MT**- Dr. M.Tripathy, VSSUT Burla; **SP**- Prof. S.Panda, VSSUT Burla;
BBP- Prof. B.B.Pati, VSSUT Burla;

Day	FN Activities					13.15 - 14.30	AN Activities	
	09.00- 10.00	10.00- 11.00	11.00- 11.15	11.15- 12.15	12.15- 13.15		14.30- 15.30	15.30- 16.30
MON	Registr ation	Inaugura tion	T E A	Introduction to micro-grid (PKH)		L U N C H	Micro-grid protection (AKP)	
TUE	Control issues of micro-grid (BDS)			Adaptive intelligent techniques for micro-grid (BDS)			A.C and D.C micro- grid (SRS)	
WED	Power quality analysis of micro- grid with balanced and unbalanced load (SRS)			Multi-stage frequency control for micro-grids (RKS)			Modeling and simulation of micro- grid (AKB)	
THU	Distributed generations (BM)			Modeling and simulation of autonomous PV/fuel cell hybrid power system (PKH)			High PV Penetration: From Micro-grid to Grid (MT)	
FRI	Stability analysis of micro-grid (SP)			Intelligent Frequency Control in an AC Micro-grid (BBP)			FIELD TRIP to Hirakud Power House	
SAT	MATLAB/SIMULI NK based Modeling, Simulation, and Analysis (SP)			Test & Vaedictory Function				

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
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1.1 How well did the programme meet Your expectations?

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

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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)

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3. Suggestions for improving the course

i. _____

ii. _____

4. Any other comments?

Date:

Signature of participant