 **VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA**

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(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956)

 P.O. Engineering College, Burla, Dist: Sambalpur, Odisha, (India) -768 018

REPORT ON THE

ACADEMIC AUDIT AND ANNUAL FACULTY APPRAISAL

**Academic Year: July 01 2023 - 30 June 2024**

1. Name of the School :
2. Name of the Program :
3. Name of Head of School :
4. Name of Head of Programme :
5. NAAC Accreditation Year and Grade :
6. NBA Accreditation Year and Grade :
7. NIRF Rank/Year for last 3 years :

1. **Audit Committee members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl#** | **Name** | **Designation** | **Affiliation** |
|  |  | **Chairman** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Member who interacted with the committee:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl#** | **Member** | **Name** | **Remarks** |
| 1 | Vice-Chancellor |  |  |
| 2 | Management Representative |  |  |
| 3 | Director, IQAC, Deans & HOS |  |  |
| 4 | Student Council |  |  |
| 5 | Teaching Staff |  |  |
| 6 | Non-Teaching staff |  |  |
| 7 | Any Other |  |  |

1. **INPUTS (100 marks)**

**Student’s Information –**

1. Details of programs offered by the University (Give data for current academic year)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl# | Program Level | Sanctioned Student strength | Sanctioned including all quotas | No. of students admitted | AICTE/Govt. Approval Letter  |
| 1 | B.Tech./B.Arch. |  |  |  |  |
| 2 | M.Tech. |  |  |  |  |
| 3 | Int. M.Sc. |  |  |  |  |
|  | 2 yrs M.Sc. |  |  |  |  |
| 4 | Ph.D. |  |  |  |  |

1. Does the University offer self-financed Programs? Yes  No 

If yes, how many? **\_**

1. New programs introduced in the Academic Year, if any?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes  | No  | Numbers |  |

1. Furnish the number of the students admitted to the University during the last Five Years

|  |  |
| --- | --- |
| **Categories** | **Under Graduate** |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| M | F | M | F | M | F | M | F | M | F |
| General  |  |  |  |  |  |  |  |  |  |  |
| SC  |  |  |  |  |  |  |  |  |  |  |
| ST |  |  |  |  |  |  |  |  |  |  |
| EWS |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Categories** | **Post Graduate** |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| M | F | M | F | M | F | M | F | M | F |
| General |  |  |  |  |  |  |  |  |  |  |
| SC |  |  |  |  |  |  |  |  |  |  |
| ST |  |  |  |  |  |  |  |  |  |  |
| EWS |  |  |  |  |  |  |  |  |  |  |
| International Student |  |  |  |  |  |  |  |  |  |  |

1. Student Strengths in present Academic Year

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of students | UG | PG | Ph.D. | Total |
| Students from the same state where the college is located |  |  |  |  |
| Students from other states of India |  |  |  |  |
| NRI students |  |  |  |  |
| Foreign students |  |  |  |  |
| Total |  |  |  |  |

1. Programme Wise Faculty/Teacher Information

|  |  |  |  |
| --- | --- | --- | --- |
| Sl# | Faculty Name | Designation | Qualification |
|  |  |  |  |
|  |  |  |  |

1. Research Information

|  |  |
| --- | --- |
| # of Ph. D Scholars during last Academic year | Completed: Ongoing: |
| # of Research Papers Presented/ Published in the programme during the Academic Year | National : International: |
| # of Research Projects in last Academic Year | In Progress : Completed |

1. Infrastructure Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl# | Criteria | Marks Allotted | Marksobtained | Remarks |
|  | **Classrooms** |  |  |  |
| 1. | Adequate well-furnished class rooms as per University normsRequired No.: -----Available No.: ----*Adequate – 10 Marks**Less than Adequate- 05 Marks* *Not Adequate – 0 Marks* | 10 |  |  |
| 2. | Virtual Classroom with utilization *If Yes- 2 Marks**No- 0 Marks* | 2 |  |  |
| 3. | Number of classrooms with ICT Facilities*Above 50% facilities-05 Marks* *More than 25% facilities-03* *Marks More than 10 % - 02 Marks* | 5 |  |  |
|  | **Laboratories** |  |  |  |
| 1. | No. and Size of Laboratories as per University Norms Required No: -------Available No: ------*Adequate- 05 Marks**Less than Adequate- 03 Marks* *Not Adequate – 00 Marks* | 5 |  |  |
| 2. | Laboratory equipment available as per University norms *Adequate- 05 Marks**Less than Adequate- 03 Marks**Not Adequate-00 Mark*s | 5 |  |  |
| 3. | Computers available as per University Norms. *Adequate- 05 Marks**Less than Adequate- 03 Marks**Not Adequate-00 Marks* | 5 |  |  |
|  | **Library** |  |  |  |
| 1. | Books in the library (1:5 Students: Books)*Reference Text Books – 3 Marks**Periodicals -1 Marks**Newspapers -1 Marks* | 5 |  |  |
| 2. | Journals*International (Two each):2 Marks**National: (Two each): 2 Marks**E journals (Two each): 1 Mark* | 5 |  |  |
| 3. | Digital Library Facilities:(E Journals /CD’s/ DVD’s/ Infinite/ Delnet etc.)*Adequate – 5 Marks**Sufficient- 3 Marks**Insufficient – 00 Marks* | 5 |  |  |
| 4. | Internet Facility provided to staff & utilization- 02 Marks | 2 |  |  |
| 5. | Internet Facility for student with time table & utilization- 02 Marks | 2 |  |  |
| 6. | Book Bank Facility- 02 Marks | 2 |  |  |
| 7. | Library is automatedFully automated – 05 Marks Partially automated – 03 Marks | 5 |  |  |
| 8. | Reading RoomStudent - 03 MarksFaculty – 01 Mark | 4 |  |  |
| 9. | Budget allocated for purchase of books and journals during the year2% or more than 2% of total budget excluding salary-03 marksUp to 2% of total budget excluding salary - 01 marks | 3 |  |  |
|  | **Faculty** |  |  |  |
| 1. | No. of required Teaching Faculty –100% Appointment- 14 Marks76% to 99% Appointment-10 Marks51% to 75% Appointment- 8 MarksBelow 50% Appointment- 00 Marks | 14 |  |  |
| 2. | Faculties deputed / sponsored for the improvement of academic qualificationduring last year.- 03 Marks | 3 |  |  |
|  | **Sports** |  |  |  |
| 1. | Gymkhana (with All Facilities)Separate Room – (02 Marks)Indoor - (02 Marks)Outdoor - (02 Marks) | 6 |  |  |
| 2. | Well Equipped PlaygroundOwn - (04 Marks)Rented - (02 Marks)On contract basis- (01 Marks) | 4 |  |  |
|  | **Curricular and Extracurricular Activities** |  |  |  |
| 1. | Separate room for N.S.S.- 02 MarksSeparate room for N.C.C..- 02 Marks | 4 |  |  |
| 2. | Facilities for extracurricular & Cultural Activities- 04 MarksAdequate-3 MarksSufficient- 2 Marks | 4 |  |  |

**B: Processes (300 Marks)**

1. **Teaching-Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl# | Criteria | Mark Allotted | Marksobtained | Remarks |
| 1. | The University assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners Advanced Learners Program :05 MarksSlow Learners Program : 05 Marks | 10 |  |  |
| 2. | Student centric methods, such as experiential learning, participative learning and problem solving methodologies etc. are used for enhancing learning experiences(02 Marks for each method – Maximum 30 Marks) | 30 |  |  |
| 3. | Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.*96 % to 100% Teachers - 20 Marks**76 % to 95 % Teachers - 15 Marks**51% to 75 % Teachers - 10 Marks 26 % to 50 % Teachers -05 Marks 25 % & Less Teachers - 02 Marks* | 20 |  |  |
| 4. | Ratio of mentor to students for academic and stress related issues(Total Teacher : Total Students) (Mentor : Mentee)*Mentor: Mentee Ratio (1:50) - 05 Marks Mentor: Mentee Ratio (1:75) – 03 Marks**Mentor: Mentee Ratio (1:100 & Above) – 02 Marks* | 5 |  |  |
| 5. | Number of capability enhancement and development schemes1. Guidance for competitive examinations
2. Career Counseling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and Meditation
8. Personal Counseling
9. Brain Storming
10. Any other

*10 or more of the above – 20 Marks**Any 6 of the above – 16 Marks**Any 5 of the above – 12 Marks**Any 4 of the above – 08 Marks**Any 3 of the above – 04 Marks* | 20 |  |  |
| 6. | The Institution ensures effective curriculum delivery through a well-planned and documented process*Teaching Plan – 02 Marks**Departmental meeting record for distribution of workload, timetable etc.- 01 Mark**Feedback- 02 Marks* | 5 |  |  |
| 7. | Augmentation of Physical Infrastructure like classrooms, laboratories, library, computerequipment, etc. during the year | 5 |  |  |
| 8. | Upgradation on Laboratory equipment during the year | 5 |  |  |
| 9. | Expenditure for purchase of books & Journals, CD’s DVD’s etc. during the year. | 3 |  |  |
| 10. | Expenditure for e-journals and online libraryduring the year. | 2 |  |  |
| 11. | New Courses introduced of the total number of courses across all Programs offered during the year.*Above 5 - 10 Marks**Between 3 to 5 - 05 Marks**Below 3 - 03 Marks* | 10 |  |  |
| 12. | Number of value-added courses imparting transferable and life skills offered during the year*100% Departments with at least one Value added**Course - 20 Marks**76 % to 95 % - 15 Marks**51% to 75 % - 10 Marks**26 % to 50 % - 05 Marks**25 % & below - 02 Marks* | 20 |  |  |
| 13. | University has created an eco-system for innovations including Incubation center and other initiatives for creation and transfer of knowledge*Established Incubation center - 03**University has created an eco-system and Other initiatives for creation and transfer of knowledge - 02* | 5 |  |  |
| 14. | Number of functional MoUs with institutions of National, International importance, other Universities, Industries,Corporate Houses etc. during the year (1 Mark for one functional MoU ) (Maximum 10 Marks)*MoUs with institutions of national, international importance**MoUs with Other Universities**MoUs with Industries & Corporate Houses* | 10 |  |  |
| 15. | Number of linkages for faculty exchange, student exchange, internship, field trip, on- the-job training, research, etc. during the year (1 Mark for each activity)(Maximum 10 Marks)*Number of linkages for faculty exchange :**Number of linkages for student exchange:**Number of linkages for internship:**Number of linkages for field trip:**Number of linkages for on-the-job training:**Number of linkages for research etc.* | 10 |  |  |
| 16. | Percentage of students undertaking field projects / internships*76% to 100% - 10 Marks**51% to 75% - 05 Marks**1% to 50% - 03 Marks* | 10 |  |  |
| 17. | Participation of College in different sports events of the university during last year.(Per Sport activity 1 Mark) | 10 |  |  |
| 18. | Organization & Participation Technical Quiz / Seminar / Paper presentation /Project competition / Cultural events during last year.(Per Event 1 Mark) (Maximum 10 Marks) | 10 |  |  |
| 19. | Number of extension and outreach programs conducted in collaboration with industry, community and Non - Government Organizations through NSS/NCC/Red cross/YRC etc., during the year(Number of extension and outreach programs conducted)(1 Mark per activity)(Maximum 10 Marks) | 10 |  |  |
| 20. | Percentage of students participating in extension activities with Government Organizations, Non-Government Organizations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year*1% to 25% - 04 Marks**26 % to 50% - 10 Marks**51 to 75% - 12 Marks**76% to 100% - 15 Marks* | 15 |  |  |
| 21. | Use of Learning Management System | 5 |  |  |
| 22. | Contribution in Lead College Scheme*By college as Participant - 05 Marks**By College as Conducting authority - 03 Marks* | 5 |  |  |
| 23. | Contribution in SUK Journals 05 Marks | 5 |  |  |
| 24. | No. of Faculty Members assisted for university assessment | 5 |  |  |
|  | Total Answer book by each facultymember | Marks |  |  |
|  | 1. Assessed more than 50% their students admitted in college | 5 |  |  |
|  | 2. Assessed less than 50% their students admitted in college | 3 |  |  |
|  | 3. Assessed exactly admittedstudents in their college | 2 |  |  |
| 25. | Participation in Cultural Programme* International Level/National Level
* -03 Marks
* State Level & University Level - 02 Marks
 | 5 |  |  |
| 26. | Participation of University sponsoredschemes at college level | 5 |  |  |

1. **Research -**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl# | Criteria | Mark allotted | Marks obtained | Remarks |
| 1. | Financial Assistance provided from University to faculty for attending Conference, Workshop, STC etc.  | 5 |  |  |
| 2. | Organizing workshops / seminars for inculcating research habits amongstTeachers. | 5 |  |  |
| 3. | Incubation centers in the Institutions | 3 |  |  |
| 4. | Leave and other incentives provided toteachers for research | 5 |  |  |
| 5. | The teachers benefited under FIP schemeof UGC during last three year. | 3 |  |  |
| 6. | Workshops / seminars organized during last three years for inculcating researchhabits amongst students | 3 |  |  |
| 7. | Research competitions, quiz etc. organized for students during last threeyears | 5 |  |  |
| 8. | Motivation for participation to students in research events like Avishkar etc. | 3 |  |  |
| 9. | Financial assistants provided to students for research activities from the institution. | 5 |  |  |
| 10. | Prospective Plans achieved by the University | 2 |  |  |

1. **Sports**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl# | Criteria | Markallotted | Marksobtained | Remarks |
| 1 | Financial assistance provided to students. | 3 |  |  |
| 2 | Financial assistant for travelling etc. to sports students. | 3 |  |  |
| 3 | Organized Annual events for sports  | 2 |  |  |

1. **Outputs (100 Marks)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl#** | **Criteria** | **Mark allotted** | **Observation** | **Marks obtained** | **Remarks** |
| 1. | Average result of final year of last year*91% to 100% Result - 10 Marks**81% to 90 % Result-08 Marks**71% to 80% Result-06 Marks**61% to 70% Result- 04 Marks**60% & Below Result- 02 marks* | 10 |  |  |  |
| 2. | No. of students passed in first class and above in final year(last year)*71% to 100 %- 05 Marks**51% to 70% - 03 Marks**26% to -50% - 02 Marks**25% & Below - 01 Marks* | 5 |  |  |  |
| 3. | No. of students in University merit list in final year (last year)*(1 Mark for each student in Merit List)**(Maximum 5 Marks)* | 5 |  |  |  |
| 4. | Percentage of student progression to higher education (previous graduating batch)UG to PG/PG to M. Phil./Ph. D/ Ph.D. to Post-doctoral:*61% to 100% - 05 Marks**41% to 60% - 04 Marks**21% to 40% - 03 Marks**20% & Less - 02 Marks* | 5 |  |  |  |
| 5. | international level examinations during the year (e.g.: NET/SLET/GATE/ GMAT/ CAT/ GRE/TOEFL/Civil Services/State government examinations)Above 2% (of appeared students) - 05 Percentage of students qualifying in state/ national/ Marks Less than 2% (of appeared students)- 02 Marks | 5 |  |  |  |
| 6. | Percentage of placement of outgoing students during the last yearName of the employer with contact details Number of students placed*31 % To 100% - 05 Marks**21 to 30% - 03 Marks**11 to 20 % - 02 Marks**1 to 10% - 01 Marks* | 5 |  |  |  |
| 7. | Number of research papers published in the Journals notified on UGC website during the years (ISSN Only)= *Total Papers* x 100*Total Teachers**Per teacher Three Papers-76 % to 100 % 10 Marks**Per teacher Two Papers - 51% to 75 % 8 Marks**Per teacher One Paper - 26 % to 50 % 5 Marks**Per teacher Below One Paper – 1% to 25% 2 Marks* | 10 |  |  |  |
| 8. | Books and chapters in edited volumes / books published, and papers in national / international conference-proceedings per teacher during the year (ISBN / ISSN Only)Number of papers Published in Proceeding during Year:-*(1 Mark per Paper, Maximum 5 Marks)**Number of Books Published during Year :-* *(1 Mark Per Book, Maximum 5 Marks)**Chapters in books Published during Year :-* *( 0.5 Mark Per Chapter, Maximum 5 Marks)* | 15 |  |  |  |
| 9. | No. of faculty members presented papers in symposium / workshop / conference / seminar in last year.(1 Mark per Paper, Maximum 5 Marks) | 5 |  |  |  |
| 10. | No. of Faculties contributed as resource persons at QIP/symposium /workshop / conference / seminar in last year. (1 Mark per Resource Person, Maximum 5 Marks) | 5 |  |  |  |
| 11. | No. of Students Completed M. Phil/Ph. D under theGuidance of faculty Members in College. (1 Mark per Student, Maximum 5 Marks) | 5 |  |  |  |
| 12. | No. of Major/Minor Research Projects undertakenby faculty. (1 Mark per Project, Maximum 5 Marks) | 5 |  |  |  |
| 13. | Number of awards and recognition received by faculty from Government /recognized bodies during the year(1 Mark per Award/Recognitions)Total Number of Awards & Recognitions : | 5 |  |  |  |
| 14. | Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level etc. (award for a team event should be counted as one) during the year*International (Sports/ Cultural) – 03 Marks**National (Sports/ Cultural) – 02 Marks* | 5 |  |  |  |
| 15. | Percentage of students benefitted by Vocational Education and Training (VET)/Skill education/professional education during the year*51 to 100% - 05 Marks**26 to 50% - 03 Marks**1% to 25 % - 02 Marks* | 5 |  |  |  |

1. **Grade**

**(81% and Above = A+ 71% to 80 % = A, 61% to 70 % = B, 51% to 60 % =C, 50 % & Below = D)**

**Signature of the Expert Committee**