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

Minutes of the 39th meeting of IQAC held on 06th October 2023 at 04.00 P.M. in the Board Room of the University.

Members Present :-

1. Prof. Banshidhar Majhi, Vice-Chancellor   -   In chair
2. Prof.Amar Nath Nayak, Director IQAC
3. Sri Pradeep Dang, OAS(S) Registrar
4. Prof. Sanjay Agrawal, Dean Academic Affairs – Member
5. Dr. Aurovinda Mohanty, Associate Professor in Mechanical Engg - Member
6. Dr. Satyabrata Das, Associate Professor in IT - Member
7. Dr. D.C Rao, Asst. Professor in IT - Member
8. Dr. Rajat Kanti Samal, Asst. Professor in Electrical Engg- Member
9. Dr. Sasmita Behera, Asst. Professor in EEE – Member
10. Dr. Alina Dash, Asst. Professor in CSE - Member
11. Dr. K.K. Gupta, Former Engineering in-chief in WR Dept. – Member(Alumni)
12. Prof. P.K. Behera, Professor Sambalpur University - Member (Local Society)
13. Er. Anil Ojha, Head Technical Service TPWODL, Burla- Member (Employer)
14. Sri Manoj Choudhury, Burla – Member (Parent)
15. Mr. Saroj Kumar Panda, 3rd year Mechanical Engg – Member (Student)
16. Prof. P. Nanda, Professor T&P – Special Invitee
17. Prof. Sanjay Kumar Patro, Dean Student Welfare - Special Invitee
18. Dr. Bandan Bhoi, Asst. Prof. ETC - Special Invitee
19. Dr. Debasis Mishra, COE - Special Invitee
20. Dr. Padmanav Dash, PIC, Examination - Special Invitee

At the outset, Director, IQAC welcomed all the above members to the meeting and requested Vice-Chancellor to chair the meeting. The following matters were discussed and resolved.

A-2023-39-01. To confirm the Minutes of the last IQAC meeting(38th meeting held on 29th June 2023) attach as Annexure-I and report on Action taken as Annexure-II.

Resolution: The minutes 38th meeting of IQAC held on 29.06.2023 at 11.00 AM as Annexure-I were readout with a formal discussion with all IQAC members. The minutes of this meeting were approved by the IQAC members. Thereafter, the Director, IQAC placed before the members the action taken report on the observations made in the 38th meeting of IQAC held on 29.06.2023 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 previous (38th)IQAC meeting as placed before the members as Annexure-II was hereby noted and duly approved

A-2023-39-02. **The following surveys may be conducted in more systematic and effective manner based on NAAC/NBA requirements. Details are furnished in Annexure-III and Annexure-IV**

1. Subject Feedback
2. Exit Survey (Graduate survey)
3. Exit Survey for PG Students
4. Student Satisfaction Survey
5. PEO survey(Graduated 3-5 years back.)
6. Employer Survey
7. Alumni Survey
8. Parent Survey
9. Faculty Survey

Resolution: It was resolved that student feedback, exist survey(Graduate Survey), student satisfaction survey, PEO survey(Graduated in 3-5 years), faculty survey, Alumni Survey, Parent survey will be done by the concerned Department. All the survey will be done annually except student feedback survey which shall be done semester wise by the Department. The employer survey shall be conducted by the Professor Training & Placement every year. The format of all the surveys shall be prepared by the IQAC with the consultation of the Departments and shall be submit in the next IQAC meeting for approval. In order to carry out the parent survey in a suitable way, it was suggested that the Head of the Departments shall form a whatsapp group of all subject teacher of each semester along with the parents of the students reading in that semester in order to have a good interaction between teachers and parents, which will make it easy for carrying out the parents survey. **(Action to be taken by Department, T&P and IQAC).**

A-2023-39-03. **Regarding re-defining PEOs based on current scenario.**

PEO survey is taken 03 to 05 years after graduation. Since very few students work in the core domain, the PEOs across programs need to be redefined.

Resolution: Approved as follows:
It was resolved that the feedback form will be re-prepared considering the graduated students working in different service sectors such as IT, Civil Services, R&D, Self employment and Entrepreneur including the core domain. However, it is to see that the PEO in program level should be distinct confirming to the NBA requirement. **(Action to be taken by IQAC)**

A-2023-39-04. **Structured feedback analysis of surveys from students, Teachers, employees, Alumni and parents**
Structured feedback analysis of surveys from students, teachers, employers, Alumni and parents may be made annually for design and review of syllabus.

Resolution: Approved. **(Action to be taken by Schools and Departments).**

A-2023-39-05. The action taken of the analysis of the structured feedback may be intimated by the Head of Schools to IQAC latest by 31st July of each year.

Resolution: Approved. **(Action to be taken by Schools and Departments).**

A-2023-39-06. Analysis and action taken on structured feedback from different stake holders shall be uploaded in the website latest by31st August of each year.

Resolution: Approved. **(Action to be taken by Schools and Departments).**

A-2023-39-07. For every event that happens in University, hard as well as soft copy of notice/ proceedings shall be sent to the IQAC for record.

Resolution: Approved.

A-2023-39-08.   Effective steps for slow learners and encouragement to fast learners.

Resolution: All members appreciated this proposal and opined that the effective steps shall be taken immediately in order to identify the slow learners and fast learners. It has been proposed that two methods shall be adopted to identify the slow learners and fast learners. In the first method, which will applicable to only first year B. Tech students an aptitude test for each subject such as Math, Physics and Chemistry should be conducted by the concerned Department under the guidance of Dean Academic Affairs to identify slow and fast learners of first year B. Tech students. The slow and fast learners of other years of B.Tech students shall be define as per their CGPA as follows.

- Slow learners- Students having CGPA less than 6.0
- Average learner – Students having CGPA from 6.0 to 7.5
- Fast learners – Students having CGPA above 7.5

It was decided that for the slow learners, there shall be provision of extra class in evening/ holidays/ Sundays in order to enhance their learning capacity. During the semester, Dean academic Affairs shall formulate the complete modality to conduct the extra classes. **(Action to be taken by Dean Academic Affairs)**

A-2023-39-09.   Mentor-Mentee should be implemented in true spirit. (Review of Mentor-Mentee status by Dean SW)

Resolution: In this regard, Dean student welfare informed the committee members that the mentor-mentee is being implemented in two sprit. Moreover it was decided that Dean Student Welfare shall share the detailed review of Mentor and Mentee status with IQAC at regular interval. **(Action to be taken by Dean Student Welfare).**

A-2023-39-10.   Review of NEP implementation status (Dean A/A)

Resolution: It was resolved that a report is to be prepared by Dean Academic Affairs regarding the steps taken for implementation of NEP at VSSUT. Moreover it was resolved that MOU shall be signed between VSSUT with Masayume India in order to learn the Japanese language by our students. Professor Training and Placement will prepare the modality of the program. **(Action to be taken by Professor T&P)**

A-2023-39-11.   Publication of News letter of the University shall be made monthly. The modality of the same shall be discussed and finalised by the members.

Resolution: It was resolved that the news letter of the University shall be published monthly with immediate effect. The Professor, Training and Placement, shall be in charge of the publication of monthly news letter of the University. **(Action to be taken by Prof. Training and Placement)**

A-2023-39-12.	Two wheel chair shall be purchased and signage for smooth movement path creation.

Resolution: **Approved as follows:**
i) Two wheel chair shall be purchased for smooth movement of differently abled persons. (**Action to be taken by Dean Student Welfare**)
ii) The signage for movement path of wheel chair shall be displayed. (**Action to be taken by the PIC, Civil Works**)

A-2023-39-13.	Creation of Girls 'students common/Day care room.

Resolution: Approved as follows:
The Dean Academic Affairs shall identify the room for Girl students common room. Thereafter PIC, Civil works shall convert this room to Girls' common room by required renovation and equipping furniture.

A-2023-39-14:	Though there is a ramp for access of differently able person, it shall be better to have a lift at central place of the existing institute building for better accessibility.

Resolution: It was resolved that the PIC, Civil Works shall take immediate steps to provide the lift at the suitable place latest by 31st December, 2023.

A-2023-39-15:	Though there is provision of solar lights in the institute campus as well as the residential campus, the solar panels shall be fixed at the roof top of the University for producing more solar energy and reducing the expenses of energy procured from Tata Power making the institute energy sufficient.

Resolution: It was resolved that the solar panels shall be fixed on the roof top of new building near library. The PIC Electrical Maintenance and PIC Training and Placement shall take immediate steps to complete the above latest by 31st December, 2023.
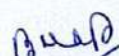
Table Agenda:

TA-2023-39-01.	It is proposed that rainwater harvesting is to be enhanced.

Resolution: It was resolved that the ground water shall be recharged through more ponds at suitable location. Moreover, the rainwater harvesting shall be extended to other segment of the University building like administrative block. PIC, Civil works shall take immediate steps to complete the works by 31st December, 2023..

TA-2023-39-02.	For AQAR and NAAC SSR, the following reports needs to be prepared immediately .

Resolution: It was resolved that the following reports will be prepared and submitted to IQAC by the following officials at the earliest.
i) Gender Audit report – Chairman, Internal Complaint Committee.
ii) Green Audit report – Prof. Priyaranjan Mohapatra, Head Chemistry Department and Prof. Rakesh Roshan Dash, Head Civil Engg. Department with consultation with Prof. P.K. Behera, Professor,Sambalpur University.
iii) Energy Audit report – PIC Electrical Maintenance with consultation with Er. Anil Ojha, Head Technical Service, TPWODL.
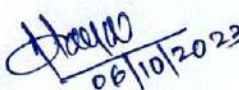
TA-2023-39-03. As NAAC/NBA visits are planned in near future, the University Building may be done colouring/ white washing. The PIC, Civil Works shall take immediate steps to complete the same before 31st December 2023.

Resolution: Approved.

TA-2023-39-04. Industry persons may be invited to take one or two classes in the course of a semester for every subject. For this purpose, the TA/DA and honorarium of Rs. 3000/- (Rupees three thousand) shall be provided by the university.

Resolution: Approved. The Dean SRIC shall take the immediate steps to form the modality as above and to take approval from the competent authority in order to start the process.

The meeting ended with formal vote of thanks by IQAC Director to all the members for their participation.

06/10/2023
Director, IQAC

Director
IQAC, VSSUT
Odisha-768018

10/2023
Vice-Chancellor

Vice-Chancellor
V.S.S. University of Technology; Odisha
Burla-768018

INTERNAL QUALITY ASSURANCE CELL(IQAC)
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, (VSSUT), SIDDHI VIHAR, BURLA, ODISHA
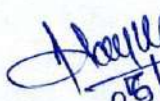**ACTION TAKEN REPORT** ON THE PROCEEDINGS OF 39th IQAC MEETING HELD ON 06th October 2023 at 04.00 P.M.

The following actions are taken on Minutes of 39th IQAC meetings

A-2023-39-01. The 39th IQAC meeting minutes were approved by the IQAC members. and the action taken report of the 39th IQAC meeting was approved.

A-2023-39-02. The formats for the surveys under Sl No. 1 to 5 are uploaded in the VSSUT website and provided to the Departments. The forms 6 to 9 are also being approved with the modifications and communicated to the Department and website. The Departments of ETC, IT, CSE have complied that the feedback forms from students as per points 1 & 4 are being collected. The creation of WhatsApp group of all the subject teachers along with parents of the students is yet to be created by the Departments. Some of the Departments feel the need of alumni data base from the Dean, Alumni Affairs to collect proper feedback from different batches.

A-2023-39-03. PEOs have been redefined and accordingly the feedback forms have been modified for students working in different domains confirming to NBA requirements.

A-2023-39-04. Structured feedback analysis of different surveys are to be followed annually for design and review of syllabus. The Dean of Schools have confirmed that it has been followed for academic year 2022-23 and maintained henceforth.

A-2023-39-05. No department has provided the structured feedback analysis in spite of several requests.

A-2023-39-06. Analysis and action taken according to the structured feedback for academic year 2022-23 shall be uploaded by 31st March 2024 for academic year 2023-24 and for forth coming years it will be uploaded by 31st August each year by the Departments.

A-2023-39-07. Some of the events and their notices are received in hard copy by IQAC. However, soft copies are to be shared for all cases by all Departments/Sections.

A-2023-39-08. No report has been received from Departments regarding the formulation of modality to conduct extra classes for slow learners.

A-2023-39-09. Review of mentor mentee status is not reported by DSW yet.

A-2023-39-10. No report has been received from Professor T&P regarding MOU between VSSUT with Masayume and no report has been received from the Dean Academic Affairs regarding implementation of NEP.

A-2023-39-11	No report has been received from Prof. T&P towards publication of monthly newsletter.
A-2023-39-12.	The signage for movement path of wheel chair has been fixed. No report has been received from Dean Student Welfare towards purchase of wheel chair.
A-2023-39-13.	No report has been received from PIC, Civil Works regarding students Common room and day care facility.
A-2023-39-14:	No report has been received from PIC, Civil works for lift at central place of the institute building for better accessibility.
A-2023-39-15:	Office of Electrical Maintenance has submitted the report that provision of solar lights is under process.

Table Agenda:

TA-2023-39-01.	No report has been received from PIC Civil works regarding the extension of rain water harvesting.
TA-2023-39-02.	Gender Audit Report, Green Audit Report and Energy Audit Report has been prepared and submitted to IQAC.
TA-2023-39-03.	White washing of the University building is under progress.
TA-2023-39-04	No report has been received from Dean SRIC regarding modalities for taking classes for different subject in a semester by inviting industry personal.

05/02/2024

Director, IQAC

Director
IQAC, VSSUT
Odisha-768018

Buɑ͞ɑ 5/02/2024

Vice-Chancellor

Vice-Chancellor
V.S.S. University of Technology; Odisha
Burla-768018

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

Minutes of the 40th meeting of IQAC held on 07th February 2024 at 04.30 P.M. in the Board Room of the University.

Members Present :-

1. Prof. Banshidhar Majhi, Vice-Chancellor   -   In chair
2. Prof.Amar Nath Nayak, Director IQAC
3. Sri Pradeep Dang, OAS(S) Registrar
4. Prof. Sanjay Agrawal, Dean Academic Affairs – Member
5. Dr. Aurovinda Mohanty, Associate Professor in Mechanical Engg - Member
6. Dr. Satyabrata Das, Associate Professor in IT - Member
7. Dr. D.C Rao, Asst. Professor in IT - Member
8. Dr. Rajat Kanti Samal, Asst. Professor in Electrical Engg- Member
9. Dr. Sasmita Behera, Asst. Professor in EEE – Member
10. Dr. Alina Dash, Asst. Professor in CSE - Member
11. Dr. K.K. Gupta, Former Engineering in-chief in WR Dept. – Member(Alumni)
12. Prof Amiya Kumar Rath(online), Vice-Chancellor, BPUT, Rourkela- Member(BOM)
13. Prof. P. Nanda, Professor T&P – Special Invitee
14. Prof. Sanjaya Kumar Patro, Dean Student Welfare - Special Invitee
15. Dr. Deepak Kumar Lal, PIC, Electrical Maintenance - Special Invitee
16. Prof. D. Dhupal, Dean CDCE – Special Invitee
17. Prof. R.K. Panigrahi, Dean F&P - Special Invitee
18. Prof. S.K. Sarangi, Dean SRIC - Special Invitee
19. Prof. H.S. Behera, Dean PGSR – Special Invitee

At the outset, Director, IQAC welcomed all the above members to the meeting and requested Vice-Chancellor to chair the meeting. The following matters were discussed and resolved.

A-2024-40-01.   To confirm the Minutes of the last IQAC meeting (39th meeting held on 06th October 2023).

Resolution: The minutes 39th meeting of IQAC held on 06.10.2023 at 04.00 PM were readout with a formal discussion with all IQAC members. The minutes of this meeting were approved by the IQAC members.

A-2024-40-02.   To place the Action Taken Report of the last IQAC meeting (39th meeting held on 06th October 2023) for approval.

Resolution: The Director, IQAC placed before the members the action taken report on the observations made in the 39th meeting of IQAC held on 06.10.2023 and requested the members to note and approve. The members discussed the same and resolved that action taken reports on the minutes of the (39th)IQAC meeting as placed before the members as Annexure-I was hereby noted and duly approved. As per the Action Taken report some of the works have neither been completed nor reported. It was resolved that the Action Taken Reports as per previous minutes of IQAC meeting are to be reported in time as per the format before the next quarterly IQAC meeting henceforth.

- The creation of WhatsApp group of all the subject teachers along with parents of the students is to be done by the Departments **(Action to be taken by Dean, Academic Affairs for the modalities).**
- Alumni database is to be communicated to the Departments by Dean,Alumni to collect proper feedback from different batches which is vital for curriculum revision and documentation for NBA and NAAC. **(Action to be taken by Dean Alumni&IR and Dean, Academic Affairs).**

- Structured feedback analysis and corrective action are to be followed in a routine manner. Departments should also keep printed leaflets of the available laboratory facilities. **(Action to be taken by all Heads of the Departments)**
- As suggested by the Vice-Chancellor booklets of curriculum with CO, PO, PSO mapping is to be kept in printed copy by the HODs.**(Action to be taken by all Heads of departments)**
- Modalities to conduct extra classes for slow learner is to be formulated. **(Action to be taken by Dean, Academic Affairs and all Heads of Departments.)**
- Review of Mentor and Mentee status is to be conducted and reported. **(Action to be taken by Dean, Students' Welfare)**
- It was reported by Prof. T&P that newsletter to be published Quarterly and for the 1st quarter 2024, it will be published by 10.04.2024. **(Action to be taken by Professor Training and Placement)**
- It was reported by Dean, Student's Welfare that purchase of wheel chair is under process. It is to be completed and reported. **(Action to be taken by Dean, Students' Welfare)**
- Provision of lift in the Institute building is to be taken up in top priority. **(Action to be taken by PIC, Electrical Maintenance and PIC, Civil Works).**
- Provision of Solar Panel on the roof top of University building is to be estimated and reported. **(Action to be taken by Prof. R.K. Panigrahi and PIC, Electrical Maintenance)**
- Extension of rain water harvesting in the Institute building is to be carried out. **(Action to be taken by PIC Civil works in consultation with Prof. Anil Kumar Kar)**
- Modalities for taking classes for different subject by Industry personal is to be prepared. **(Action to be taken by Dean SRIC)**

A-2024-40-03. It is reported that NBA Pre-Qualifier (PQ) for B.Tech. program in Electrical Engg., Civil Engg., Electronics and TC Engg., Mechanical Engg. and Production Engg. has been submitted and fees has been deposited successfully in NBA portal. The fees have been adjusted from payment made earlier for previous NBA applications. NBA has granted for filling of e-SAR. The concerned department are now filling the e-SAR. The last date of submission of e-SAR is to made latest by 15th February 2024.

Resolution: It was resolved that the Departments and IQAC will work to submit e-SAR in NBA portal within 15th February 2024. **(Action to be taken by HOD, Electrical Engg., HOD,Civil Engg., HOD,Electronics and TC Engg., HOD, Mechanical Engg., HOD, Production Engg. and IQAC).**

A-2024-40-04 It is suggested that more departments may be included for NBA accreditation in the 2nd phase. Hence, three to five programmes, preferably for UG may be chosen for the same.

Resolution: It was resolved that 3 more departments i.e Electrical and Electronics Engg, Metallurgical and Materials Engg. and Computer Science Engineering are to be included for 2nd phase of NBA Accreditation. **(Action to be taken by IQAC).**

A-2024-40-05	It is reported that NAAC Annual Quality Assurance Report (AQAR) 2022-23 has been successfully submitted before due date in NAAC portal. In addition, Institutional Information for Quality Assurance has also been submitted successfully in NAAC portal, which is under evaluation. After clearance, SSR will be submitted after completion of all formalities.

Resolution: It was resolved that as the IIQA has been approved on 06.02.2024, SSR is to be submitted within 45 days. Quantitative score is to be calculated in consultation with Prof Amiya Kumar Rath, VC, BPUT before submission of SSR in NAAC portal. As per recent bench mark matrix the scores are to be reviewed by VC, BPUT. **(Action to be taken by the all departments, Sections and IQAC)**

A-2024-40-06. For the upcoming NBA and NAAC visits, sincere efforts needs to be made by all schools and departments to make all laboratory equipment functional and keep them in proper order. Cleanness needs to be ensured in all laboratories.

Resolution: **Resolved. (Action to be taken by all schools and departments)**

A-2024-40-07. All departments and sections including media cell should email the notices/reports of all events to IQAC cell and also provide the hard copy of the same.

Resolution: **Resolved. (Action to be taken by all schools and departments, sections T&P and Media Cell)**

A-2024-40-08. All office bearers of clubs and association should ensure that all student activities report should be mailed to iqac@vssut.ac.in.

Resolution: It was resolved that the events of all students activities are to be kept in a drive and link is to be shared to iqac@vssut.ac.in. and also updated in University website. **(Action to be taken by DSW and all departments)**

A-2024-40-09. A student of a particular branch chooses Open Elective from different branches. Therefore, departments offering Open Electives should communicate the CO, PO, PSO outcomes to other departments.
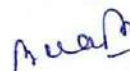
Resolution: It is resolved that IQAC will coordinate the collection of CO attainment from various departments for common subjects and open electives and subsequently communicate to all related departments. The PO, PSO attainment can then be computed by departments using the Program Articulation Matrix available in syllabus of respective programs. **(Action to be taken by IQAC and all departments).**

A-2024-40-10. The attainment of Course Outcomes is to be made from Summative Assessments (Mid Term and End Term). Assignments being formative assessments need not be included for CO attainment computation.

Resolution: **Approved.**

A-2024-40-11. Provision needs to be made in SAMARTH portal for uploading CO, PO and PSO attainment for different subjects while uploading the marks for result publication.

Resolution: **Resolved. (Action to be taken by PIC, Automation)**

A-2024-40-12.   Five number of Microsoft Office license needs to be provided for IQAC cell for its day-to-day activities and uploading of NBA, NAAC documentation.

Resolution: **Resolved. (Action to be taken by PIC, CCF)**

The meeting ended with formal vote of thanks by Director, IQAC to all the members for their participation.

Director, IQAC
Director
IQAC, VSSUT
Odisha-768018

Vice-Chancellor

Vice-Chancellor
V.S.S. University of Technology; Odisha
Burla-768018

INTERNAL QUALITY ASSURANCE CELL(IQAC)
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, (VSSUT), SIDDHI VIHAR, BURLA, ODISHA
ACTION TAKEN REPORT ON THE MINUTES OF 40th IQAC MEETING HELD ON 07th February 2024 at 04.30 P.M.

The following actions are taken on Minutes of 40th IQAC meetings

Agenda -2024-40-01. To confirm the Minutes of the last IQAC meeting (39th meeting held on 06th October 2023).

Resolution: The minutes 39th meeting of IQAC held on 06.10.2023 at 04.00 PM were readout with a formal discussion with all IQAC members. The minutes of this meeting were approved by the IQAC members.

Action Taken Report - The 39th IQAC meeting minutes were approved by the IQAC members.

A-2024-40-02. To place the Action Taken Report of the last IQAC meeting (39th meeting held on 06th October 2023) for approval.

Resolution: The Director, IQAC placed before the members the action taken report on the observations made in the 39th meeting of IQAC held on 06.10.2023 and requested the members to note and approve. The members discussed the same and resolved that action taken reports on the minutes of the (39th)IQAC meeting as placed before the members as Annexure-I was hereby noted and duly approved. As per the Action Taken report some of the works have neither been completed nor reported. It was resolved that the Action Taken Reports as per previous minutes of IQAC meeting are to be reported in time as per the format before the next quarterly IQAC meeting henceforth.

Action Taken Report: The action taken report of the 39th IQAC meeting was approved.

A-2024-40-03. It is reported that NBA Pre-Qualifier (PQ) for B.Tech. program in Electrical Engg., Civil Engg., Electronics and TC Engg., Mechanical Engg. and Production Engg. has been submitted and fees has been deposited successfully in NBA portal. The fees have been adjusted from payment made earlier for previous NBA applications. NBA has granted for filling of e-SAR. The concerned department are now filling the e-SAR. The last date of submission of e-SAR is to made latest by 15th February 2024.

Resolution: It was resolved that the Departments and IQAC will work to submit e-SAR in NBA portal within 15th February 2024. (Action to be taken by HOD, Electrical Engg., HOD,Civil Engg., HOD,Electronics and TC Engg., HOD, Mechanical Engg., HOD, Production Engg. and IQAC).

Action Taken Report: Action has been taken for submission of e-SAR in NBA portal.

| A-2024-40-04 | It is suggested that more departments may be included for NBA accreditation in the 2nd phase. Hence, three to five programmes, preferably for UG may be chosen for the same. |

A-2024-40-04   It is suggested that more departments may be included for NBA accreditation in the 2nd phase. Hence, three to five programmes, preferably for UG may be chosen for the same.

Resolution: It was resolved that 3 more departments i.e Electrical and Electronics Engg, Metallurgical and Materials Engg. and Computer Science Engineering are to be included for 2nd phase of NBA Accreditation. (Action to be taken by IQAC).

Action Taken Report: Action for 2nd phase of NBA Accreditation for EEE, MME and CSE Department is need to be taken. IT was delayed because of preparing SSR of NAAC and compliance of DVV in NAAC portal.

A-2024-40-05   It is reported that NAAC Annual Quality Assurance Report (AQAR) 2022-23 has been successfully submitted before due date in NAAC portal. In addition, Institutional Information for Quality Assurance has also been submitted successfully in NAAC portal, which is under evaluation. After clearance, SSR will be submitted after completion of all formalities.

Resolution: It was resolved that as the IIQA has been approved on 06.02.2024, SSR is to be submitted within 45 days. Quantitative score is to be calculated in consultation with Prof Amiya Kumar Rath, VC, BPUT before submission of SSR in NAAC portal. As per recent bench mark matrix the scores are to be reviewed by VC, BPUT. (Action to be taken by the all departments, Sections and IQAC).

Action Taken Report: Action has been taken regarding submission of SSR and compliance of DVV in NAAC portal.

A-2024-40-06.   For the upcoming NBA and NAAC visits, sincere efforts need to be made by all schools and departments to make all laboratory equipment functional and keep them in proper order. Cleanness needs to be ensured in all laboratories.

Resolution: Resolved. (Action to be taken by all schools and departments)

Action Taken Report: All head of Schools and Departments are informed to make all the laboratory functional and keep them in proper order before the NAAC visit.

A-2024-40-07.   All departments and sections including media cell should email the notices/reports of all events to IQAC cell and also provide the hard copy of the same.

Resolution: Resolved. (Action to be taken by all schools and departments, sections T&P and Media Cell)

Action Taken Report: All head of Departments and Schools including Training and Placement are requested to send all information of their events to IQAC Cell for records.

A-2024-40-08.   All office bearers of clubs and association should ensure that all student activities report should be mailed to iqac@vssut.ac.in.

Resolution: It was resolved that the events of all students activities are to be kept in a drive and link is to be shared to iqac@vssut.ac.in. and also updated in University website. (Action to be taken by DSW and all departments)

Action Taken Report: All office bearers of Clubs and Association are requested to send their activity report.

A-2024-40-09. A student of a particular branch chooses Open Elective from different branches. Therefore, departments offering Open Electives should communicate the CO, PO, PSO outcomes to other departments.

Resolution: It is resolved that IQAC will coordinate the collection of CO attainment from various departments for common subjects and open electives and subsequently communicate to all related departments. The PO, PSO attainment can then be computed by departments using the Program Articulation Matrix available in syllabus of respective programs. (**Action to be taken by IQAC and all departments**).

Action Taken Report: All Departments are communicated regarding this matter.

A-2024-40-10. The attainment of Course Outcomes is to be made from Summative Assessments (Mid Term and End Term). Assignments being formative assessments need not be included for CO attainment computation.

Resolution: **Approved.**

Action Taken Report: Action has been taken in this matter.

A-2024-40-11. Provision needs to be made in SAMARTH portal for uploading CO, PO and PSO attainment for different subjects while uploading the marks for result publication.

Resolution: Resolved. (Action to be taken by PIC, Automation)

Action Taken Report: Action has been taken but the provision need to be made in SAMARTH.

A-2024-40-12. Five number of Microsoft Office license needs to be provided for IQAC cell for its day-to-day activities and uploading of NBA, NAAC documentation.

Resolution: Resolved. (Action to be taken by PIC, CCF)

Action Taken Report: The action need to be taken for purchase of 5 nos of Microsoft license at earliest.

Director, IQAC 15/5/2024

Director
IQAC, VSSUT
Odisha-768018

15/05/2024

Vice-Chancellor
Vice-Chancellor
V.S.S. University of Technology; Odisha
Burla-768018

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

Minutes of the 41st meeting of IQAC held on 18th May 2024 at 11.30 A.M. in the Board Room of the University.

Members Present :-

1. Prof. Banshidhar Majhi, Vice-Chancellor   -   In chair
2. Prof. S.K. Swain, Director, IQAC
3. Prof.Amar Nath Nayak, Ex-Director IQAC
3. Sri Pradeep Dang, OAS(S) Registrar
4. Prof. Sanjay Agrawal, Dean Academic Affairs – Member
5. Dr. Aurovinda Mohanty, Associate Professor in Mechanical Engg - Member
6. Dr. Rajat Kanti Samal, Asst. Professor in Electrical Engg- Member
7. Dr. Sasmita Behera, Asst. Professor in EEE – Member
8. Dr. Alina Dash, Asst. Professor in CSE - Member
9. Prof Amiya Kumar Rath(online), Vice-Chancellor, BPUT, Rourkela- Member(BOM)

At the outset, Director, IQAC welcomed all the above members to the meeting and requested Vice-Chancellor to chair the meeting. The following matters were discussed and resolved.

Agenda-2024-41-00. Acknowledgement and appreciation to Prof. A.N. Nayak, Ex-Director IQAC for his contribution.

Resolution: Hon'ble Vice Chancellor appreciated the work done by Prof A.N. Nayak, Ex-Director IQAC during his contribution for preparation of SSR for NAAC, e-SAR for NBA and other activities of IQAC. Further Vice-Chancellor welcomed to newly appointed Director, IQAC Prof. S.K. Swain.

Agenda-2024-41-01. To confirm the Minutes of the last IQAC meeting (40th meeting held on 07th February 2024).

Resolution: The minutes of 40th IQAC meeting was approved by the IQAC members.

Agenda-2024-41-02. To place the Action Taken Report of the last IQAC meeting (40th meeting held on 07th February 2024) for approval.

Resolution: The Action Taken Report of the 40th IQAC meeting were discussed & circulated to all members as Annex-1.

Agenda -2024-41-03. It is suggested that Exit Survey (UG/PG) for 2024 graduates/final year to be completed before vacation. All Coordinators must be aware of the procedure.

Resolution: A link was created in University website for Exit Survey(UG/PG) for 2024 pass out batches.

Agenda -2024-41-04 It is suggested that IQAC Calendar to be displayed round the year.

Resolution: Director IQAC was requested to prepare with consultation of the members, an IQAC Calender to be displayed round the year.

Agenda -2024-41-05. It is reported that various data provides for 2018-19 to 2022-23 to departments for record.

Resolution: It was resolved that all Departments and Schools need to be provide data in presentable booklet form regarding their activities from 2018-19 to 2022-23.
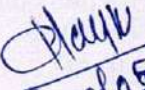
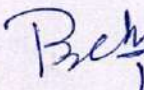**Agenda -2024-41-06.** It is suggested that dedicated staff should be available at IQAC.

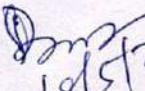Resolution: Registrar was requested to provide the necessary staff to IQAC for its day to day work in IQAC.

Agenda -2024-41-07. It is suggested that comprehensive ERP portal to be available for data upload.

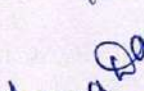Resolution: It was resolved that all the data should be uploaded in ERP portal.

Director
IQAC, VSSUT
Odisha-768018

R. P. Rahi
18/05/2024

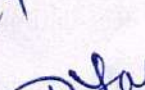(Registrar)

18/05/24

Alina Dash
18/5/24
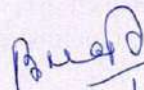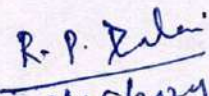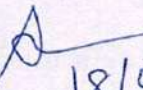
Vice-Chancellor
V.S.S. University of Technology; Odisha
Burla-768018

INTERNAL QUALITY ASSURANCE CELL(IQAC)
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, (VSSUT), SIDDHI VIHAR, BURLA, ODISHA
ACTION TAKEN REPORT ON THE MINUTES OF 41st IQAC MEETING HELD ON 18th May 2024 at 11.30 A.M.

Agenda-2024-41-00. Acknowledgement and appreciation to Prof. A.N. Nayak, Ex-Director IQAC for his contribution.

Resolution: Hon'ble Vice Chancellor appreciated the work done by Prof A.N. Nayak, Ex- Director IQAC during his contribution for preparation of SSR for NAAC, e-SAR for NBA and other activities of IQAC. Further Vice-Chancellor welcomed to newly appointed Director, IQAC Prof. S.K. Swain.

Action Taken Report: No action required.

Agenda-2024-41-01. To confirm the Minutes of the last IQAC meeting (40th meeting held on 07th February 2024).

Resolution: The minutes of 40th IQAC meeting was approved by the IQAC members.

Action Taken Report - The 40th IQAC meeting minutes were approved by the IQAC members.

Agenda-2024-41-02. To place the Action Taken Report of the last IQAC meeting (40th meeting held on 07th February 2024) for approval.

Resolution: The Action Taken Report of the 40th IQAC meeting were discussed & circulated to all members as Annex-1.

Action Taken Report: The action taken report of the 40th IQAC meeting was approved.

Agenda -2024-41-03. It is suggested that Exit Survey (UG/PG) for 2024 graduates/final year to be completed before vacation. All Coordinators must be aware of the procedure.

Resolution: A link was created in University website for Exit Survey(UG/PG) for 2024 pass out batches.

Action Taken Report: All Departments are communicated regarding Exit survey of UG & PG students vide letter No. VSSUT/IQAC/52/2024 Dated 24.06.2024

Agenda -2024-41-04 It is suggested that IQAC Calendar to be displayed round the year.

Resolution: Director IQAC was requested to prepare with consultation of the members, an IQAC Calender to be displayed round the year.

Action Taken Report: Action has been taken regarding preparation of a IQAC Calendar.

Agenda -2024-41-05. It is reported that various data provides for 2018-19 to 2022-23 to departments for record.

Resolution: It was resolved that all Departments and Schools need to be provide data in presentable booklet form regarding their activities from 2018-19 to 2022-23.

Action Taken Report: All Departments are communicated regarding this matter vide letter No. VSSUT/IQAC/48/2024 Dated 24.06.2024.

Agenda -2024-41-06. It is suggested that dedicated staff should be available at IQAC.

Resolution: Registrar was requested to provide the necessary staff to IQAC for its day to day work in IQAC.

Action Taken Report: Action has been taken. Registrar are communicated regarding this matter vide letter No. VSSUT/IQAC/46/2024 Dated 24.06.2024.

Agenda -2024-41-07. It is suggested that comprehensive ERP portal to be available for data upload.

Resolution: It was resolved that all the data should be uploaded in ERP portal.

Action Taken Report: Action has been taken regarding uploading data in ERP portal.PIC, Automation are communicated vide letter No. VSSUT/IQAC/60/2024 dated 27.06.2024.

02/7/2024
Director, IQAC
Director
IQAC, VSSUT
Odisha-768018

02/07/2024
Vice-Chancellor
Vice-Chancellor
V.S.S. University of Technology; Odisha
Burla-768018

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

Minutes of the 42nd meeting of IQAC held on 02nd July 2024 at 11.30 A.M. in the Board Room of the University.

Members Present :-

1. Prof. Banshidhar Majhi, Vice-Chancellor   -   In chair
2. Prof. S.K. Swain, Director, IQAC
3. Prof.Amar Nath Nayak, Ex-Director IQAC
3. Sri Pradeep Dang, OAS(S) Registrar
4. Prof. Sanjay Agrawal, Dean Academic Affairs – Member
5. Dr. Aurovinda Mohanty, Associate Professor in Mechanical Engg - Member
6. Dr. Rajat Kanti Samal, Asst. Professor in Electrical Engg- Member
7. Dr. Sasmita Behera, Asst. Professor in EEE – Member
8. Dr. Alina Dash, Asst. Professor in CSE - Member
9. Dr. K.K. Gupta, Former Engineering in-chief in WR Dept. – Member(Alumni)
10. Prof Amiya Kumar Rath(online), Vice-Chancellor, BPUT, Rourkela- Member(BOM)
11. Prof. R.K. Panigrahi, Dean F&P
12. Sri Manoj Choudhury, Member(Parents)

At the outset, Director, IQAC welcomed all the above members to the meeting and requested Vice-Chancellor to chair the meeting. The following matters were discussed and resolved.

A-2024-42-01:   To confirm the Minutes of the last IQAC meeting (41st meeting held on 18th May 2024).

Resolution: The minutes of 41st IQAC meeting was approved by the IQAC members.

A-2024-42-02:   To approve the Action Taken Report of the last IQAC meeting (41st meeting held on 18th May 2024) for approval.

Resolution: The Action Taken Report of the 41st IQAC meeting were discussed & circulated to all members as Annex-1.

A-2024-42-03:   To approve the format of Teacher feedback for the purpose of quality assurance

Resolution: Approved with a suggestion to include note for the faculty at the end of the feedback form.

A-2024-42-04:   To approve the IQAC Calendar 2024-25.

Resolution: Approved.

A-2024-42-05:   To prepare and upload a short Video of Campus Tour in the University website.

Resolution: Approved.

A-2024-42-06:	To prepare and print the Annual Report of 2023-24 by Dean F&P by 31st July 2024.
Resolution:	Faculty and Planning be requested to print the Annual Report 2022-23 and student Boucher 2024-25 by 31.07.2024.
A-2024-42-07:	To prepare a committee for Mock visit to different Departments on the eve of NBA peer team visit to the University.
Resolution:	It is decided to constitute a committee including Prof. S.S. Pattnaik, Vice-Chancellor, OSOU and Member IQAC and other professor those are frequently visit as an Assessor for NAAC and NBA.
A-2024-42-08:	To nominate the student Coordinator for each Department by HODs for providing the student activities.
Resolution:	HOPs may be requested to nominate student Coordinator to IQAC for providing the data regarding student activities.
A-2024-42-09:	To collect the information regarding higher study of students during Convocation.
Resolution:	Approved.
A-2024-42-10:	Hire Consultant for different survey like Student Satisfaction Survey, Course End Survey, Indirect Attainment of COS, Student Exit survey, Alumni Survey, Parent Survey and Student Exit Survey.
Resolution:	Approved.
A-2024-42-11:	Any other matter with permission of Chair.
Resolution:	Hon'ble Vice-Chancellor is pleased to re-constitute the member of IQAC for 01.07.2024 to 30.06.2026.

Director, IQAC 02/7/2024

Director
IQAC, VSSUT
Odisha-768018

Vice-Chancellor 02/07/2024

Vice-Chancellor
V.S.S. University of Technology; Odisha
Burla-768018

INTERNAL QUALITY ASSURANCE CELL(IQAC)
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, (VSSUT), SIDDHI VIHAR, BURLA, ODISHA
ACTION TAKEN REPORT ON THE MINUTES OF 42nd IQAC MEETING HELD ON 02nd July 2024 at 11.30 A.M.

A-2024-42-01: To confirm the Minutes of the last IQAC meeting (41st meeting held on 18th May 2024).

Resolution: The minutes of 41st IQAC meeting was approved by the IQAC members.

Action Taken Report: The 41st IQAC meeting minutes were approved by the IQAC members.

A-2024-42-02: To approve the Action Taken Report of the last IQAC meeting (41st meeting held on 18th May 2024) for approval.

Resolution: The Action Taken Report of the 41st IQAC meeting were discussed & circulated to all members as Annex-1.

Action Taken Report: The action taken report of the 41st IQAC meeting was approved.

A-2024-42-03: To approve the format of Teacher feedback for the purpose of quality assurance

Resolution: Approved with a suggestion to include note for the faculty at the end of the feedback form.

Action Taken Report: No action required.

A-2024-42-04: To approve the IQAC Calendar 2024-25.

Resolution: Approved.

Action Taken Report: IQAC Calendar was prepared and circulated to the Department.

A-2024-42-05: To prepare and upload a short Video of Campus Tour in the University website.

Resolution: Approved.

Action Taken Report: Action need to be taken with consultation with Deans.

A-2024-42-06: To prepare and print the Annual Report of 2023-24 by Dean F&P by 31st July 2024.

Resolution: Faculty and Planning be requested to print the Annual Report 2022-23 and student Boucher 2024-25 by 31.07.2024.

Action Taken Report: Dean Faculty and Planning is communicated to prepare the Annual Report & Broachers for 2023-24.

A-2024-42-07: To prepare a committee for Mock visit to different Departments on the eve of NBA peer team visit to the University.

Resolution: It is decided to constitute a committee including Prof. S.S. Pattnaik, Vice-Chancellor, OSOU and Member IQAC and other professor those are frequently visit as an Assessor for NAAC and NBA.

Action Taken Report: A workshop related to preparatory visit of NBA has been conducted and team will be constituted and visited in due course of time.

A-2024-42-08: To nominate the student Coordinator for each Department by HOPs for providing the student activities.

Resolution: HOPs may be requested to nominate student Coordinator to IQAC for providing the data regarding student activities.

Action Taken Report: A letter has been sent to Dean Student Welfare and Head of Schools to nominate the student to provide the Department student activities.

A-2024-42-09: To collect the information regarding higher study of students during Convocation.

Resolution: Approved.

Action Taken Report: Dean Academic Affairs has been communicated in this regard.

A-2024-42-10: Hire Consultant for different survey like Student Satisfaction Survey, Course End Survey, Indirect Attainment of COS, Student Exit survey, Alumni Survey, Parent Survey and Student Exit Survey.

Resolution: Approved.

Action Taken Report: IQAC in the process of collecting survey and the possible report will be submitted in the next meeting.

A-2024-42-11: Any other matter with permission of Chair.

Resolution: Hon'ble Vice-Chancellor is pleased to re-constitute the member of IQAC for 01.07.2024 to 30.06.2026.

Action Taken Report: New Committee has been constituted for 01.07.2024 to 30.06.2026 and letter has been sent to respective members.

26/7/2024
Director, IQAC
Director
IQAC, VSSUT
Odisha-768018

20/07/2024
Vice-Chancellor
Vice-Chancellor
V.S.S. University of Technology; Odisha
Burla-768018