

Guidelines for University Coordinators

Background

In the 49th meeting of the Council held on 14th March, 2017, AICTE approved a package of measures for improving the quality of technical education in the country. The package includes the Universal Human Values (UHV) based 3-week Student Induction Program (SIP). This is an initial, but significant step in value-based education for value-based living, i.e. sustainable (planet-friendly) technology and humane (people-friendly) management practices.

The SIP is mandatory for newly joined UG and Diploma students of every branch. It consists of 8 modules, out of which Universal Human Values-I (UHV-I) is the core module. UHV-I is to be delivered by faculty members from the respective branch /discipline /stream of the student. This input is to be further strengthened by a 1-semester 3-credit course UHV-II (H-102) in the 3rd/4th semester.

Universities have a crucial role to play in this transformative process. To broadbase the planning and execution, various universities are being approached by AICTE. Some 48 universities and institutions have already responded (by Dec 2019). Each university has identified a dean, director or senior faculty as their University Coordinator (UC) to plan for meeting the targets in a timely manner for that university. This document is a guide for the University Coordinator.

Targets

The UHV-I module of SIP is its core module (there are 7 other modules). To conduct the UHV-I module effectively, well prepared UHV Faculty (Mentors) are required.

Faculty members from every department/discipline, in the ratio of 1:20 (one faculty for every 20 newly joined students) need to be prepared as UHV Faculty (Mentors). The basic preparation is participation in an 8-day FDP-SI (UHV).

As an example, if the mechanical engineering department of a college affiliated to your university has 120 new student intake in first year, then 6 UHV Faculty (Mentors) are required in the mechanical engineering department of that college.

Please refer to the AICTE Approval Process Handbook 2020-21 (pages 163 and 310).

Minimum requirements:

- Minimum 2 faculty from every department/discipline/branch
- Minimum 1 faculty for every 3 units in 1st year curriculum

With the above criteria, the number of faculty to be prepared can be calculated by each department/discipline/branch, by each college, and thus by each university.

Appropriate faculty who are sincere and interested in human values may be identified and prepared. They will have UHV teaching load in addition to their regular responsibility.

Suggestive Criteria for Selection of Potential UHV Faculty (Mentors):

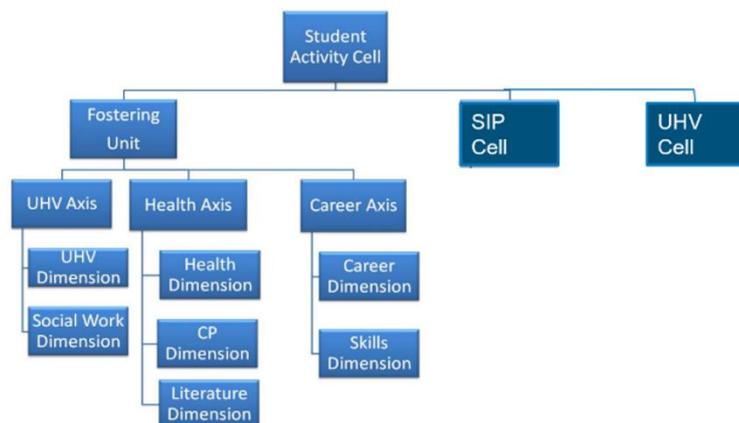
1. Is presently teaching in an institution of professional education or at least has a teaching background.
2. Is sincere, has a good rapport with the students, colleagues, staff as well as the management, alumni.
3. Has interest in values, is making effort to understand and live by values.
4. Is involved in academic, social and community activities as a volunteer (through the institution and/or privately).
5. Is open minded (not sectarian).

Minimum faculty preparation

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- One 3-day FDP-SI (UHV), if required for orientation
- One 7/8-day UHV FDP
- Regular self-study after attending the UHV FDP
- Weekly meeting with other UHV faculty in the college/university/city/state/region

This faculty preparation may take 6 months to 3 years, depending on various factors. Meanwhile a minimum of 2 faculty per college must be prepared by 31st March 2020.



To coordinate the preparation, conduction of the SIP and post-induction activities with students, a Student Activity Cell (SAC) must be developed in each college under the direct guidance and supervision of the Director/Principal. SAC will be a five tier structure in terms of cell, units, axis, dimensions & clubs as shown in the figure. Details of the clubs will be based on local conditions.

The **SAC** will have:

UHV Cell: Headed by Director/Principal, the purpose of this cell is to incorporate human values in every aspect of education at the college. Its activities includes:

1. Ensuring the preparation and upgrading of UHV Faculty (Mentors)
2. Weekly meeting of UHV Faculty (Mentors) amongst each other
3. Weekly mentoring meeting of the UHV Faculty (Mentors) with their group of 20 students
4. Weekly interaction of the student buddies with the new students
5. Enable other courses on human values, like UHV-II

SIP Cell (Induction Unit): is responsible for planning, organization, coordination and reporting of the annual Student Induction Program for new students joining the college. Its responsibilities also includes:

1. Preparation of faculty, volunteers and others for the annual SIP
2. Initiation of the Student Buddy Program

The SIP Cell is headed by Dean Student Affairs or equivalent and has 5-7 faculty members. It takes help of other faculty members and student volunteers.

Fostering Unit: Managed by faculty members with the help of student volunteers, this unit is responsible for coordinating various student clubs and activities. Students will be coordinators for axis, dimensions and clubs. Fostering unit will take support from induction unit (SIP Cell) as and when required.

It is essential for a coordinating body for the above at the level of the university. This body may be called **University SAC** with a **University SIP Cell** and a **University UHV Cell**. This University SAC has to be headed and guided by the University VC and assisted by the UC.

AICTE Role

AICTE has taken several steps to facilitate this development:

- Formed a special Induction Program Cell (IPC) with a Deputy Director in-charge. It is responsible for policy, planning and monitoring this initiative
- Formed a National Coordination Committee for Induction program (NCC-IP)

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- Conducting 8-days FDP-SI (UHV) during the summer/winter breaks and 3-days FDP-SI (UHV) for orientation during the semester months. AICTE is bearing the cost of participant boarding and lodging

Role of University Coordinator (UC)

The UC is expected to:

1. Refine the targets on the basis of actual admissions in the institutions in your university. In each department of each institution, how many faculties are to be prepared?
2. Prepare a draft plan to identify appropriate faculty and to train them in FDPs being conducted by AICTE
3. Firm up the FDP dates in coordination with the host college, Regional Coordinator (RC), convener NCC-IP and other stake-holders
4. Share the plan well in time with the RC to upload the part of the plan that is firmed up, complete the related formalities
5. Organise the required number of FDPs. Please note that in every FDP, cater for a certain number of participants from other universities/institutions. For each FDP, a Local Program Coordinator (LPC) may be given the responsibility to organise it. There is a detailed Guideline for LPC with all the related forms, defaults etc.
6. Collect FDP reports and consolidate the data at the university level. Share it with the RC every month

In the long term (2-5 years), 100 UHV Nodal Centers have to be developed in the Nation, i.e. 1 for every 100 colleges. A UHV Nodal Centre is an institution which is itself progressing rapidly in value-based education (offering UHV-II and higher level elective UHV courses etc.), value-based living and is able to motivate and help other institutions in the university/region/ Nation. This can be achieved if your university is able to develop some of its colleges into Nodal Centers.

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Procedure for issue of grant to host college for organizing an FDP

- 1.1. There will be an exchange of email between UC and Director/ Principal of Host College where FDP is planned. This will be a confirmation by the host college agreeing to host the FDP as per guidelines.
- 1.2. Based on this confirmation, the UC will make his/ her annual plan & budget and submit to Convener, NCCIP for further submitting to AICTE for approval.
- 1.3. Once the FDP is approved and notified to University; the UC will further notify to the Host College about the approval of the FDP; asking for gearing up the preparation at least 2-3 months in advance.
- 1.4. The UC will, as per his/ her plan, request the convener, NCCIP at least 3 months in advance to get the FDPs uploaded on AICTE FDP portal - See <http://www.fdp-si.aicte-india.org>
- 1.5. Upon uploading of the FDP; the university coordinator will make a formal request to his/ her RO to announce the FDP in the region as least 3 months in advance.
- 1.6. Upon announcement of the FDP, the LPC will prepare an estimated budget and submit to UC requesting for issue of advance at least 2 months in advance.
- 1.7. The UC will evaluate the proposal and accordingly further request his Finance & Accounts department of the university to issue 50% advance to Host College.

Additional Tips:

1. Talk to the respective university's VC and local program coordinator of the host college to fix the date and venue of the workshop.
2. Once it is finalized, fix the resource persons, talk to the coordinator, NCCIP and upload the details to the AICTE website
3. Call the local program coordinator every alternate date to ensure smooth planning and conduction of the workshop.
4. Keep a track of the preparation of the FDP and help local program coordinators wherever needed. Update the status of the preparation to the convener, NCC-IP via email