Guidelines and Procedure for hosting Self-funded
Faculty Development Program (FDPs)
On
Universal Human Values

Prepared by AICTE NCC-IP
National Coordination Committee for Induction Program

This document is intended for planning and implementing the UHV FDPs.
Suggestions welcomed.
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Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

All the Heads of Universities/ Institutions, willing to host an FDP (self-funded) on Universal Human Values are requested to thoroughly study this document and accordingly submit an application for the same.

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

Guidelines and Procedure for hosting (Self-funded) UHV FDP by Universities/ Institutions

TABLE OF CONTENTS

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

1. INTRODUCTION & BACKGROUND

a. Aspirations articulated in National Education Policy (NEP2020)

The National Education Policy (NEP2020) has come at a very opportune time, with great clarity on the need for holistic value-based education (HVBE) for teachers, students, other stakeholders, society, nation, and the world at large.

Every Human Being aspires to be happy and prosperous – in continuity. All their efforts are toward this end. Their effort depends on their understanding or assumptions, particularly those about happiness and prosperity.

The purpose of education is to help the student to develop the right understanding, so that by a certain age,
- S(he) is able to gain clarity about happiness, about prosperity and also about how to ensure them in continuity at the individual level and
- Contribute meaningfully to the family, society and the entire Nature, for the wellbeing of all

NEP 2020 has articulated human aspirations, "Education is fundamental for achieving full human potential, developing an equitable and just society, and promoting national development" (p3, Introduction).

In essence, the expectations from education are:
- Individual level – Full human potential (*abhyudaya, nishreyas*)
- Collective, societal level – Equitable and just society (*abhyudaya*), National development

For realizing these expectations, education has to develop in every student:
- The right understanding, i.e., understanding of harmony at all levels of human living– individual, family, society, Nature
- The ability to live in harmony with the other human beings – in the family, society, Nation and the whole World
- The ability to recognise the need for physical facility, ability to produce it in an ecofriendly and human-friendly manner by way of labor, its right utilization leading to the feeling of prosperity

The measurement of these desirable qualities has been divided into two parts – one that is common for all (common graduate attributes) and one that is specific to their area of study (stream specific attributes).

Common Graduate Attributes (Includes Individual and Social Responsibility)

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

While students must have a large amount of flexibility in choosing their individual curricula, certain subjects, skills, and capacities should be learned by all students to become good, successful, innovative, adaptable, and productive human beings in today's rapidly changing world (NEP 2020 p15), like collaboration and teamwork, ethical and moral reasoning, etc.

These have been comprehensively placed here as Common Graduate Attributes:

1. Holistic vision of life
2. Socially responsible behavior
3. Environmentally responsible work
4. Ethical human conduct
5. Having Competence and Capabilities for Maintaining Health and Hygiene
6. Appreciation and aspirations for excellence (merit) and gratitude for all

1. **Holistic vision of life** - leading to clarity, self confidence and self fulfillment
    1.1 **Motivation for excellence**- through exploration, research and innovation-
        • Life-long learning ability (including experiential learning)
        • Mindset and Competence for continuous self-observation, self evaluation and self-improvement
    1.2 **Clarity-** about human being, nature/ existence and human conduct- about the human purpose and program for its fulfillment,
    1.3 **Self Confidence-** in terms of identification of one's role in the society and competence for its fulfillment including competence to take appropriate decisions
    1.4 **Self fulfillment-** being in a state of happiness and peace in continuity- • calls for mental (psychological), emotional, intellectual (wisdom) and spiritual development

2. **Socially responsible behavior** – enabling team work and responsible personality

    2.1 Ensuring Mutually fulfilling behavior at the level of- ● family,
        ● workplace,
        ● society- from community to nation and world

    2.2 The above calls for
        ● Civil responsibility & engagement
        ● Mindset for responsible national and global citizenship
        ● Sense of equality for all human being- free from discrimination on the basis of colour, race, gender, wealth, caste, creed etc.
        ● Good communication skills

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

3. **Environmentally responsible work –** enabling prosperity in human being and coexistence with nature

   3.1 Having appropriate skills and mindset for production along with proper   identification of physical needs

   ● Must have learnt a number of (5-10) skills and developed entrepreneurship to develop his own production unit providing self-employment opportunity to others
   (rather than having a mentality of seeking for job from others)

   3.2 Competence for ensuring balance and enrichment in Nature

   3.3 Mindset of right utilization- not of over consumption or misuse- of physical or other resources

   3.4 Free from the mentality of exploitation and domination of Nature including human being (rather having the mindset of sharing with others out of the feeling of prosperity-producing more than required physical facility, sharing the more with others for wellbeing of all)

4. **Ethical human conduct** (includes professional ethics) and good character-In terms of participation (including behavior and work) at different levels of society

   4.1 family
   4.2 workplace
   4.3 society- from community to nation and world

   This provides the basis for Ethical reasoning and strong Ethical grounding

5. Having Competence and Capabilities for Maintaining **Health and Hygiene** through appropriate lifestyle including proper

   5.1 Intake (including food-habits),
   5.2 Routine (daily, seasonal, etc.),
   5.3 Interaction with the environment (with Human being and rest of nature)

6. **Appreciation and aspiration for excellence (merit) and gratitude for all** –

   6.1 The whole existence and nature
       6.1.1 Rest of Nature- soil, water, air…, plants, animals…,
       6.1.2 Human beings and
   6.2 Human tradition

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

Reverence and gratitude for glorious past (at the level of the family, community, region, state, nation and the world as a whole) National pride and responsibility for international cooperation go hand in hand

Specific Graduate Attributes (Related to Domain/Discipline/Stream/Specialization/ Profession/etc.)

These are in addition to the common graduate attributes. For instance, engineering discipline / core area specific knowledge & skills may be:

1. A knowledge base for engineering
2. Problem analysis
3. Investigation
4. Design
5. Use of engineering tools
6. Individual and teamwork*
7. Communication skills*
8. Professionalism
9. Impact of engineering on society and the environment
10. Ethics and equity*
11. Economics and project management
12. Life-long learning*

Intellectual / Practical Skills

1. Written / Oral Communication*
2. Inquiry, critical & Creative thinking*
3. Quantitative literacy
4. Information literacy
5. Teamwork*
6. Integration of Learning*

* Included in common graduate attributes

Based on desirable graduate attributes at different stages in education, appropriate inputs can be incorporated. This will help design inputs/actionable points to achieve the expected outcomes at any given stage. Periodically evaluating graduate attributes and reporting them along with individual development plans would be desirable.

b. About Holistic Value-Based Education

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

Education is expected to develop graduates to their full human potential (human consciousness, human conduct), who will be committed to national development and global well-being. Over time, they are expected to contribute meaningfully for realizing an equitable and just society and making India a global knowledge leader.

It is important to design education for each age-group.
- Children are sensitive to feeling, want to relate and they learn by imitation ●
Youth and adults understand by exploration

Therefore, the appropriate methods have to be evolved – e.g., play based for children and progressively experimentation, project, explorational and living based for older children, youth and adults

While the methods have to be age-appropriate, education must be holistic, value based and consist of:

1. Education on values based on a holistic and humane world vision:
2. Examples and Case Studies of local, regional and national values, languages and skills to reinforce and exemplify a holistic and humane world vision
3. Education on value-guided world-class skills in the areas of
   3.1 Environmentally responsible science, technology and management (for mutual prosperity)
   3.2 Socially responsible behavioral skills, team work, collaboration (for mutual fulfillment)
   3.3 Skills for meaningful participation in the family, neighborhood, institution, workplace, community, etc. all the way to the Nation and beyond
   3.4 Orientation and skills for service which promotes harmony in family, society at all levels

The inputs must positively build toward specific graduate attributes by: ●
Adhering to the essence of NEP 2020
- Focus on developing graduates with the desired graduate attributes
- Promote IKS, local, regional and a national culture in harmony with others (at least they should not contradict these)

c. Implementing Holistic Value-based Education (HVBE)

HVBE can be implemented in three broad phases:

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

Phase 1: Value Education (VE)
- Incorporating the study of values in the present education system

Phase 2: Value-based Education (VBE)
- Developing the whole curriculum of education to be value based

Phase 3: Value-based Living (VBL)
- Making coordinated effort for living by the values in all aspects of living. This is essential for an equitable and just society and promoting development of the Nation

For details: the following AICTE's Holistic Value Based Education (HVBE) vision & implementation document may be referred to:
https://fdp-si.aicte-india.org/download/HVBE%20for%20NEP2020.pdf

2. AICTE'S EFFORTS TOWARDS HOLISTIC, VALUE BASED EDUCATION

a. Efforts and achievement so far

AICTE has been making effort for Holistic Value-based Education since 2017:

Education on values founded on a holistic and humane world vision. This part is covered by Universal Human Values (UHV)
These values are universal, rational, verifiable and living by them leads to harmony or the wellbeing of all. It has been extensively tested in more than 40 universities in 10 states over the last 18 years and since 2017 across the Nation by AICTE. From 2022 UGC has also started working on this approach. It is also being intensively tested at over 300 CM Rise Schools in Madhya Pradesh through the aegis of Rajya Anand Sansthan, Government of Madhya Pradesh

Courses, examples and case studies of local, regional and national values, languages and skills that can reinforce and exemplify a holistic and humane world vision. This part is covered by the Indian Knowledge System (IKS).

It is based on a deep understanding of human beings as well as of the underlying harmony in nature and the entire existence. It has been tested through practice, verified and improved over thousands

of years. As a result, it is an effort for the 'wellbeing of all'. Therefore, its science, technology and systems offer many good examples and case-studies of effort for human thought and culture.

Education on world-class value-guided skills
Nature-friendly and human-friendly systems and technologies.

Such an education, consisting of these three parts, will lead and is leading to a confident "responsibility-based approach" to life rooted in the Indian culture and ethos.

b. AICTE Policy

1. AICTE has a focussed Induction Program Cell (IPC), at its Headquarter in New Delhi, to facilitate and coordinate UHV related activities

2. There are two active National Committees:
   a. National Committee for Universal Human Values (NC-UHV) for developing the strategy, content and process for UHV and HVBE
   b. National Coordination Committee – Induction Program (NCC-IP) for implementing UHV and HVBE

3. AICTE initiated a **Mandatory 3-week Student Induction Program (SIP)** for a smooth transition from school, preparation for an environment for higher education. The SIP is based on UHV with an extensive Indian Knowledge System (IKS) component. UHV helps the teachers and students develop a holistic vision of life. It helps to understand the human values which are universal, foundational in nature. On this basis, it is possible to understand and practice the values articulated in NEP 2020, the Indian Constitution, etc., also. Further, UHV provides the base for appreciating and understanding IKS. The SIP has been well received and the results have been quite encouraging.

4. AICTE included a **mandatory 1-semester 3-credit course UHV-II: Understanding harmony and Ethical Human Conduct**. It is the first detailed tangible input on values. The uptake and results have been highly encouraging.

5. In 2022, AICTE initiated two **minor degrees**. One in Universal Human Values (UHV) and the other in Indian Knowledge System (IKS). Initially the courses for these are being offered in self-learning mode through SWAYAM.

6. The most important part of all these efforts was faculty development and the orientation of various stakeholders. From 2017 until 31st May 2022: Registrations 1,26,624, Attended

80,063, Recommended for certificate: 43,169 mentors, 10,072 UHV-I faculty and 7,410 UHV-II faculty.

7. During the pandemic period, all this work was done through online webinars, which have evolved to being quite interactive. Through this, it became clear that the online mode can handle large numbers(1,000 to 10,000) and yet be quite effective. Of course, these initial inputs are augmented by higher-level face-to-face programs and interactions.

8. In 2021, AICTE extended its UHV services to prepare the Anandaks of the Rajya Anand Sansthan, the principals and teachers of IASE and schools of Madhya Pradesh. The textbooks, workbooks and teachers (and parents) manuals are being prepared by Rajya Anand Sansthan, which will be offering UHV in over 300 CM Rise Schools from the forthcoming academic session 2022-23.

In 2022, UGC graciously joined in this effort and is now planning for orienting its stakeholders and faculty for Holistic Value-based Education and Universal Human Values.

The entire work on UHV is being carried out by volunteers working pro-bono (without accepting any honorarium), therefore our out-of-pocket expenses are minimal.

With this background, these services can be extended at almost no additional cost, for orienting various stakeholders and developing the faculty. The AICTE online platform may be used for this purpose with some upgrades to the capacity and data management capability.

3. OBJECTIVE FOR HOSTING (SELF FUNDED) FDP'S

The objective of these self-funded FDPs is to facilitate institutions to develop themselves as Nodal Centre for Holistic, Value Based Education (HVBE). Such Nodal Centres for HVBE will work on achieving the **Common Graduate Attributes** and **Specific Graduate Attributes** (Related to Domain/Discipline/Stream/Specialization/ Profession/etc.) by creating a conducive environment in their Institution.

Such Nodal Centres are further expected to become role models for developing a conducive environment for delivering Holistic, Value-based Education (HVBE)

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

For more understanding about Nodal center for Holistic, value based education, kindly refer below document:

https://fdp-si.aicte-india.org/download/Guidelines/G911%20UHV%20Cell,%20Nodal%20and%20Resource%20Centres.pdf

4. PROCEDURE FOR APPLYING FOR A SELF FUNDED FDP BY INSTITUTIONS

Commitment that the management (Promoters, Director/ Deans/ HoDs) are themselves willing to spend time in understanding the vision for a Holistic Value based education shared through UHV FDPs is highly appreciated.

a. Process-flow for applying for a Self-Funded FDP

1. Institution applies to host an FDP (after thoroughly studying the Guidelines)
2. Approval from NCCIP, AICTE
   - Confirmation & guidelines is communicated to Host Institution
   - Call-conference with all stakeholders for preparation
3. LPC prepares for the FDP as per LPC guidelines
4. FDP is conducted as per guidelines
5. Report is submitted to AICTE
6. Certificates are issued to eligible participants
7. Host-institution is communicated about the follow-up activity

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

Process Flow diagram

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┌─────────────────────────────────────┐
│   Invitation to all the institutions │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│ Interested Institution applies to host an FDP │
│ (After thoroughly studying the Guidelines)    │
└─────────────────────────────────────┘
                  │
                  ▼
           ◇ Approval from NCCIP, AICTE ◇
                  │ Approved
                  ▼
┌─────────────────────────────────────┐
│   LPC prepares for the FDP           │
│   as per LPC guidelines              │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│   FDP is conducted as                │
│   per guidelines                     │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│   Report is submitted                │
│   to AICTE                           │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│   Certificates are issued to eligible │
│   participants                        │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│   Host-institution is communicated   │
│   about the follow-up activity       │
└─────────────────────────────────────┘
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┌─────────────────────────────────────┐
│   Actions taken on follow up activi-  │
│   ties after the workshop             │
└─────────────────────────────────────┘
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Legend:
- AICTE
- Host Institution

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

b. Steps (in detail) for applying for a Self-funded FDP

1. Institute authorities (Head of Institution or HoI) decide to apply for the face to face FDP (self-funded) for initiating the process of developing the institution into a Holistic, Value based Living Model
   - The guidelines document is discussed at internal meetings.
   - HoI to appoint a Local Program Coordinator (LPC) for overall coordination (LPC must already have certificate of at least one Introductory FDP and teaching UHV/SIP/participating as Volunteer in UHV activities of NCCIP AICTE)
2. The Head of Institution (HoI) prepares the Proposal Email (at least 30-45 days in advance) as per standard format (Annexure-1).
   - Proposal email from Head of Institution (HoI) to include:
     a) Commitment of the HoI & the institution for Holistic Value based Education and UHV,
     b) Efforts undertaken for orientation of teachers in UHV so far,
     c) Whether Student Induction Program (SIP) being conducted,
     d) Whether UHV courses (UHV-II and Minor Degree) being taught in the institution,
     e) Any other initiative for promoting Value based Education etc.
3. Proposal needs to be sent to convener NCCIP at convener.nccip@aicte-india.org and respective Regional Coordinator NCCIP (See List of RCs at below)
4. After feedback from the Regional Coordinator; the Convener to write to Chairman, NCCIP, AICTE for according the approval of the FDP
5. Upon approval from Chairman, NCCIP, AICTE; the FDP to be uploaded on AICTE portal and HoI & LPC of the Host Institution is notified (with copy to RC & RP Team) along with Guidelines documents for preparation of the FDP.
6. A call-conference between the HoI & LPC, RC and RP team is arranged to gain common understanding of the preparation to be made for smooth conduct of the FDP
7. The FDP is conducted as per guidelines.
8. Post FDP; a report, along with eligible participants to be certified, is submitted by the Observer for issuance of certificate.

c. Type of FDPs on UHV an Institution may apply for

1. **UHV Leadership Program for Holistic Value based Education - 1 day**

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

Purpose: To orient VCs and equivalent to a comprehensive Vision for Holistic Value-based Education with focus on Universal Human Values

Duration: 1-day

For Whom: Universities

Participants: Vice Chancellor, Registrar, Deans, and Senior Officials of the University, Directors (Affiliated Colleges)

Expected number of participants: 25-40

Prerequisite: None

Certificate by and criteria: AICTE, Pre-Post FDP Survey, Attendance - 95%

2. **UHV Management Program for Holistic Value based Education** **Purpose:** To orient Directors/ Deans and equivalent to a comprehensive Vision for Holistic Value-based Education with focus on Universal Human Values **Duration:** 3-day

For Whom: Universities/ Institutions

Participants: Director, Deans, HoDs

Expected number of participants: 25-40

Prerequisite: None

Certificate by and criteria: AICTE, Pre-Post FDP Survey, Attendance - 95%

3. **FDP on Universal Human Values - Introduction**

Purpose: To orient faculty and mentors for incorporating UHV in education

Duration: 3-day

For Whom: Institutions

Participants: Faculty, Staff, Management, others

Expected number of participants: 80-120

Prerequisite: None

Certificate by and criteria: AICTE, Pre-Post FDP Survey, Attendance - 95%, Test

4. **FDP on Universal Human Values (UHV-II)** **Purpose:**

   1. To orient faculty for teaching UHV-II *(A 3-credit course recommended by AICTE in its Model Curriculum)*

   2. To encourage host college/university to develop into a nodal center

   Duration: 5-day

   For Whom: Institutions

   Participants: Faculty

   Expected number of participants: 60-80

   Prerequisite: Certificate of UHV-Introductory FDP (Online or Face-to-face)

   Certificate by and criteria: AICTE, Pre-Post FDP Survey, Attendance - 95%, Test

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

5. **FDP on Universal Human Values (UHV-II) Purpose:**
   1. To orient faculty for teaching UHV-II *(A 3-credit course recommended by AICTE in its Model Curriculum)*
   2. To encourage host college/university to develop into a nodal center
   Duration: 8-day
   For Whom: Institutions
   Participants: Faculty
   Expected number of participants: 40-80
   Prerequisite: None
   Certificate by and criteria: AICTE, Pre-Post FDP Survey, Attendance - 95%, Test

6. **FDP on Universal Human Values (UHV-III) - Understanding Human Being, Nature and Existence Comprehensively Purpose:**
   1. To orient faculty for teaching UHV-III (a course of Minor Degree in UHV)
   2. To prepare UHV Resource Persons
   Duration: 8-day
   For Whom: Institutions
   Participants: Faculty
   Expected number of participants: 40-80
   Prerequisite: Certificate of UHV-II FDP (Online or Face-to-face)
   Certificate by and criteria: AICTE, Pre-Post FDP Survey, Attendance - 95%, Test

   For deciding about an appropriate FDP suiting requirement of your Institution; concerned Regional Coordinator, NCCIP (List given below) of your region may be consulted.

d. Key Guidelines for hosting the FDP (Before applying for Hosting an FDP)

- University/ Institute Administration (VC/Registrar/ Dean/ Director/Principal/ HoDs) is committed to participate in the FDP to have an overview about the vision of Holistic, Value based Education.
- Faculty/staff attending the FDP should be free from all other duties and no other assignment may be given to these members during the FDP. A notification to this effect may timely be notified informing the prospective participants.
- Inauguration and Valedictory sessions to be planned as per session plan shared by the AICTE or in consultation with the Observer appointed and/or the Regional Coordinator.

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

- It is important to mention here that the schedule for the workshop will be provided to the institute beforehand. It is expected that institutes will adhere to inaugural and valedictory functions schedule and will take utmost care that they are not extended beyond the given time schedule.
- FDP to be open for outside participants of nearby colleges if they wish to participate in the FDP. The host institute may permit up to 20 participants as an extended responsibility to work in neighboring areas. The food/tea for these participants may kindly be arranged as a token of our affection & care towards our guests by the Host Institute.
- The team of Resource Persons (incl. Co-facilitator(s), Observer and Regional Coordinator) to be provided by NCCIP AICTE.
  - The Resource Person for the FDP may be from anywhere around the country but AICTE will prefer arranging for Co-facilitator and Observer from within the state/region of the Host Institution.
- The complete FDP will be conducted by the team of Resource Person(s) provided by NCC-IP and no other requests for sessions by people other than the team sent by the AICTE to be entertained.
- The Director/ Principal along with LPC is expected to participate in a pre-planning meeting to understand the whole process of organizing an FDP effectively.
- **Expenditure**
  - TA/DA - The arrangement for the travel & accommodation of the Resource Team to be done by the Host Institute.
  - Food - there are 3 possible modes for arranging for food of the participants
    - Host Institution to plan for lunch from Institution's side so that participants/ faculty are able to participate in the workshop conveniently
    - Participants bring their own food as they do during normal college working days
    - Blended mode - It may be arranged partially by the faculty/staff on normal working days and partially by the Host Institution on the day when it is holiday i.e. Sunday
    - The lunch & tea (twice) for Participants from the outside Institution may kindly be arranged by the Host Institution
      - The tea for all the participants twice a day may be arranged by the Host Institution
- The team of the host institute, participating in this FDP, is expected to evolve a roadmap and an implementation plan for developing the institution into a living model for Holistic Value based Education (see Guidelines for UHV Cell, Nodal Centre for UHV and UHV Resource Centres[5]). https://fdp-si.aicte-india.org/download/Guidelines/G911%20UHV%20Cell,%20Nodal%20and%20Resource%20Centres.pdf

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

- Of course, NCCIP is equally committed to hand-hold the institutions for moving towards this state.

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

Annexure-1: Proposal Email for applying to AICTE for Self-funded FDP
Application Form
<mark>(TO BE PRINTED ON THE LETTER HEAD OF THE INSTITUTION)</mark>
Proposal Email for applying to AICTE for Self-funded FDP

To
The Convener
National Coordination Committee for Induction Program (NCCIP) All
India Council for Technical Education (AICTE)

SUBJECT: Proposal for hosting UHV FDP at our Institution on self-funded basis

Respected Sir,

With reference to the above subject, we herewith submit our proposal for hosting an UHV FDP at our University/ Institution on a self-funded basis.

Our University/ Institution - **<mark>(Name of institution……………………….…………….)</mark>** is AICTE/UGC approved institution established in ……………

We have a deep desire, interest and long-term commitment for developing the institution into a Holistic, Value based Living Model. In this regard; the ADMINISTRATION viz. - Promoters, Vice Chancellor, Director/ Deans/ HoDs etc. themselves are willing to spend time understanding the vision for a Holistic Value Based Education (HVBE) shared through this UHV-FDP and will actively participate in the FDP.

Before applying for this FDP we have thoroughly discussed it with our Regional Coordinator <mark>(RC Name)</mark> of NCCIP AICTE & taken a comprehensive view about this FDP; we place our proposal for hosting an FDP on Universal Human Values (along with the details of various UHV related activities being conducted by the University/ Institution.

We have submitted our application in the google form mentioned in the **Guidelines & Procedure document**.

We look forward to your cooperation & support in helping us develop our Institution into a model of Holistic, Value-based Education (HVBE).

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

Warm regards

HoI Name & Signature

Encl:
PDF copy of Application Form (submitted only)
To: Convener NCCIP <convener.nccip@aicte-india.org>
CC: Regional Coordinator (RC)

Annexure-2 Application Form for applying to host an FDP on UHV

Link to apply for the (Self-funded) FDP on Universal Human Values

https://forms.gle/iB64fykXPUpD6KYV7

After submitting the application through the above link; please attach (in PDF form) a copy of the same with your application letter.

Annexure-3: List of Regional Coordinators (RC's) of NCCIP

S. No.	Region	States/Union Territories	Regional Coordinator	Mob. No.	E-mail
1.	North-Western Region (NWR)	• Delhi • Haryana • Punjab • Chandigarh ▢ Himachal Pradesh • Jammu & Kashmir • Rajasthan	**Sh. Jitender Narula**	9478098082	mail.narula@gmail.com
2.	Northern Region (NR)	▢ Uttar Pradesh ▢ Bihar ▢ Uttaranchal	**Prof. Upasana Mishra** **Sh. B. N. Pandey**	9891644950 9582046559	uhvupasana@gmail.com mishraupasana@akgec.ac.in pandeybn@akgec.ac.in

3.	**Central Region (CR)**	• Madhya Pradesh. • Chhattisgarh • Gujarat	**Prof. Anupama Tiwari**	8959939231	anupamatiwari@acropolis.in
			Prof. Dipti Tapiawala	8160155636	diptitapiawala.ash@svitvasad.ac.in
4.	**Western Region (WR)**	☐ Maharashtra ☐ Goa, Daman and Diu, Dadra and Nagar Haveli	**Sh. Umesh Jadhav**	9823274899	jumeshin@gmail.com
			Prof. M. B. Rao	9820123816	raomb@ies.edu
5.	**Southern Region (SR)**	☐ Tamil Nadu and Pondicherry	**Prof. V. Sumathi**	9942162146	sumathi.math@sairam.edu.in
6.	**South Central Region (SCR)**	☐ Andhra-Pradesh ☐ Telangana	**Prof. G. Prasanti**	7093922471	prasanthi.mech@jntua.ac.in
7.	**South-Western Region (SWR)**	• Karnataka • Kerala • Lakshadweep	**Prof. Priya C. V.**	9048454528	priya.viswanathan@acetvm.com
			Sh. Sarathchandran- M. Balachandran	7827810860	2sarath.mb@gmail.com
8.	**Eastern Region (ER)**	☐ West Bengal	**Prof. Dilip Debnath**	9990477322	dilipd.dn@gmail.com

e. Guidelines for Local Program Coordinators (LPC) of Self-Funded UHV Workshops
(Including checklist for pre-during and post FDP activities)

Once the FDP (applied for) is approved by AICTE and a formal confirmation is received by the Host Institution; the Local Program Coordinator to start preparation for the FDP as per following guidelines:

i. Pre-During & Post Workshop Activities:

1. LPC to get in touch with the Regional Coordinators and obtain the details of the Resource Person & Team.

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

    1.1. Get in touch with the resource person(s) and team designated for your FDP. Note down their requirements. In particular, take the workshop schedule and rationalize it with your institutional timings / constraints.

    1.2. Understand the program / workshop schedule from the resource person(s).

    1.3. Contact with Resource persons and team, and provide the information they need.

    1.4. Arrange for their travel, stay and local transport of the resource person & team. This includes receiving them from the airport/station, providing any arrangement they need for the smooth conduction of the workshop.

    1.5. The expenditure on travel, food & accommodation for RP & team are to be borne by the Host Institution

2. LPC to have an online meeting with the Regional Coordinator, RP & team and understand the whole process of the FDP and also the guidelines.

3. Participation: adequate number of registrations should be ensured.

    3.1. LPC to ensure adequate number of participation as per commitment made while filling the application form. For this; necessary adjustment of faculty schedule may be discussed with HoI/ Director, if required and accordingly; official circular be notified regarding the scheduling of the FDP and participants be informed properly so as to ensure their participation.

    The VC/Director of the host institution can be extremely helpful in encouraging participants from the host institution by ensuring that they are formally freed up from their other duties during the FDP. It is generally seen that without this help, host institution participants are called out for performing their usual duties with the result that they are unable to fully attend the FDP. This must be avoided.

    3.2. The expected number of participants are as follows:
- For 3-day FDP   60-100
- For 5-day FDP   60-80
- For 8-day FDP   40-80
- For adequacy of number of participants for various other FDP formats; respective regional coordinator must be consulted

    3.3. The Host Institution is also expected to accommodate upto 20 participants from outside institutions as part of their extended responsibility towards neighboring institutions, in case faculty from outside institutions register for the FDP.

    3.4. It is highly desirable that the LPC, volunteers and participants from the host institution are present during the entire period of FDP. If they are themselves absent, then it sets up the wrong precedent for others.

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

3.5. LPC is expected to ensure adequate participation, smooth arrival of outstation and local participants, accommodation for outstation participants, food for all participants, maintenance of registration data etc. before the FDP starts.

3.6. Faculty, staff and even families of the host institution may participate, particularly in case the formal participation is not adequate. However, these participants must be committed to attend all the sessions. Please check the UGC-AICTE norms (or consult with respective Regional Coordinator) for payment for expenses related to staff and family members.

Double-check that the FDP is listed in the approved FDP list on the AICTE site.
See https://fdp-si.UGC-AICTE-india.org/verifiedProgramDetailsList.php

4. Accommodation

a. Since the FDP is announced on the AICTE portal; so it may be possible that a few participants from outside Institutions also register for the FDP. Therefore, a provision for accommodation of upto 20 participants may be done.

b. LPC is expected to ensure appropriate accommodation for outstation participants in your guest house, hostel etc. The room must be furnished with bed linen etc. toilet and bath may be attached or common to multiple rooms.

c. Accommodation for male-female participants must be separate. Pre-allocate rooms on a twin-sharing basis (two people to a room) considering age and physical disability.

d. Accommodation for participants traveling with family members or others accompanying them (who are not also full-time participants) may be charged, or they may be informed about nearby hotels to make their own stay and local travel arrangements. Please check UGC-AICTE norms for payment for family accommodation or local travel charges for families.

Additional Tips:

e. Make a list of participants and its details, who need accommodation (This list can be made 5-days before the commencement of the workshop). Do the pre-allotment for the participants' stay. Priority needs to be given to differently able participants, ladies, outside city participants. Special requests related to stay (ground floor room etc.) may be entertained to the extent possible.

f. Send an email and SMS to all the registered participants three days before the start of the workshop with the program schedule and details of stay arrangements.

g. Make a proper arrangement for the stay of the participants.

5. Food

a. It is for the Host Institution to decide on arranging food from the Institutions' side or In order to make it a sustainable activity; participants can bring their own food and then they may have it together at one place.
b. The Host Institution arranges food for RP & Team and a few outstation participants.
c. Align meal and tea timings with the workshop schedule. The schedule for tea and lunch breaks are to be adhered to and not expected to spill over the session timings.
d. Keep the menu simple with healthy local regional seasonal choices of preferably vegetarian food.(discussion with observer is necessary in this regard)
e. Avoid plastic/Styrofoam plates, cups, water bottles etc. (Come up with eco-friendly alternatives)
f. To ensure lunch is completed in time, it is essential to have one serving counter for every 40 participants. So, if there are 80 participants, keep 2 serving counters and so on.
g. Make an agreement on all of the above with the caterer.
h. Arrange for the morning tea, breakfast, lunch, dinner and two tea & snacks/ other healthy drinks during the workshop for AICTE & Team and for outside participants.

6. Prepare for Workshop- 6.1. Workshop Hall:

Arrange for a hall which can seat 80-100 participants comfortably. Floor seating is recommended, as shown in the figure below.
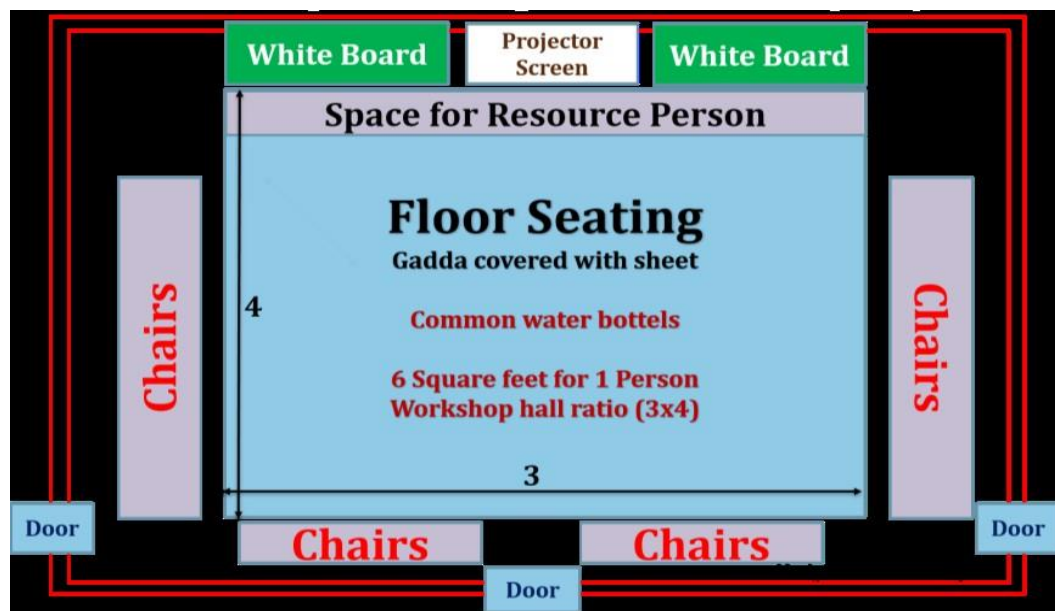
The workshop hall must have the following:

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

1. Audio system with collar mic (not just a hand-held mic) for the speaker
2. Audio system should be connected to the laptop to show videos
3. 1-2 hand mikes
4. Projector and screen to show slides
5. Laser pointer for the computer from where the slides are to be projected
6. White / green / black board with markers / chalk
7. UPS backup for the audio system and projector
8. Spare batteries for the mics

6.2. Discussion rooms:

At least one discussion room is required for the 8-day FDP (in addition to the workshop hall). Evening discussions are held in small groups of 10-15 participants, so one discussion room is required per group. The constraint is the number of discussion leaders. The classrooms may be arranged for this purpose.

Banners: There is a need for a banner for the workshop. If you can, please come up with ecofriendly options, rather than a printed flex. A sample has been attached[5].

6.3. Transportation:

Make arrangements for transportation between accommodation and workshop venue, if the distance between these is more than normal walking distance. These arrangements may be required in any case for older participants and those with disability. The participants have to be informed about these arrangements.

6.4. Kit for Participant:

Avoid plastic covers, plastic name tags (come up with eco-friendly alternatives). This kit is to be given at the time of registration. It should contain:

- A note-book or writing pad (to take notes)
- A pen or pencil
- Printed copy of About the FDP-SI with FDP Schedule and UGC-AICTE norms for certificate of participation
- Links to download Mentors Guide for UHV-I[9], FDP-SI UHV-I Presentations[10], SIP UHVI Presentations[11] etc.
- Printed copy of the Pre-FDP Survey or link to on-line survey is provided
- Printed copy of your institute rules (decorum, alcohol / drug policy, mess timings, guest house timings, etc.) + useful phone numbers
- Links to download SIP Detailed Guide, Handout of Presentation of NCCIP Chairman etc.

- provide a simple i-card with only the name and institute/ city of the participant.

6.5.   Participant Farewell Kit:

- This kit is to be given on the second-last day (2nd day in case of a 3-day FDP, 6th or 7th day in the case of an 8-day FDP). It should contain:
- Printed copy of Self-evaluation Form and Feedback Form7 (to be filled and returned on the last day) or links to the on-line forms are provided
- Printed copy of Post Workshop Guidelines for Participants.

6.6.   Inaugural & Valedictory Preparation:

Plan for short (15-20 minute) inaugural & valedictory talk by your VC / Director or faculty member designated by them or local academician (please do not call those not directly connected with academics). This talk will be at the beginning of the first session of day one. This is expected to welcome everybody, inspire them with the purpose of this FDP and encourage full-time participation. Please do not plan for any elaborate inaugural function.

Valedictory will be towards the end of the self-evaluation sharing. The valedictorian must be present during the self-evaluation sharing and include their take-away from this sharing in their talk. This is to encourage working on the post-FDP actions and bid farewell to all.

6.7.   Volunteers:

Make arrangements for an adequate number of full-time volunteers. These may be faculty members or senior students. They should be allocated specific responsibilities like manning the registration desk, taking attendance, hostel or food arrangement etc.

6.8.   Emergency Preparedness:

Identify arrangements for medical, fire and police emergencies.

7.   During the FDP

7.1.   Registration and Help Desk:

Setup this desk one evening before the start of the FDP. It must be manned by at least two people, say, one faculty member and two volunteers. It is for guiding participants to their designated accommodation, to complete the registration formalities, to help with local transportation, coordinate the volunteers, keep the data about participants' attendance etc. updated. The help-desk should also arrange for providing a certificate of attendance for duty leave purposes (with actual attendance) for participants who need such a certificate. It should be signed by the LPC.

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

During Registration:
- Mark the registration list with those who have reached. These are the participants
- Provide them the Participant Welcome Kit
- Remind them that they are expected to attend all sessions on all days of the FDP
- If possible, take a photo of the participant and insert in the Participant List
- Take their signature

7.2. Upkeep of Workshop Hall:

Keep the workshop hall clean, well-aired, in good shape with all the equipment etc. in good working order. There must be a designated volunteer available to take care of any requirements throughout the FDP. Some of the points to keep track of are:
- drinking water (preferably in reusable bottles)
- audio system with collar mic (not just a hand-held mic)
- audio system should be connected to the laptop to show videos
- projector and screen to show slides
- laser pointer for the computer from where the slides are to be projected
- white / green / black board with markers / chalk
- spare batteries for the mics

7.3. Inauguration:

The first session on day 1 is the inaugural session. Ensure that it starts and finishes on time. Keep it as simple as possible, with minimum pomp and show. Focus on its purpose of inspiring the participants to actively take part in the FDP.

Announcements: Please make announcements at appropriate time regarding the following
- the purpose of the FDP
- the UGC-AICTE norms for certification (at least 90% attendance) • regarding mobile phones – keep them off (or at least in silent mode)
- regarding moving in and out of the session etc.
- breaks, rest-rooms, meal and tea timings etc.

7.4. Attendance:

Participants are expected to mark their attendance each session. A fresh attendance sheet should be passed on each session day. Volunteers should be there to encourage participants who are outside the workshop hall without adequate reason. If they need help, the volunteer should try to help them. Participants missing more than one session in a 3-day FDP or more than two sessions in an 8-day FDP are considered as unsuccessful participants. All such

participants shall not receive participation certificates. Attendance is a very important criteria for certification.

7.5. Follow-up of documents to be completed by participants:

Please ensure that every participant has got self-evaluation and feedback from the link at the end of the second-last day of the FDP.

Distribution of Material etc.: At the end of the second-last day, distribute the farewell kit.

Participants must have time to fill the Self-evaluation and Feedback Google-form. Ensure every participant has submitted Self-evaluation and Feedback google-forms online.

Collection of Completed Self-evaluation and Feedback forms: This is to be done on the last day, after participants have completed them.

7.6. Valedictory:

The last session on the last day is the valedictory session. Ensure that it starts and finishes on time. Keep it as simple as possible, with minimum pomp and show. Focus on encouraging participants to work diligently on the post-FDP actions and bid farewell to all.

7.7. Maintain Simplicity:

Gifts, Honorarium etc.: Gifts, mementoes, honorarium etc. are neither expected nor accepted by the resource persons & team. They are involved in this activity as their social responsibility. One good way of expressing your gratitude would be to creatively articulate your specific commitments for SIP, UHV-I, UHV-II, Minor Degree etc.

Additional Tips:

1. Take reporting of the registered participants and also provide facility for On-spot registration for those participants who have not registered yet. The reporting and registration process should be completed before the start of the inaugural session of the workshop. Since the online registration facility will remain active till evening of the 1st day of workshop only, therefore, online registration should be completed by these participants by the evening of the first day.
2. Make an announcement about the necessary guidelines to all participants at the end of the inaugural session.
3. Provide support to the AICTE team in taking attendance. This should be done in all sessions of the workshop.
4. Take 5-10 photographs- group photo, inaugural session, while conducting the workshop, closing ceremony etc.

7.8. Presence of Local Organizer / Volunteers:

It is highly desirable that the local program coordinator, volunteers and participants from the host institution are present during the entire period of FDP.

Additional Tips:

1. Be present during the entire program and help the participants whenever in need
2. Be in touch with the resource person and make the necessary announcements at the start or end of the session whenever needed.

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

8.   After the FDP

8.1.   FDP Records:

Complete the FDP records file (registration list, actual participants, day-wise attendance, self-evaluation and feedback forms, summary of learnings/process improvements, summary of participant feedback, FDP Photo etc.).

8.2.   Attendee Record:

Please make a copy of the list of participants. Mark the number of sessions attended, if they have submitted their pre-FDP Survey (in the case of an 8-day FDP), self-evaluation and feedback forms. Get this list signed by the Resource Person on a daily basis. Provide a copy of this list and a copy of the daily session-wise attendance sheets to the resource person.

Verify Participant List and Upload Data to AICTE. Please note that when you upload the data, your login will immediately expire. Therefore, you must first verify the participant list and only then upload the data. Open the list of participants from your AICTE login. Fill the attendance record for each participant.

Only after that, upload the following data on your AICTE login:
(Please note that when you upload the data, your login will immediately expire)

1. 3-5 photographs of the FDP (one of the resource persons while conducting the workshop, one of the participants attending the workshop, one group photo).
2. Participant list with cumulative attendance (how many sessions they have attended).
3. PDF of scanned copy of signed daily session-wise attendance sheets

Please email the LPC report (FDP-SI Report[13]) to Convener NCC-IP for final compilation. Please download the format of the report and fill it. It should contain:

1. A brief report, few photographs (including 1 group photo), news clippings (if any)
2. Scanned copy of day-wise attendance sheets duly signed by the resource person
3. The list of participants who have successfully completed the FDP-SI marked with:
   a. Is the participant interested and competent to be developed as a part of the organizing team of UHV in future based on their performance during the FDP-SI
   (as- Resource persons, Co-facilitators/ Local Program Coordinator, Volunteer etc.)
   b. Is the participant interested and willing to attend a future 8-day FDP? During the last day of the FDP-SI, they may be asked to fill a column about "Their interest in attending 8-day workshops" in the attendance sheet.

8.3. Ensure payment of TA bill of AICTE team and collect all the bills (including the TA of resource persons, co-facilitator etc.). Check, if all the details are as per the AICTE mandate.

8.4. Certificate: The certificate shall be delivered to all the participants by email within 23 week (follow-up with your Regional Coordinator)

8.5. Email of Thanks:

Send your thanks individually to the participants (via mail-merge). It may contain links to download the Post-FDP Instructions, FDP slides, SIP Manual… It may also contain the workshop photo, copy of the self-evaluation and feedback form etc.

8.6. Follow-up Activities:

- Form a Student Induction Program (SIP) Cell for coordinating SIP annually. Appoint a SIP Cell Coordinator and allocate staff. This cell can take responsibility for planning and conducting the SIP.
- Form a VE Cell for coordinating UHV-I, UHV-II and other VE activities throughout the year.
- Appoint a VE Cell Coordinator and allocate staff. This cell can take the responsibility for weekly UHV meetings, developing UHV resource persons etc.
- Organize a weekly meeting of participants from your institution and nearby local institutions
- Make effort for developing into a UHV Nodal Centre for your region / state
- Follow-up with those universities, colleges, institutions which expressed their interest in organizing FDP-SI

8.7. Certificates of Participation for non-UGC-AICTE participants: The LPC may optionally organize participation certificates on the host university/college letterhead for non-UGC-AICTE participants only. These should be printed for tentative eligible participants keeping the attendance criterion. These participation certificates should be ready one day prior to the completion of FDP along with the signature of the host university VC / host college director and FDP resource person.

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

ii. Checklist for LPC (Self-funded) face to face UHV workshop

1. **Application for Face-to-Face FDP on Self-Funded basis:**
Preparation of an application to host the Face-to-face FDP on a Self-Funded basis in advance from your institution. Please see expenditure guidelines to prepare the proposal.

2. **Compilation of details & requirements from Participants**:
Compile the complete detail of the base data about the status of UHV/ SIP related activity beforehand like whether Host Institution running SIP, UHV-I and UHV-II, no. of faculty underwent introductory or advanced FDP on UHV etc.

3. **Provision of accommodation to participants**:
LPC is expected to make provision of accommodation for outstation participants, food for all participants by continuous maintenance of registration data etc.

4. **Availability of LPC & Team throughout workshop:**
It is highly desirable that the LPC, volunteers and participants from the host institution are present during the entire period of the workshop.

5. **Coordination with AICTE Team:**
LPC has to coordinate with Resource Person and their team by regular meetings/discussions. Note down their requirements for the smooth conduction of the workshop.

6. **Stay & Transport arrangement of AICTE Team members:**
LPC has to arrange the stay and local transport of the RP Team/RO/RC.

7. **Preparation of Reports:**
It is expected that LPC has to make arrangements for preparation of required reports and documents pre, during and post workshop and support observer for uploading the data during the workshop.

8. **Team of volunteers can assist LPC in making self funded face to face UHV workshops successful.**

A. **Team Reception and Registration checklist**

Sr. No.	Activity	Details of Coordinator and Volunteers
1	Complete data of registered participants	

2	How to reach message with location and contacts	
3	Receive participants at main entrance of the institute (at railway station/airport – RP Team/RO/RC)	
4	Accompany participant to hostel	
5	Send an email and WhatsApp message to all the registered participants three days before the start of the workshop with the program schedule and details of stay arrangements.	
6	Contact details of nearby doctors/hospital	
7	Attendance Register /Sheet	
8	In-Out entry register at the entrance of conference hall	

B. Team Accommodation for AICTE Team:

Sr. No	Activity	Details of Coordinator and Volunteers
1	Cleanliness in and around hostel (male and female)	
2	Neat and clean rooms with freshly washed bed linen, bed sheet, pillow, mobile charging points etc.	

3	Drinking water jug and glasses	
4	AC / ceiling fans	
5	Neat and clean washrooms and toilet	
6	Bucket and mugs	
7	Hot and cold water	
8	Electricity back up	
9	Separate accommodation for male and female participants	
10	Pre-allocate rooms on a sharing basis (two people to a room or more depend on the size of room)	
11	Older participants and those with physical disabilities may be accommodated on the ground floor	
12	Accommodation for participants traveling with family members or others accompanying them (who may not also be full-time participants) can be provided or may be charged	

13	Printed copy of institute rules (decorum, alcohol / drug policy, mess timings, guest house timings, etc.) + useful phone numbers	

C. Team food arrangements for AICTE Team

Sr. No.	Activity	Details of Coordinator and Volunteers
1	Nutritious and nurturing food for all participants from dinner on the day before the workshop starts till dinner on the day the workshop ends for the AICTE Team.	
2	Align meal and tea timings with the FDP schedule	
3	Keep the menu simple with healthy local regional seasonal choices of vegetarian	
4	Avoid plastic/Styrofoam plates, cups, water bottles etc. (come up with eco-friendly alternatives)	
5	To ensure lunch is completed in time, it is essential to have multiple serving counter (if required)	
6	Finalize the menu for all meals with the service provider in advance.	

7	Arrange for the morning tea, breakfast, lunch, dinner and two tea & snacks/ other healthy drinks during the workshop.	

D. Team FDP Hall:

Sr. No	Activity	Details of Coordinator and Volunteers
1	A hall which can seat 80-100 participants comfortably	
2	Floor seating plus chairs is recommended	
3	Drinking water facility outside the hall	
4	Audio system should be connected to the laptop to show videos	
5	Projector and screen to show slides	
6	White boards/Black boards – Blue/Red/ green markers / chalk – duster	
7	Laser pointer/ slider	

Guidelines and Procedure for hosting Self-funded FDPs - Universal Human Values

8	UPS backup for the audio system and projector	
9	Electricity back up	
10	Spare batteries for the microphones	
11	Collar mics for speaker and hand mics for participants (Approx. 1 mic / 40 participants)	
12	Banners- eco-friendly options, rather than a printed flex.	
13	Make arrangements for transportation between accommodation and workshop venues, if the distance between these is more than normal walking distance.	
14	Small group discussions rooms- 5 rooms close to workshop hall	
15	Computer Lab with broadband connectivity (for the final test) * This is only for participants who may have difficulty of internet and device	