

Guidelines for Local Program Coordinator of FDP-SI

(Version 2.0 15th November 2019)

Thanks for taking the initiative to organise the FDP-SI at your institute / college / university. This document contains responsibilities, guidelines and formats to help you organise the FDP-SI in an effective and efficient manner. Your suggestions for improvement are welcome.

You may like to refer to the detailed guide to the SIP for an overview of the context of this FDP-SI.

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Acronyms used:

FDP-SI	Faculty Development Program for Student Induction
UHV-I	Universal Human Values-I (mandatory course)
LPC	Local Program Coordinator / Local Organiser
UC	University Coordinator
RO	AICTE Regional Officer
NCC-IP	AICTE National Coordination Committee for Induction Program

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Background

In its 49th meeting of the Council held on 14th March 2017, approved a package of measures for further improving the quality of technical education in the country by incorporating human values in the curriculum. The 3-week mandatory Student Induction Program (SIP) is an initial, but significant step in this direction. This is articulated in the AICTE Model Curriculum.

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.

The number of UHV Faculty to be prepared is as follows:

1 faculty for every 20 students (actual intake in 1st year) in each department of each college

Minimum requirements:

- Minimum 2 faculty from every 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, by each college, 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.

Minimum faculty preparation

- 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

Before the FDP-SI

Purpose of the FDP

The 3-day FDP-SI is to provide an overview of Universal Human Values-I Module of the Student Induction Program. It is part 1 of the 2-part preparation of faculty to teach the UHV-I module of the SIP (part 2 is the 7/8-day FDP-SI on UHV-I). This FDP will not go into the details of any other modules of the SIP.

The 7/8-day FDP-SI is for preparing the faculty to facilitate UHV-I module of SIP.

This must be properly communicated to the participants. It may also be announced in the first session. There is no time allocated for sight-seeing, shopping etc. If participants are interested in these activities, they may plan extra days. Participants who have come for some other purpose may be allowed to leave.

The FDP-SI will be considered a successful starter when:

- About 130 participants are registered
- Registrations are from at least 20% of the universities, colleges, institutions in your district / state
- At least 10% and atmost 30% registered participants are from the host institution and they are officially relieved of all other duties, so they can attend the FDP-SI full time

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The FDP-SI will be considered successfully complete when:

- About 80 participants successfully complete the FDP-SI
- At least 10% successful participants are from the host institution
- There is a demand for 5 or more FDP-SI for the next 3-month period from the various universities, colleges, institutions participating in the FDP-SI
- At least 50% of the successful participants are committed to attend the next higher-level FDP (7/8-day FDP-SI in the case of a 3-day FDP-SI)
- The average expenditure per day per participant on food and accommodation is no more than Rs. 650

Budgeting and Advance

Prepare a budget and procure advance from your institution. In case you need advance from AICTE, please discuss and follow up with UC / RO. Please see expenditure guidelines¹⁵ to prepare your budget.

Ensure Participation

LPC would get a copy of the letter to the VC/Director of your University/college confirming the FDP from AICTE RO and/or Convenor NCC-IP and/or Nodal Centre.

Double-check that the FDP is listed in the approved FDP list on the AICTE site. See <http://www.fdp-si.aicte-india.org/verifiedprogramdetailslist.php>.

Send out invitations¹ for participation to colleges in your region through your VC/Director office. Be sure to mention the registration link, last date for nomination etc.

Confirm registrations. Each participant must be sent a confirmation of registration² by individual eMail (do not send emails to multiple participants). This can be done using mail merge tool.

Maintain the Registration List³, along with all the data required.

LPC has a complete view on the base data like the list of colleges in their region / district, registrations so far etc. If any required data is not available, they may contact their RO and/or Convenor NCC-IP and/or Nodal Centre.

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.

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.

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

¹ Letter for Inviting Nominations for FDP

² Confirmation of Registration for FDP

³ Registration List or Participant List

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sessions. Please check the AICTE norms for payment for expenses related to staff and family members.

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.

Additional Tips:

1. Make a list of nearby universities / Institutes (you may take help from University Representative/ SAC who has uploaded the workshop) and follow-up with them for registration.
2. Take the list of online registered participants from University Representative (who has uploaded the workshop).
3. Send an email and SMS to all the registered participants for the workshop (preferably by the evening of the day they register for the workshop). This email/SMS may also be sent by the University Representative.

Coordinate with Resource Persons and their Team

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

Additional Tips:

1. Take the program / workshop schedule from the resource person(s).
2. Contact with Resource persons and co-facilitators, and provide the information they need.
3. Arrange for the stay and local transport of the resource persons and co-facilitator. This includes receiving them from airport/station, providing any arrangement they need for the smooth conduction of the workshop.

Arrange Accommodation

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

Accommodate male participants separate from female participants.

Pre-allocate rooms on a twin-sharing basis (two people to a room).

Older participants and those with physical disabilities may be accommodated on the ground floor

Accommodation for participants travelling 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 AICTE norms for payment for family accommodation or local travel charges for families.

Additional Tips:

1. Make a list of participants and its details, who need accommodation (This list can be made 3 days before of 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.
2. 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.
3. Make a proper arrangement for the stay of the participants.

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Arrange for Food

LPC is expected to make arrangements for food for all participants from dinner on the day before the workshop starts to dinner on the day the workshop ends.

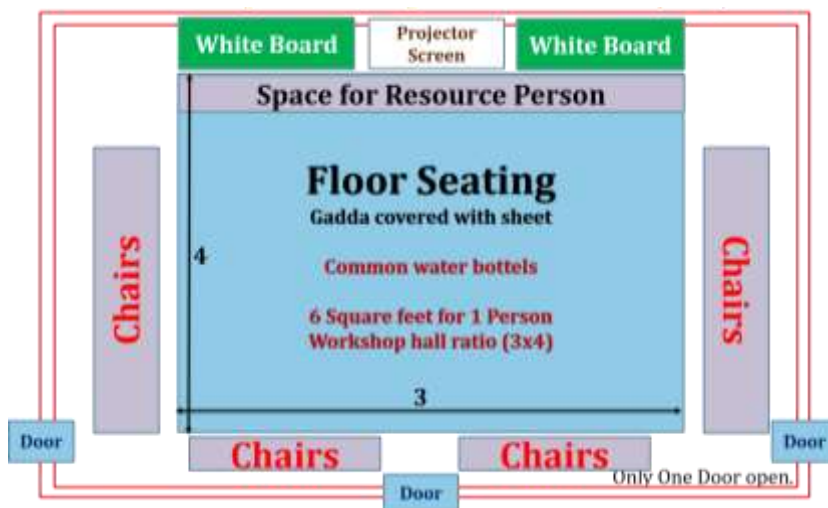
- Align meal and tea timings with the workshop schedule⁴
- Keep the menu simple with healthy local regional seasonal choices of preferably vegetarian food
- Avoid plastic/styrofoam plates, cups, water bottles etc. (come up with eco-friendly alternatives)
- To ensure lunch is completed in time, it is essential to have one serving counter for every 40 participants. So, if there are 80 participants, keep 2 serving counters and so on
- Make an agreement on all of the above with the caterer

Additional Tips:

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

Prepare for Workshop

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:

1. audio system with collar mic (not just a hand-held mic)
2. audio system should be connected to the laptop to show videos
3. projector and screen to show slides
4. laser pointer for the computer from where the slides are to be projected
5. white / green / black board with markers / chalk
6. UPS backup for the audio

system and projector

7. spare batteries for the mics

Discussion rooms: At least one discussion room is required for the 7/8-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.

Banners: There is need for a banner for the workshop. If you can, please come up with eco-friendly options, rather than a printed flex. A sample has been attached⁵.

⁴ 3-day FDP Schedule and 7/8-day FDP Schedule

⁵ Design of FDP Backdrop

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Transportation: Make arrangement 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.

Participant Welcome Kit: 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 AICTE norms for certificate of participation
- 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.

Participant Farewell Kit: This kit is to be given on the second-last day (2nd day in case of a 3-day FDP, 6th/7th day in the case of a 7/8-day FDP). It should contain:

- Printed copy of Self-evaluation Form⁶ and Feedback Form⁷ (to be filled and returned on the last day)
- Printed copy of Post Workshop Guidelines for Participants⁸
- Links to download Mentors Guide for UHV-I⁹, FDP-SI UHV-I Presentations¹⁰, SIP UHV-I Presentations¹¹ etc.

Inaugural Preparation: Plan for short (15-20 minute) inaugural 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 Preparation: Plan for short 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 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.

Volunteers: Make arrangements for 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 etc.

⁶ Self-evaluation Form

⁷ Feedback Form

⁸ Post FDP guidelines for Participants

⁹ Mentors Guide for UHV-I

¹⁰ FDP-SI UHV-I Presentations

¹¹ SIP UHV-I Presentations

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Emergency Preparedness: Identify arrangements for medical, fire and police emergencies.

Additional Tips:

1. Arrange for the workshop hall (size should be appropriate for the participants to sit) with proper light and sound system, projector facility and 1-white board & marker (Details about the workshop-hall is attached separately)
4. A kit should be given to all the participants before the start of the workshop at the registration desk. It should contain
 - a. Pen and Pad
 - b. Detailed Guide for Induction Program (this may be sent via email to all the participants)
 - c. Mentors Manual for UHV (may also be sent via email)
 - d. Feedback form
 - e. Post-workshop guidelines

During the FDP-SI

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.

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

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

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-SI
- the 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.

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Attendance: Participants are expected to mark their attendance each session. A fresh attendance sheet¹² should be passed in each session. 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 a 7/8-day FDP are considered as unsuccessful participants. All such participants shall not receive participation certificates.

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 form.

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

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.

Gifts, Honorarium etc.: Gifts, mementoes, honorarium etc. are neither expected nor accepted by the resource persons. 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 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 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 announcement about the necessary guidelines to all participants at the end of the inaugural session.
3. Provide support to 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.

Presence of Local Organizer / Volunteers: It is highly desirable that the local organizer and 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

After the FDP-SI

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.)

¹² Session Attendance Sheet

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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 then upload the data.

Please make a copy of the list of successful participants¹³ who have adequate (90-100%) attendance and who have submitted completed self-evaluation forms. These are the participants eligible to receive the AICTE Certificate of Participation. Get this list signed by the Resource Person. Provide a copy of this sheet and the copy of the daily session-wise attendance sheets to the resource person. Open the list of participants from your AICTE login. Check mark the participants eligible for certificate of participation and submit.

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 resource person 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). A sample is available on your login. Only the participants check marked as eligible for certificate will get an e-certificate of participation from AICTE.
3. PDF of scanned copy of signed daily session-wise attendance sheets

Please eMail the FDP-SI Report¹⁴ containing the following to Convener NCC-IP for final compilation:

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 7/8-day FDP? During the last day of the FDP-SI, they may be asked to fill a column about "Their interest in attending 7/8-day workshops" in the attendance sheet.
4. List of universities/colleges/institutions which are willing to conduct 3-day and 8-day FDPs at their own place for their faculties as well as participants from other institutions (An announcement may be made and proforma be given on the last day, just before lunch)

eMail of Thanks¹⁵: 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.

Accounts: Collect all the bills and properly verify them. Prepare a cover-note¹⁶ clearly mentioning the account number and bank details with IFSC code, in which money is to be reimbursed by AICTE.

1. Get it forwarded with the head of the institute/ registrar and submit to the RO office within 15 days of the completion of the FDP.

¹³ List of Successful Participants

¹⁴ FDP-SI Report

¹⁵ eMail of Thanks

¹⁶ Request from LPC to RO for Reimbursement of FDP Expenses

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2. Send a soft copy to Convener NCC-IP.
3. Keep a scan copy of all the bills with you. Follow-up with the RO office, if the payments are not made within 15 days of the bill submission.

The FDP-SI Expenditure Guidelines¹⁷ are provided.

Follow-up Activities:

- Form a 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 meeting, developing UHV resource persons etc.
- Organise 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

Additional Tips:

1. Upload the details on AICTE website on the last day
 - a. Data Collection
 - I. Prepare the Excel sheet of cumulative attendance (Please fill all the details correctly, as the certificate will be prepared on this basis and will be delivered through email) and upload the PDF of this Excel sheet.
 - II. Make a PDF of the hard copy of attendance sheets, with duly verified & signed by AICTE team, i.e. Resource person. (A file size less than 3-MB would be better)
 - III. 3 photographs including one group photograph
 - b. Data upload
 - I. Make sure that you have verified the eligible participants for issuing certificate before any data upload. Your account will be deactivated, once you have uploaded the details. Thus please do not upload anything before last day. Drop an email to P&AP Office at AICTE (eMail jpc.pap@aicte-india.org, phone +91 11 2958 1205) confirming that you have uploaded the required details for the certificate. Copy this email to the Convener, NCC-IP (eMail induction.outreach@itbhu.ac.in).
 - II. In case you need to re-activate your credentials, please send a request by eMail to P&AP Office at AICTE with a copy to the Convener, NCC-IP.
2. Email a Zip/Rar file containing few photographs, news clippings (if any), a brief 1-page report about the FDP, list of participants willing to attend the 7/8-day FDP (for 3-day FDP), list of participants willing to contribute as observer/co-facilitator/resource persons (for 7/8-day FDP) to the Convener, NCC-IP.
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.
4. Submit the bills to RO, AICTE regional office. Keep one scan copy of the bills with you.

Note

1. The certificate shall be delivered to all the participants by email within a week (follow-up with P&AP Office at AICTE)
2. The bill clearance may take around 15-days after submitting it to the AICTE Regional Office. (follow-up with the AICTE Regional Office)

Certificates of Participation for non-AICTE participants: The LPC may optionally organize participation certificates on the host university/college letterhead for non-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

¹⁷ FDP-SI Expenditure Guidelines

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signature of host university VC / host college director and FDP resource person. Please note that AICTE will not bear any expenses related to these participants.

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Appendices

1) Letter for Inviting Nominations for FDP

Please download L001

2) Confirmation of Registration for FDP

Please download L002

<< About the FDP, Resource person, Schedule

Date, time, venue location, location of accommodation, how to reach, institute rules and policies regarding discipline etc., Mess timings, useful contacts (LPC, Accommodation, volunteers, etc.)>>

3) Registration List or Participant List

Please download D003

This list should be a standard excel sheet with all the required data shared by all concerned (so it may be on a Google Drive or some other place on internet)

Name, designation, institute, university, city, state, country

Photograph

Registration confirmed or not

Expected Arrival, Departure

Accommodation

Registered (on which date etc.)

Attendance (in each session? Or keep this separate)

Any other required information (do not make multiple files for different functions, as far as possible)

4) 3-day FDP Schedule and 7/8-day FDP Schedule

Please download D001

5) Session Attendance Sheet

Please download F002

Get the Participant list signed in each session separately. So, for one session, there is one set of sheets with only one column to sign. Keep few relevant columns like:

Name, Institution, Signature

6) Self-evaluation Form and Feedback Form

Please download F003 and F004

7) Feedback Form

Please download F005

8) Post FDP Guidelines to Participants

Please download G002

9) Mentors' (Facilitators') Guide for UHV-I

Please download G003

10) FDP-SI Presentations

3-day FDP-SI Presentations

8-day FDP-SI Presentations

11) SIP UHV-I Presentations

SIP Presentations

12) eMail of Thanks

Please download L003

13) FDP-SI Report

Please download D005

14) List of Successful Participants

Please download F006

15) FDP-SI Expenditure Guidelines

Please download G001

16) Backdrop (Poster)

Please download D004

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16) Cover Letter for Reimbursement of Expenses

Please download F801 Request from LPC to RO for Reimbursement of FDP Expenses