

Guidelines for Regional Coordinators

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.

To broadbase the planning and execution, various universities are being approached by AICTE. Some 48 universities and institutions have already responded. 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 to guide the Regional Coordinators.

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.

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

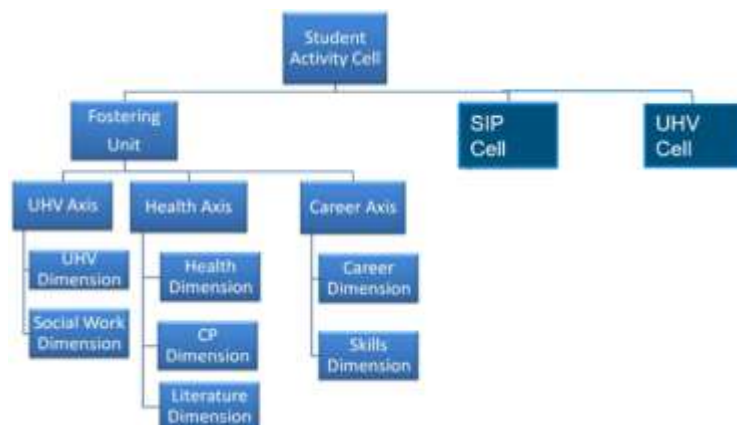
With the above criteria, the number of faculty to be prepared can be calculated by each department, by each college, by each university.

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

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.

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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.

AICTE Role

AICTE is conducting various FDPs for meeting the above targets.

AICTE will also provide the funding for participant boarding and lodging as per norms.

The Approval Process Handbook includes various measures related to incorporation of human values in the institutions.

Role of Regional Coordinator (RC):

The RC is successful when:

- All universities in the region have identified their UC and the UCs are active
- Wherever UCs are not identified, RCs and SACs are making effort for it with the concerned universities
- Planning and ensuring adequate FDPs in the region (through UC or directly with LPC where UC is not identified)
- Sharing the consolidated status on a fortnightly basis with RO, Convener
- Selected universities in the region have identified their potential Nodal Centers and are making effort to make them active in the region

For this, the RC is expected to:

1. Coordinate with the RO / camp office.
2. Get/refine the list of colleges/institutes in the region. Sub-divide them by affiliating university.
3. Identify the universities that are not on board or do not have an active UC and get them on board. Once a university is able to identify an active UC, then the UC can do the detailed planning and followup for that university, i.e for all the institutions in that university.
4. Planning of FDPs may be done individually by the RC/SAC, for the time being for colleges which are not being addressed by any UC. This process includes:
 - a. Identifying an LPC in coordination with the college management/ director/ principal
 - b. Get the firm FDP dates from LPC and upload the FDP on the AICTE portal
 - c. Hand over the responsibility to coordinate that FDP to the LPC
5. Keeping track of all universities in the region and collecting their activities every fortnight:

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- a. From UCs wherever available
 - b. From LPCs where UCs are not yet allocated
 - c. Efforts to ensure UCs for universities where UCs are not yet assigned
6. Consolidation of the region level activities, comparing with the plan and target and developing a bi-monthly update. This update is to be shared with the concerned RO and Convener NCC-IP every fortnight:
- a. The RO is expected to use this for the monthly report to MS AICTE
 - b. The Convener NCC-IP is expected to consolidate the same at the National level

In the short term (starting Jan 2020):

1. Identify the universities (that have AICTE approved institutions) in your region. Motivate them to identify university coordinators. Help the university coordinators to plan for their university

For the institutions not covered by university coordinators:

2. Refine the targets on the basis of actual admissions in the institutions in your region (target = number of UHV Faculty (Mentors) required)
 - a. In each AICTE approved institution in your region, how many faculties from each department are to be prepared
 - b. In your region (consolidation of all institutions in your region)
3. Make an initial plan for 3-day FDP-SI (UHV) and 8-day FDP-SI (UHV) to meet the above targets
 - a. Number of FDPs required in next 2-3 years
 - b. Identify institutions where FDPs can be held
 - i. AICTE approved institutions
 - ii. Non AICTE approved institutions (prestigious institutions or institutions where it is possible to hold FDPs). Your prior approval is essential to hold an FDP in such institutions
 - c. How to ensure sufficient participation in the FDPs
4. Take stock of the present situation in your region and share the same with MS AICTE. The report may be prepared by RC NCC-IP and RO AICTE together
5. Identify the universities/deemed to be universities in your region which have AICTE approved institutions. Identify their university coordinators, if not already identified.
6. Hold small group meeting of Directors/Principals with CM/Convener/Member/RC NCC-IP at regional office or a university for smooth conduction of FDPs
7. Facilitate a streamlined process for all pre and post FDP activities. The response time of each of the process steps should be looked into, including
 - a. Time taken for forwarding FDP request to HQ
 - b. Time taken for sending request to host institution
 - c. Your participation and participation of other AICTE Officers in the FDPs, as far as possible, to convey AICTE mandate and seriousness regarding value-based education and SIP
 - d. Time taken for bill clearance
8. Consolidate the progress and share the progress on a monthly basis with MS AICTE. The report is to be prepared by RC NCC-IP and RO AICTE

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In the longer term (by 31st March 2023):

1. Motivate universities to identify their Coordinators and later develop UHV Nodal Centres. Overall, 100 UHV Nodal Centers have to be developed in the Nation. 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.) and is able to motivate and help other institutions in the Region/ Nation. This can be achieved if the top 25 technical universities in the Nation are able to develop 4 Nodal Centers each.