

Guidelines for Resource Persons

(Facilitators, Co-Facilitators, Observers)

Background

In the 2018, AICTE updated the Model Curriculum (Ref 1 and Ref 2) for all Professional Education. It has been adopted by the AICTE approved/affiliated professional colleges.

The 3-week Student Induction Program (SIP) is a mandatory part of the 1st year curriculum. In the SIP, there are 8 modules, one of which is the UHV-I module. To teach this, there is a need for the development of UHV Faculty Mentors. The AICTE guideline is 1 UHV Faculty Mentor for every 20 students. So, if an institution has 100 students, they are expected to ensure 5 faculty members have attended the 7/8-day FDP-SI. The 8-day FDP-SI is a sufficient initial preparation for faculty to teach UHV-I during SIP and the UHV-II course during the 3rd/4th semester. The 3-day FDP-SI is for awareness and initial orientation.

Country-wide there are 10,500 colleges with approved intake of 20 lakh students in professional UG programs. That means we need to prepare 1 lakh teachers. The present targets are 10,000 teachers in 2019-20, 20,000 teachers in 2020-21, 30,000 teachers in 2021-22 and 40,000 teachers in 2022-23. On an average, a well-attended FDP-SI has 60 participants, though we aim for 100. That means, we need to conduct 167 3-day FDP-SI and 167 8-day FDP-SI in 2019-20; followed by 333, 500 and 667 in the subsequent years.

For this huge task of National significance, many resource persons, like you, are required. Thus, there is a need for at least 50 resource persons in 2019-20; and 120 the following year and 150 in 2021-22. You are, one amongst them! You are multiplying the possibility of developing future resource persons by your effort.

So, the success of any FDP-SI lies in:

1. %of the participants who attend all the sessions
2. %of the participants who are active in discussion and sharing their insights
3. %of the participants who show willingness to attend the next higher workshop
4. The faculty rating given in the feedback by the participants
5. No. of future workshops planned in host university, other institutions

In the longer term, it is gauged by:

1. %of the participants who actually attend the next higher level workshop
2. %of the participants who actually become UHV Mentors, conduct the UHV-I during SIP and conduct the UHV-II course in the 3rd/4th semester
3. %of the participants who develop into resource persons and conduct effective FDP-SI for other faculty members, for the community and the society at large

Acronyms used

AICTE	All India Council for Technical Education
UHV	Universal Human values
LPC	Local Program Coordinator (at the host institution)
NCC-IP	National Coordination Committee for Induction Program
FDP-SI	Faculty development Program for Student Induction
SIP	Student Induction Program

References:

1. For UHV-I, please refer to the AICTE Model Curriculum 2018 (pages 31-38 of Volume I https://www.aicte-india.org/sites/default/files/Vol.%20I_UG.pdf)
2. For UHV-II (Course H-102 "Universal Human Values 2: Understanding Harmony"), please refer to pages 166-170 of Volume II (<https://www.aicte-india.org/sites/default/files/Vol.%20II%20%20AICTE%20UG%20%20Curriculum.pdf>)
3. Guidelines provided to the LPC
4. AICTE FDP-SI website at <http://www.fdp-si.aicte-india.org/>
5. AICTE website at <https://www.aicte-india.org/>

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Before the FDP-SI

Contact the LPC and Director
Contact AICTE RO
Contact the co-facilitator, observer etc.

Book your ticket in AC-3/AC-2 class of the train. If the venue is too far, Air India Economy class ticket may be booked (in consultation with the Convener NCC-IP).

Share your arrival and departure details with LPC. They should arrange for receiving you from the nearest station/bus stand/airport etc. Also discuss the arrangements for your stay and diet. Check the local weather conditions etc.

Download teaching materials and Mentor's (Facilitator's) Manual for UHV-I from <http://www.fdp-si.aicte-india.org/download.php#1>.

Textbook and Teacher's Manual

A Foundation Course in Human Values and Professional Ethics, R R Gaur, R Asthana, G P Bagaria, 2nd Revised Edition, Excel Books, New Delhi, 2019. ISBN 978-93-87034-47-1

Teachers' Manual for *A Foundation Course in Human Values and Professional Ethics*, R R Gaur, R Asthana, G P Bagaria, 2nd Revised Edition, Excel Books, New Delhi, 2019. ISBN 978-93-87034-53-2

Make a detailed session plan. A typical session plan is attached¹. The timings should be adjusted with inputs from the LPC to match with regular institutional timings. The homework on each day may be revised etc. You must think of examples, experiences and stories to exemplify each proposal.

Ask the LPC to share the tentative participant list to get an idea about the participant number and background.

Discuss with the LPC about workshop hall arrangements.

Get all the required handouts printed beforehand. These should be distributed only when they are to be used, not all at once.

Through the LPC, fix a meeting with the head of the institution (VC/director/principal) during your stay. You are representing AICTE and so you need to share the purpose of the FDP-SI, efforts AICTE is making and the expectations of followup by the host institution. Ask him/her to ensure the participation of host-institute participants by officially making them free of other work responsibilities during the workshop period (no other work should be assigned to them during the workshop as it is full-time FDP and attendance in all session is necessary). The host institution may be encouraged to proliferate the SIP and UHV in the area of their influence. You may like to invite him/her to participate in the inaugural, valedictory and the sessions on relationship.

Discuss the plan for inaugural session and valedictory session with the LPC. These two sessions are their responsibility. They may need your profile for this, so please share your brief profile with them. For the inaugural, the head of the host institution is expected to welcome the participants, share the vision of SIP and encourage participants attend 100% of the sessions. The valedictory session should be planned with the head of the host institution first listening to some selected participant self-evaluations/commitments followed by his/her own take and commitment for SIP and UHV.

¹ Typical Session Plan

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Discuss and decide the role of the co-facilitator, observer, volunteers... by discussion.

Do carry your own laptop, pen drive (loaded with fonts and workshop material), a pointer and a voice recorder.

Be sure to pack a mosquito net or mosquito repellent!

Reach at the venue one day before or in the early morning of the first day of the workshop.

On Day 1

Session 1 is for the inaugural. It is important to start and finish in time, so there is time for the content related sessions.

Introduce yourself, your co-facilitator etc. as co-explorers. Try to get to know as many participants as possible.

Ask the LPC to announce

- the purpose of the FDP-SI
- the AICTE norms for certification (at least 90% attendance)
- regarding mobile phones
- regarding moving in and out of the session etc.
- Participants to submit their completed pre-FDP survey (in case of an 8-day FDP)

It is important to have lots of discussion and dialogue. Involve the participants as much as possible. Try to remember the names of the participants. Giving examples, share experiences and stories to exemplify the specific proposals being discussed is helpful, provided the focus is brought back to the proposal. Also it is extremely important to hear the comments and questions; and respond to the questions with responsibility.

As the volunteers to take attendance in each session separately. You may like to call out the names of, say 10 participants in each session, to get to know them by name.

At the end of day (and at the end of each day):

- Ask the volunteers to distribute the homework of that day. The participants are expected to share their reflection on the homework in the first session of the next day
- Ask the LPC to share the day-1 material with the participants by email (their email address should be placed in BCC, never in the to or cc)
- Review the day with the LPC. Take a copy of the attendance sheets
- Review the content, process and participation with the co-facilitator. Prepare for the next day

On the Second-last Day

(day 2 of the 3-day FDP-SI or day 6 of the 7-day FDP-SI)

Ask the volunteers to distribute the self-evaluation form, the feedback form and home-work. Explain the purpose of each of these. Only participants who attend 90-100% of the sessions and who complete the self-evaluation and feedback forms are considered successful – these participants will receive the AICTE e-certificate (online). Resource person is responsible for authenticating the attendance by signing the attendance record.

Conduct a meeting of UC, LPC and participant(s) representing each university / institution to motivate them to organise FDPs in their institution and get their commitment to follow up.

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On the Last Day

(day 3 of the 3-day FDP-SI or day 7 of the 7-day FDP-SI)

Encourage the participants to followup the activities given in the Post FDP Guidelines for Participants. Ask the volunteers to collect the filled self-evaluation form, the feedback form.

At the valedictory, do acknowledge the host institution, participants and volunteers. Make plans for long-term association with them.

Other than TA bill, if any kind of remuneration, honorarium, gift etc. (cash, kind etc.) is offered, please refuse it politely but firmly. They can be encouraged to express their gratitude by creatively articulating their specific commitments for SIP, UHV-I, UHV-II etc.

Discuss the outcome of the FDP-SI with the LPC:

1. Mark the potential resource persons on the participant list – please keep in touch with the high potentials and encourage them to prepare themselves for this task of National importance
2. Mark the participants who are willing to attend the next higher level workshop (this information is available on their self-evaluation form). Provide this list to Convener NCC-IP
3. Make a list of colleges that are likely to arrange FDP-SI in their institution. Provide this list to Convener NCC-IP
4. Encourage the LPC to coordinate with the colleges in their region for future FDP-SI

Collect the following from the LPC:

1. Your travelling allowance or TA (you need to fill the AICTE TA Form for Experts. If required, please download these forms from <http://www.fdp-si.aicte-india.org/download.php#1>)
2. Copy of the day-wise attendance sheets
3. Original pre-FDP Survey forms
4. Original self-evaluation forms
5. Copy of the feedback forms

After the FDP-SI

Email a brief report of your observations/ feedback about the workshop to the NCC-IP Convenor within 3 days of the completion of the workshop. Please download the report format.

Keep in touch with the high potential interested participants. Motivate them to participate in future UHV FDPs and other UHV related efforts.

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Additional Tips:

1. Send your observations/ feedback about the workshop to the coordinator, NCC-IP and University Representative/SAC within 1-day of the completion of the workshop.
2. Make a list of Potential participants for next level workshop.
3. Feedback about LPC and Co-facilitator.
4. Overall possibilities to develop the venue as a nodal centre.
5. Resource person and Co-facilitator will contact the local Program Co-ordinator for following points
 - I. Arrival and Departure Details
 - II. About receiving from nearest station/bus stand/airport etc.
 - III. Stay arrangement, food,
 - IV. Participants details, arrangements of the workshop hall etc
 - V. Weather detail
6. Make a session plan and type of support with Co-facilitators during the workshop.
7. Book your ticket in AC-3/AC-2 class of the train. If the venue is too far, Air India economy class ticket may be booked (in consultation with the Convener NCC-IP).
8. Reach at the venue one day before or in the early morning of the scheduled workshop.
9. Arrange a meeting with Director/VC when you reach one day before the scheduled workshop. Ask him/her to ensure the participation of local candidates in all session. No other work should be assigned to them during the workshop as it is full-time FDP and attendance in all session is mandatory by AICTE.
10. Do a meeting with the local organizing team and see the responsibilities distribution like food, stay, water, medical facilities etc.
11. Meet with Co-facilitator for session plan finally.
12. Plan for the inaugural session with local team and co-facilitators
13. Conduct the workshop
14. Take/monitor attendance in every session of 3/7 days' workshop.
15. Be in touch with the local program coordinator and guide them to take the attendance, group photographs and upload all the details on the AICTE website during the last day of the workshop.
16. Submit your tickets for TA form to the local program coordinator and receive the respective payment before leaving the venue.
17. Please refuse politely, if someone offers any kind of remunerations (cash, kind etc.) other than TA bill, whatsoever

Summary Suggestions to Share/Discuss with LPC

Purpose of this FDP:

Type of FDP

- The 3-day FDP-SI (UHV) is to provide an overview of Universal Human Values-I UHV-I Module of the Student Induction Program (SIP).
- The 7/8-day FDP-SI (UHV) is for preparation of faculty to teach the UHV-I module of the SIP.
- The 8-day UHV FDP is for preparation of faculty to teach both the UHV-I module of the SIP as well as the UHV-II course in the 3rd/4th semester.
- These FDPs will not go into the details of the 7 other modules of the SIP.

Attendance and Certificates

These FDPs are of an integrated nature, hence attendance in all sessions is essential to grasp the contents in their wholeness. Attendance will be taken in every session.

Please note that AICTE will issue certificates only to those participants who have at least 90% attendance, and who complete and submit their self-evaluation and feedback forms.

This must be properly communicated to the participants. It may also be announced in the first session. Participants who have come for some other purpose may be allowed to leave.

There is no time allocated for sight-seeing, shopping etc. If participants are interested in these activities, they may plan extra days.

AICTE Certificate of Participation: This will be sent electronically to all those participants who complete the FDP, i.e. those who attend at least 11 of the 12 sessions and who submit their completed self-evaluation form. You are expected to keep track of attendance for each of the 12 sessions (In each session, circulate a fresh participant list for their signature and announce that they must sign before the end of that session. Do not circulate a list with columns for multiple sessions)

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Inaugural Session: Plan for short (15-20 minute) inaugural talk by your VC / Director / Principal or faculty member designated by them. This is expected as a welcome for all present, to inspire them with the importance of human values in education, which is the purpose of this FDP, and to encourage full-time participation in the FDP. Ensure that the session starts and finishes on time. Keep it as simple as possible, with minimum pomp and show.

Valedictory Session: Plan for short valedictory talk by your VC / Director / Principal or faculty member designated by them. 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.

Gifts, Honorarium etc.: Gifts, 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, UHV-II etc.

Participants from Host Institution: The VC/Director/Principal 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.

In addition, 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 AICTE norms for payment for expenses related to staff and family members.

It is highly desirable that the local organizer, 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.

Banners: There is no need for banners for the workshop. If at all you plan to have one, please come up with eco-friendly options, rather than a printed flex.

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 2nd day. It should contain:

- Printed copy of Self-evaluation Form and Feedback Form (to be filled and returned on the last day)
- Printed copy of Post FDP Guidelines for Participants
- Links to download Mentors Guide for UHV-I, FDP-SI UHV-I Presentations, SIP UHV-I Presentations etc.

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Registration:

- Mark the registration list with those who have reached the venue
- 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 digital photo of the participant (any mobile can be used for this) and insert the photo in the Participant List
- Take their signature

Attendance: Participants are expected to mark their attendance each session. A fresh attendance sheet 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 (for any reason whatsoever) in a 3-day FDP are considered as unsuccessful participants. All such participants shall not receive participation certificates. However, they are welcome to continue to participate in the FDP.

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

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.)

Participant List with Attendance: Provide the list of participants along with their actual attendance.

Food Arrangements:

- Align meal and tea timings with the workshop schedule
- Keep the menu simple with healthy local regional seasonal choices
- 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

Forms, Presentations, Documents etc. you will need:

1. Self-evaluation Form
2. Pre-FDP Survey (for 8-day FDP)
3. Feedback Form
4. FDP-SI UHV-I Presentations (used in this FDP)
5. SIP UHV-I Presentations (to be used to conduct the UHV-I module of SIP)
6. Session Attendance Sheet (you can make a simple sorted list of names)
7. Post FDP Guidelines for Participants
8. Mentors Guide for UHV-I
9. Initial Information Form