

OFFICE ORDER: 27/2020

**Skill Development & Finishing School (SD&FS) - New vertical
Appointment of Head - Skill Development & Finishing School (Head-SD&FS)**

Ref: Para 3, Minutes of Academic Council Meeting (ACM) dated 7th Nov'20

1. **Dr. Ajay K. Shrivastava, Prof. & HoD MCA** is hereby designated as **Head - Skill Development & Finishing School (Head-SD&FS)** *with immediate effect*.
2. He shall be performing the above duties in addition to his regular academic engagement & will be responsible to the undersigned for this additional assignment.
3. The policy doc. covering the detailed modalities w.r.t this new vertical shall be issued separately on finalization.


Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CS/CSIT) GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

- Dr. Ajay. K Shrivastava, HoD MCA & Head - Skill Development & Finishing School (Head-SD&FS)

Policy Document - Skill Development & Finishing School (SD&FS)

Objective: The changing demands of the Industry require more emphasis on coding as a culture, industry-based project and soft skills. The Institute is already working on these aspects in a distributed manner but *coding as a culture* in core engineering branches is not properly addressed. So, a separate vertical named **Skill Development & Finishing School (SD&FS)** is created to address these industry demands and align these distributed activities.

The structure of the vertical is shown in *Figure 1*. It is shown below

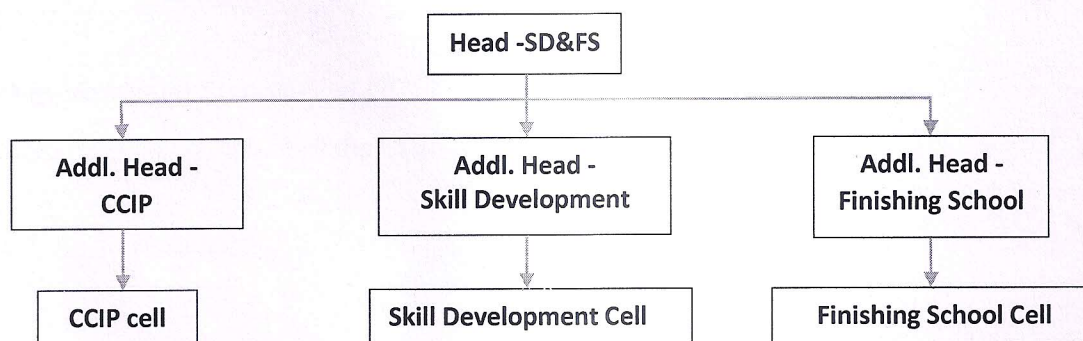


Figure 1: Organizational structure of SD&FS

1. **Mr. Prashant Agrawal, Associate Professor-MCA** appointed as **Addl. Head- CCIP**. This appointment is additional to his regular duties. He will be responsible for planning and smooth conduction of **competitive coding improvement program (CCIP)** for core branches through respective Departments. He will report to Head -SD&FS for CCIP cell. The detailed description is attached at **Appendix-1**.
2. **Dr Vipin Kumar, Associate Professor-MCA** redesignated as **Addl. Head- Skill Development**. This appointment is additional to his regular duties as Associate Professor. He will be responsible for planning and smooth conduct of various skill development activities including Minor Specialization & various technical clubs/Centre of excellences. He will report to Head-SD&FS for this responsibility. The detailed description is attached at **Appendix-2**.
3. **Ms Puja Rohatgi, Addl. Head-HS** is appointed as **Addl. Head- Finishing School**. This appointment is additional to her regular duties. She will be responsible for planning and execution of finishing school. She will report to Head-SD&FS for this responsibility. The detailed description is attached at **Appendix 3**.

02 Dec 20

Policy Document for CCIP Module

CCIP- Competitive Coding Improvement Program, is a new initiative of KIET Group of Institutions for fulfilling the need of current trends in hiring freshers in big IT companies. Nowadays all IT companies are focusing very much on coding skills as well as other skills of students.

This document will give you a brief about **organizational structure** and **working process** of the **CCIP module**.

1.0 Organizational Structure of CCIP Module

The organizational structure of the CCIP module is depicted in Figure 2.0.

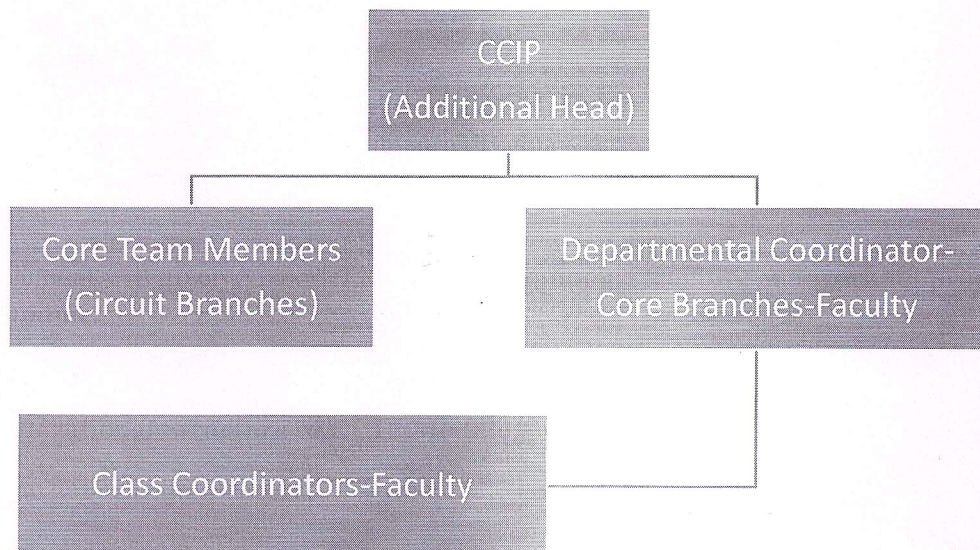


Figure 2: Organizational Structure of CCIP Module

2.0 Hierarchical Structure of CCIP module

The hierarchical structure of the CCIP module is shown in Figure 3.

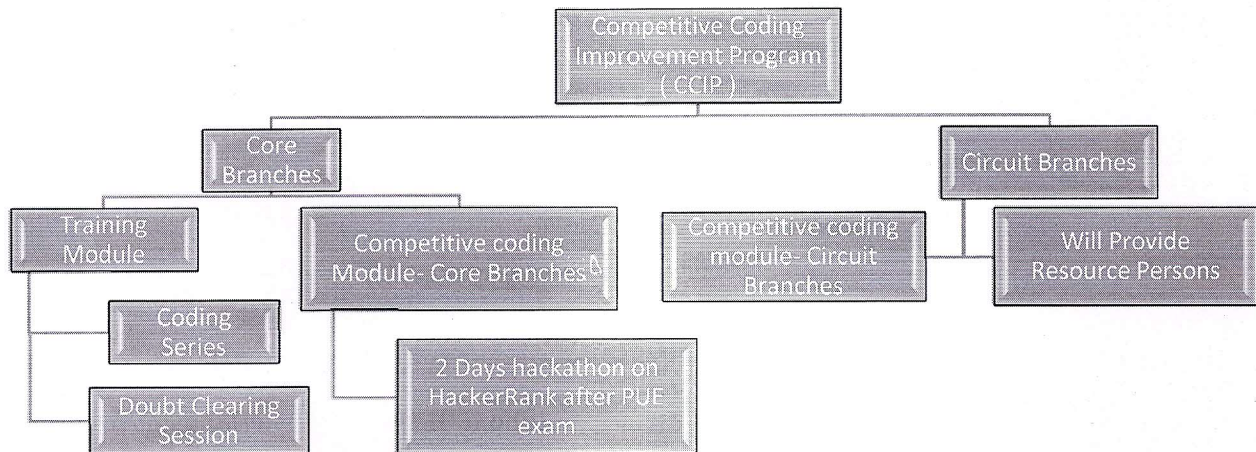


Figure 3: Hierarchical Structure of CCIP Module

3.0 Process of Training Module

The process of training module is shown in Figure 4.

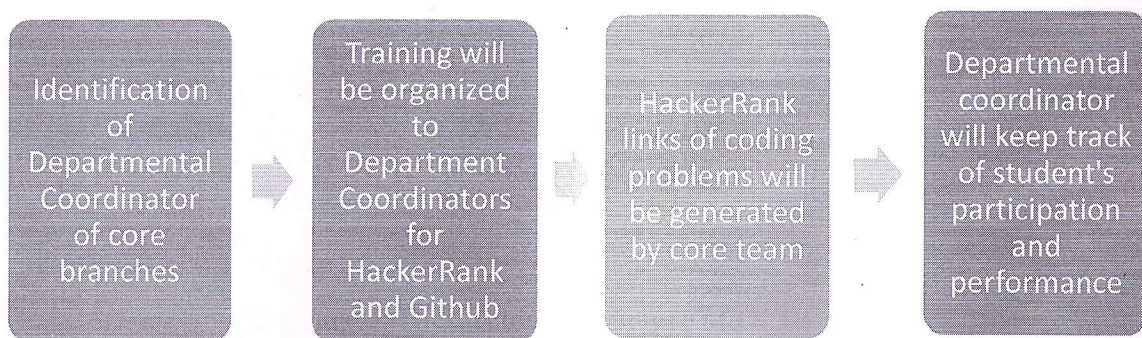


Figure 4: Process of Training Module

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02 Dec 20

4.0 Role and Responsibility of members - CCIP Module

4.1 Role of Resource Person

- Creating and uploading question set on HackerRank
- Providing technical guidance to students during doubt clearing sessions
- Provide technical training to departmental coordinator regarding HackerRank/GitHub/LinkedIn

4.2 Role of Respective Department

- Department will be responsible to record attendance and maintain discipline of the doubt clearing session.
- The Department will ensure that the students submit their problem solutions on HackerRank, share their code on GitHub and share their learning on LinkedIn.
- The Department will motivate and ensure the 100% participation of students in coding series as well as doubt clearing session.

5.0 Appreciation to students as per their involvement

5.1 Training Module

- Consistency certificates for 100 % participation in throughout the semester
- Star performer certificates for performing better than average
- Achiever Certificates for performing best in throughout the semester
- All certificates will be issued department and semester wise

5.2 Competitive Module


- Top Three students will be awarded by certificates and cash prize at institute level
- Top Three students will be awarded by certificates and cash prize at department level

CCIP for Session 20-21

- Introductory classes on Python will be organized by resource persons for core branches for second year students
- From 4th and 6th semester same CCIP modules can be introduced to all students

Modus Operandi

- Coding Problems will be published on HackerRank per week.
- Students should submit the problems on Hacker Rank within given time period.
- Two lectures per week will be scheduled for doubt clearing session for the problems published in previous week.
- Students will get the regular attendance for attending the doubt clearing session.


02 Dec 20

Policy for Skill Development

Administrative Structure

The administrative structure of the Skill Development Cell is shown in Figure 5.

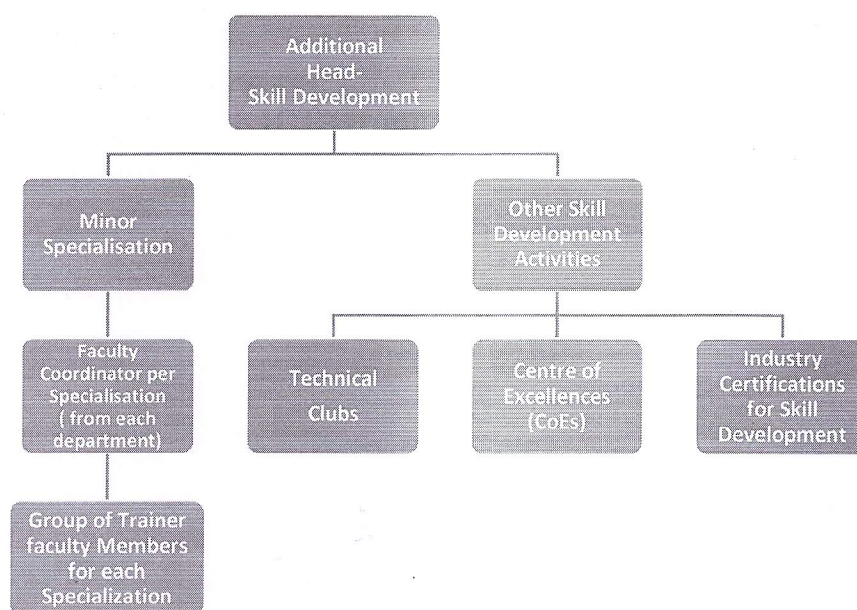


Figure 5: Administrative Structure of Skill Development Cell

Minor Specialization: -

1. Each department should select their own minor specialization area as per their faculty strength and based on industry requirements and student's needs.
2. These minor specialization courses will be offered for interested student of all departments.
3. Minor specialization will be offered in summer break.
4. Evaluation work cum Certificate distribution will be performed in 6th semester.
5. MOOC courses should be offered to students during semester.
6. During semester, all students should work in Excellence Centers (CoEs), Department and Innovation Clubs as per their selected minor specialization.

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02 Dec 20

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7. Minor specialization course duration will be 6 weeks (180 hrs.) in summer break. The suggestive distribution will be:
 - a. 45 hrs. Training
 - b. 45 hrs. Practical
 - c. 90 hrs. Project Work
8. Departments will appoint a faculty coordinator for coordinating the minor specialization course.
9. Respective Department will be fully responsible for successfully running their minor specialization course.
10. Each department will design their own syllabus for their minor specialization and this syllabus should be approved from Board of Studies (BoS) of respective Department.
11. Syllabus should be practical oriented and based on industry requirements.
12. Syllabus should be planned for two parts. First part should be basic or fundamental that should be offered in 1st summer break and 2nd part should be advanced that should be offered in 2nd summer break.
13. Department should train or arrange their faculty member as per their selected minor specialization area.
14. Inter-Department expert faculty members group should be formed for teaching the respective minor specialization.

Modus operandi:

1. Finalization of minor specialization areas
2. Finalization of Faculty Coordinator from each department
3. Finalization of formation of Inter-Departmental expert faculty members group
4. Finalization of Syllabus & MOOC Courses (if possible) and its approval from respective Department Board of Studies (BoS).
5. Timetable for summer break

Other Skill Development Activities:

- All responsibilities w.r.t. Technical Clubs, CoE & Industry Certifications e.g Coursera / faculty skill development initiatives etc. for Skill Development will continue to be performed as assigned under the previous appointment of Asst. Dean Academics (Skill Development).


02 Dec 20

Finishing School Policy

The Finishing School at KIET Group of Institutions has been created with a view to provide final polishing touches to the students across all domains just before appearing for their recruitment process and getting hired as a professional in the corporate world after earning the **ASSET (Aptitude + Soft Skills + English + Technical Proficiency) Certificate** within a period of 4 – 8 weeks. The number of hours invested during this program will be counted as **a part of the students' internship**, and hence considered to be mandatory.

As soon as the student ends the pre-final year exams, he/she will undergo a mix of external third-party training and an in-house training, to meet the following objectives –

- To groom students as per the company standards
- To hone the skills of the students in three verticals viz., Aptitude (QA + LR + VA), Soft Skills, and Technical Skills in tandem with the current industry needs
- To prepare the students for Recruitment for mass recruiters
- To provide students with the "ASSET" certificate for readiness towards recruitment drives

As a pilot program, this will be starting from the 2021 passing out batch of B. Tech and MCA. Modalities for Pharmacy & MBA students shall follow separately.

Modus operandi ...

- All students will undergo a 17-days training that will be imparted to them as follows –
 - A 2-day input on Soft Skills – tips on Resume Writing, Group Discussions, and Personal Interviews from the faculty of H&S Department – Training Wing.
 - A 10-day input on Aptitude (QA + LR + VA) / Cognitive Assessment by an external 3rd party vendor.
 - A 5-day input on Technical topics useful for recruitment tests by an Industry expert, Alumni, or an Expert Faculty from our Institute. The two days will be given to problem solving and coding skills and remaining three days will be given to branch specific technical training. Respective Departments will be responsible to conduct the branch specific technical training for three days.
- On completion of this training, all the students will appear for **the first placement readiness test (PRT-1)**, based on the pattern of the major mass recruiters that will have sectional cut-off, so as to identify the problem area of particular students.
- Those students who qualify the PRT-1 will appear for a mock panel interview round with a technical resource person (Industry expert/Alumni/Institute Faculty) and an in-house HR expert / Soft Skills Trainer (number of days required may vary according to the


02 Dec 20


KIET Group of Institutions

number of students that qualify PRT-1), will be conducted parallel to the refresher being run for the students who fail to qualify PRT-1.

- Those students who qualify the interview will gain the ASSET Certification.
 - Those students who are unable to qualify the interview process will get one-on-one mentoring sessions with a Soft Skills Trainer.
- Those students who are unable to qualify PRT-1, will get a one-week refresher/doubt removal session that will be conducted by in-house resources on their domain of improvement and then **appear for PRT-2** that will be conducted on similar lines to PRT-1.
- Those students who qualify the PRT-2, will appear for a mock panel interview (technical + HR – here the resource persons would be internal) .
- Students who qualify the interview will gain the ASSET Certification.
 - Students who are unable to qualify the interview process will get one-on-one mentoring sessions with a Soft Skills Trainer.
- Those students who are unable to qualify PRT-2, will again undergo a one-week refresher/doubt removal session according to their improvement area, and then **appear for a final PRT-3** based on similar lines as PRT-1.
- Those students who qualify the PRT-3, will appear for a mock panel interview (technical + HR)
- Students who qualify the interview process will gain the ASSET Certification.
 - Students who are unable to qualify the interview process will not be awarded the ASSET Certification.

Modus operandi for the SCHOLAR BATCH

- Those students who **qualify PRT-1 with an above average score** in all the sections and also **perform well in the interview process** will be considered as the premium/scholar batch of students who will be eligible for better job profiles/packages.
- These students will be imparted special training for the remaining duration of the summer break to prepare them for the better profiles/packages (resource persons from the industry / alumni / faculty to be used as per requirement).


02 Dec 20

Modus operandi for Capsule Trainings of selected companies

- After receiving the relevant information regarding the next recruitment drive from the CRPC Department, and taking the number of days available for the recruitment process to commence, a company specific training would be organized as per its recruitment pattern.
 - The duration of the training and the requirement of resource persons for the training would be dependent on two variables – first, is the number of days available, and second is the number of students eligible/registered for the process.

Administrative Structure of the Finishing School:

The administrative structure of the finishing school is shown in Figure 6.

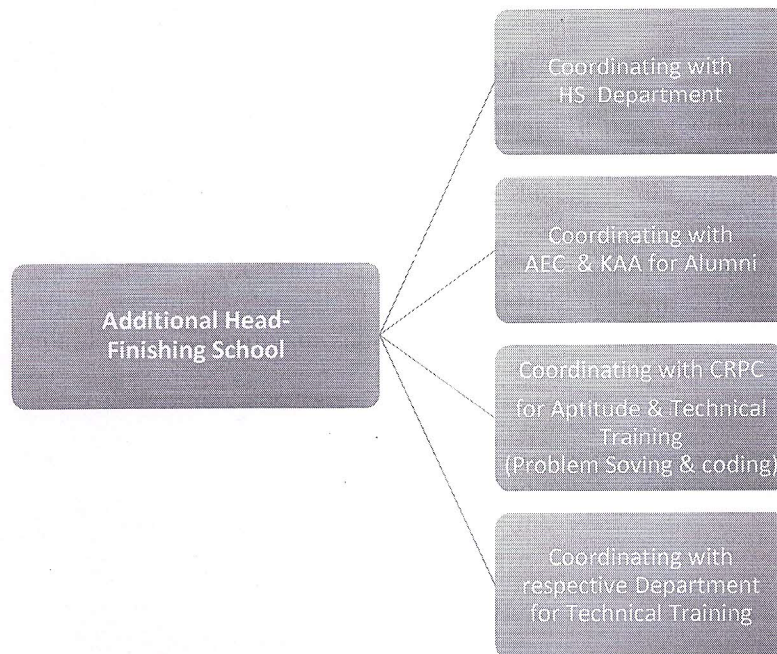


Figure 6: Administrative Structure of Finishing School

Note:

1. **Student Training Coordinators (STCs)** - One student (final year)/section would be assigned as Student Training Coordinators (STCs) who will perform their role under the overall directions of Addl. Head- FS as per requirement projected from time to time.
2. **Nomination of SPOCs - Soft Skill & Technical Skill Training** – In case SPOCs are needed from concerned dept., Addl. Head-FS will nominate in consultation with Head-SD&FS.

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