

Abdul Kalam Centre

Organisational Structure and Functioning

AKC Governing Council (AKC-GC)

Members

1. Chairperson, Governing Body, Maharaja Agrasen College. He / She shall be the chairperson of AKC Governing Council
2. Principal, Maharaja Agrasen College
3. Industry Expert

Functions and Responsibilities

1. To approve and manage the short-term courses and research projects offered in Abdul Kalam Centre
2. To appoint members of AKC Academic Council.
3. To enter into MOU / partnership with other academic institutes and industry
4. To manage the funds generated / allocated to AKC
5. To finalize all the financial matters such as course fee, remunerations, fund allocation, purchases, etc.
6. To adopt various methods and policies to ensure and improve the academic standards of the Centre.
7. To appoint administrative staff, as and when required
8. No honorarium or remuneration shall be paid to the members of AKC Governing Council

AKC Academic Council (AKC-AC)

Members

1. Faculty members of the Steering Group

Functions and Responsibilities

1. To invite proposal for short-term courses and research projects to be run by the centre
2. To evaluate the proposals and recommend the same to AKC Governing Council for approval
3. To appoint Course Coordinators to run the courses
4. To appoint Content Creators, Instructors, etc. in consultation with respective Course Coordinator
5. To recommend the purchases for the courses, projects and other facilities of the Centre
6. To manage and supervise day-to-day working of the Centre



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7. No honorarium or remuneration shall be paid to the members of AKC Academic Council

Disclaimer All policies are subject to approval of the Governing Body and once approved only the Governing Body has the right to amend it should it be required at any time in the future. In case of an emergency, a policy may be amended through the due process of the approval of the chairman to be duly ratified in the next scheduled Governing Body.



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Short - term Courses

Short - term courses offered at AKC shall be classified under three broad categories

1. Courses to augment the undergraduate course curriculum
2. Courses to empower student to meet challenges after graduating from college
3. Courses to enhance the soft skills of the students

The proposal for the short - term course (both in-house and external/industry) shall include the following

1. Title of the course
2. Objective of the course - List of specific things that participant shall learn during the course and will be able to do them on completion of the course
3. Duration of the course - Specified in number of Hours (Apart from assignments, tests and other home work). Suggested duration: 10 Hours to 100 Hours course (5 hours = 1 week)
4. Pre-requisites
5. Lesson Plan
6. Assignment - Lesson-wise
7. Quiz - Lesson-wise
8. Certification Test / Evaluation - Minimum pass percentage: 50%
9. References for further study
10. Feedback from students

Introduction of short - term course

1. A proposal for the course shall be submitted to Academic Council in the prescribed proforma based on the guidelines given above
2. A preliminary scrutiny shall be done by the Academic Council. Any additional information / clarification will be sought
3. The course shall be adopted after successful Presentation - cum - Interaction session with the Academic Council

Financial Model

1. The financial model of the short - term courses must be self-sustaining in medium to long term
2. Minimum 10 students will be required to start a course
3. Course fee, Remuneration / Honorarium for Content Creators and instructors shall be decided by AKC Governing Council
4. Course Coordinators, Content Creators and Instructors may be additionally paid a share of the revenue generated from the course, as decided by AKC Governing Council
5. Financial model of an external / industry course may be different / higher, subject to approval of AKC Governing Council


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Course Coordinator

Course Coordinator for a course shall be appointed by AKC Academic Council. The Course Coordinator shall be responsible for the smooth and effective functioning of the course

Content Creators

Content shall be prepared both in printed form and online material including text, images, videos, animations, podcast, etc.

Instructors

Faculty members from the college and outside as well as experts from industry shall be invited to participate as Instructors

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Research Projects

The objective of research projects is to promote scientific inquiry, application of knowledge to explore & solve a problem, and inculcate rational thinking and analysis amongst the students and faculty members of the college. The projects should, in general, be student-centric or student-driven which can benefit both the faculty members as well as students. The research proposal must not be the identical work as the doctoral research (or a part of doctoral research) done by a faculty member.

Members

Number of Principal Investigators (PI) : 1
Number of Co-Principal Investigators (co-PI) : 1 - 2
Number of Student Investigators (SI) : 2 - 4 students

Duration

Duration of research project : 4 - 12 months
Maximum extension period : 3 months (with prior approval of AKC-AC)

Format for the research proposal

Details of Project Investigator(s)

Name:

Designation:

Department:

Status (Permanent / Temporary / Adhoc / Guest):

Highest Educational Qualification:

Area of Specialization:

Email:

Mobile:

Publications in last three years:

[Author Name(s), Paper / Article Title, Journal / Book Title, Volume / Edition, ISBN / ISSN, Publisher (only for books), Year of Publication]

Research Projects in last three years:

[Title, PI/Co-PI, Funding Agency, Amount, Duration, Status (ongoing/completed)]

Details of Project Proposal

Title of Project:

Subject area of the Project:

Introduction:

Objectives (Max. Three):


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Methodology:

Expected Outcomes:

Duration:

Additional budget requirement (apart from standard budget):

Justification (for additional budget):

Does the project involve any hazardous chemicals or substances:

Does the project require any ethical clearances / approval:

Declaration:

Approval process

1. A proposal for the research project shall be submitted to Academic Council in the prescribed proforma based on the guidelines given above
2. A preliminary scrutiny shall be done by the Academic Council. Any additional information / clarification will be sought
3. The project shall be awarded after successful Presentation - cum - Interaction session with the Academic Council

Standard Budget

The proposal for the research project may include following standard budget-heads

1. Stipend to Student Investigators
2. Expenses for Participation in Conference (such as Registration charges, TA)
3. Books and Journals (To be kept in AKC library)
4. Local Conveyance (along with justification)
5. Stationary Kit
6. Miscellaneous (Theoretical project / Experimental project)
7. Project specific expenditure

Project Review

1. There shall be monthly review of all projects. Student Investigators shall be required to submit a monthly report and shall be required to present the work done in the month.
2. Final report shall be submitted at the end of the project. The findings of the research project shall presented to AKC-AC.

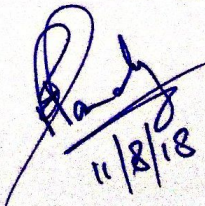
Principal Investigators

Faculty members of Maharaja Agrasen College can apply for Research Projects. No honorarium or remuneration shall be paid to the Principal Investigators.

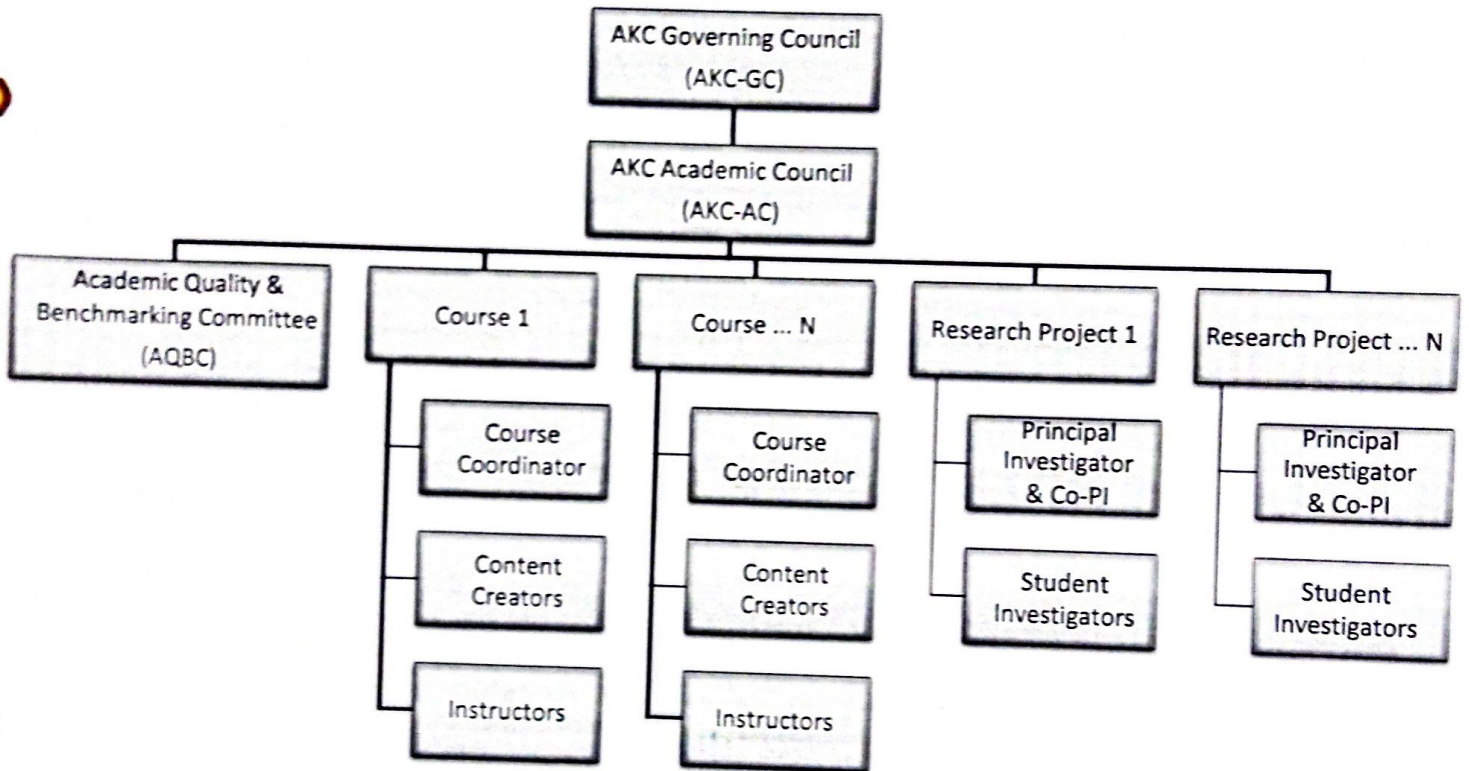
Student Investigators

Regular students of Maharaja Agrasen College will be eligible to work as Student Investigators in Research Projects.

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**Abdul Kalam Centre
Maharaja Agrasen College**



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