

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

# FOUNDATION PROGRAMME 2014



## IIT GANDHINAGAR FOUNDATION PROGRAMME'14

22<sup>ND</sup> JULY– 23<sup>RD</sup> AUGUST 2014

**CO-ORDINATED BY:**

ANIRBAN DASGUPTA

SURJEET KOUR

SHARMISTHA MAJUMDAR

SAIRAM MALLAJOSYULA

PRATIK MUTHA

## ABOUT THIS REPORT

This report has been prepared to provide a comprehensive account of the planning, organization and proceedings of the 2014 Foundation Programme. While the events and activities of the current year are the primary focus, care has been taken to make the report broad enough so that it may serve as a “manual” for teams coordinating the Programme in the future. The report is divided into a number of sections: we begin by outlining the philosophy of the Foundation Programme, describe the thoughts that went into planning the activities and developing the schedule, highlight the actual operation of events during the Programme, provide detailed feedback that was obtained from the students, detail the expenses incurred, and finally, make suggestions for the future. Each section has been kept brief so as not to be overwhelming, but key details are provided so that the report is adequately thorough.

Anirban Dasgupta  
Surjeet Kour  
Sharmistha Majumdar  
Sairam Mallajosyula  
Pratik Mutha

# FOUNDATION PROGRAMME PHILOSOPHY

The Foundation Programme is IIT Gandhinagar's flagship programme designed for the incoming batch of first year B.Tech students. It is a dynamic immersion programme that strives to nurture the students in a holistic and engaging manner through workshops, talks, field trips and hands-on projects. Students participate in a number of activities that enable them to build their self-confidence, uncover their innate creativity, explore unconventional areas of work, develop critical thought and take their first steps towards becoming well-rounded, global citizens. The programme is structured around five themes:

## **Values and Ethics**

The aim of activities in this theme is to inculcate a sense of moral fortitude and ethical reasoning and judgment.

## **Creativity**

Activities conducted under this theme are aimed at uncovering the hidden creativity in each individual. Students are encouraged to explore their innate creative talents through music, drama, painting, sketching, sculpture, crafts, singing, etc.

## **Leadership, Communication and Teamwork**

The aim of activities falling under this theme is to teach the students the importance of teamwork, improve their communication skills and harness their potential to become future leaders.

## **Social awareness**

Through this theme, students are made to think about local and global societal issues, and motivated to understand their place in society as informed citizens.

## **Physical fitness**

The aim of activities under this theme is to promote physical well-being of students through exercise, sports and competitions.

# PREPARING FOR FOUNDATION PROGRAMME

The preparation for the 2014 Foundation Programme (FP) began almost 4 months before the event. Our first meeting was held in early March and the challenges associated with designing a 5-week-long programme, in which activities for the entire day would need to be planned for about 150 students, were discussed. Key areas that would require the most effort (described below) were identified during the first few meetings.

## Identifying resource persons and designing the schedule

This was seen as the biggest challenge in the preparation for the FP. We wanted to ensure that:

- all five themes of the FP would be adequately and equally represented in the schedule in terms of hours per student per activity.
- within each theme, a variety of activities would be included (field trips, workshops, talks, hands-on activities) so that students could learn from several different angles.
- resource persons who were established, recognized and leaders in their domains would be invited.
- the number and duration of workshops would be higher than that of the talks. This was based on the FP 2013 feedback that students tend to enjoy and learn better in an interactive workshop rather than talks.
- activities would be of a fixed duration - either 1.5 hours or 3 hours - for the entire FP duration. This would bring uniformity to the schedule and minimize confusion associated with activities of varying duration, but also ensure that enough time was spent on each activity to get as much value out of it as possible.

The FP 2014 schedule was designed with these factors in mind, and the entire schedule evolved over the course of 4 months prior to and even during the FP. The amount of time dedicated to each theme is given below, along with the list of resource persons invited.

## Designing a logo for the FP

It was felt that a dedicated logo should be developed for the FP to convey a unified theme for all activities and materials falling under the FP. It was decided to use this logo on all materials such as banners, t-shirts, notebooks, files and even guest meal passes.

A logo design competition was held among IITGN students, staff and faculty in June. It was emphasized that the logo must capture the essence of the FP along with IITGN values. A total of 31 entries were received – some samples are given below:



**Samples of logos received in response to the FP logo design competition**

The winning logo (shown on the cover page) was designed by Shubham Patle, undergraduate student in Mechanical Engineering, for which he was awarded a cash prize of Rs. 1000. The tree in this logo was described to represent IITGN, with the child representing the first year student. The pictures embedded in the tree represented the themes of the FP, and as a whole, the picture represented the growth of the students as they went through the 5 weeks of FP.

### **Designing a kit for students**

A self-sufficient kit was designed for the incoming batch of students, which included a bag, a t-shirt, a diary, a file folder, information about nearby amenities, contact information of senior student guides, contact information of hostel wardens, information on IITGN's counseling service, and literature related to IITGN's values, mission and ideals. Almost all these materials were embossed with the FP logo, again unifying the entire kit under the purview of the FP.

### **Putting together a pool of student volunteers**

A large effort was spent on assembling a pool of student volunteers for the FP. While a team of 22 undergraduate student guides had already been identified by the Counseling Service, it was realized that a large number of volunteers would be required for the operation of the sessions during the FP. Post-graduate students were recruited for this purpose and Geethanjali Savithri Dakshinamurthy, PhD student in Biological Engineering, was assigned as the team leader. She was put in charge of assigning one volunteer per session, ensuring that volunteers were available for the entire session duration for coordinating requirements of the resource persons, collecting feedback and ensuring smooth operation of the session in general.

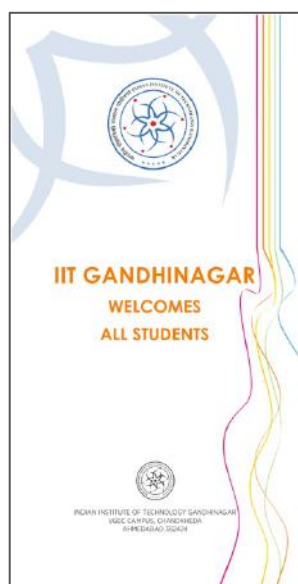
### **Development of feedback forms for each session**

We decided to obtain comprehensive, quantifiable feedback for each session in the FP. A unique feedback form was designed in which students were required to answer six questions by means of a score from 1 to 5. The questions were related to the quality of the session and the speaker/workshop organizer, whether that person should be brought back for other IITGN events and whether the event was coordinated well from

the IITGN side. A space for specific comments was also provided (see sample feedback form provided later). This form provided a great amount of valuable information: the most and least favorite sessions, the most favorite themes, the kind of activities students enjoy, shortcomings in organization of specific events, etc. A detailed account of student feedback is provided later.

### Welcoming students and families

A lot of thought was put into extending the best possible welcome to the new students and their families. Prominent banners welcoming the students and their families were put up at the Ahmedabad railway station, airport and on campus. A welcome lunch was arranged for all students and parents on the first day of the FP, and a trip to the IITGN permanent campus was arranged for the parents. Parents were given the opportunity to interact with faculty, current students as well as IITGN alumni Sarthak Jain and Shrankhla Narya who were invited as guests of honor for the FP inauguration.



**Banner displayed at Ahmedabad Airport**



**Banner displayed at Ahmedabad Railway Station**



**Banner displayed in the auditorium during FP inauguration**

## OPERATION OF THE PROGRAMME

As noted in the “Preparing for Foundation Programme” section, our effort was to develop a schedule that balanced the five central themes of the FP. This resulted in the following week-by-week breakup of hours spent per student per activity:

	<b>Physical Activities &amp; Sports</b>	<b>Values and Ethics</b>	<b>Social Awareness</b>	<b>Creativity</b>	<b>Leadership and Comm.</b>
<b>Week 1</b>	12.5	9.0	6.0	0.0	6.0
<b>Week 2</b>	15.0	1.5	18.0	12.0	0.0
<b>Week 3</b>	15.0	3.0	6.0	16.5	7.5
<b>Week 4</b>	15.0	10.5	0.0	6.0	18.0
<b>Week 5</b>	15.0	1.5	3.0	16.5	1.5
<b>Total Hours</b>	72.5	25.5	33.0	51.0	33.0

### Inauguration



Foundation Programme 2014 was inaugurated on Monday 21 July 2014 with a keynote address by Prof. Sanjeev Sanghi (IIT Delhi) and Sarthak Jain and Shrankhla Narya (IITGN alumni) as guests of honour. Prof. Sanghi obtained his Bachelors degree in Mechanical Engineering from IIT Kanpur in 1985. His M.S. degree was from Cornell University and Ph.D. from the Levich Institute of the City University of New York. Immediately after his Ph.D. he returned to India and joined IIT Delhi as a faculty member in the Applied Mechanics Department where he is Professor since 2006. He is also a member of the Board of Governors of IIT Delhi and Head of the Educational Technology Service Centre at IIT Delhi.

## Sessions

Local, national and international resource persons who were identified and contacted in the months preceding program conducted the FP sessions. These included individuals from both, Industry and Academia. For example, faculty from MIT (USA), IIT Gandhinagar, IIT-Kanpur, IIT-BHU Varanasi, IIM-Ahmedabad, ISRO-Ahmedabad and NID Ahmedabad participated, while industry representatives and entrepreneurs from ITC, GridBots, Touchmagix, etc interacted with the students. City-based artists were roped in to conduct creativity sessions and workshops. These sessions included Warli Painting, Paper Toy making, Theater, Dance and Sketching. Sessions on leadership and teamwork were conducted by trained professionals.

The complete list of sessions and their affiliations are as follows:

Name	Session	Affiliation
Anand Sengupta	Cosmology	IIT Gandhinagar
Anil Gupta	Frugal Innovations	IIM Ahmedabad
Anup Tapadia	TouchMagix	TouchMagix - Pune
Arup Chakraborty	Music In Engineering	IIT Gandhinagar
Arvind Ghosalkar	Warli Painting	Artist - Ahmedabad
Bhaskarjyoti Das	Photography	NID Ahmedabad
Bill Wolak	Poetry	William Paterson Univ, USA
Centre for Civil Society	Public Policy	New Delhi
Ramanand & Harish	Curiosity	Choose2Thing - Pune
Budhan Theater	Community Theater	Theater - Ahmedabad
Dr. T S Kumbar	Know Your Library	IIT Gandhinagar
Gunvant Jain	Effective Education	Educator - Pune
Hiran Vedam	Entrepreneurship	IIT Gandhinagar



Jayanti Naik	Sketching	Artist - Ahmedabad
Kailash Satyarthi	Fighting Social Injustice	March Against Child Labor
Loknaad	Activism through music	Artist - Ahmedabad
Malavika Subramanyam	Ethics and values	IIT Gandhinagar
Manju Menon	Environmental Sustainability	JNU - Delhi
Meenakshi Kirtane	Life Skills	Maanas - Ahmedabad
Michek Danino	Technology in Ancient India	IIT Gandhinagar
C S Sharma	Why and How of English	IIT Gandhinagar
Girish Gupta	Heritage Walk	Ahmedabad
Jasbir Thadhani	Counselling	IIT Gandhinagar
Nilu Patel	Paper Arts	Artist - Ahmedabad
Parijat Desai	Ice Breakers	PDDC, Newyork, USA
Pulkit Gaur	Gridbots	Gridbots - Ahmedabad
Raj Chhabra	Ethics in Education	IIT Kanpur
Rajni Bakshi	Gandhian Vision	Journalist - Mumbai
Rashmi Datt	Self Leadership	Dialog Services - Delhi
Sandeep Pandey	RTI Workshop	IIT Varanasi
Sanjeev Rangrass	Corporate Leadership	ITC - Hyderabad
Sharmita Lahiri	Telling a Story	IIT Gandhinagar
Shekhar Mukherjee	Animation and Comics	NID Ahmedabad
Shiladitya Sengupta	Science and Entrepreneurship	MIT, USA
Srinivas Reddy	Music Workshop	IIT Gandhinagar
Stefan Haves	Theater	USA
Suchitra Mathur	Visual Storytelling	IIT Kanpur
Tannistha Samanta	Gender Panel	IIT Gandhinagar
V N Prabhakar	Harappan Civilization	IIT Gandhinagar
D R Goswami	Space Research in INDIA	ISRO Ahmedabad

### Session Classification

- Sports Sessions - Compulsory sports sessions were organized daily in the morning and evening.
- Day Sessions: All the workshops and talks were organized during the day. These sessions were conducted between 9:30 am and 5:30 pm.
- Night Sessions: Night sessions were conducted exclusively by the senior student to integrate the new batch into the IITGN community.

### Selected session highlights

A conscious effort was made to make most sessions in FP 2014 interactive in nature, with the majority of the sessions being workshops. The rescheduling of the sessions to 1.5 hours allowed the speakers to freely interact with the students during the course of a presentation. Some of the more interesting sessions involved the students going out of the campus and getting involved in various activities.

- Street Cleaning: We continued the street cleaning initiative introduced in FP 2013. All the 142 students participated in the cleaning of the IITGN campus and its surrounding. This activity sensitized the students to the local community and social issues.



- Tree Planting at Permanent Campus: As a continuing part of our move to our permanent home, the students of the first year planted trees at the Palaj campus site. This initiative was part of the green campus philosophy of IIT Gandhinagar. Each student planted 2 – 3 trees and the names and roll numbers of each student were put up on a board next to the planting site to serve as a permanent reminder of their efforts.



- Heritage Walk: All students participated in the Ahmedabad heritage walk, which introduced the students to the rich heritage of Ahmedabad.
- Trip to Ahmedabad City: Instead of organizing a planned getaway, we included an unsupervised trip to the city, which allowed the students to explore the city on their own. The students were dropped off at a fixed location with instructions to assemble back after spending 4 hours in the city. The students were free to choose their own destinations and activities like watching a movie, visiting mall etc. Positive feedback was received for this initiative.



- Independence Day Walkathon: To celebrate Independence Day (15th August 2014) all students participated in a Walkathon (Walk for freedom), covering a distance of 4.1 km around the IITGN campus.



- FPORTS: The most significant addition to FP 2014 was student-driven initiative, FPORTS - a weeklong sports tournament. The event was conceptualized, organized and executed entirely by the new student batch. It included a formal opening and closing ceremony, and several sports matches between groups of FP students. A special highlight of the event was the rolling trophy that was designed by the students during their FP session on creating art from waste.
- Sessions with Stefan Haves: Stefan Haves is an acclaimed director, creator and producer of Circus, theater and film whose creations have appeared on stages, festivals, and screens across the globe. His work has been a favorite at Cirque du Soleil since 2006 where he has collaborated on creative teams as a Comic Act Designer, Casting Partner, and Master Teacher on nine shows, including O, Love and Ka. The students interacted with Stefan on a regular basis over the five weeks of FP honing their skills in theatre, dance and the performing arts. This resulted in the highly successful cultural program EUREKA at the end of the FP.

## Session Management

Critical to the success of the FP was the management of the individual sessions. Session management could be divided into the following components.

- Before the session: The FP team had to ensure that we were aware of the requirements of individual session resource persons. For example, for sessions involving painting, the necessary equipment had to be procured before the session. This involved coordinating with the resource person on his/her requirements for the session and following up on the same.
- On the day of the session: The team had to ensure that the resource persons were aware of the logistics of the session. Arrangements for transportation, accommodation (in certain



cases) had to be taken care of as well as organization of all resource materials needed. Often there were last minute requests, which needed to be handled with care.

- Faculty Coordinator: Faculty coordinators were assigned for each session to inculcate a sense of togetherness and engage the larger IITGN community in the FP. Only one session was assigned per faculty bearing in mind that the academic session starts along with FP. The faculty responsibility was to introduce the resource person and present him/her with the memento. Faculty members were not required to stay on for the session.
- PG Volunteers: PG volunteers were responsible for the overall coordination and proceedings of the sessions. They were required to stay for the entire duration of the session they were assigned. The responsibilities of the PG volunteer included collecting mementos for the resource person, distributing and collecting the feedback forms, and assisting in the procurement of the materials required for the session.
- UG Volunteers: All the night sessions of the FP were exclusively managed by the UG volunteers. Activities conducted during these sessions ranged from orienting the new batch of students to IITGN policies to face painting sessions.

### Eureka and Final Exhibition

FP 2014 concluded with the cultural program Eureka, which was again conceptualized, organized and executed by the first year students. As part of Eureka the students also set up an exhibition which showcased their products from sessions like Warli Painting, Visual Storytelling, Comic making, Art from Waste, Paper Toys, etc.

Eureka showcased the creative talents of the entire batch. The cultural program included mime acts, singing, dances and a dance drama. A unique feat was achieved in that all the 142 students appeared on the stage for one of the acts. The program was excellently choreographed by Mr. Stefan Haves along with enthusiastic participation of the first year students.





# STUDENT FEEDBACK

We collected quantitative feedback from each session. A sample feedback form is shown below (left). Apart from this, we also collected feedback about students “happiness” on two occasions: first, when they had completed 2 weeks of the FP, and second, at the end of the FP. Questions for this second feedback form (shown on the right hand side below) were developed with help from Prof. Malavika Subramanyam and Prof. Tannistha Samanta, and were used to assess the effectiveness of the FP activities on students happiness and stress levels.

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR					
Foundation Programme 2014					
Last three digits of roll number	<div>0 1 2 3 4 5 6 7 8 9</div> <div>0 1 2 3 4 5 6 7 8 9</div> <div>0 1 2 3 4 5 6 7 8 9</div>				
Session ID	<div>0 1 2 3 4 5 6 7 8 9</div> <div>0 1 2 3 4 5 6 7 8 9</div> <div>0 1 2 3 4 5 6 7 8 9</div>				
Question	Poor/ Strong No	Average/ No	Good/ May be	Very Good/ Yes	Excellent / Strong Yes
1 How do you rate the quality of this session?	1	2	3	4	5
2 Did you learn something valuable in this session?	1	2	3	4	5
3 Should such a session be included every year in FP?	1	2	3	4	5
4 How do you rate the speaker/workshop organizer?	1	2	3	4	5
5 Would you recommend this person for other IITGN events?	1	2	3	4	5
6 Was this session well-coordinated from IITGN side?	1	2	3	4	5
Specific Comments/Suggestions					

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR					
Foundation Programme 2014					
Last three digits of roll number	<div>0 1 2 3 4 5 6 7 8 9</div> <div>0 1 2 3 4 5 6 7 8 9</div> <div>0 1 2 3 4 5 6 7 8 9</div>				
Session ID	<div>0 1 2 3 4 5 6 7 8 9</div> <div>0 1 2 3 4 5 6 7 8 9</div> <div>0 1 2 3 4 5 6 7 8 9</div>				
Question	Poor/ Strong No	Average/ No	Good/ May be	Very Good/ Yes	Excellent / Strong Yes
1 How much fun have you had during the last 2 weeks?	1	2	3	4	5
2 Have you learnt something new in the last 2 weeks?	1	2	3	4	5
3 How valuable have your experiences been during the last 2 weeks?	1	2	3	4	5
4 How worried or stressed have you been during the last 2 weeks?	1	2	3	4	5
5 Taking all things together, how happy are you right now?	1	2	3	4	5
Which FP sessions have you liked and disliked? Any other comments/suggestions?					

## Feedback Form

As can be seen above, the feedback form primarily followed a format in which students were required to provide answers to specific questions on a scale of 1 to 5. We also provided a space where they could provide specific comments about each session. These forms were used to obtain metrics for each session, identify the most-liked and disliked sessions, and also to gauge which resource persons could be engaged in other events at IITGN. The results of the feedback analysis are given below.

### 5 Sessions with best rating (mean scores out of 5, rounded to one decimal)

Quality of session?	Learnt something valuable?	Include in next FP?	Resource Person	Include in other events?	Coordination from IITGN
Leadership - Rangrass (4.9)	Leadership - Rangrass (4.9)	Leadership - Rangrass (4.9)	S. Rangrass (Leadership) (4.9)	Leadership - Rangrass (4.8)	Leadership - Rangrass (4.8)
Warli Painting (4.8)	Warli Painting (4.7)	Warli Painting (4.8)	Stefan Haves (Theater) (4.8)	Stefan Haves Theater (4.8)	Warli Painting (4.8)
Dance (4.8)	Dance (4.7)	Stefan Haves Theater (4.7)	S. Mathur (Visual Story Telling) (4.8)	Visual Story Telling (4.7)	Dance (4.7)
Stefan Haves (4.7)	Stefan Haves (4.7)	Dance (4.7)	Kush Banker (Dance) (4.7)	Dance (4.7)	Visual Story Telling (4.6)
Life Skills (4.6)	Frugal Innovation (4.6)	Warli Painting (4.7)	A. Chakraborty (Music in Engg) (4.6)	Music in Engg (4.6)	Stefan Haves Theater (4.6)

### 5 Sessions with lowest rating (mean scores out of 5, rounded to one decimal)

Quality of session?	Learnt something valuable?	Include in next FP?	Resource Person	Include in other events?	Coordination from IITGN?
RTI workshop (3.6)	Technology & Ethics (3.7)	Gender Issues (3.6)	T. Samanta (Gender Issues) (3.8)	Technology & Ethics (3.7)	Ethics in Education (3.9)
Technology & Ethics (3.6)	Justice (3.6)	Tech & ethics (3.6)	R Sharan (Technology & Ethics) (3.7)	RTI workshop (3.7)	Gender Issues (3.9)
Ethics in Education (3.6)	Ethics in Education (3.6)	Ethics in Education (3.5)	S Gautam (Motivation) (3.6)	Motivation (3.6)	Technology & Ethics (3.8)
Harappan Civilization (3.5)	Gender Issues (3.5)	Motivation (3.5)	Raj Chhabra (Ethics in Education) (3.6)	Ethics in Education (3.6)	Motivation (3.8)
Motivation (3.4)	Harappan Civilization (3.4)	Harappan Civilization (3.5)	V. Prabhakar Har. Civ. (3.5)	Harappan Civilization (3.5)	Harappan Civilization (3.7)



As can be seen from the feedback above, engaging students in “intellectually demanding” topics can be a challenge. However it should be noted that the difference in ratings between the highest and lowest rated events is not drastic, and care should be taken when interpreting these data.

## Feedback summarized by theme

Since the FP stresses on five different themes, we thought it might be valuable to summarize student feedback by theme. We excluded physical activity and sports since this was a daily requirement and no feedback was collected.

Most highly rated per theme	Quality of session?	Learnt something valuable?	Include in next FP?	Resource person	Include in other events?
<b>Creativity</b>	Warli Painting	Warli Painting	Stefan Haves Theater	Stefan Haves (Theater)	Stefan Haves
<b>Social Awareness</b>	Toy from Trash	Toy from Trash	Toys from Trash	Manish Jain (Toys from Trash)	Toys from Trash
<b>Leadership &amp; Communication</b>	Leadership (Rangrass)	Leadership (Rangrass)	Leadership (Rangrass)	S. Rangrass	Leadership (S Rangrass)
<b>Values &amp; Ethics</b>	Life Skills	Life Skills	Life Skills	Jasbir Thadani	Jasbir Thadani

### Summarized feedback from “specific comments” text

In this portion of the feedback, students were often quite vocal about specific aspects of the FP. Some of the frequently repeated comments were along the following lines:

1. Demand for outdoor trips.
2. Strong expression of interest in getting a resource person back.
3. Having longer breaks between the sessions, and a less hectic schedule.
4. Shortening the length of the FP.
5. Having more workshops rather than lectures.

The tag clouds below give some indication of the major topics discussed in likes vs. dislikes.



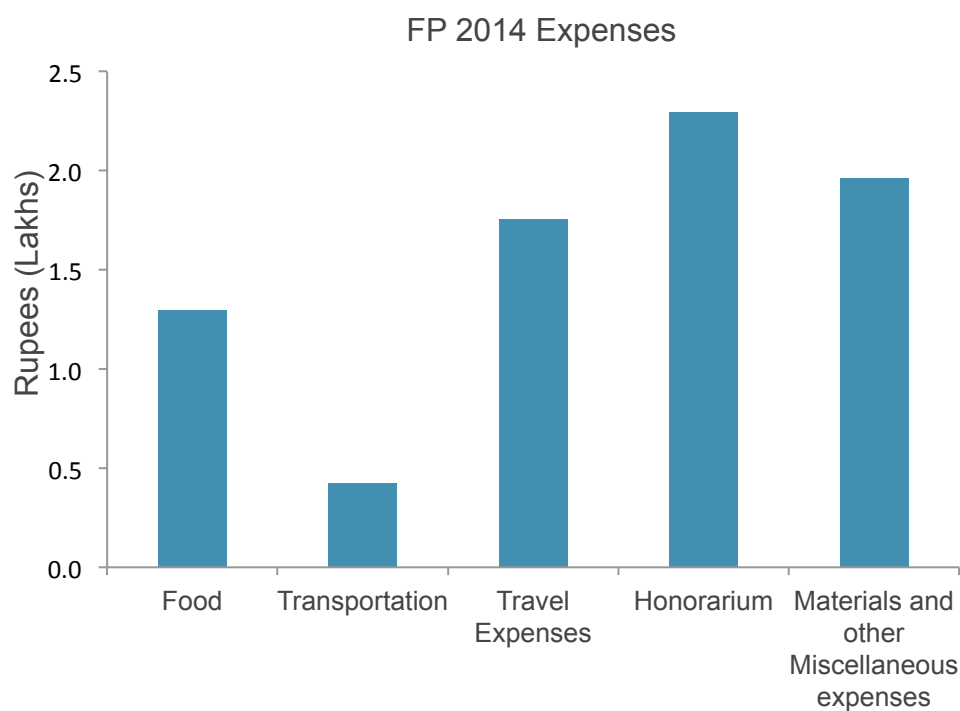
## Overall Feedback

We also collected feedback about overall happiness and satisfaction level of the students during and after FP. The final feedback was done two weeks after the end of the FP and hence some questions, being not very appropriate (e.g. how “happy” were you during the past 2 weeks) were not asked. The overall scores are given below.

	How much fun was FP?	Have you learnt anything new?	How valuable have your experiences been?	How stressed were you? (lower is better)	How happy were you during FP?	Overall FP quality
<b>2 weeks into FP</b>	4.1	4.3	4.2	3.2	4.1	NA
<b>2 weeks after FP</b>	4.1	3.9	4.1	2.4	NA	3.7

## FOUNDATION PROGRAMME EXPENSES

A total expenditure of Rs. 7,90,067 was incurred during FP 2014. The distribution of expenses under various heads is given below:



### Details of Expenses Incurred

Honorarium for resource persons	Rs. 2,46,108
Materials for workshops	Rs. 1,96,357
Travel reimbursements	Rs. 1,75,542
Food arrangements	Rs. 1,29,425
Transportation arrangements	Rs. 42,635
<b>Total</b>	<b>Rs. 7,90,067</b>

A more detailed break-up of items under these different heads is given in the following table.

Category	Date	Material Purchase / Name of the Resource Person	Type of Expenditure	Amount	Total	Status	Paid from	Total paid from Advance	Remarks
Petty Cash - I	18.07.2014	Feelings	Packing of 75 Momentos	750	750	Paid	Advance	750	75 Charkha - Mementos for Resource People
	21.07.2014	Florista	3 Bouquet	600	600	Paid	Advance	600	Rs. 200 each for Chief Guest & 2 Resource people
	21.07.2014	New Laxmi Kirana Stores	Purchase of Dandiya + Auto Charge	1400 + 60	1460	Paid	Advance	1460	Purchased by Cultural Team - Mudit
	22.07.2014	Gwalia Sweets - Mohan Foods	Welcome Lunch for FP Inauguration	47250	47250	Paid	Advance	47250	450 Pkd Lunch for Students & Parents. Rs. 105 per pack
	22.07.2014	Umiya Nursery	20 Potted Plants on Rent + Transport	1000 + 600	1600	Paid	Advance	1600	Rs. 50 per pot
	23.07.2014	Shah Hasmukh Poonmchand	Oil & Cotton for Lighting Lamp	25	25	Paid	Advance	25	
	23.07.2014	Municipal Corporation - Jasbir	City Clean	3500	3500	Paid	Advance	3500	
	28.07.2014	Mahesh G. Mistry - 9824932682	75 Charkhas - Rs.100 per charkha	7500	7500	Paid	Advance	7500	
	28.07.2014	Ankita Arora - Host FP - 2014	Stoll for Chief Guest + Auto Charge(to&fro)	185 + 140	325	Paid	Advance	325	
	28.07.2014	12 Faculty Coordinators interaction with Students	Informal meet - Combined bills	12190	12190	Paid	Advance	12190	
Honorarium	28.07.2014	Sandeep Gautam	Honorarium	5000	5000	Paid	Advance	5000	
Honorarium	28.07.2014	Shubham Patle Award for FP Logo - Inauguration	Honorarium	1000	1000	Paid	Advance	1000	
Honorarium	28.07.2014	Manish Jain	Honorarium	5000	5000	Paid	Advance	5000	
Honorarium	28.07.2014	Sandeep Pandey	Honorarium	5000	5000	Paid	Advance	5000	
Honorarium	31.07.2014	Kush Banker	Honorarium	7500	7500	Paid	Advance	7500	Half payment of Western Dance Workshop. The rest half of Rs.7500 payment done by NEFT transfer through accounts
									Advance of Rs. 1 Lakh settled against all the above payments totalling to Rs.98700. Rs.1300 returned back to Harshadbhai on 4th Aug.
2nd advance of Rs. 50000	4.08.2014	Loknaad	Honorarium	5000	5000	Paid	Advance	5000	
Honorarium	06.08.2014	Manju Menon	Honorarium	3000	3000	Paid	Advance	3000	
Honorarium	08.08.2014	Gunvant Jain	Honorarium	2000	2000	Paid	Advance	2000	
Honorarium	08.08.2014	Bill Wolak	Honorarium	3000	3000	Paid	Advance	3000	
Petty Cash	12.09.2014	Petty Expenses on Bills	Petty Cash	18356	18356	Paid	Advance	18356	All the payments done to different persons for the purchases of stationary/tea snacks etc related to FP-2014. Returned back on 15.09.14 from Rajendra Vaishnav with queries
TA Bill	24.07.2014	Sarthak Jain	TA Bill - 1	6697	6697	Paid on 01.08.2014	Accounts		

Category	Date	Material Purchase / Name of the Resource Person	Type of Expenditure	Amount	Total	Status	Paid from	Total paid from Advance	Remarks
TA Bill	25.07.2014	Prof. Sanjeev Sanghi - IIT Delhi	TA Bill - 2	13315	13315	Paid on 01.08.2014	Accounts		To Green Channels as we booked the tickets
TA Bill	28.07.2014	Shrankhla Narya	TA Bill - 3	13450	13450	Paid on 08.08.2014	Accounts		Added Taxi Fare along with air fare
TA Bill	28.07.2014	J G Ponikiewska Ranjan	TA Bill - 4	3094.94	3094.94	Paid on 07.08.2014	Accounts		
TA Bill	31.07.2014	Manish Jain	TA Bill - 5	2457	2457	Paid on 08.08.2014	Accounts		
TA Bill	06.08.2014	Sandeep Gautam	TA Bill - 6	5082.47	5082.47	Paid on 20.08.2014	Accounts		
TA Bill + Taxi fare	06.08.2014	Parijat Desai	TA Bill - 7	8263 + 800	8763	Paid on 27.08.2014 by cash from accounts	Accounts		Only 1 way paid from Bnglr Bom - A'bad.Add of her grandfather's was snd by her on 211st Aug.
TA Bill	07.08.2014	CCS - Baishali / Srijan & Sadaf	TA Bill - 8	31999	31999	Paid on 21.08.2014	Accounts		CCS - Centre for Civil Society
TA Bill	11.08.2014	Anup Tapadia	TA Bill - 9	7600	7600	Paid on 25.08.2014	Accounts		
TA Bill	12.08.2014	Manju Menon	TA Bill - 10	10972	10972	Paid on 22.08.2014	Accounts		
TA Bill	14.08.2014	Kailash Satyarthi	TA Bill - 11	9514	9514	Paid on 26.08.2014	Accounts		
TA Bill	19.08.2014	Gurvant Jain	TA Bill - 12	9989	9989	Paid on 05.09.2014	Accounts		
TA Bill	21.08.2014	Raj P Chhabra	TA Bill - 13	13592.47	13592.47	Paid on 27.08.2014	Accounts		
TA Bill	22.08.2014	Meenakshi Kirtene	TA Bill - 14	11092	11092	Paid on 29.08.2014	Accounts		
Taxi Fare	25.08.2014	Rashmi Datt	TA Bill -15	1000	1000	Paid on 29.08.2014	Accounts		Taxi fare approved without taxi receipts by Ashwini Sir
TA Bill	25.08.2014	Suchitra Mathur	TA Bill - 16	7702	7702	Paid on 05.09.2014	Accounts		Processed through Santhosh ji. Form prepared in our office
TA Bill	02.09.2014	Harish K. B & Ramanand	TA - Bill - 17	12444	12444	Paid on 08.09.2014	Accounts		
TA Bill	02.09.2014	Rajni Bakshi	TA - Bill - 18	6778	6778	Paid on 08.09.2014	Accounts		
Petty Cash	28.08.2014	Jayanti Nayak's Material purchase Exp	Petty Cash	4460	4460	Paid on 08.09.2014	Accounts		
Petty Cash	02.09.2014	Posh Urban	Petty Cash	20000	20000		Accounts		Concluding Lunch in S-5 328 for Volunteers
Petty Cash	12.09.2014	Sport - M	Petty Cash	18825	18825		Accounts		Sports related purchases of balls etc
Petty Cash	12.09.2014	Sports - Osia Hypermart, Abad	Petty Cash	915	915	Paid	Accounts		Paymnet processed by Sports team
Petty Cash	28.07.2014	Eshanti Printer [ Rs 26 per Folder & Rs.75 per engraved sheet]	Payment Voucher	9398 + 6853	16251		Accounts		200 Folders & 75 IITGn Engraved thin sheet & 250 Folders for PG inauguration
Petty Cash	07.08.2014	Sanidhya Printers	300 Brochure & Honour Code	11400	11400		Accounts		Rs.8 * 300 Honour Code & RS.15 * 600 Counselling Brochure
Petty Cash	07.08.2014	Kreative Idea	250 Diary & Layout Design Charges	32813 + 1000		33813. Expenses of PG.	Accounts		250 diaries for PG. Not included in FP-2014
Petty Cash	07.08.2014	Kreative Idea	200 Diary & Layout Design Charges	25200 + 1000	26200		Accounts		200 diaries for FP-2014
Petty Cash	07.08.2014	Rajkumar Jain Karkhanwala	250 T- Shirts	45000	45000		Accounts		Rs.180 * 250 for FP-2014
Petty Cash	07.08.2014	Rajkumar Jain Karkhanwala	250 Canvas Sling Bag	33750		33750. Expenses of PG.	Accounts		Rs.135 * 250 for PG Welcome Kit. Not included in FP-2014
Petty Cash	07.08.2014	Rajkumar Jain Karkhanwala	200 Canvas Sling Bag	27000	27000		Accounts		Rs.135 * 200 for FP - 2014

Category	Date	Material Purchase / Name of the Resource Person	Type of Expenditure	Amount	Total	Status	Paid from	Total paid from Advance	Remarks
Petty Cash	26.08.2014	Gwalia	Food for 250 PG	31500		31500. Expenses of PG.	Accounts		Rs.135 * 250 for PG Lunch. <i>Not included in FP 2014</i>
Honorarium	25.08.2014	Girish Gupta	Heritage Walk	8400	8400	Paid on 28.08.2014	Accounts		For Heritage Walk
Honorarium	06.08.2014	Parijat Desai	Honorarium	15000	15000	Paid on 03.09.2014 in casyh by acts	Accounts		
Honorarium	08.08.2014	Kush Banker	Honorarium	7500	7500	Paid on 19.08.2014	Accounts		Western Dance - Total Rs.15000, Out of which, Rs.7500 paid in cash from advance, the rest from accounts
Honorarium	08.08.2014	Arvind B. Ghosalkar	Honorarium	15000	15000	Paid on 21.08.2014	Accounts		
Honorarium	08.08.2014	Neelu G Patel	Honorarium	10000	10000	Paid on 29.08.2014	Accounts		There were queries on her account details
Honorarium	11.08.2014	Dakxin Bajrange - Budhan Theatre	Honorarium	30000	30000	Paid on 25.08.2014	Accounts		
Honorarium	22.08.2014	Meenakshi Kirtene	Honorarium	10000	10000	Paid on 29.08.2014	Accounts		
Honorarium	25.08.2014	Rashmi Datt	Honorarium	33708	33708	Paid on 29.08.2014	Accounts		As per her original invoice
Honorarium	27.08.2014	Raj Chhabra	Honorarium	5000	5000	Paid on 05.09.2014	Accounts		
Honorarium	27.08.2014	Suchitra Mathur	Honorarium	5000	5000	Paid on 05.09.2014	Accounts		
Honorarium	28.08.2014	Bhaskarjyoti Das	Honorarium	10000	10000	Paid on 05.09.2014	Accounts		Replacement of Sameer Bagchi - RP in FP-2014
Honorarium	28.08.2014	Jayanti Nayak	Honorarium	15000	15000	Paid on 08.09.2014	Accounts		Replacement of Suguresh - RP in FP-2014
Honorarium	02.09.2014	Harish K.B & Ramanand	Honorarium	25000	25000	Paid on 08.09.2014	Accounts		
Honorarium	02.09.2014	Rajni Bakshi	Honorarium	5000	5000	Paid on 08.09.2014	Accounts		
Honorarium		Hemant B Shah	Honorarium	15000	15000		Accounts		Not submitted to accounts as he is still searching his pan card copy
Food Expenses by Hospitality dept apart from Rs.67250 (already included in this file) is Rs 62175 which is expenses of Bon Temps & Guest house				54100 + 8075	62175				Processed by Hospitality Dept
Trasport Expenses as per the Hospitality dept is Rs.42635				42635	42635				Processed by Hospitality Dept
					<b>790066.88</b>		<b>Total paid from Advance of Rs.1,50,000</b>	<b>130056</b>	

TOTAL ADVANCE TAKEN			
17.07.2014	Prof. Pratik Mutha	Sunita Menon	100000
04.08.2014	Prof. Anirban Dasgupta	Sunita Menon	50000

	Food Expenses
--	---------------

# SUGGESTIONS FOR FUTURE PROGRAMMES

Overall, FP 2014 was a successful event. In the following section, we highlight some new initiatives taken up by the FP 2014 Team that contributed to the Programme's success. Also, based on our experiences, we include some suggestions and comments about specific areas that could be improved in the future.

## **Coordinating Team**

The smooth running of FP 2014 was due in large part to the sense of ownership, commitment and dedication of the FP Team and student volunteers. However, given the scale of the event, managing the logistics was certainly exhausting. We thank the FP 2013 team for their suggestion of having 5 faculty coordinators for the event. It was easier to delegate responsibilities depending on the strengths and constraints of each of coordinator and prevent individual burn-out. As IITGN B.Tech intake increases in the coming years, it will be important to further re-think the size of the coordinating team.

## **PG Student Participation**

Continuing the trend set during FP 2013, we ensured active participation by PG students to foster their growth as members of the campus community. As mentioned earlier, we had a designated volunteer coordinator (Geethanjali Savithri Dakshinamurthy) and involved an additional 76 postgraduate volunteers (1 MA, 1 JRF, 15 MSc, 14 M.Tech, 1 PGDIT, 44 PhD), reflecting a significant increase in PG student participation. Again, as the number of incoming B.Tech students grows, the number of volunteers will also have to be significantly ramped up.

## **Financial Team/Coordinator**

One area that could have been handled more efficiently is finances. We recommend that a separate financial team or a coordinator be chosen for exclusively handling FP finances for the entire Programme duration. This team should have a thorough understanding of all FP-related financial matters including processing a resource person's travel allowance and honorarium within promised time periods. If possible, a FAQ of possible scenarios (including special situations that may arise like unavailability of resource person's bank account or PAN card) should be properly outlined in advance. Also, we strongly recommend cash transactions as much as possible. Since most TA bills and honoraria are less than Rs. 20,000, it is much more efficient to hand over the payment to the resource person when he/she is visiting the campus.

## **Dedicated staff member**

In addition to a dedicated FP financial team/coordinator, we strongly recommend the assignment of a dedicated IITGN staff member for the duration of the Programme. This staff member should be solely responsible for being present at each session and ensuring that TA forms are filled out correctly, necessary documents like PAN card, boarding passes, receipts etc. are collected, memento and feedback forms are delivered to the student volunteers, necessary resource materials requested by the resource persons are procured on time and snacks/tea are arranged. Additionally he/she should coordinate with the IITGN Coordination Office and Materials Management Office to ensure smooth operation of each session. This

year, the FP team struggled trying to achieve all of the above in addition to actually running the session, planning for the next day and ensuring student participation.

### **Formal invitation letter**

Since much of the communication with the resource persons is on the phone, there is no formal documentation of conditions that they accept prior to FP. This can lead to some unfortunate cases of misunderstanding. To prevent such miscommunication, with the help of Mr. C. S. Sharma, we drafted a “Formal Invitation Letter” which we sent to all invited resource persons, communicating a clear sense of the Programme’s goals and spelling out what we were offering. This letter included details such as number of invited resource persons from their group, dates and duration of their sessions, travel allowance including Air India stipulation, honorarium, accommodation and meals during stay and requirement of resource materials. Also, prior to contacting resource persons, we were very careful in outlining a clear rubric for an honorarium pay-scale which was consistent across activities of the same type/duration and was cross-referenced with payments made in previous visits. We strongly recommend that this practice be followed in the future as well.

### **Resource Persons**

Overall, our highly qualified and energetic resource persons truly made the Programme a great success. The most as well as least popular sessions and resource persons are reviewed in the feedback section of this report. Some of the people we had difficulty with were Rashmi Dutt and Parijat Deasai (demanding), Kush Banker (attitude) and Gunvant Jain (biased and confused message). Future coordinators are advised to tread cautiously when dealing with these resource persons.

### **Audio and IT infrastructure in allocated rooms**

We had several and continuous problems with the audio equipment (microphones, speakers, projectors) in the rooms allocated for the FP sessions. While the IT team was most often available to help fix the problems, faults in equipment led to delays in many FP sessions. We recommend ensuring the installation of good quality, functional audio and video infrastructure prior to FP.

### **Transportation and Accommodation arrangements**

We are extremely grateful to the IITGN hospitality team for graciously accommodating and efficiently managing all hospitality arrangements. This was definitely the best-managed part of the entire FP planning process. However, we do note that local transportation (pick-up and drop-off within Ahmedabad-Gandhinagar, travel to and from the airport, etc.) is very expensive. We recommend exploring alternate transportation options like taxi services in the future.

### **FP Sessions**

We tried to ensure that most FP sessions were workshops (and not traditional lectures), which engaged the students in an interactive manner. However, we felt that the schedule was very packed and lacked sufficient breaks. We recommend having assigned 15 minute breaks



between sessions in the future. We also recommend that some free time be built into the schedule so that students have an opportunity to get a break and relax.

### **FP Trips**

We did not arrange any out-of-town trips this year. The students left campus only for the Ahmedabad heritage walk, tree planting at the permanent campus and the optional Sunday trip to the city. Despite a strong desire, we could not arrange an overnight camping trip as FP occurs during the monsoon season. The students did complain about the lack of outdoor trips. We recommend that at least one day/overnight trip be accommodated into the schedule.

### **Duration of FP, Attendance and Disciplinary issues**

Although everyone enjoyed FP2014, we noticed a distinct decrease in student enthusiasm and attendance starting from the 4th week. We also had a lot of problems maintaining student discipline starting around the same time. Eventually we managed to restore some order by adopting stricter measures (roll calls at the beginning and end of class, personally emailing and reprimanding students who were absent or late, requesting medical certificates, stern in-class sessions emphasizing the importance of participation, ownership and responsibility). However, it was clearly evident that beyond the first three weeks, student participation decreased substantially. Overall, the general consensus among both faculty and students is that the FP could be shorter. Students also expressed concern about the fact that they have to take mid-semester exams less than a month after the FP ends. We feel that all the proposed goals of the programme can be successfully achieved in 3 – 4 weeks, rather than five and strongly recommend decreasing the duration of FP.

### **FP grading**

We strongly suggest that the FP is evaluated on relative grading scale of A – F rather than the current Pass/Fail option. As mentioned in the previous section, the scale of participation and discipline varies widely across a class, and relative grading will give the FP faculty coordinators more flexibility in judging the performance of individual students.

