

**PROCEEDINGS OF THE OF PROJCT GENESIS REVIEW MEETING HELD AT
DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION, UTKAL
UNIVERSITY , BHUBANESWAR AT 11.00 A.M. ON 15.12.2007.**

A review meeting of Project Genesis was held on 15.12.2007 at 11.00 A.M. at Directorate of Distance & Continuing Education, Utkal University, Bhubaneswar. Sri P. K. Mohapatra, I.A.S, Commission-cum-Secretary, and Chairman, OCAC, Information Technology Department, Govt. of Orissa presided over the meeting. The following were present:

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| 1. Sri P. K. Mohapatra, I.A.S,
Commission-cum-Secretary and Chairman, OCAC,
Information Technology Department,
Govt. of Orissa | Chairman |
| 2. Sri G. Singh , OAS
Additional Secretary,
Dept. of Higher Education,
Govt. of Orissa, | Member |
| 3. Dr. R.K. Mohapatra,
Dy. Director, Higher Education,
Govt. of Orissa, | Member |
| 4. Sri A.K. Panda
Head, State IT Promotion Cell,
OCAC, Govt. of Orissa
Bhubaneswar. | Member |
| 5. Sri Nirmalya Choudhury,
Infosys, Bhubaneswar | Member |
| 6. Dr. P.P. Panigrahi,
Lect. in English,
DDCE, Utkal University | Member |
| 7. Prof. S.P. Pani
Director, DDCE, Utkal University | Convener |

Sixty representatives from the colleges and Universities attended the review committee meeting (Vide annexure). Dr. P.P.Panigrahy, Lect. In English, DDCE, Utkal University collected the status report on Project Genesis from the representatives present in the meeting. (Vide annexure)

At the outset Prof. S.P. Pani, briefed the representatives on various activities being undertaken by the Govt. of Orissa to increase employability of general

graduate students and to invite various companies to recruit them from colleges. The participants from various colleges posed the following questions and sought clarification.

Sl. No	Question / query	Clarifications	Action to be taken by
1.	Whether employment mission would provide funds for procurement of whiteboard/ overhead projector / Public address system etc.	Project Genesis is to be offered in the colleges as a self financing course. The offering and running of the course could not be linked with any assistance from any other source.	College
2	Whether the colleges can incur expenditure beyond the remuneration to the faculty, course coordinator, clerk and peon.	After meeting the remuneration, the college is authorized to incur contingency expenditure for running the course as per requirement. Under no circumstance expenditure beyond collection be incurred by the college. The Govt. cannot bear any shortfall. It was further clarified that a tape recorder, whiteboard and Public Address System may be procured in that order of priority, if surplus funds are available.	College
3	Whether the collection from the students is to be deposited with Govt. Treasury or in a separate bank account.	The amount collected from the students should be deposited in a separate bank account . The bank account could be held in any scheduled bank, preferably the same bank where the College has its account. The Principal or the Coordinator may operate the bank account. The receipt should be issued to the students against collection. A separate cash book is to be maintained reflecting all deposits and expenditure.	College/ Higher Education Dept. to issue necessary clarification/ instructions.
4	Whether students of higher classes i.e. Post Graduate, students who have passed out, student pursuing 3 year degree course in other colleges can be admitted into the course.	The course is open to all categories of students. The college may admit anyone into the course. However they must inform all regarding the policy of recruitment . Infosys would only recruit those passing out graduation in 2008. Students are to be generally encouraged to undergo the programme to increase their employability. Soft Skill Development and Personality Grooming are important components of education.	College

5	Whether more than two colleges can collaborate for offering the course in case adequate number of students are not mobilized or in case trained faculty are not available. (for viability each group should comprise of at least 15 trainees)	Two or more colleges can collaborate for offering the colleges. In case of non-availability of Infosys trained faculty they can be drawn from adjoining colleges. In case of inadequate number of students they can be diverted to another college. The fees would be collected by the college where the classes are actually held. Coordinator of that college shall be primarily responsible for administering and running the course.	College
6	Whether the existing facilities of the college in terms of classroom, white board, Public Address System, Over head Projector etc. are to be utilized for the programme.	The Principals of all colleges should extend full cooperation for running the course. Existing facilities available in the college should be extended for offering the course. Principals may also procure essential items like Overhead Projector, White board, Tape recorder and Public Address System etc. from PL fund / UGC fund for equipment or State Govt. fund and any other available resources.	College/ Higher Education Dept. to issue necessary clarification/ instructions
7	Non payment of TA for attending Infosys Training Program in July, 2007 and the SPOC meeting on 15.12.07 due to non allotment of funds	The Dept. of Higher Education would issue necessary instruction and make arrangement.	Higher Education Dept. Principal of the College
8	Whether Infosys has developed any study materials for the students and can Infosys share the same	Infosys has developed study materials only for the trainers which has been handed over in soft form to all SPOCs. Director, DDCE would explore the possibility of developing the courseware at University level.	Infosys / DDCE, Utkal University
9	Whether the colleges can make the photocopies of study material to be provided by the teachers.	The study material mostly as exercises can be developed by the trainers . These can be photocopied and circulated amongst the students depending on the surplus available with the colleges after meeting basic expenditure. In case funds are not available the students may photocopy the material at their own cost. The Photocopying facility if available in the college can be extended by charging operational cost to the course.	College
10	Who should be the coordinator of the course.	One of the teachers who underwent training at Infosys should be appointed as the Coordinator by the	College

		Principal of the College. The same person should also preferably be designated SPOC of the college. Wherever need arises the Principal may change the SPOC/ Course Coordinator.	
11	Whether Infosys would issue Certificate to the students.	The college would issue a course completion certificate to the students who have attended at least 75 hours out of 100 hours of the classes. The certificate would be signed by the Principal and the Course-Coordinator. No grade etc. is to be mentioned in the certificate. However the instructors should continuously evaluate the students and provide feedback for improvement.	College
12	Whether the classes are to be conducted in normal classroom.	For effective training rectangular class rooms may be used. The students should face each other. The teacher should not have a position of predominance. Informal sitting arrangement can also be adopted. Any existing class room can be rearranged. Use of gallery should be avoided. Existing facilities should be utilized wherever new arrangement is not possible immediately. The colleges should generally develop at least one class room/ Seminar/ Conference room for interactive teaching.	College
13	When can the next batch of admission take place.	This should be a continuous and regular feature of the college. The colleges may start fresh batches depending on response. The students who will be promoted to 3 rd year from June 2008 are to be encouraged to join new batches after summer vacation. College should organize as many batches as possible.	College
14	Internet Connectivity	The Colleges would obtain broad band internet connectivity and meet the cost from their existing budget provision for telephone / any other suitable head. Wherever such facility is not available they may utilize the facility available with State govt. Organizations in their locality.	College/ Dept. of Higher Education would issue circular.

In addition to the above clarification, the following general advises were rendered :

1. The college authority and teachers are to educate the students about job opportunities in the BPO sector. The misgivings regarding ITES and BPO should be removed through awareness drives.
2. Officials of Infosys and DDCE, Utkal University / Govt. of Orissa etc. should visit the colleges where the programme is offered to encourage the students and the trainers.
3. Most of the colleges have not forwarded the names of the students undergoing the training programme to Infosys / DDCE. All were advised to forward the names to Dr. P.P. Panigrahi, Lect. In English, DDCE, Utkal University through e-mail - searchpolly72@yahoo.com and mark a copy to , Infosys at Ashish_Mittal02@infosys.com. Name of the student , Date of Birth , Course , Likely date of completion of the course (BA/Bcom/BSc, MA/ MSc/MCom) have to be specified. This is an urgent requirement to facilitate creation of a database at OCAC.
4. The colleges were also informed about conduct of Merittrack Test, to create a larger data base for recruitment by various IT / ITES firms.
5. All the colleges were advised to contact the state SPOC i.e. Prof. S.P. Pani, Director, DDCE at susmit_1957@yahoo.co.in preferably through email only.

The meeting concluded with a vote of thanks to the chair.

Sd/-

Commissioner- Cum-Secretary, IT Department