



कार्यालय कुलसचिव,  
राजमाता विजयाराजे सिंधिया कृषि विश्वविद्यालय,  
ग्वालियर (म.प्र.)

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क्र./कु.स./प्रम.बैठक/अ.सू./2020/1071

ग्वालियर, दिनांक: 26-5-2020

// अधिसूचना //

विश्वविद्यालय प्रमण्डल की 37वीं बैठक दिनांक 06.03.2020 के पद क्रमांक 11 में लिए गये निर्णय अनुसार, विश्वविद्यालय, की अधिसूचना क्रमांक कु.स./शैक्ष.प. बैठक/अ.सू./2019/5024-5025 दिनांक 31.12.2018 द्वारा भारतीय कृषि अनुसंधान परिषद, नई दिल्ली द्वारा जारी नवीन ई.एल.पी.-सामान्य दिशानिर्देशों को विश्वविद्यालय में शैक्षणिक वर्ष 2019-20 से लागू किये जाने की अधिसूचना जारी की गई थी। उक्त नवीन ई.एल.पी.-दिशानिर्देशों में विश्वविद्यालय स्तर पर पुनर्वलोकन उपरान्त तैयार किये गये विश्वविद्यालय हेतु अनुकूलित ई.एल.पी. दिशानिर्देशों का प्रबंध प्रमण्डल द्वारा अनुमोदन किया गया।

संलग्न:- दिशा-निर्देश (पृष्ठ 01 स 00 तक)

माननीय कुलपतिजी के आदेशानुसार

कुलसचिव

ग्वालियर, दिनांक: 26-5-2020

पृष्ठाकनं. क्र./कु.स./प्रम.बैठक/अ.सू./2020/1072  
प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. अधिष्ठाता कृषि संकाय, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
2. निदेशक शिक्षण/अनुसंधान सेवायें/विस्तार सेवायें, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
3. अधिष्ठाता, कृषि/उद्यानिकी महाविद्यालय, ग्वालियर/इन्दौर/खण्डवा/सीहोर/मंदसौर।
4. लेखानियंत्रक, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
5. समस्त विभागाध्यक्ष, रा.वि.सिं.कृ.वि.वि., ग्वालियर
6. उप कुलसचिव (शिक्षण/स्था.), रा.वि.सिं.कृ.वि.वि., ग्वालियर।
7. पोर्टल प्रभारी, रा.वि.सिं.कृ.वि.वि., ग्वालियर की ओर विश्वविद्यालय की वैबसाइट पर अपलोड कराने बावत्।
8. निजसचिव, माननीय कुलपतिजी, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
9. सुरक्षा नस्ती।

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कुलसचिव

26/5/2020



**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALYA,  
GWALIOR, (M.P.)**

**GUIDELINES FOR THE EXPERIENTIAL LEARNING PROGRAMME  
TO BE ADOPTED FROM THE ACADEMIC SESSION 2019-20**



**BASED ON THE GENERAL GUIDELINES OF ELP  
ISSUED BY THE ICAR, NEW DELHI**

**DEAN FACULTY OF AGRICULTURE**

**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALYA,  
RAJA PANCHAM SINGH MARG, GWALIOR MP, 474002**



# EXPERIENTIAL LEARNING

## General Guidelines

### 1. Concept

Experiential learning (EL) is a philosophy and methodologies in which educators purposefully engage with learners in direct experience and focused reflection in order to increase knowledge, develop skills, entrepreneurship, and inculcate values.

The word 'experiential' essentially means that learning and development are achieved through personal involvement and experience, typically in group, by observation, listening, study of theory or hypothesis, rather than on received teaching or training. EL is a business curriculum related endeavor which is interactive.

EL is for building skills in project development and execution, decision-making, individual and team coordination, approach to problem solving, accounting, quality control, marketing and resolving conflicts, etc. The programme has end to end approach. Carefully calibrated activities move participants to explore and discover their own potential and in process, provide analytical skills and business acumen. Both activities and facilitation play a critical role in enhancing team performance.

EL thus, provides the students an excellent opportunity to develop analytical and entrepreneurial skills, and knowledge through meaningful hands on experience, confidence in their ability to design and execute project work.

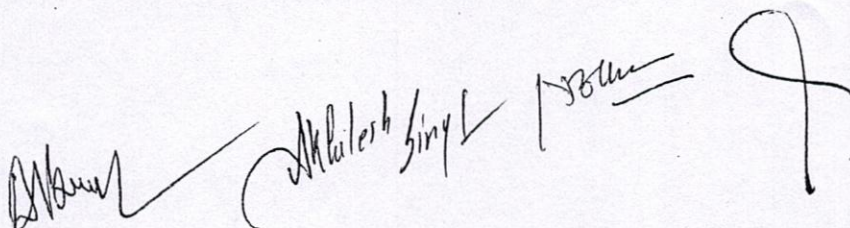
### 2. Objectives

The main objectives of EL are:

- To promote professional skills, entrepreneurship, knowledge and marketing skills through meaningful hands on experience and working in project mode.
- To build confidence through end to end approach in product development.
- To acquire enterprise management capabilities including skills for project development and execution, accountancy, national/international marketing, etc.

### 3. Credits

Twenty credits are recommended for EL programme of 24 weeks duration. The students will have adequate experience in planning and managing an enterprise in totality starting from procurement of raw material to processing, production, packaging and storage of products, organizing resources and utilities, sale of products, maintain accounts and analyze profits. Finally, students will present their work along with a report of their performance.

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#### 4. Distribution of credits as per the EL Activity

S. No.	EL Activity	No. of Credits
<b>1</b>	<b>Developing a Business Plan/ Project Proposal</b>	<b>1</b>
i	Identification of the product to be manufactured	
ii	Market Survey	
iii	Analysis of the existing status of the identified product and targeted market and customer	
iv	Innovativeness and Creativity	
v	Preparation of the project proposal with supply chain of inputs, personnel plan, production plan, finance plan, etc. and its preparation	
<b>3</b>	<b>Plan for the Production</b>	<b>1</b>
i	Organization of resources	
ii	Organizing utility	
iii	Sequential grouping of activities	
iv	Packaging and storage	
v	Product pricing – physical inputs, man-hours, depreciation, etc.	
vi	Time management	
<b>4</b>	<b>Production</b>	<b>15</b>
i	Regularity in production	
ii	Adhering to production plan	
iii	Product quality assessment	
iv	Maintenance of production records	
v	Team work	
<b>5</b>	<b>Sales</b>	<b>2</b>
i	Sales strategy	
ii	Sales volumes	
iii	Assessment of sales performance	
iv	Profit generated including C/B ratio, payback period, etc.	
<b>6</b>	<b>Documentation and Report Presentation &amp; Evaluation</b>	<b>1</b>
ii	Personnel Management	
ii	Preparation of final report	
iii	Oral performance	
	<b>Total</b>	<b>20</b>

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## 5. Duration

The EL programme is to be offered for 24 weeks period in the final year. As the EL programme is enterprise oriented, it will be without any break. Students and faculty are expected to attend the activities of the EL on all days. Total commitment is expected from the faculty and the students. The EL programme shall be run all the year round by making groups and rotating activities of the final year students.

## 6. Attendance

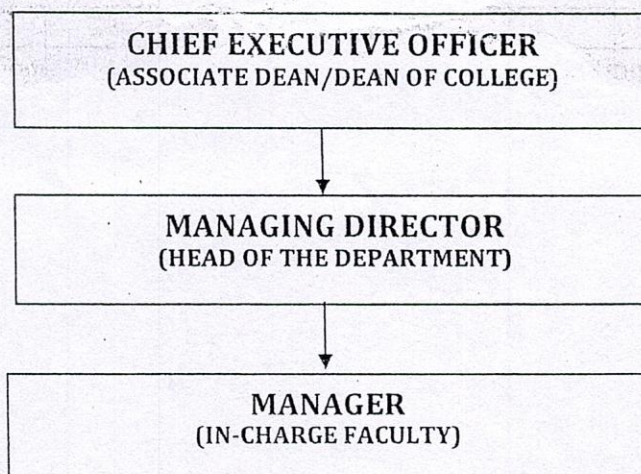
The minimum attendance required for this programme is 85%. The attendance of a student will be maintained at the EL unit. The attendance particulars shall be communicated to the Chief Executive Officer by the Manager of the EL unit every week. The students will be eligible for the final evaluation of EL only when the attendance requirement is met with. Any student in the event of recording shortage of attendance or declared failed, has to re-register the EL when offered next.

## 7. Eligibility

To get the eligibility for registering the EL programme, the students should have completed all the courses successfully. No student should be allowed to take up the EL programme with any backlog/repeat courses. The assignment/allotment of the EL programme shall be based on merit of the student at the end of V Semester.

## 8. Organizational set-up of the EL Unit:

To give the real experience and flavor of an enterprise to the students and other organizations, each EL unit shall have the organizational set-up as follows:



The above organogram depicts the hierarchy of the enterprise. Advisors from the private sectors can also be engaged for consultation for the programme, production and sales profitability. The Head of the department where EL unit is proposed should identify suitable faculty member with commitment as Manager of the EL programme. Another faculty member should also be identified to assist the manager.

## 9. Registration and Orientation

The orientation on enterprise management will be given in the following aspects:

- Concept of EL
- Objectives

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- Organizational aspects
- Plan of work – Formulation of Business plan, organization of production, sale strategy, marketing, etc.
- Records to be maintained
- Reports to be submitted
- Attendance requirement
- Discipline

Registration and general orientation will be arranged on the first day followed by general session on various aspects of enterprise management and departmental orientation on the second day. During the programme there will be no formal lectures, however wherever necessary, some briefing may be done.

#### 10. Programme of Work

The EL programme will continue for 24 weeks without any break. The schedule of the work is as follows:

S. No.	EL Activity	No. of Days
1.	Orientation	2
2.	Developing a Business Plan	8
3.	Training in Advanced Skills	8
4.	Plan for the Production	8
5.	Production & Sales	130
6.	Documentation and Reports	10
7.	Presentation and Oral Examination	2

**Total 168**

#### 11. Programme Monitoring

The programme will be continuously monitored by the Manager and MD. The CEO will receive the information about the EL unit regularly and monitor personally once in a month. The sales part of all the units in the college will also be continuously monitored by the CEO. The sales of all EL products will be arranged in the most prominent place in the college or in market to attract the customers.

#### 12. Faculty Responsibilities

##### CEO

- Arrange for registration and general orientation of the EL programme
- Approve the arrangements made for training students in advanced skills
- Assess the feasibility of the business plans developed in all units in coordination with experts in the field
- Monitor the enterprise activities of each unit on monthly basis
- Render help in solving administrative problems of the unit
- Convene meetings with MDs of all EL units and advisors of the students in the college to ensure the profitability of the EL unit
- Approve the schedule of the examination

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## MD

- Orientation of the students for EL activities
- Identify resource persons in the relevant field
- Scrutiny of business plan/ project proposals and submission to CEO
- Monitor EL programme of their unit twice a week
- Issue letters of correspondence for interaction with other enterprises/ institutes
- Conduct of examination and evaluation
- Scrutiny of EL unit records

## Manager

- Arrange to coordinate all pre-EL activities timely
- Orientation of the EL activities of their discipline to the students
- Record the attendance of the students and ensure the participation of the student for 8 hours per day
- Identify the resource persons in the relevant field and arrange for guest lectures
- Identify and arrange for student's training in entrepreneurial advanced skills after approval from CEO
- Guide students in developing business plan/ project proposals
- Plan for survey and accompany students for receiving effective market information, if needed
- Conduct the primary assessment of the business plan and give report to the MD
- Help the students in development of production plan
- Guide the students in production
- Guide the students for quality analysis
- Lead the students for marketing and sale of products
- Monitor all enterprise activities daily
- Guide the students for record keeping and enterprise economics
- Inform MD and CEO about the progress of EL unit
- Propose the examination schedule and organize evaluation & examinations.

## 13. Devolution of powers:

### CEO

- Overall responsibility for successful functioning of all EL units in the college
- Responsible for overall coordination and monitoring

### MD

- Responsible for overall progress of the EL unit
- Monitoring and evaluation of the programme

### Manager

- Responsible for day to day activities of the EL unit
- Report to the MD about the functioning of the EL unit

Sanction power shall be as per the delegation of Power of the University

Separate account for each EL unit will be created and maintained by the CEO. The unit shall function in corporate mode for local purchase. Purchase Committee shall consist of Manager, one faculty member and one student from EL unit and the Committee shall function in a manner that high quality product is purchased at competitive price.



#### 14. Profit Sharing

The profit will be shared by the students, department and the faculty involved in the programme. The profit share will be as follows:

1. Students – 75%
2. For maintaining the respective ELP unit 25%

If the EL unit is found to register loss, remedial measures should be taken by the monitoring team. If it is not rectified, it should be closed immediately.

#### 15. Guest Faculty/Lectures

- Guest lecturers shall be delivered on topics having direct relevance to the EL activity and by those who have run a commercial unit (public or private) for a minimum of five years.
- Guest lecturers will be paid suitable honorarium up to Rs. 2000 for a session of three hours otherwise Rs. 1000 will be paid.
- A provision of Rs. 50,000 per EL unit for the first year will be made for the first year. In subsequent years, the provision may continue out of the income of the EL unit.

#### 16. Evaluation

The students will be evaluated regularly throughout the programme by the EL Unit Manager. The following is the breakup of marks for evaluation of students through internal and external methods. Internal evaluation will be done by the respective Unit Managers while external evaluation team consists of MD and other identified Entrepreneur. Student will be evaluated for 200 marks for 20 (0+20) credits.

S. No.	Description	Marks
1	Business planning and designing	10
	Planning for production	10
2	Organization of production, quality, & schedule	120
	Adherence	
3	Sales	20
4	Student performance (Class assessment, regularity, etc.)	10
5	Report writing & records	10
6	Oral Examination (External)	20
		<b>Total 200</b>

#### 17. Faculty Training

EL being a new initiative, it is proposed that the faculty involved be provided orientation-cum training in project development, business plan development, managing the project, marketing and agribusiness strategy at one of the premier business schools like IIM. For this, a provision of Rs. 1.00 lakh is made in the first year per EL unit exclusively for training of faculty. In subsequent years, such training may be arranged out of the share of Department of income of EL unit.

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### 18. Requirements for Grant of EL Unit

- For each EL unit, at least four core faculty members should be available in the department. One of them one would be the Manager.
- EL unit will be given to only those universities/colleges which provide evidence of having trained technical staff for manning the EL unit.

### 19. Revolving Fund

- Minimum amount of Revolving fund to each EL module will be Rs. 4.00 lakhs. Any revolving fund over and above Rs. 4.00 lakhs will have to be refunded after completion of two years of release of funds.
- Revolving fund would be provided in the first year. In subsequent two years, the grant for maintenance of equipment purchased for the EL programme would be provided @ 7% of the equipment cost per year. The requirement of more funds should be met out of the 10% share of the department out of the income generated from the EL unit.
- Revolving fund shall not be used for any purpose other than EL unit. In case of misuse of fund, the Development Grant of ICAR may be stopped.
- Revolving fund will be used exclusively for meeting recurring expenditure only for EL unit.
- While Revolving fund will remain with the EL unit, ICAR would have right to ask for its refund.
- Revolving fund and entire budget shall be at the disposal of CEO of the unit and total devolution of power as indicated in the general guidelines will have to be followed. In case there is no devolution, no funding support from the council be provided.
- Department's share of any amount earned out of ELU will be used exclusively for EL faculty capacity building, adding further infrastructure, attendance of concerned faculty and students in seminar and for no other purposes.

### 20. Rewards

Every year, Education Division should make assessment of the EL units based solely on the production, quality and income generated, and the best performing EL unit shall be given Rs. 1.00 lakh additional support which will be utilized exclusively for capacity building of the faculty including participation of the faculty involved in EL unit in national and international conferences, etc.

### 21. The Modules

The modules included in the Report are suggestive and college/university would have freedom to modify/develop new modules looking into the marketing potential in the region, following strictly the principles enunciated for each module.

### 22. Other Recommendations

- In case of Horticulture discipline, in-house preparation such as preparation of root stock, etc. should be undertaken by the faculty at least six months in advance to enable development of planting material by the students.
- Each college will prepare a Pert Chart in the project proposal.
- In case the college finds any research institute or private sector industry which can extend the EL programme to the students, the financial support will be considered to that institute/industry for operationalization of the programme.

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- Budget indicated is on the basis of cost index of 2010. It may necessitate increase in allocation to the extent of 10% of the projected amount.
- A Certificate should be issued for the completed EL course to the students.
- Any module adopted under EL programme should have a minimum potential of income approximately Rs. 10,000 per month per student as well as engage the student concerned throughout the period for 8 hrs a day for the entire duration and then only, the objective of this programme would be served.
- ICAR should support initially the creation of three EL units in two colleges under each discipline of AU. Arrangement may also be made to train the students from other colleges of the AU in the units developed in the colleges of the same or neighboring AU in the State.
- A business graduate may be engaged in providing knowledge and skills to students in development of business plan and marketing skills.

### 23. Scheduling of EL Programme

- There should be one composite programme of one year for rural experience/awareness (RAWE), in-plant training and EL and the programme may be named as Rural Awareness and Entrepreneurship Development Programme (RAEDP).
- The credit for EL, RAWE and in-plant training will be as follows-
 

(i) Experiential Learning	20 credits
(ii) RAWE	14 credits
(iii) In-plant training/Industrial attachment	06 credits
- Each of the above programmes should be evaluated separately.
- For RAWE, one week should be for orientation, six weeks for stay in village where faculty member should also stay, followed by two weeks of report writing and presentation. Every RAWE should have one camp-fire in village.
- In the RAWE orientation, there should be briefing about the concept and expectations from programme, village profile, general idea about PRA and disease/insects diagnostics and management, etc.
- In the village, the RAWE students should have interaction with the farming community, awareness about various schemes of the State/GOI in villages and make an assessment of their impact and besides others should study potential for agriculture/horticulture or other developments for livelihood improvement. RAWE programme should be taken in villages adopted by college for technology dissemination.
- Each student undergoing RAWE will be required to make task sheets on the programme and the progress of the student will be evaluated by the group leader on weekly basis.
- The student undergoing RAWE must secure 85% of total attendance in village otherwise whole programme would have to be repeated in next semester. Those, not going to village should be given zero mark. Also, if a student is declared fail in RAWE he/she has to Re-register the RAWE when offered next.
- The grant for RAWE should be for the entire duration of 10 weeks and may be increased to Rs. 3000/student out of which Rs. 2000 for student and Rs. 1000 for

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college concerned which should be used for contingency expenditure under the programme. Contingency grant should also be utilized for inputs like seeds, bio-fertilizer, nutrients, etc. for demonstration purpose, camp fire and other activities in village.

- During industry attachment, if the industry does not provide support, a stipend of Rs. 2000 per month should be provided to the student.
- In the case of in-plant training/industrial attachment, the evaluation of students should be made on 50:50 bases by the AU Coordinator and Industry Coordinator, respectively. The AU Coordinator should visit the industry twice to ascertain the progress. After completion of training, the candidate would submit report through concerned industry to the university.
- In order to maintain the transparency in evaluation system, there should be as much number of parameters as possible for evaluation of the above programmes.
- All AUs be requested to submit proposals for new ELU taking into account suggestions and modules appended. While releasing the grant, it should be ensured that the money provided earlier is adjusted and the ELU support is provided only when it confirms to guidelines developed here-in.

