R CAT

Rajiv Gandhi Centre of Advanced Technology
(A Registered Society established by the Government of Rajasthan)

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<u>SOP: OEM Engagement/Code of Conduct</u>

Organising Visits to RCAT

- OEMs will be responsible for organising visits of important academic, industry and not-for-profit institutions to promote RCAT as a destination of advanced technology training. Each OEM will organise at least one visit per month.
- OEMs that invite visits to RCAT will take the responsibility of coordinating the visit that includes welcome, photography, video graphy, guided tour of RCAT, workshop, snacks, feedback, and ongoing academic engagement with the visiting institution. RCAT decision making authorities, PMU team at RCAT and other OEMs will need to be informed and approved well in advance, at least 5-7 working days.
- OEMs can invite government agencies and departments as well to promote RCAT as a nodal agency of the government to conduct all advanced IT training in the state of Rajasthan and from other states as well.

Sequence of Student Visits to RCAT

- The visiting team of students from colleges and institutions will follow a proper sequence of the visit.
  - First- Assemble outside the front gate for a group picture. (The coordinating OEM will ensure that HD quality Group Picture is taken for onwards sharing with IEC team for social media, website, and other promotional purposes.)
  - Second- Enter the building in queues (boys and girls two different queues)
  - Third- Register name, mobile and email id at the Reception Centre.
  - Fourth- Assemble again at the Foyer, near the escalator for a Group Picture.
  - Fifth- Take escalator/steps to the Autofina Robotics Workshop on the first floor. (10 Minutes).
  - Sixth- Take a guided tour to the second floor, third floor and fourth floor. (15-20 Minutes).
  - Seventh- Assemble back in the Conference Room on the first floor for Workshop and Information Session. (75 Minutes maximum- Session 60 minutes, Snacks 15 Minutes).
  - Eighth: The session will be roughly for 60 to 75 minutes out of which 30-45 minutes will be the workshop on the already announced/ assigned theme or topic. Other OEMs will introduce their courses/global certifications for 5-6 minutes each. (Maximum 30 Minutes for 5 OEMs).
  - Ninth: Snacks (Tea and Biscuits) will be available for students and the visiting team coordinators outside the conference hall.
  - Tenth: Video Recording of the feedback from students and coordinators from the visiting institution. (The coordinating OEM will ensure that HD quality video shoot of the feedback is taken on their own devices or inform the IEC team at least 3 days before to organise the same).
  - Eleventh: OEM Coordinator of the visit will ensure that students scan the QR Codes of our Social Media handles (Twitter, Facebook, Instagram, LinkedIn) at the conference room and/or at the reception and encourage them to follow the RCAT handles. Additionally, they should also ensure that RCAT visit is shared on the social media/website of the visiting institution to promote RCAT's academic engagement.
  - Twelfth: The visit coordinator from the OEM will share the details of the institution, head of the institution, department, and faculty coordinators so that a thank you letter can mention their names and an appreciation certificate can be issued to the institute/individuals.

Outreach to Colleges

- OEMs will be organising RCAT Team visits to important academic, industry and not-for-profit institutions to promote RCAT as a destination of advanced technology training. Each OEM is expected to organise at least one visit per month. The assistance of the PMU team can be sought for smooth and effective coordination.

Dedicated Sessions/Workshops

- OEMs that invite the college to RCAT will have the first right to make the workshop on that day. If one OEM is inviting more than one college per month the workshop will be allotted to the next OEM in consultation with the organising OEM.
- Workshop topics will be decided two to four weeks in advance and these topics will be aligned with 'technologies in demand', 'course on offer at RCAT' and 'experts available for the face-to-face workshop'.
- The dedicated session/workshop will be not less than 30 minutes and not more than 60 minutes. This will be at the introductory level that would tentatively cover the technology in focus, job opportunities, how to make a career in this technology and the future perspectives. A unform structure of presentation can be suggested, developed, approved, and shared for all OEMs to follow.
- Students will receive participation certificate only after they have successfully completed the online quiz (maximum 10 MCQs) while being in the class.

OEM Presentations- Dos and Donts

- OEM Presentations will align global developments in technology, how Indian market is shaping up and what opportunities are opening for tech graduates.
- After the workshop is over, organising OEMs will extend assigned time to other OEMs for their brief presentations.
- OEMs will not compare the quality and fees of the courses of other OEMs at RCAT while making a pitch for their own courses.

Subject Matter Expert for Webinars

- OEMs will be required to provide one SME on their expertise/technology/course on offer each month.

Grievance Redressal

- The grievance redressal committee will look into any complaints against any OEMs, their representatives and the committee have the right to revoke the concerned OEM's agreement with RCAT if enough evidence is found of any misdeeds.

(Jyoti Luhadiya)
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