

SKILL HOUR

Standard Operating Procedure (SOP)

1. Introduction

The Skill Hour is an initiative aimed at equipping Polytechnic students with updated knowledge and skills beyond the curriculum to ensure their competitiveness in the rapidly evolving technological landscape.

2. Scope

The Skill Hour shall be conducted every Wednesday pre-hour for all branches in Polytechnics, encompassing students from all years. It is designed to facilitate discussions on:

- Emerging technologies.
- Startups and entrepreneurial ventures.
- Innovative ideas.
- Future career prospects.
- Technological and economic growth in India.

3. Objectives

1. Explore Emerging Technologies and Advancements for enhanced employability
2. Enhance Skill Sets Beyond the Curriculum
3. Cultivate Entrepreneurial Mindset and Start-Up Culture
4. Discuss Technological and Economic Growth in India

4. Schedule

Skill Hour shall be scheduled as a **Pre-Hour session every Wednesday**, before the regular Polytechnic hours.

5. Participation

Students of all years of each branch shall attend the Skill Hour separately, gathering at a common venue designated for their branch. Every student shall be encouraged to present his/her ideas, deliver seminars, and engage in activities that align with and enhance the objectives of the Skill Hour. If infrastructure is inadequate to

accommodate all-year students together, Skill Hour may be conducted class-wise in their respective classrooms.

6. Responsibility

The Head of Section (HoS) for each branch shall organize and oversee the Skill Hour with support from section staff.

7. Documentation

The HoS shall prepare a Minute of the Meeting (MoM) for each Skill Hour session, capturing the discussions, learning outcomes, and action points. MoMs shall be submitted whenever asked for.

8. Enrichment Activities

Industry experts, young entrepreneurs, and alumni shall be invited as guest speakers to share insights on:

1. Latest technologies and practices.
2. Workplace tools.
3. Career opportunities and advancements.

9. Instructions to Stakeholders

Principals

- Ensure the immediate commencement of Skill Hour sessions for each branch/program.
- Provide necessary infrastructure and support for smooth implementation.

Heads of Sections (HoS)

- Organize weekly Skill Hour sessions.
- Ensure active participation of students and faculty.
- Maintain detailed documentation of sessions and outcomes.

Regional Joint Directors (RJD)

Oversee the seamless implementation of Skill Hour within their respective regions (AU and SVU). Address challenges and ensure consistent adherence to guidelines.

10. Review Mechanism

The Director of Technical Education, will review the progress and effectiveness of Skill Hour every quarter, with recommendations and guidance issued to enhance its impact and relevance.