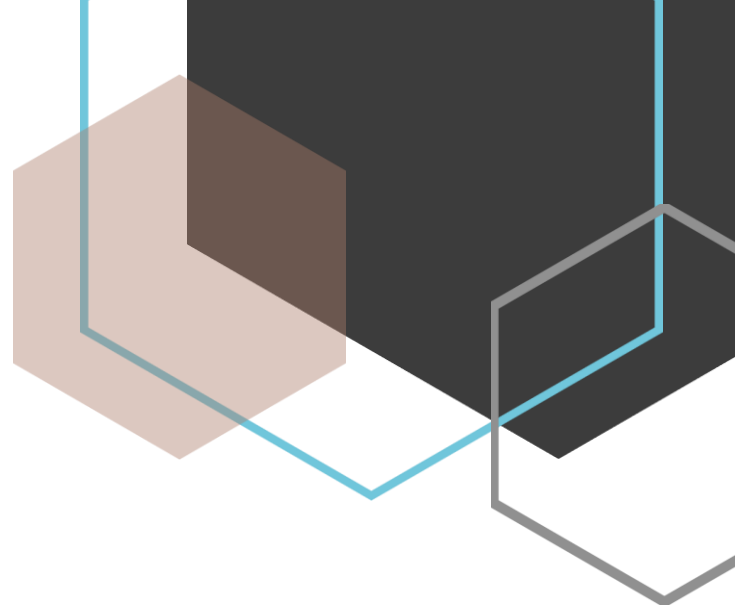




Co-funded by the  
Erasmus+ Programme  
of the European Union



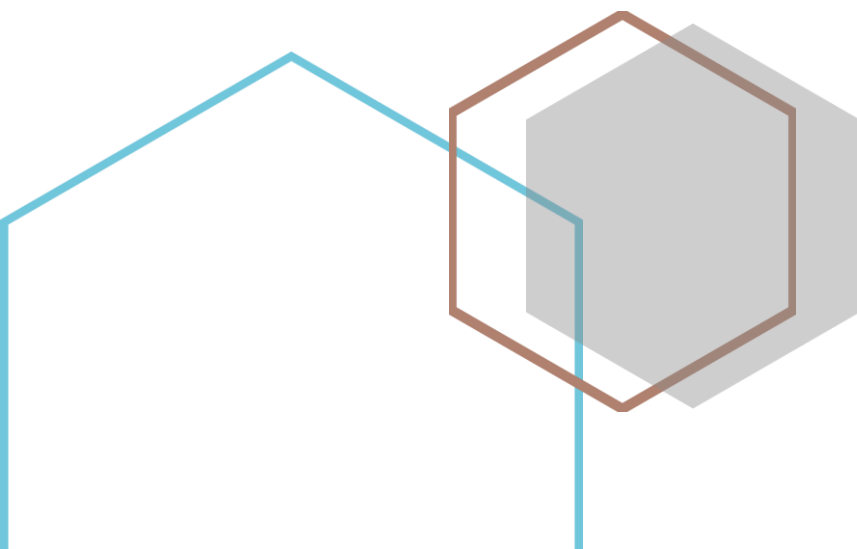
# IMPLEMENTATION FRAMEWORK TALENT CO-CREATION LAB

RK UNIVERSITY, INDIA

---

Integrating Talent Development into Innovation Ecosystems in Higher Education

586227-EPP-1-2017-1-BG-EPP



## Table of Contents

Activities of the Lab	2
Position of the Lab within the university structure	2
Organization of the physical premises and working space for the Talent Co-Creation Lab	3
Arrangements for the management of the Lab	3
Arrangements for involvement of faculty and staff in the Lab	3
Arrangements for the coordination and administrative work in the Lab – staff, responsibilities, financing	3
Channels and means of communication with external stakeholders	3
Rules and regulations for selection and participation of students in the live innovation projects	4
Opportunities for collaborative work	4
Linking Lab activities to curricular activities and internships	5
Principles and approaches for assessment and evaluation of student and faculty involvement in Lab activities	5
Policy and procedures on Intellectual and Industrial Property	5
Policy on financing of the Lab activities	5
Policy and procedures on industry / business contribution or co-financing of the Lab projects or trainings	6
Policy and procedures on access to research/innovation results and use of products developed within the Lab	6
Rules for ensuring the safety of students and external stakeholders working at the Lab	6
Rules for ensuring the safety of students and external stakeholders when the lab activities take place outside the Lab	6
Internal development plan of the Talent Co-Creation Lab	6
Quality assurance plans for the Talent Co-Creation Lab	7

The framework outlines the design of the operations of the Talent Co-Creation Lab created at the University in the frame of the INNOTAL project. It clarifies the Lab's place within the University structure, its functioning, management and activities, as well as applicable rules and regulations.



## ACTIVITIES OF THE LAB

The Talent Co-Creation Lab that will be established at RK University in the frame of the INNOTAL project should focus on the following activities:

- a. Innovation and Research Projects
  - Improving current research processes and outcomes for students and research scholars
  - Improving current research processes and outcomes for faculty members
  - Launching new research projects in line with the needs and requirements of industry, non-profit organizations and public sector organizations
  - Connecting students with industry and other external Stakeholders for live innovation projects and other activities.
- b. Facilitation of internships and establishing connections to new internship-providing partners
- c. Development and delivery of training activities
  - Enhancing and facilitating the involvement and participation of industry representatives, including recruiters, alumni and leading economic players in the region, in dialogue and discussion with the University, especially as concerns training needs
  - Organizing meetings with leaders from industry for designing, delivering and assessing training activities
  - Designing short-term training courses and medium-term courses which can be conducted within the Lab.
  - Designing short-term training courses and medium-term courses which can be conducted outside the University premises, e.g. at the company's premises, at neutral venues near Industrial Zones, etc.

## POSITION OF THE LAB WITHIN THE UNIVERSITY STRUCTURE

The Talent Co-Creation Lab (TCCL) will work alongside the already established Industry Institute Interaction Cell (IIC) which is operational in RK University. An additional officer will be appointed to join the Lab as Officer in Charge of the Lab.

The TCCL will contribute to achieving some of the objectives of the IIC, but with special attention to involving students in all forms of talent development and entrepreneurship-promotion activities:

- To catalyze growth and development of interactions between the University and Industries, with special emphasis on the participation of students in these interactions; to facilitate the signing of Memoranda of Understanding and Agreements with various industrial and research organizations in different fields and sectors to promote various forms of interaction.



**ORGANIZATION OF THE PHYSICAL PREMISES AND WORKING SPACE FOR THE TALENT CO-CREATION LAB**

**ARRANGEMENTS FOR THE MANAGEMENT OF THE LAB**

**ARRANGEMENTS FOR INVOLVEMENT OF FACULTY AND STAFF IN THE LAB**

**ARRANGEMENTS FOR THE COORDINATION AND ADMINISTRATIVE WORK IN THE LAB – STAFF, RESPONSIBILITIES, FINANCING**

**CHANNELS AND MEANS OF COMMUNICATION WITH EXTERNAL STAKEHOLDERS**

- To utilize the strong links with industries and professional bodies linked to industries in the design and development of high quality and relevant education focused on employability
- To provide consultancy to industries

---

The Talent Co Creation Lab will be located in the air-conditioned space of the Central Building of the University, which will provide ease of access for all students and faculty members at the University.

---

Dedicated staff with technical knowledge will be in charge of the Lab. The managerial staff will be under the direct supervision of the senior management of the University.

There will be no complicated chains of accountability in order to avoid involving the Lab in complex institutional relations and to provide it with a reasonable freedom to develop innovation activities in collaboration with external stakeholders.

---

Faculty members who are currently engaged in teaching Entrepreneurship courses, faculty members involved in training for placements of students and selected senior faculty members from the respective domains will be involved.

Faculty members will be paid based on assignment as per the University policy of Reimbursements and Awards.

---

The teaching team will directly report to the officer in charge of the Lab. Based on the quantum of work, the officer will be authorised to recruit administration assistants initially as a form of internship and later on permanent contract.

---

The Talent Co-Creation Lab will utilize the following channels of communication with external stakeholders:

- Channels developed by the Industry Institute Interaction Cell which maintains the University’s relations with industry
- Existing strong links between the University and various industry bodies, such as the Confederation of Indian Industries, Rajkot Engineering Association, Rajkot Management Associations, etc.
- Existing collaboration between RK University and various Government departments.

Industry leaders and associations will be interviewed and the challenges and gaps in the current system will be studied. If necessary, focus group



**RULES AND  
REGULATIONS FOR  
SELECTION AND  
PARTICIPATION OF  
STUDENTS IN THE  
LIVE INNOVATION  
PROJECTS**

interviews, along with general survey, will be conducted to get primary inputs from industry representatives.

---

For domain-specific projects, when selecting students who will participate in TCCL projects, the TCCL Officer in Charge will heed the recommendations made by the concerned departmental heads / Deans of faculty and/or relevant faculty members.

Students will be invited based on these recommendations and a primary assessment will be carried out to understand their level of interest and abilities.

For projects that are not domain-specific or lend themselves to interdisciplinary work, the University will communicate the opportunity for participation to all classes and types of students and will provide equal opportunities to all students to take the advantage of the Lab and its activities. In case the interested students are more than the available places, selection will be merit-based. Care will be taken to give preference to newcomers (students that have not yet been involved in a project), all other things being equal, so that different students benefit from the Lab in the long run.

**OPPORTUNITIES FOR  
COLLABORATIVE  
WORK**

---

Faculty members will work as project mentors and will provide the necessary guidance and support for the successful execution of the projects carried out in the TCCL. The Officer in Charge, in cooperation with the Industry Institute Interaction Cell and the Training and Placement Cell, will arrange for regular meetings with industry and ensure that appropriate communication is established to facilitate TCCL projects' initiation and completion as per plans.

External Stakeholders will have full access of the Lab if they are part of a project. External stakeholders will be allowed to participate in all project activities that are organized with their contribution, based on their availability and interest.

*Using online communication for collaborative work*

RK University has a sophisticated Learning Management System installed for University course delivery. It is being used to effectively deliver course and course-related content online. The same L Learning Management System will be used as technology platform to enable online collaboration. The INNOTAL OpenResearch platform will also be used, especially for sharing ideas and initiating collaborations.

*Involving stakeholders in the design, delivery and assessment of Lab activities*

Various reference groups will be involved in consultation and periodic meetings will be organized at mutually convenient time and venue.

The Lab will periodically carry out consultation with external stakeholders on needed skills and potential updates of the university curricula. This will be then reflected in the projects and trainings that are being carried out in



**LINKING LAB  
ACTIVITIES TO  
CURRICULAR  
ACTIVITIES AND  
INTERNSHIPS**

the TCCL

---

TCCL activities will be to some extent linked to regular curricular activities in selected programs. This will initially be done on a pilot basis. After appropriate assessment of the success or otherwise of the pilots, the University authorities will decide about the feasibility of linking curricular and extracurricular TCCL activities to other programs, too.

Currently, there are no feasible plans for clearly linking the activities in the TCCL to internships.

In selected cases, student research projects will be allowed to be linked to TCCL activities.

The activities in the TCCL will be linked to entrepreneurship education. The TCCL will design and deliver entrepreneurship and innovation training sessions for students in various disciplines. Research on skills gap and learning gaps, as well as other outcomes from the projects, will be shared with faculty members. This will allow them to design and develop their own entrepreneurship and innovation courses or to introduce entrepreneurship and innovation topics in existing courses.

**PRINCIPLES AND  
APPROACHES FOR  
ASSESSMENT AND  
EVALUATION OF  
STUDENT AND  
FACULTY  
INVOLVEMENT IN LAB  
ACTIVITIES**

---

Appropriate rubrics will be designed to help faculty members in assessment and evaluation of student work in the TCCL. These rubrics will be designed in consultation with all concerned faculty members and selected industry representatives. Communication abilities will be monitored and assessed based on University's CESL (Centre for English as Second Language) guidelines.

Peer-to-peer assessment allowing students to evaluate and give feedback to other students will be used and will be carried out online through the University's Learning Management Platform.

**POLICY ON FINANCING  
OF THE LAB  
ACTIVITIES**

---

The University aims to make the Lab activities self-supporting and will provide guidance and directions with regard to the provision of funds for the Lab activities.

External financing will be sought from Government funding, industry Funding, Sponsorships, etc.

**POLICY AND  
PROCEDURES ON  
INDUSTRY / BUSINESS  
CONTRIBUTION OR CO-  
FINANCING OF THE  
LAB PROJECTS OR  
TRAININGS**

---

Depending on the domain of the project, leading companies will be approached with proposal for co-financing on their part. However, the contribution and co-financing by business will be only optional. Concrete negotiations will be handled by the Lab Administration. RK University may still carry out projects without industry co-financing if the projects are deemed important for skills development and teaching.

---





**POLICY AND PROCEDURES ON ACCESS TO RESEARCH/INNOVATION RESULTS AND USE OF PRODUCTS DEVELOPED WITHIN THE LAB**

**RULES FOR ENSURING THE SAFETY OF STUDENTS AND EXTERNAL STAKEHOLDERS WORKING AT THE LAB**

**RULES FOR ENSURING THE SAFETY OF STUDENTS AND EXTERNAL STAKEHOLDERS WHEN THE LAB ACTIVITIES TAKE PLACE OUTSIDE THE LAB**

**INTERNAL DEVELOPMENT PLAN OF THE TALENT CO-CREATION LAB**

Industry partners involved in specific project will have full access to the results of this project. The University Library (and, through it, all the students of the University), will have full access to all results from all projects. Invitation access can be granted to other Universities and students in the region.

Results can be used by involved Industry Partners, and for research and commercial purpose with appropriate permissions.

Decisions regarding the permissibility of carrying out proprietary research in the TCCL will respect the University Rules.

---

A safety protocol will be developed and will be communicated to all internal and external stakeholders.

Special gear will be provided whenever necessary.

---

The safety protocol will cover situations when activities are carried outside the TCCL. Activities outside the lab (e.g. fieldwork) may be permitted of necessary, but will observe the requirements and security measures applicable at the University and the external venue. During off-campus work, students will always be accompanied by the faculty members responsible for the concrete project.

- 
1. Communication with internal and external stakeholders
  2. Inviting students, faculty members and external stakeholders to participate in research and other projects. A screening committee consisting of IIC and TCCL members will scrutinize and finalize the projects to be implemented during the first year. Students will be selected, trained and mentored in order to facilitate their full-fledged participation in the project.
  3. After a project is implemented, feedback and assessment will be carried out in order to enable the TCCL to take corrective actions and improve project implementation in the future.
  4. During the second year, the number of students and faculty members who are invited to participate in TCCL projects will be increased.
  5. Communication about the objectives of and benefit from TCCL activities will be shared with following stakeholders to encourage their participation:
    - a. RK University students
    - b. RK University research scholars
    - c. RK University faculty members and research guides/mentors
    - d. Industry leaders and members of industry associations
    - e. Government and public sector organizations



QUALITY ASSURANCE  
PLANS FOR THE  
TALENT CO-CREATION  
LAB

6. Based on participation/inputs and expressed interest of various stakeholders, necessary Calls of Participation will be issued.

---

The following preliminary Quality Assurance plans have been made:





Type of assessment	Who will be in charge?	How will assessment activities be organized?	Who will collect the results from the monitoring activities?	Who will analyse the result from the monitoring activities?	What indicators will be used? What elements of the work of the Lab will be monitored?	How will results be reflected in planning?
<b>Monitoring: ongoing, focused on implementation</b>	The appointed Officer in Charge	Through project objectives and developed rubrics for assessment	Faculty members	Faculty members and selected members from industry	Number of students trained or involved in innovation projects Number of external stakeholder involved Number of projects implemented Feedback from students and from external stakeholders Number of students from disadvantaged groups involved Number of faculty members involved, etc.	Through control mechanism
<b>Evaluation: Periodic (e.g. once a semester or once a year)</b>	The appointed Officer in Charge	Through project objectives and developed rubrics for assessment	Faculty members	Faculty members	Student skills and competencies developed Innovations developed New collaborations with business started Innovations in teaching introduced, etc.	Through control mechanism