



**Akhil Bharatiya Maratha Shikshan Parishad's Anantrao
Pawar College of Engineering & Research**



**Record No.: ADM/D/036A
Revision: 00**

DoI: 02/01/2023

Internal Correspondence

**Standard Operating Procedure (SOP) for Institute Level Innovation Club
Members**

1. Objective:

The Innovation Club aims to foster a culture of innovation and entrepreneurship within the institute by providing students with the necessary resources, mentorship, and opportunities to develop and implement innovative ideas.

2. Composition of the Innovation Club:

- **Faculty Coordinator:** Leads and manages all activities of the Innovation Club.
- **Faculty Members:** Guides students on technical and professional matters.
- **Student Representatives:** Organize events and act as a liaison between the club and the student body.
- **Industry Mentors (if applicable):** Provide guidance and mentorship based on industry trends.
- **Administrative Staff:** Support event organization and resource management.

3. Roles and Responsibilities:

- Each member has specific roles and responsibilities defined based on their position (as detailed earlier).
- The SOP outlines key responsibilities for all members to ensure smooth functioning, clear communication, and accountability in all club activities.



4. Procedure for Conducting Club Activities:

Step 1: Annual Planning

- At the beginning of the academic year, the club will conduct a **planning meeting** to outline the activities, events, and projects for the year.
- Activities such as hackathons, workshops, guest lectures, innovation challenges, and student project showcases will be scheduled.
- Budget requirements and resource allocations for each event will be discussed and submitted to the institutional management for approval.

Step 2: Idea Submission and Evaluation



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- **Idea Submission Process:** Students will be invited to submit their innovative ideas through a formal process (online portal, email, or submission forms).
- **Preliminary Review:** Faculty and student representatives will review submitted ideas and shortlist those with high innovation potential.
- **Evaluation Criteria:** Ideas will be evaluated based on creativity, feasibility, potential societal/industrial impact, and resource requirements.

Step 3: Organizing Innovation Workshops and Competitions

- **Workshop Execution:** Organize workshops on innovation methodologies, design thinking, prototyping, and entrepreneurship throughout the academic year.
- **Competition Management:** Plan and host competitions such as **hackathons**, **ideathons**, and **innovation challenges**. Competitions should follow structured guidelines, including registration processes, evaluation panels, judging criteria, and rewards.
- **External Competitions:** Coordinate student participation in regional, national, and international innovation competitions.

Step 4: Mentorship and Guidance for Projects

- After shortlisting, assign **mentors** to guide students through the development of their projects.
- **Regular Mentorship Meetings:** Establish a calendar of meetings between mentors and student teams to track progress, offer guidance, and ensure students are meeting milestones.
- **Technical Assistance:** Ensure that students have access to labs, resources, and tools needed for prototyping and testing.

Step 5: Collaboration with Industry and Academia

- Establish partnerships with industries, startups, and research institutions for collaborative projects.
- **Guest Lectures & Industry Interactions:** Organize guest lectures and interactive sessions with innovators, entrepreneurs, and industry experts to inspire and educate students.
- **Internships and Projects:** Facilitate industry internships or collaborative projects that provide hands-on experience with real-world challenges.

Step 6: Managing Innovation Infrastructure





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- **Lab/Innovation Space Access:** Allocate and manage the resources required for innovation projects, such as makerspaces, labs, and prototyping tools.
- **Resource Allocation:** Ensure students have access to hardware, software, and financial resources needed to work on their ideas.

5. Reporting and Documentation:

Step 1: Event Reports

- After each event (workshop, competition, guest lecture), prepare a report summarizing the event details, outcomes, number of participants, and feedback.
- Event reports should be submitted to the Faculty Coordinator and the institution's leadership.

Step 2: Innovation Project Documentation

- Ensure each student team maintains detailed documentation of their innovation projects, including concept notes, project plans, technical details, and progress updates.
- Final project reports should include a summary of the problem addressed, the innovation developed, and its potential impact.

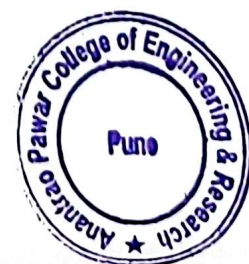
Step 3: Progress and Outcome Reports



- The Innovation Club will submit periodic progress reports to the **Internal Quality Assurance Cell (IQAC)** or similar body, summarizing activities, outcomes, and recommendations for improvement.
- Year-end reports should include a comprehensive overview of all initiatives, highlighting successful projects, competitions, and student achievements.

6. Communication and Awareness:

Step 1: Awareness Campaigns

- Use institutional platforms (website, social media, notice boards) to promote Innovation Club activities and opportunities for student participation.
- Organize orientation programs and awareness sessions for new students to introduce the concept of innovation and the club's offerings.



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Step 2: Regular Updates

- Maintain communication with students through emails, newsletters, or dedicated online forums to inform them of upcoming events, competitions, and project opportunities.
- **Feedback Mechanism:** Create a feedback system where students can provide suggestions for future innovation activities or raise concerns related to ongoing projects.

7. Funding and Resource Management:

Step 1: Fundraising and Budget Management

- Apply for grants and funding opportunities from governmental agencies (e.g., AICTE, DST), industries, or alumni to support innovation projects and events.
- Manage allocated budgets effectively, ensuring that funds are utilized for necessary resources, events, and infrastructure improvements.

Step 2: Sponsorship and Partnerships

- Secure sponsorships from industries or startups for innovation events, competitions, and incubation programs.
- Develop long-term partnerships with industries for joint innovation challenges and internships.

8. Intellectual Property (IP) Support:

Step 1: IP Education

- Conduct workshops and awareness sessions on **intellectual property rights (IPR)**, patent filing, copyright, and trademarks.
- Encourage students to consider patenting their innovative solutions and guide them through the patent filing process.

Step 2: Legal Assistance

- Collaborate with legal professionals or the institute's IP cell to provide students with assistance in filing for patents or protecting their intellectual property.
- Ensure that students understand the importance of IP protection for their innovations.





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9. Review and Feedback Mechanism:

Step 1: Post-Activity Feedback

- Collect feedback from students and faculty members after each activity or event to assess its effectiveness and areas for improvement.
- Use feedback to refine future activities, ensuring that the needs and expectations of students are met.

Step 2: Annual Review and Improvement

- At the end of each academic year, conduct a **review meeting** to evaluate the club's overall performance, successes, challenges, and areas of improvement.
- Implement necessary changes in the club's functioning, event organization, and mentorship based on feedback and review outcomes.

10. Handling Emergencies and Special Cases:

Step 1: Expedited Process for Critical Innovations

- In case of student projects addressing urgent or critical issues (e.g., health emergencies, disaster management), expedite the review, funding, and support process.
- Collaborate with relevant authorities to fast-track development and deployment if necessary.




Principal

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