STANDARD OPERATING PROCEDURE (SOP)
HACKATHON AND IDEATION CELL

ST. BEDE'S COLLEGE, SHIMLA

SOP No.: SBC/HC/SOP/01/2026
Effective From: Academic Session 2026–27
Year of Establishment : 2024
Approved By: Principal
Responsible Unit: Hackathon and Ideation Cell
Version :1.0

1.HACKATHON AND IDEATION CELL

- Name of the Cell: Hackathon and Ideation Cell
- Date of establishment: May 2024
- Faculty Convener/Co-convener: To be appointed by the Principal
- Student Representatives: To be elected by elections or nominated by teachers.

2. Introduction

The Hackathon and Ideation Cell of the institution functions as a platform for promoting innovation, creativity, problem-solving, collaborative learning and entrepreneurial thinking among students. The Cell aims to provide students with opportunities to identify real-world problems, develop innovative ideas, work in teams, participate in hackathons and ideation activities, and transform ideas into practical solutions.

The Cell supports experiential and participatory learning and encourages students from different academic backgrounds to collaborate. Participation is open to students who are interested in the activities of the Cell, subject to the requirements of individual programmes and institutional guidelines.

3. Vision

To foster a creative, collaborative and innovation-driven environment that encourages students to think critically, develop practical solutions to real-world problems and actively participate in hackathons and ideation initiatives.

4. Mission

- To promote student participation in hackathons, ideation activities, innovation challenges and related programmes.
- To provide opportunities for experiential learning, creativity and problem-solving.

- To encourage teamwork, leadership, communication and interdisciplinary collaboration.
- To help students develop and refine innovative ideas into practical and presentable solutions.
- To develop skills relevant to employability, entrepreneurship and holistic student development.
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5. Objectives

1. To encourage students to identify problems and generate innovative ideas for addressing them.
2. To organize and facilitate hackathons, ideation sessions, innovation challenges, workshops and related activities.
3. To provide students with opportunities for experiential, collaborative and participatory learning.
4. To develop problem-solving, critical thinking, communication, leadership and teamwork skills.
5. To promote interdisciplinary collaboration among students.
6. To facilitate participation in internal, inter-college, institutional and external hackathons and innovation competitions, wherever appropriate.
7. To maintain systematic records and documentation of Cell's activities.
8. To periodically assess the effectiveness and impact of Cell's activities and take corrective measures wherever required.

6. Organizational Structure

Principal

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Faculty Convener

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Faculty Co-Convener

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Student President

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Student Secretary

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Interested Student Participants/Volunteers

7. Roles and Responsibilities

A. Principal

- Provide institutional guidance and overall supervision.
- Approve major activities and programmes.
- Facilitate resources wherever required.
- Review the functioning of the Cell periodically.

B. Faculty Convener

- Prepare the annual activity plan of the Cell.
- Coordinate and supervise the activities of the Cell.
- Conduct meetings and maintain minutes.
- Allocate duties among faculty and student office-bearers/volunteers.
- Obtain necessary permissions and approvals.
- Coordinate with departments, IQAC and college administration.
- Ensure proper implementation of activities.
- Monitor participation and student engagement.
- Ensure timely submission of reports.
- Maintain documentation and supporting evidence.
- Prepare an annual review of the Cell's functioning.
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C. Faculty Co-Convener

- Assist the Convener in planning and execution of activities.
- Support coordination with faculty, departments and student office-bearers.
- Supervise assigned activities and provide guidance to participating students.
- Assist in ensuring discipline, safety and proper conduct during activities.
- Support documentation, reporting and outcome assessment.
- Act as the designated support/coordinating authority in the absence of the Convener, as required.

D. Student President

- Assist the Convener and Co-Convener in coordinating student participation.
- Support planning and execution of hackathons, ideation sessions and related activities.
- Communicate information regarding activities to interested students.
- Coordinate student volunteers and activity-specific teams.
- Encourage participation and interdisciplinary collaboration.
- Support maintenance of participation records and documentation.
- Collect feedback and suggestions from student participants.



E. Student Secretary

- Assist the Student President and faculty coordinators in activity planning and execution.
- Maintain student-related records and communication.
- Assist in preparing notices, schedules and activity documentation.
- Coordinate with participating students and volunteers.
- Support attendance, feedback collection and report preparation.
- Assist in maintaining records of outcomes and follow-up actions.

F. Student Participants/Volunteers

- Participate actively in the activities of the Cell.
- Perform duties assigned by the Convener, Co-Convener or student office-bearers.
- Maintain discipline and institutional decorum.
- Work collaboratively during hackathons, ideation sessions and competitions.
- Assist in event management, documentation and communication.
- Provide constructive feedback for improvement.

8. Annual Activity Planning

The Cell should prepare an Annual Activity Calendar/Action Plan before the beginning of the academic session, mentioning the proposed activity and tentative date. The plan should preferably be aligned with:

- Institutional Vision & Mission
- IQAC Academic Calendar
- NEP 2020 objectives
- Student development
- Sustainable Development Goals, wherever relevant
- Employability, innovation and skill development
- Institutional quality initiatives

9. Procedure for Conducting an Activity

Identification of activity/problem/theme

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Idea/activity proposal preparation

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Approval from competent authority

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Budget/resource planning, wherever applicable

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Formation of teams and duty allocation

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Publicity/communication

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Registration/participant selection, wherever applicable

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Execution of activity

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Attendance and documentation

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Feedback collection

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Outcome assessment

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Activity report preparation

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Submission and record keeping

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Review and corrective action

10. Membership

- Membership shall be open to interested students of the institution.
- Students from different academic disciplines may participate in the Cell.
- There is no fixed list of registered student members; interested students may join activities according to their interests and the requirements of each programme.
- Participants shall follow the instructions of the Convener, Co-Convener, President, Secretary and activity organisers.
- Participants shall maintain discipline and responsible conduct while representing the institution.
- Students are encouraged to contribute ideas, collaborate in teams and take part in innovation-related activities.

11. Meeting Procedure

The Cell should follow a systematic meeting procedure. Meetings may be called by the Convener or, with the Convener's approval, by the Co-Convener/student office-bearers when required.

- Frequency of meetings should be based on the activity calendar and institutional requirements.
- An agenda should be prepared before the meeting.
- Attendance should be recorded.
- Minutes of meetings should be documented.

- Action points, responsibilities and timelines should be identified.
- Follow-up should be recorded through an Action Taken Report (ATR), where required.

Suggested cycle: Meeting → Minutes → Action Points → Responsibility → Timeline → ATR

12. Documentation and Record Management

The Cell should maintain a dedicated physical/digital folder containing:

A. Administrative Records

- Order/notification establishing the Cell
- List of office-bearers
- Appointment/nomination orders, where applicable
- Annual activity plan
- Meeting notices
- Minutes of meetings



- Action Taken Reports

B. Activity Records

- Proposal/permission
- Notice/invitation
- Programme schedule
- Brochure/poster
- Registration/participant list, where applicable
- Attendance sheet
- Photographs
- Videos, where relevant
- Resource-person/judge details, where applicable
- Certificates
- Feedback
- Activity report
- Outcome/impact report
- Press/media coverage, if available

C. Financial Records

- Approved budget, where applicable
- Sanction/approval
- Bills and vouchers
- Expenditure statement
- Sponsorship/donation records, where applicable
- Utilisation details

13. Outcome and Impact Assessment

The Cell should go beyond recording that an activity was conducted. For each major activity, the following should be identified:

Output – What was done?

Outcome – What did students gain?

Possible indicators:

- Number of activities conducted
- Number of student participants
- Number of beneficiaries
- Student feedback
- Skills developed
- Awards/recognitions
- Student ideas/projects generated
- Collaborations established



- Participation in external events
- Ideas progressed to prototypes/projects, where applicable

14. Feedback Mechanism

A systematic feedback mechanism should be included.

Activity → Feedback → Analysis → Improvement

- Relevance of activity
- Quality of content
- Organisation
- Student engagement
- Learning gained
- Suggestions for improvement

The Convener should maintain a feedback analysis report for major programmes.

15. Monitoring and Review

The functioning of the Cell should be reviewed periodically by the management and IQAC, as applicable.

Review parameters:

- Activities planned vs. conducted
- Student participation
- Achievement of objectives
- Documentation compliance
- Feedback
- Outcomes
- Budget utilization, where applicable
- Challenges encountered
- Corrective measures
- Best practices

An Annual Performance Review may be prepared by the Convener and submitted to the competent authority/IQAC, as applicable.

16. Grievance and Conflict-Resolution Mechanism

The Cell should provide a fair mechanism for addressing concerns relating to:

- Participation
- Responsibilities
- Team formation and coordination
- Conduct

- Disagreements
- Programme-related issues

Concerns should first be brought to the attention of the Convener/Co-Convener. Matters requiring further intervention should be escalated to the appropriate institutional authority.

17. Code of Conduct

All members, office-bearers, volunteers and participants of the Hackathon and Ideation Cell shall follow the institution's applicable Code of Conduct, maintain discipline and institutional decorum, and comply with the instructions issued by the competent authority during activities.

https://www.stbedescollege.in/wp-content/uploads/2021/12/Code-of-Conduct.pdf

18. Hackathons, Ideation Challenges and Competitions

The Cell may facilitate hackathons, ideation challenges, innovation competitions, prototype showcases, project presentations and related activities.

The following procedure shall normally be followed:

1. A problem statement, theme or challenge shall be decided and announced.
2. Eligibility criteria, team size (where applicable), rules and evaluation criteria shall be clearly specified.
3. Registration requirements, submission format and deadlines shall be communicated through approved channels.
4. Participants or teams shall submit ideas, proposals, prototypes or presentations within the announced timeline.
5. Entries shall be evaluated according to predefined criteria by designated evaluators or judges.
6. The competent authority shall approve the appointment of judges/evaluators where required.
7. Results and feedback shall be communicated through appropriate institutional channels.
8. Certificates, prizes or recognition may be provided as approved by the institution.

19. Workshops, Lectures and Capacity Building

The Cell may organize workshops, lectures, mentoring sessions and interactive programmes on topics such as:

- Idea generation and design thinking
- Problem identification and analysis
- Innovation, entrepreneurship and startup awareness
- Prototyping and product development
- Technology and digital solutions
- Project planning, teamwork and pitching
- Presentation and communication skills

- Intellectual property awareness, where appropriate
- Participation in hackathons and innovation challenges

Such programmes should connect academic learning with practical exposure and help students develop ideas into clear, feasible proposals or prototypes.

20. Digital and Social Media Guidelines

- Members shall not represent themselves as official spokespersons of the Cell unless authorized.
- Official institutional information shall be shared only through approved channels.

- Photographs, videos and participant information shall be shared responsibly and in accordance with institutional requirements.
- Information about events, competitions, ideas and projects shall be factually accurate.

- Members shall not post material that may adversely affect the dignity or reputation of the institution.
- Copyrighted images, software, code or other materials shall not be used without appropriate permission or licence.
- Official Cell activities shall be documented and publicized through appropriate institutional channels wherever approved.

21. Review and Amendment of the SOP

These SOPs shall be reviewed periodically by the Convener in consultation with the Co-Convener and the appropriate institutional authority.

The SOP may be amended to accommodate changes in institutional policies, innovation and technology initiatives, activity requirements, safety requirements, collaborations or recommendations of the College administration/IQAC.

Any amendment shall come into effect after approval by the competent authority.

22. Inclusivity and Accessibility

- Equal opportunity for participation.
- Inclusion of students from diverse academic and personal backgrounds.
- Reasonable accessibility for students with disabilities.
- Non-discriminatory participation.
- Encouragement of participation based on interest, skills and willingness to contribute.

23. Collaboration and Linkages

Where relevant, the Cell may establish collaboration with:

- Other departments
- Other colleges/universities
- Government organisations
- Innovation and entrepreneurship organisations
- Industry
- Professional bodies
- Alumni
- Community organisations

Details of collaborations, MoUs where applicable, and activities undertaken should be documented.

24. Risk Management and Safety

For activities involving travel, field visits, outdoor activities, large gatherings, extended-duration hackathons or other situations involving identifiable risks, the Cell should ensure:

- Prior permission.
- Appropriate safety precautions.
- Faculty supervision.
- Emergency contact arrangements.
- First-aid/emergency preparedness.
- Transport arrangements, where applicable.
- Risk assessment, where necessary.

25. Financial Procedure

Where the Cell handles funds, the following procedures shall apply:

- Expenditure shall be made only after appropriate approval.

- Institutional financial rules shall be followed.
- Bills/vouchers shall be maintained.
- Expenditure shall be properly recorded.
- Utilization/expenditure statements shall be submitted within the prescribed timeline.

26. Reporting Format

Every major activity should preferably have a standard Activity Report containing:

1. Name of Activity
2. Date and Venue
3. Organizing Cell
4. Convener/Faculty Coordinators
5. Objectives
6. Target Group
7. Number of Participants
8. Resource Persons/Judges, if applicable
9. Brief Description
10. Learning Outcomes
11. Impact
12. Feedback Summary
13. Photographs
14. Media Coverage, if any
15. Supporting Documents
16. Follow-up/Action Taken

27. Effective Date

These SOPs shall come into effect from the date of approval by the competent authority of St. Bede's College and shall remain applicable until revised or replaced.

Approved by: Principal, St. Bede's College, Shimla

Signature: Sr. Rosily Jm

Date: 27/10/2026

Coordinator: Nivedita

Signature: Nivedi