

Savitribai Phule Shikshan Prasarak Mandal's
SKN SINHGAD COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by DTE (MS), UGC Section 2(f) & 12(B)
 Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur)

Accredited with 'A+' Grade by NAAC

DTE Code : EN-6643

Prof. M. N. Navale
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 M. Tech. Ph. D. (E&TC)
 PRINCIPAL

SKNSCOE/VP/2023-24/16

Date: 21/11/2023

NOTICE

Institution's Innovation Council (IIC) SKNSCOE is organizing **IDEATHON 2023 (Institute Level Novel Research Project Idea Competition)**. For smooth conduction of this activity, responsibilities are assigned as follows,

SN	Activity	Responsibility	Teaching staff	Sign
01	Co-ordinator	Planning, Organising, Overall Responsibility. Invitation and Thanks letters for Guest for inauguration	Dr. A. S. Aradhye Prof. G. D. Lakade	
02	Inauguration of the Programs and schedule	1. Introduction to guest. 2. Vote of thanks. 3. Seminar Hall Preparation, Name Plate, Arrangement and anchoring during the programs.	Prof. M. V. Tondase (Civil) Prof. Kishor Jadhav (Elect) Prof. Ramesh Yevale (CSE)	
03	Motivating Department students to participate in the IDEATHON 2023	Communication with Departmental students and about the 'IDEATHON 2023' Programs activity.	All HOD and Project Coordinators	
04	Preparing flyer content and message for students on WhatsApp.	Prepare Flyer of Activity. And also, soft copy on PPT during the programs.	Prof. R Ghodake (ENTC)	
05	Prepare Google form for registration	Prepare google form for registration and project details needed and copy to be send to all project coordinators.	Prof. G. D. Lakade	
06	Feedback form and attendance sheet.	Ensure attendance of participants and Feedback form.	Prof. Ramesh Yevale (CSE)	
07	Certificate Preparation	Preparing Certificate in soft copy and according to the number of confirmed participants hard copy print taken.	Prof. M. V. Tondase (Civil)	
08	Evaluation Sheet	Preparing evaluation sheet as per Yukti guideline. Prepare soft copy and distribute to all Project coordinators.	Prof. R. K. Shinde (Mech)	
09	NEWS and Publicity	Preparing NEWS and Ensure Publication, Publicity of the event in new papers and social media, Facebook	Prof. G D Lakade (Civil)	
10	Activity Report preparation for IIC portal and publicity	Preparing NAAC file and Documents for Submission to IIC website.	Prof Kishor Jadhav (Elect.)	

CC to all Project coordinators



[Signature]
 Principal