Ref.: SJBIT/Dean (Aca.)/2025/205   Date: 23/09/2025

Guidelines for Conduction of 25IDTS01 Course

Course Title: Innovation & Design Thinking Lab (IDEA lab)   **Course code:** 25IDTS01

1) Overall Coordination:

i)   The First Year Coordinating HOD will coordinate and monitor the execution of the course.

ii) Support shall be extended by:

   o Respective Department HODs.

   o The Project Coordination Committee, for aligning project topics and evaluation practices.

   o STIC (Student Innovation and Technology Incubation Centre), for enabling innovation-driven projects.

   o Institute Innovation Council (IIC), for integrating national-level innovation frameworks.

   o Theory classes coordination committee to ensure the fulfilment of curriculum requirements.

Objective: To ensure uniformity, interdisciplinary collaboration, and quality outcomes across all branches.

2) Allocation of Faculty:

Each dept. HOD shall allocate faculties equal to the number of sections/divisions of the respective branches.

3) Formation of Interdisciplinary/Multidisciplinary Teams:

i)   The First Year Coordinating HOD shall initiate the team formation process in collaboration with class teachers.

ii) Each team shall consist of **4–6 students from different branches**, ensuring diversity in skill sets (technical, analytical, creative, and management).

iii) Students shall submit team details (names, reg.no., branch, etc.) in written format duly signed by all the students to the Coordinating HOD.

iv) The Coordinating HOD shall **map teams to the identified faculties** considering the balanced distribution.

v)   Each division shall have approximately **60 students (10–12 teams)** to maintain manageability.

vi) The team distribution list shall be **notified officially** to all departments.

4) Conduction of the Course:

i) Faculty Role:

- To plan and deliver the content as per the syllabus to fulfil the objectives of the course.
- Mentor assigned teams throughout the semester.
- Conduct brainstorming, project selection, and review sessions.
- Encourage **innovative practices** such as design thinking, prototyping, and presentation drills.

ii) Timetable Slot:

- A common slot (Wednesday afternoon) is designated for this course to prevent clashes.
- Faculty shall ensure all assigned teams attend during this period.

iii) Attendance & Reporting:

- Faculty shall maintain attendance records (weekly basis) for their division.
- Creation of course & Submissions on Campus Uno are not required.
- A weekly batch-wise activity report (progress, challenges, outcomes) shall be maintained and submitted to the Coordinating HOD.
- The Project coordination committee shall provide the format for maintaining the weekly activity report.

iv) Infrastructure Support:

- Branch HODs shall ensure access to relevant laboratories, tools, and resources as requested by the first year coordinating HOD & faculty.
- The STIC & IIC may be approached for advanced prototyping support.

vi) Monitoring:

- The First Year Coordinating HOD shall monitor progress through class teachers and periodic review meetings.

5) Evaluation of Student Performance:

The rubrics and methodology for the evaluation is described in the syllabus itself.

The overall process will be monitored by the First year coordinating HOD.

Continuous Internal Evaluation (CIE):

i) CIE shall be conducted by the faculty handling the course for their respective division.

ii) CIE marks shall be collected by the First year coordinating HOD from all the faculty and marks shall be submitted to the COE appropriately.

Semester End Examination (SEE):

i) The COE shall initiate the process and publish the notification for SEE.

ii) Batches for the examination shall be formed by the First year coordinating HOD and submit to the COE for further process.

iii) The panel of external examiners as required by the COE shall be submitted by the first year coordinating HOD with the support of all the branch HODs.

iv) The branch HODs shall support and assist whatso ever for the conduction of the SEE smoothly.

6) **Documentation & Outcome Reporting**

   i) **Faculty shall maintain:**

      a. Attendance records (division-wise).

      b. Weekly progress reports (batch-wise).

      c. Evaluation sheets (CIE & SEE).

   ii) **The First Year Coordinating HOD shall compile:**

      a. Consolidated course conduction report.

      b. CIE mark lists and SEE batch details.

      c. Outcome summary (innovations, working models, problem statements addressed).

   iii) A final report shall be submitted to the Academic Dean's Office for record and further review.

7) **Summary:**

   i) **First Year Coordinating HOD:** Overall planning, monitoring, reporting, and coordination with COE & HODs, submission of academic statistics & reports.

   ii) **Branch HODs:** Faculty allocation, lab/infrastructure support, external examiner recommendations, SEE support, monitoring.

   iii) **Faculty:** Course delivery, Attendance, mentoring, CIE, weekly reporting.

   iv) **STIC & IIC:** Innovation mentoring, incubation, and prototype support.

      a. Both the committee to conduct at least one interactive session involving experts for all the students together in coordination with the First Year Coordinating HOD.

   v) **Class Teachers:** Monitoring attendance, communication with students, reporting progress to Coordinating HOD.

   vi) **Project Coordination Committee:** To design and provide the format for documenting the activities conducted batch wise, aligning project topics and evaluation practices.

   vii) **Theory classes coordination committee:** To ensure the fulfilment of curriculum requirements.

Academic Dean	**Principal**	**Academic Director**
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