INTER-FACULTY HACKATHON 2025

University-Level Event Planning & Management Document

Approved By: [College Principal/Director Name]

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Prepared By: Central Organizing Committee

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EXECUTIVE SUMMARY

The Inter-Faculty Hackathon 2025 is a university-level innovation competition designed to foster interdisciplinary collaboration among students across Science, Engineering, Commerce, Arts, and Polytechnic faculties. This document outlines the complete planning, execution, and evaluation framework aligned with national standards (similar to Smart India Hackathon, VIT Pune hackathons, and SPIT/MIT-WPU models).

Event Highlights

Parameter: Details

Event Type: University-Level Inter-Faculty Hackathon

Scope: 4 Faculties, 40 Teams, 200+ Participants

Duration: 1 Day (extensible to 24-hour format)

Prize Pool: ■60,000+

National Standard: Modeled on SIH, VIT, SPIT formats

Target Impact: Prototype Implementation + Campus Innovation

TABLE OF CONTENTS

1. Event Framework & Governance
2. Registration & Eligibility Criteria
3. Evaluation & Selection Process (Multi-Level)
4. Judging Rubric & Standards
5. Faculty-Specific Tracks & Challenges
6. Event Day Schedule (University Format)
7. Logistics & Infrastructure Requirements
8. Financial Planning & Budget
9. Risk Management & Contingency
10. Sustainability & Post-Event Plan
11. Compliance & Documentation

1. EVENT FRAMEWORK & GOVERNANCE

1.1 Organizational Structure

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PRINCIPAL / DIRECTOR
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CENTRAL ORGANIZING COMMITTEE (COC)

- Event Coordinator (Lead)
- Finance & Sponsorship Lead
- Logistics Lead
- Communications Lead
- Technical Support Lead

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FACULTY TRACK LEADS (4 Leads)

- Science/Engineering Track Lead
- Commerce Track Lead
- Arts Track Lead
- Polytechnic Track Lead

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MENTORS, JUDGES, VOLUNTEERS

1.2 Roles & Responsibilities

Central Organizing Committee:

- Overall event coordination and decision-making
- Budget management and sponsor coordination
- Risk management and contingency planning
- Post-event evaluation and documentation

Faculty Track Leads:

- Promote event within their faculty
- Identify and brief mentors
- Conduct pre-screening of submissions
- Oversee domain-specific challenges
- Coordinate evaluation with judges

Technical Support Team:

- Website/portal development and maintenance
- Registration system management
- Live event tech support (Wi-Fi, projectors, sound)
- Video documentation and live streaming (if applicable)

Mentors & Judges:

- Provide guidance to teams (mentors)
- Evaluate projects using standardized rubric (judges)
- Conduct Q&A; sessions
- Document feedback

1.3 Event Purpose & Learning Outcomes

Primary Objectives:

1. Promote Innovation Culture – Encourage student innovation across all disciplines
2. Interdisciplinary Collaboration – Demonstrate value of multi-faculty teamwork
3. Practical Learning – Apply academic knowledge to real-world problems
4. Prototype Development – Create implementable solutions for campus
5. Career Development – Expose students to industry standards and mentorship

Expected Learning Outcomes:

- Students can develop functional prototypes in constrained timelines
- Teams demonstrate ability to handle feedback and iterate quickly
- Participants understand industry-level evaluation criteria
- Students gain exposure to professional presentation standards
- Interdisciplinary teams create more innovative solutions

2. REGISTRATION & ELIGIBILITY CRITERIA

2.1 Participant Eligibility

General Eligibility:

- All currently enrolled UG/PG students from the college (all faculties)
- Valid college ID proof required
- Team composition: 2–5 members per team (at least 50% from same college)
- Teams can be mixed-faculty (encouraged for diversity)
- Original work – Project must be student-created, not copied

Specific Eligibility Filters:

- 1st year students: Can participate but 2nd+ year students preferred
- Final year/Project stage students: Encouraged (projects more mature)
- Working professionals: Cannot participate (college students only)
- Faculty/staff: Can mentor but cannot submit as participants

Team Registration Rules:

- No team changes after final shortlist confirmation
- All team members must be present on event day
- Teams must register with college email IDs only

- Team leader must be primary contact person

2.2 Project Eligibility

Project Requirements:

- Must align with one of four faculty themes
- Project can be: software, hardware, research-based, creative
- Minimum viable prototype required (not just idea/concept)
- Can be pre-built or under development (must be demo-able)
- Must address a real problem or opportunity

Project Restrictions:

- No plagiarized or purchased code
- No external professional developers (students only)
- No projects submitted in previous years (must be 2024–25 academic year)
- No politically controversial or adult content
- No projects violating institutional/legal norms

2.3 Registration Process (Online)

Platform: Google Form / Unstop / College Portal

Registration Form Fields:

- Team name
- Team leader name, email, phone
- College ID numbers of all members
- Faculty/year of each member
- Contact person for event day
- Project title
- Faculty/track selection (mandatory)
- Problem statement (200 words max)
- Solution overview (200 words max)
- Tech stack / methods / tools used
- GitHub link / project link (if available)
- Special requirements (accessibility, tech, etc.)
- Previous hackathon experience (optional)
- Mentor/faculty advisor name (optional)

Registration Timeline:

Phase 1: Announcement | Week 1–2 | Publicize event across college

Phase 2: Registration Opens | Week 3–4 | Online registration portal live

Phase 3: Registration Active | Week 5–7 | Teams submit forms

Phase 4: Registration Closes | End Week 7 | No new registrations accepted

Phase 5: Pre-Screening | Week 8–9 | Faculty leads review submissions

Phase 6: Shortlist Announced | Week 10 | 10 teams per faculty confirmed

Phase 7: Event Prep | Week 11–12 | Final briefings & confirmations

Phase 8: Event Day | Week 13 | Main hackathon event

3. EVALUATION & SELECTION PROCESS (MULTI-LEVEL)

3.1 Level 1: Online Idea Screening (Week 8–9)

Conducted By: Faculty Track Leads + Senior Faculty

Submission Details:

- Teams submit: Abstract (200 words), problem statement, tech stack
- Submission format: PDF via form or email

Evaluation Criteria (Level 1):

`Criterion | Weight | What We Look For`

Problem Relevance | 30% | Aligns with track theme; addresses real need

Innovation Score | 30% | Novel idea; creative approach; uniqueness

Feasibility | 25% | Realistic scope; achievable in timeline

Clarity | 15% | Well-articulated problem and solution

Scoring System:

- Each evaluator scores 1–100
- Average score calculated
- Top 50% advance (e.g., if 20 teams apply, top 10 advance)

Outcome:

- Shortlisted: 10 teams per faculty (40 total)
- Rejected teams: Notified with feedback
- All teams: Receive evaluator comments (constructive feedback)

3.2 Level 2: Pre-Screening Demo (Optional, Week 9–10)

Conducted By: Faculty Track Leads (if >12 teams per track)

Submission Requirements:

- 2–3 min demo video
- GitHub link / repository
- 1-page technical summary (PDF)

Evaluation Criteria:

`Criterion | Weight`

Working Prototype | 35%

Technical Soundness | 35%

Innovation & Creativity | 20%

Presentation Quality | 10%

Outcome:

- If <10 teams: All advance (skip Level 2)
- If >10 teams: Top 10 per track advance to event day

3.3 Level 3: Event Day (Multi-Round Evaluation)

Round 1: Activity 1 (Exposition/Challenge Round)

- All 10 teams per faculty participate
- Domain-specific challenge conducted
- Judges score: 50 points

Round 2: Activity 2 (Final Pitch Round)

- Top 5 teams per faculty present
- Deep Q&A; with expert judges
- Judges score: 50 points

Combined Scoring:

- Activity 1 score (50 pts) + Activity 2 score (50 pts) = 100 pts total
- Top 3 per faculty (highest combined scores) = Winners

4. JUDGING RUBRIC & STANDARDS

4.1 Universal Evaluation Rubric

Used for all faculties; interpretation varies by domain

CATEGORY 1: INNOVATION & CREATIVITY (25 points)

- Originality: How novel/unique is the idea?
- Creative approach: Does it use unconventional problem-solving?
- Resource creativity: Innovative use of available resources/tech?

Score: 1–25 (Exemplary: 23–25, Good: 18–22, Fair: 13–17, Poor: <13)

CATEGORY 2: TECHNICAL / METHOD IMPLEMENTATION (25 points)

[Interpreted per domain]

- Engineering: Code quality, architecture, performance, reliability
- Commerce: Business model rigor, financial analysis, process design
- Arts: Research depth, narrative structure, creative methodology
- Polytechnic: Hardware quality, safety, practical execution

Score: 1–25

CATEGORY 3: FEASIBILITY & PRACTICALITY (20 points)

- Can it be realistically built/implemented?
- Does it scale? Is it sustainable?

- Resource requirements reasonable?

Score: 1–20

CATEGORY 4: USER EXPERIENCE / COMMUNICATION (15 points)

- Is it user-friendly / clearly communicated?
- Good design/presentation quality?
- Accessible and inclusive design?

Score: 1–15

CATEGORY 5: PRESENTATION & TEAMWORK (15 points)

- Quality of demo/pitch delivery?
- Balanced team contribution visible?
- Confident handling of questions?

Score: 1–15

TOTAL SCORE: 100 points

4.2 Faculty-Specific Rubric Interpretations

Engineering & Science Track

Technical Implementation (25 pts) Breakdown:

- Code/system architecture (8 pts)
- Performance & optimization (6 pts)
- Error handling & reliability (6 pts)
- Documentation & clarity (5 pts)

Key Evaluation Focus:

- Does the code/system work reliably?
- Is the approach technically sound?
- Are scalability and edge cases considered?

Commerce & Management Track

Technical Implementation (25 pts) Breakdown:

- Business model viability (8 pts)
- Financial feasibility (8 pts)
- Market analysis & validation (6 pts)
- Implementation roadmap (3 pts)

Key Evaluation Focus:

- Can this business model work?
- Is market demand validated?
- Are financial projections realistic?

Arts & Humanities Track

Technical Implementation (25 pts) Breakdown:

- Research/content depth (8 pts)
- Narrative/storytelling quality (8 pts)
- Creative methodology (6 pts)
- Audience engagement approach (3 pts)

Key Evaluation Focus:

- Is research thorough and well-sourced?
- Does the narrative resonate?
- Is the creative approach compelling?

Polytechnic & Applied Track

Technical Implementation (25 pts) Breakdown:

- Hardware/prototype quality (8 pts)
- Safety & durability (7 pts)
- Practical functionality (6 pts)
- Production-readiness (4 pts)

Key Evaluation Focus:

- Does the prototype function reliably?
- Is it safe for use?
- Can it be produced/scaled?

4.3 Judge Selection & Briefing

Judge Profile:

- Mix of perspectives:
- Senior faculty (1–2 per track)
- Industry experts (1–2 per track)
- Alumni professionals (optional)
- External evaluators (optional)

- Total: 3–5 judges per faculty track

Judge Briefing (1 week before event):

- Session 1: Overview of rubric and scoring
- Session 2: Review of shortlisted projects
- Session 3: Activity format walkthrough
- All judges receive: Rubric, scoring sheet, FAQs

Judge Code of Conduct:

- Scores are confidential
- No bias based on student background/faculty
- All projects evaluated fairly using same rubric
- Constructive feedback provided to all teams
- Judges cannot participate in deliberation for conflicts of interest

5. FACULTY-SPECIFIC TRACKS & CHALLENGES

5.1 Track 1: Science & Engineering

Sub-Theme: "Smart Infrastructure & Intelligent Systems"

Problem Statements (examples provided to teams):

1. Smart Campus Automation (IoT, energy efficiency)
2. AI-powered educational tools
3. Health-tech and wellness solutions
4. Cybersecurity for college networks
5. Data analytics for institutional improvement

Activity 1: Problem-Solving & Debugging Lab (90 min)

Objective: Assess technical depth and problem-solving ability

Task Structure:
- Task A (45 min): Domain-specific technical challenge
- Example: Debug incomplete code, optimize algorithm, design system architecture
- Difficulty: Medium level (not trivial, not expert-only)

- Task B (45 min): Feature extension challenge
- Example: Propose and sketch additional feature to their project
- Must demonstrate: Understanding of architecture, feasibility thinking

Evaluation Focus:
- Problem-solving approach
- Technical accuracy
- Code quality (if applicable)
- Time management
- Team collaboration

Scoring (0–50):
- Problem-solving: 15 pts
- Technical correctness: 15 pts
- Completeness: 12 pts
- Teamwork: 8 pts

Activity 2: Technical Deep-Dive Pitch (10 min per team, max 5 teams)

Format:

- 4–5 min: Live demo + Architecture explanation
- 3 min: Judge Q&A; on design choices, scalability, edge cases

What Judges Ask:

- "Why did you choose this tech stack?"
- "How does your system handle X scenario?"
- "What are the scalability challenges?"
- "How would you improve this in v2?"

Scoring (0–50):

- Technical depth: 20 pts
- Feasibility & practicality: 15 pts
- Communication clarity: 15 pts

5.2 Track 2: Commerce & Management

Sub-Theme: "Fintech & Campus Economy"

Problem Statements:

1. Student financial planning & money management
2. Digital payment ecosystem for campus
3. Startup incubation & entrepreneurship platform
4. Placement & internship matching system
5. Resource optimization & budgeting

Activity 1: Business Model Canvas Workshop (60 min)

Objective: Assess business viability and market understanding

Deliverable: 1-page Business Model Canvas showing:

- Customer Segments: Who will use this?
- Value Proposition: What problem does it solve?
- Channels: How will you reach customers?
- Revenue Streams: How do you make money?
- Cost Structure: What are main costs?
- Key Partners: Who do you need?
- Key Resources: What's essential?
- Key Activities: What must you do?

Evaluation Focus:

- Clarity of value proposition
- Financial viability
- Market understanding
- Business logic soundness

Scoring (0–50):

- Value proposition clarity: 15 pts
- Financial feasibility: 18 pts
- Market understanding: 12 pts
- Canvas completeness: 5 pts

Activity 2: Investor Pitch (Shark Tank Style, 8 min per team, max 5 teams)

Format:

- 5 min: Pitch to judges (who play investor role)
- 3 min: Judge Q&A; (investment/business questions)

Pitch Structure (mandatory):

1. Problem & opportunity (1 min)
2. Solution & differentiation (1.5 min)
3. Market size & validation (1 min)
4. Revenue model & profitability (0.75 min)
5. Team & execution (0.75 min)

Judge Questions:

- "What's your competitive advantage?"
- "How will you acquire customers?"
- "What's your unit economics?"
- "What are the risks?"

Scoring (0–50):

- Business potential: 20 pts
- Communication & confidence: 15 pts
- Q&A; handling: 15 pts

5.3 Track 3: Arts & Humanities

Sub-Theme: "Digital Storytelling & Social Impact"

Problem Statements:

1. Mental health awareness & support
2. Social justice & inclusivity campaigns
3. Educational content creation
4. Cultural heritage documentation
5. Environmental or community awareness

Activity 1: Creative Enhancement Sprint (90 min)

Objective: Assess creativity and impact communication ability

Task: Create ONE new creative asset that strengthens project impact:

- Video/animation (2–3 min)

- Poster series (3–5 designs)
- Social media campaign (5–10 posts)
- Infographic or storyboard
- UI/UX mockup or design prototype
- Blog post or article

Requirements:
- Must be created DURING activity (not pre-made)
- Shows creativity under time pressure
- Aligns with project's social impact

Evaluation Focus:
- Originality & creativity
- Relevance to project
- Aesthetic quality & clarity
- Audience appeal

Scoring (0–50):
- Creativity: 18 pts
- Relevance to impact: 16 pts
- Quality & execution: 10 pts
- Time management: 6 pts

Activity 2: Storytelling & Impact Pitch (8 min per team, max 5 teams)

Format:
- 5 min: Tell the story with emphasis on empathy, impact, call-to-action
- 3 min: Judge Q&A; on audience reach and impact measurement

Story Elements (mandatory):
1. Hook: Compelling opening (30 sec)
2. Problem & affected population (1 min)
3. Your solution & approach (1.5 min)
4. Impact & reach (1 min)
5. Call-to-action (30 sec)

Judge Questions:
- "Who is your target audience?"
- "How will you measure impact?"
- "What channels will you use?"
- "How is this culturally sensitive?"

Scoring (0–50):
- Storytelling quality: 18 pts
- Social impact articulation: 18 pts
- Communication & presence: 14 pts

5.4 Track 4: Polytechnic & Applied Sciences

Sub-Theme: "Practical Innovation & Hands-On Solutions"

Problem Statements:

1. Sustainable/renewable energy solutions
2. Agricultural technology innovations
3. Industrial automation or tools
4. Environmental remediation
5. DIY/maker projects with practical application

Activity 1: Practical Skills Challenge (90 min)

Objective: Assess hands-on technical execution and safety

Task (varies by project type):
- Hardware teams: Assembly, soldering, testing, CAD demonstration
- DIY teams: Prototype assembly, functionality test
- Applied teams: Live equipment/process demonstration

Evaluation Focus:
- Technical execution quality
- Safety awareness
- Problem-solving under pressure
- Practical feasibility

Scoring (0–50):
- Technical execution: 18 pts
- Safety practices: 15 pts
- Practical problem-solving: 12 pts
- Communication: 5 pts

Activity 2: Live Demo & Scalability Review (10 min per team, max 5 teams)

Format:
- 6 min: Live demonstration (prototype works as intended)
- 4 min: Judge Q&A; on durability, cost, production, safety standards

Demo Requirements:
- Prototype must work reliably
- Show key features/functions
- Highlight durability/safety

Judge Questions:
- "How long would this prototype last?"
- "What's the production cost at scale?"
- "What are safety certifications needed?"

- "How would you manufacture this?"

Scoring (0–50):

- Practical implementation: 20 pts
- Scalability & feasibility: 18 pts
- Communication of technical details: 12 pts

6. EVENT DAY SCHEDULE (UNIVERSITY FORMAT)

6.1 Master Schedule

Date: [INSERT DATE]

Location: [Campus Name], [Venue Address]

Time | Duration | Activity | Venue | Attendees | Coordinator

08:00 | 30 min | Organizer Setup & Final Check | All Venues | COC + Tech Team | Logistics Lead

08:30 | 30 min | Registration & Check-in | Main Hall | Participants | Admin Lead

09:00 | 30 min | Inauguration & Orientation | Auditorium | All 200+ | COC

09:30 | 15 min | Transition to Track Rooms | Track Zones | Teams | Track Leads

09:45 | 105 min | Activity 1: Domain Challenge (all tracks parallel) | Track Rooms | 40 teams (10/track) | Track Judges

11:30 | 30 min | Break + Evaluation | Track Rooms | Judges | Track Leads

12:00 | 90 min | Lunch & Networking | Main Hall | All | Logistics

01:30 | 90 min | Activity 2: Final Pitches (all tracks parallel) | Seminar Rooms | Top 5 teams/track = 20 teams | Senior Judges

03:00 | 60 min | Jury Deliberation | Judges Room | Judges + COC | Judging Lead

04:00 | 30 min | Prototype Marketplace (optional showcase) | Main Hall | All teams | Tech Lead

04:30 | 90 min | Award Ceremony & Closing | Auditorium | All 200+ | COC

06:00 | - | Departure | - | - | -

Total Event Duration: 10 hours

6.2 Detailed Activity Timeline

Phase 1: Registration & Opening (08:30 – 09:30)

08:30 – 09:00 | Registration & Check-in

- Location: Main Hall Entrance
- Setup: 2 registration desks (Desk A, Desk B)
- Materials: Name badges, folders (with schedule + rubric), pens
- Process:

1. Student verifies college ID
2. Volunteer marks attendance
3. Team receives folder + Wi-Fi info

4. Direct to Auditorium

09:00 – 09:30 | Inauguration & Theme Briefing

- Location: Auditorium
- Attendees: All 200+ participants, judges, mentors, college management
- Program:

1. Principal's welcome (3 min)
2. Event purpose & expected outcomes (3 min)
3. Judge introduction & overview (3 min)
4. Quick rubric summary (3 min)
5. Logistical reminders (2 min)
6. Q&A; (3 min)

Phase 2: Activity 1 - Domain-Specific Challenges (09:45 – 11:30)

Parallel execution in 4 Track Rooms:

Track Room A: Engineering & Science

- Challenge: Problem-solving lab + debugging task
- Teams: 10
- Judging panel: 3–4 judges
- Time: 105 min (45 min Task A, 45 min Task B, 15 min wrap-up)
- Output: Scores on 50-point scale

Track Room B: Commerce & Management

- Challenge: Business Model Canvas workshop
- Teams: 10
- Judging panel: 3–4 judges
- Time: 60 min + 30 min evaluation
- Output: Canvas feedback + scores

Track Room C: Arts & Humanities

- Challenge: Creative enhancement sprint
- Teams: 10
- Judging panel: 3–4 judges
- Time: 90 min (including creative work)
- Output: Creative assets + scores

Track Room D: Polytechnic & Applied

- Challenge: Practical skills challenge
- Teams: 10
- Judging panel: 3–4 judges
- Time: 90 min (hands-on task)
- Output: Scores + feedback

Phase 3: Lunch & Deliberation (12:00 – 01:30)

12:00 – 01:30 | Lunch & Networking

- Location: Main Hall
- Catering: Veg + non-veg options, drinks
- Informal activities: Photo booth, Q&A; with judges, networking

Parallel: Judge Deliberation

- Location: Adjacent room
- Activity: Activity 1 score consolidation
- Task: Identify top 5 teams per track for Activity 2
- Output: Shortlist finalized

Phase 4: Activity 2 - Final Pitches (01:30 – 03:00)

Parallel execution in 4 Seminar Rooms:

Top 5 per track present (max 7 min per team, 8 min per track room):

01:30 – 02:08 | Engineering | Seminar A | Teams E1, E2, E3, E4, E5

01:30 – 02:08 | Commerce | Seminar B | Teams C1, C2, C3, C4, C5

01:30 – 02:08 | Arts | Seminar C | Teams A1, A2, A3, A4, A5

01:30 – 02:08 | Polytechnic | Seminar D | Teams P1, P2, P3, P4, P5

02:08 – 02:15 | All Tracks | All Rooms | Break for judge prep

02:15 – 03:00 | Overflow | Main Hall | Buffer time for overruns

Pitch Format (per team):

- 5–7 min: Presentation + live demo
- 2–3 min: Judge Q&A;
- 1 min: Team exit and next team enter

Judging Panel: Senior faculty + industry experts (different from Activity 1 judges ideally)

Phase 5: Jury & Prototype Marketplace (03:00 – 04:30)

03:00 – 03:45 | Jury Deliberation (Private)

- Location: Judges Room
- Judges: All judges from all tracks
- Task: Review Activity 1 + Activity 2 scores
- Calculation: Activity 1 (50 pts) + Activity 2 (50 pts) = 100 pts
- Ranking: Top 3 per faculty track
- Output: Final winner list (12 winners total)

03:45 – 04:30 | Prototype Marketplace (Optional)

- Location: Main Hall

- Format: 30-sec pitch per team from a microphone
- Audience: All participants + judges + visitors
- Voting: QR code for "People's Choice Award"
- Informal celebration + team photos

Phase 6: Award Ceremony & Closing (04:30 – 06:00)

Location: Auditorium

Program (90 minutes):

1. Welcome & Recap (3 min)
- Recap of day, thank judges

2. Track-Wise Winner Announcement (30 min)
- Engineering winners announced (3 min)
- Commerce winners announced (3 min)
- Arts winners announced (3 min)
- Polytechnic winners announced (3 min)
- Each team gets 3–4 min for photos + trophy ceremony

3. Special Awards (15 min)
- Best Innovation Award
- Best Social Impact
- Best UI/UX
- Best Use of Technology
- People's Choice

4. Closing Remarks (7 min)
- Principal/Director closing statement
- Invitation for next year's event
- Thank you to judges, sponsors, volunteers

5. Networking & Photos (25 min)
- Informal celebration
- Winners with trophies
- Judges + team photos

7. LOGISTICS & INFRASTRUCTURE REQUIREMENTS

7.1 Venue Requirements

Main Auditorium:
- Capacity: 250+ (with seating for 200 participants + judges + faculty)
- Audio/visual: Projector, screen, sound system, 2–3 microphones

- Setup: Stage, registration desk, seating arrangement
- Duration: 8 hours

Track Rooms (4 parallel spaces):
- Size: 30–40 sq meters each
- Capacity: 15–20 people (10 teams + 4 judges + volunteers)
- Setup: Tables, chairs, Wi-Fi, power strips
- Duration: 2–3 hours per room

Seminar Rooms (4 for Activity 2):
- Size: 20–30 sq meters each
- Setup: Projector, demo table, judge seating, timer
- Duration: 1.5 hours per room

Main Hall (for lunch/marketplace):
- Capacity: 200+ standing/seating
- Setup: Food service, tables, chairs, photo booth area
- Duration: 1.5–2 hours

Judges Room:
- Private room for deliberation
- Setup: Table, chairs, scoring sheets, calculator
- Duration: 1 hour

Total space required: ~800–1000 sq meters

7.2 Technical Infrastructure

Item | Quantity | Spec | Budget
Wi-Fi | 1 | Min 100 Mbps, 200+ devices | N/A
Power Strips | 20 | 6–8 socket each | ■2,000
Projectors | 5 | 3000 lumens, HDMI input | ■50,000
Microphones | 6 | Wireless + wired | ■5,000
Laptops (for judges) | 4 | Backup systems | N/A
Speaker System | 2 | Main + backup | ■10,000
Timer Display | 4 | Digital timers/screens | ■3,000
Video Camera | 1 | For recording highlights | ■5,000

7.3 Supplies & Materials

Item | Quantity | Purpose
Name badges + lanyards | 250 | Check-in identification
Printed schedules | 250 | Participant info sheets
Rubric sheets (printed) | 200 | Judges + participants
Evaluation forms | 150 | Judge scoring sheets
Folders (colorful per track) | 40 | Team packet holders

Marker pens | 50 | Creative sprint supplies

Sticky notes (multi-color) | 20 pads | Brainstorming

Flip charts + stands | 8 | Track room setup

Extension boards | 15 | Power management

Laptop stickers | 250 | Branding

Certificates (printed) | 250 | Participation + winners

Trophies | 12 | Track-wise 1st/2nd/3rd

Medals | 24 | Winner recognition

Gift bags | 12 | For winners

7.4 Food & Refreshments

Item | Quantity | Timing

Breakfast | 50 portions | 08:30–09:00

Juice/drinks | 200 bottles | Throughout day

Tea/Coffee | 150 cups | 10:30–11:00 break

Lunch | 200 portions | 12:00–01:30 (veg + non-veg)

Snacks/pastries | 200 items | Afternoon

Water (bottles) | 500 | Throughout day

Cups, plates, napkins | Bulk | For all meals

7.5 Staffing & Volunteers

Role | Count | Responsibility

Event Coordinator | 1 | Overall coordination

Track Leads | 4 | Faculty coordination

Judges | 12–15 | Evaluation (3–4 per track)

Mentors | 6–8 | Guidance (optional)

Volunteers (Admin) | 10 | Registration, check-in, logistics

Volunteers (Tech) | 5 | Wi-Fi, AV, live streaming

Volunteers (Food) | 4 | Meal service

Photography/Video | 2 | Documentation

First-aid | 1 | Safety

Security/Access Control | 3 | Entry & parking

Total Staff: 40–50 people

8. FINANCIAL PLANNING & BUDGET

8.1 Detailed Budget Breakdown

Category | Item | Qty | Unit Cost | Total

Prizes & Awards | Cash prizes (1st/2nd/3rd per track) | 12 | Varies | ■60,000

| Trophies | 12 | ■500 | ■6,000

| Certificates (printed) | 250 | ■50 | ■12,500

Subtotal Prizes & Awards: ■78,500

Venue & AV | Auditorium rental | 1 | ■10,000 | ■10,000

| Projectors & screens | 5 | ■5,000 | ■25,000

| Sound system & mics | 1 | ■5,000 | ■5,000

| Technical support (8 hrs) | 5 people | ■500/hr | ■20,000

Subtotal Venue & AV: ■60,000

Catering | Breakfast (50 ppl) | 50 | ■150 | ■7,500

| Lunch (200 ppl) | 200 | ■200 | ■40,000

| Tea/Coffee/drinks | 200 | ■50 | ■10,000

| Snacks | 200 | ■30 | ■6,000

Subtotal Catering: ■63,500

Materials & Supplies | Printing (forms, certificates) | | | ■8,000

| Name badges | 250 | ■10 | ■2,500

| Stationery supplies | | | ■5,000

| Folders & files | 40 | ■50 | ■2,000

Subtotal Materials: ■17,500

Marketing & Publicity | Posters & design | 100 | ■50 | ■5,000

| Social media ads (optional) | | | ■5,000

| Brochure printing | 500 | ■20 | ■10,000

Subtotal Marketing: ■20,000

Honorarium & Volunteer | Judge honorarium (12 judges) | 12 | ■1,000 | ■12,000

| Volunteer t-shirts (40) | 40 | ■150 | ■6,000

| Mentor honorarium (optional) | 6 | ■500 | ■3,000

Subtotal Honorarium: ■21,000

Documentation & Media | Photography/Videography | 2 | ■5,000 | ■10,000

| Video editing | 1 | ■5,000 | ■5,000

Subtotal Media: ■15,000

Contingency (10%): ■27,900

TOTAL BUDGET: ■303,400

8.2 Funding Sources

Potential Budget Coverage:

Source | Amount | Status

College Internal Budget | ■100,000 | Primary

Corporate Sponsors | ■100,000 | To be solicited

Student Activity Fund | ■50,000 | Secondary

Registration Fee (40 teams × ■500) | ■20,000 | Student contribution
Alumni/Industry Partners | ■33,400 | Contingency

9. RISK MANAGEMENT & CONTINGENCY

9.1 Risk Assessment Matrix

Risk | Likelihood | Impact | Mitigation
Low Wi-Fi bandwidth | High | Medium | Arrange backup Wi-Fi ISP; test 48 hrs before
Tech failure (projector, mic) | Medium | High | Keep backup equipment; test all AV
Judges unavailable last-minute | Low | High | Confirm judges 1 week before; have backup list
Insufficient venue space | Low | High | Book larger venue if needed; parallel sessions
Food service delay | Medium | Low | Pre-order; confirm with caterer day before
Team no-show | Medium | Medium | Confirm attendance 3 days before
Safety incident | Low | Critical | First-aid kit on site; trained staff; insurance
Weather (if outdoor component) | Variable | Medium | Move indoors; have backup plan
Power outage | Low | Critical | Generator on standby

9.2 Contingency Plans

If Wi-Fi fails:
- Use mobile hotspots from judges/mentors
- Teams work offline; upload results later
- Printed materials for scoring

If judge unable to attend:
- Backup judge list on speed-dial
- Senior faculty member steps in
- Maintain scoring consistency

If venue unavailable:
- Alternative venue booked in advance (standby)
- Or extend event to next day
- Communicate to all participants ASAP

If team doesn't show up:
- Proceed with remaining teams
- Shortlisted team notified immediately
- Extend Activity 2 time for fewer teams

If food delayed:
- Order quick alternatives from nearby vendors
- Provide only drinks and continue event
- Adjust lunch time if necessary

10. SUSTAINABILITY & POST-EVENT PLAN

10.1 Immediate Post-Event (Day of / Next day)

Send-out emails:

- Thank you to judges, mentors, sponsors, volunteers
- Event photos link (if available)
- Feedback survey (Google Form)
- Timeline for final documentation

Winner communication:

- Congratulatory email with certificate details
- Prize distribution logistics
- Mentorship opportunity invitation

Non-winner feedback:

- Constructive judge feedback
- Encouragement to participate next year
- Resources for further learning

10.2 Short-Term (1–2 weeks post-event)

Documentation:

- Compile event report: attendance, team stats, feedback results
- Summarize judge feedback
- Create highlight video/reel (3–5 min)
- Archive all submissions and scores

Certificates & Distribution:

- Print and distribute participation certificates
- Present winner trophies in college assembly (optional)

Media & Communications:

- Social media posts with winners + photos
- College newsletter feature
- Website update with event results
- Press release (if large success)

10.3 Medium-Term (1–3 months)

Prototype Implementation:

- Select 1–2 winning projects for campus pilot
- Form implementation team (students + faculty)
- Set 3–6 month timeline for campus deployment

Mentorship Continuation:

- Offer monthly mentoring sessions to winners
- Connect with industry mentors for guidance
- Track progress of winning projects

Feedback Analysis:
- Analyze all participant surveys
- Identify improvements for next year
- Document lessons learned

10.4 Long-Term (Next Year Preparation)

Planning for 2026 Hackathon:
- Review what worked and what didn't
- Incorporate feedback into new plan
- Increase scale or scope based on success
- Plan for larger prize pool if applicable

Sustainability Measures:
- Create hackathon as recurring annual event
- Build industry partnerships for funding
- Develop standardized procedures/documentation
- Strengthen faculty involvement

Alumni Engagement:
- Create alumni mentor program
- Use winners as ambassadors for next year
- Build alumni network around innovation

11. COMPLIANCE & DOCUMENTATION

11.1 Required Approvals & Permissions

Before Event:
- [ ] Principal/Director approval of event plan
- [ ] Finance department approval of budget
- [ ] IT department approval for Wi-Fi allocation
- [ ] Venue booking confirmation
- [ ] Catering contract signed
- [ ] Insurance coverage (event liability)
- [ ] Health & safety clearance

Participant documentation:
- [ ] Informed consent / Code of Conduct (signed by teams)
- [ ] Intellectual Property agreement (projects belong to students)

- [ ] Photo/video consent forms (for media use)
- [ ] Attendance list (for college records)

11.2 Documentation to Maintain

Governance Documents:
- Event approval minutes
- Budget allocation forms
- Risk assessment report

Operational Documents:
- Complete event schedule (minute-by-minute)
- Vendor contracts & payments
- Volunteer sign-in sheets
- Catering invoice & receipts

Participant Documents:
- Registration forms (all submissions)
- Team attendance sheet
- Judge evaluation sheets
- Feedback survey responses

Compliance Documents:
- Insurance certificate
- Electrical safety clearance
- Food safety compliance
- First-aid kit inventory

11.3 Post-Event Reporting

Final Event Report (to be submitted to Principal):
`INTER-FACULTY HACKATHON 2025 – FINAL REPORT`

1. EVENT OVERVIEW
- Date, venue, participants (n=40 teams, 200+ people)
- Objectives achieved: ✓ Multi-faculty innovation, ✓ Prototypes developed, etc.

2. BY THE NUMBERS
- Teams participated: 40
- Faculties represented: 4
- Judges involved: 12
- Winners announced: 12
- Total prize distributed: ■60,000

3. HIGHLIGHTS & SUCCESS METRICS
- Participation rate: 100% (all 40 teams attended)
- Faculty representation: Balanced across all 4 faculties

- Feedback score: Average 4.2/5 stars
- Media coverage: [List coverage]

4. WINNING PROJECTS & IMPACT
- List of 12 winning teams with projects
- Projects selected for campus implementation
- Implementation timeline and budget

5. CHALLENGES & LESSONS LEARNED
- What worked well
- What needs improvement
- Suggestions for 2026 hackathon

6. FINANCIAL SUMMARY
- Budgeted: ■303,400
- Actual: ■[X]
- Variance: ■[Y]

7. RECOMMENDATIONS FOR NEXT YEAR
- Scale up to 60 teams
- Add more industry mentors
- Extend to 24-hour format
- Increase prize pool

8. APPENDICES
- Photos
- Feedback survey results
- Judge comments
- Media coverage links

APPENDICES

Appendix A: Judge Evaluation Sheet (Template)

```
INTER-FACULTY HACKATHON 2025
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JUDGE EVALUATION FORM – ACTIVITY 1 & 2

Judge Name: _____ Track: _____

Team Name: _____ Date: _____

ACTIVITY 1 SCORING (out of 50)

[Scoring rubric for specific track – see Section 5 for details]

```
Criterion 1: _____ (15 pts)
Criterion 2: _____ (15 pts)
Criterion 3: _____ (12 pts)
Criterion 4: _____ (8 pts)
```

ACTIVITY 1 TOTAL: _____ / 50

ACTIVITY 2 SCORING (out of 50)

[Scoring rubric specific to Activity 2 for this track]

```
Criterion 1: _____ (20 pts)
Criterion 2: _____ (15 pts)
Criterion 3: _____ (15 pts)
```

ACTIVITY 2 TOTAL: _____ / 50

COMBINED SCORE: _____ / 100

JUDGE COMMENTS (feedback for team):

[Space for constructive feedback]

RECOMMENDATIONS:

[ ] Finalist tier

[ ] Good attempt

[ ] Needs improvement

Judge Signature: _____ Date: _____

Appendix B: Risk Management Plan (Detailed)

```
Risk 1: Technical Infrastructure Failure
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Symptoms: Wi-Fi down, projector not working, sound system failure

Prevention:

- Test all equipment 48 hours before event
- Backup equipment on standby
- Tech team arrives 2 hours early

Response if occurs:

- Activate backup Wi-Fi ISP (mobile hotspots)
- Replace projector from backup
- Use handheld mics if needed

Owner: Technical Lead

CONCLUSION

The Inter-Faculty Hackathon 2025 is designed as a university-level innovation event that meets national standards while celebrating the unique strengths of each faculty. By following this comprehensive planning framework, the hackathon will:

- Foster interdisciplinary innovation across all departments
- Provide rigorous evaluation of student projects
- Generate implementable prototypes for campus improvement
- Create career opportunities through industry mentorship
- Establish a sustainable annual tradition for the college

This event will differentiate the college in the Maharashtra and national higher education landscape, attracting quality students and building reputation for innovation.

Document Approval:

Principal/Director: _____ Date: _____

Finance Head: _____ Date: _____

COC Chairperson: _____ Date: _____

Version History:

Version | Date | Changes

1.0 | [Date] | Initial draft

2.0 | [Date] | University-level alignment, national standards compliance

End of Document

For questions or clarifications, contact:

Central Organizing Committee

Email: hackathon@college.edu

Phone: [Insert]

Document Approval:

Principal/Director: _____ Date: _____
Finance Head: _____ Date: _____
COC Chairperson: _____ Date: _____