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## Standard Operating Procedure (SOP) for Coordinator of IdeaPAD

**Objective:** The objective of this SOP is to outline the roles, responsibilities, and measurable actions of the coordinator for maintaining the IdeaPAD platform at ITM University, Gwalior. The IdeaPAD platform is designed to support students in their entrepreneurial ventures by providing necessary resources and guidance.

### Roles and Responsibilities

#### 1. Promotion of Entrepreneurship Culture

- **Action:** Organize workshops, seminars, and guest lectures on entrepreneurship.
- **Measurable Parameters:** Number of events organized.
  - Attendance and participation rates.
  - Feedback scores from participants.

#### 2. Student Engagement and Support

- **Action:** Identify and engage students with entrepreneurial ideas.
- **Measurable Parameters:** Number of students registered on the IdeaPAD platform.
  - Number of one-on-one mentoring sessions conducted.
  - Progress tracking of individual student ventures.

#### 3. Resource Allocation and Management

- **Action:** Ensure availability and proper utilization of resources such as workspaces, funding, and technical support.
- **Measurable Parameters:** Resource utilization rate (e.g., workspace occupancy, funding disbursed).
  - Number of projects receiving technical support.

#### 4. Networking and Collaboration

- **Action:** Establish and maintain connections with industry experts, alumni, and potential investors.



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- **Measurable Parameters:**
  - Number of partnerships and collaborations established.
  - Number of networking events organized.
  - Student feedback on networking opportunities.

#### 5. Monitoring and Evaluation

- **Action:** Regularly monitor the progress of student ventures and evaluate the effectiveness of the support provided.

- **Measurable Parameters:**
  - Number of progress reports submitted by students.
  - Success rate of student ventures (e.g., startups launched, products developed).
  - Feedback from students on the support received.

#### 6. Administrative Duties

- **Action:** Maintain records of activities, budgets, and resources; prepare and submit reports.
- **Measurable Parameters:**
  - Timeliness and accuracy of reports submitted.
  - Budget utilization and adherence to financial guidelines.
  - Record-keeping accuracy and completeness.

#### Six-Monthly Report Matrix

The following matrix outlines the measurable parameters and their targets for the six-monthly report to be filed by the coordinator of IdeaPAD.


Parameter	Target	Actual	Remarks
Number of events organized	6		
Attendance and participation rates	80%		
Feedback scores from participants	Average score of 4/5		
Students registered on IdeaPAD	50		
Mentoring sessions conducted	20		
Projects receiving technical support	10		
Resource utilization rate	70%		

Parameter	Target	Actual	Remarks
Partnerships and collaborations	5		
Networking events organized	3		
Student feedback on networking	Average score of 4/5		
Progress reports submitted by students	90%		
Success rate of ventures	30% (startups launched/products developed)		
Feedback on support received	Average score of 4/5		
Timeliness and accuracy of reports	100%		
Budget utilization	95% adherence to financial guidelines.		
Record-keeping accuracy	100%		

#### Implementation and Review

- **Frequency of Review:** The SOP and the six-monthly report matrix will be reviewed annually to ensure relevance and effectiveness.
- **Responsible Parties:** The coordinator, along with the oversight committee, will be responsible for the implementation and review of this SOP.

By adhering to this SOP, the IdeaPAD coordinator will help foster a vibrant entrepreneurial ecosystem at ITM University, Gwalior, ensuring that students receive the support they need to succeed in their entrepreneurial ventures.

  
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