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# Standard Operating Procedure (SoP)

## For Organizing Lectures and Programmes at ITM University, Gwalior

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### 1. Objective

To transform lectures and programmes from one-sided discourses into **interactive, student-driven learning platforms** that foster curiosity, critical questioning, and experiential learning.

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### 2. Pre-Event Preparation

- **Student Briefing & Motivation**
    - Organize a short **orientation session** for participating students before the event.
    - Share **key resources** (articles, research briefs, case studies, or news items) related to the programme topic.
    - Motivate students to come prepared with at least **one question each**.
  - **Programme Leaflets**
    - Every programme leaflet must be at least **two pages**:
      - **Page 1**: Event details (theme, speaker profile, schedule).
      - **Page 2+**: *Curtain raiser* with contextual background (e.g., why the day is celebrated, latest research trends, recent discoveries in the domain).
  - **Topic Relevance**
    - Select topics that either:
      - Directly connect to **course content**, or
      - Fall within the **speaker's domain expertise** with a clear **academic linkage** to the curriculum.
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### 3. Event Conduct

- **Interactive Mandate**
    - After every discourse, ensure that **at least five questions** are asked by students.
    - Faculty coordinators will gently **moderate the Q&A** to encourage balanced participation.
  - **Gamification & Incentives**
    - Announce a **“Best Question Award”** during the event.
    - Provide small prizes/certificates to motivate students toward thoughtful questioning.
  - **Student-Managed Event**
    - The entire event—planning, logistics, moderation, and reporting—must be **student-driven**, with faculty serving as mentors only.
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## 4. Post-Event Learning Activities

- **Creative Outputs**
  - Discourage routine poster-making competitions.
  - Encourage **model-making, simulations, or prototypes** (preferably derived from PBL activities).
  - Alternatively, allow **poster presentations of recent findings** in the domain, with proper referencing.
- **Reflection & Documentation**
  - Students prepare a **short reflective note/report** capturing key insights and learnings.
  - Reports may be compiled into a **repository** accessible to future batches.

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## 5. Monitoring & Review

- **Faculty Role:** To ensure academic rigor, smooth facilitation, and alignment with university vision.
- **Feedback Loop:** Collect short feedback from students and speakers after every event to continuously improve quality.
- **Compliance Check:** The Academic Cell to periodically review if the SoP guidelines are being adhered to.

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✓ **Outcome Expected:**

Events will evolve into **dynamic scaffolding experiences**, integrating dialogue, gamified learning, course-linkages, and student leadership—making them vibrant, memorable, and academically meaningful.