



**SMART INDIA
HACKATHON
2022**



Nodal Center Organizer Manual and Guidelines

A Guidebook to Host Smart India Hackathon 2022



**Ministry of
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Government of India



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INDEX

This document aims at helping Nodal Centers prepare themselves up for hosting Smart India Hackathon 2022 – Hardware & Software edition.

Following are the brief heads and below is the document explaining each head in detail.

- Registration
- Hosting Space and Requirements for SIH
- IT Requirement
- Food Arrangements
- Staff & Manpower
- Accommodation Requirement
- DOs and DON'Ts



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REGISTRATION

REQUIREMENTS FOR STUDENT & MENTORS REGISTRATION

- **Registration kit:** The kit would be given to each individual participant. It should have all of the following within it:
 - ✓ **Stationary:** Chart sheets with the branding of SIH 2022 and the nodal institute.
 - ✓ **Lodging rooms assistant (Accommodation Coordinator):** An assistant's number and a chart explaining their residence facility. Also, someone at kiosk noting down the place where each student would be put up. At least 1-2 female accommodation coordinator is mandatory in this team to assist the female students.
 - ✓ **Food Coupons:** Coupons for each individual meal that would be served during the span of 3/5 days. Can include coupons for snacks and refreshments as well.
 - ✓ **Lanyards:** ID card and lanyards for all participants. Sample badges are provided in the repository.
 - ✓ **Venue map:** A map of the venue with relevant facilities.
 - ✓ **A Student Booklet:** Containing all of the following details:
 - IT Coordinators contact nos.
 - Food Coordinator contact nos.
 - Accommodation Coordinator contact nos. (At least 1 female in the team)
 - Student Volunteers with at least 1 female candidate.
- **Standee/T-Shirt requirement:** Each team will bring their own t-shirts with them (SIH 2022 logo on the left side is mandatory). They also need to bring a standee/banner showing their college detail and team name.
- **Registration form:** Each nodal center will share the electronic copy of the teams' registration which should include the team name, team members' names, mobile, and email id.
- **Wi-Fi Password:** Name and Password of Wi-Fi they need to connect to. This could be common amongst a team of 6-8 members.
- **College Letter/College ID check:** It would be mandatory for the Registration desk to check the Entry ticket received by the team, College IDs for each individual, and a letter from the college allowing participation.



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- **Travel Allowance/Reimbursement Desk:** A desk that checks train/bus tickets, accepts the Travel Allowance forms from the team leader, and takes down details of the online transaction of money into the team leaders' account.
 - **Collection of Physical Copies:** The Nodal center to keep copies of :
 - A Valid Government photo ID per individual
 - A valid College ID per individual
 - A TA form per Team
 - A college letter allowing participation
 - Copy of Travel Tickets

REQUIREMENTS FOR REGISTRATION OF JUDGES

Please note the details of judges (from Nodal Centre, Companies, Ministries, MSMEs etc.) on a Form.

- **Evaluation Kit:** The kit which will include guidelines, scoring sheets that would help judges evaluate ideas
 - **Judge registration kit:** A kit provided to judges for a better understanding of the entire schedule.
 - Judge Badge
 - Please provide them a list of all teams with their solution details
 - Thank you letter from the Nodal Centre for each judge.
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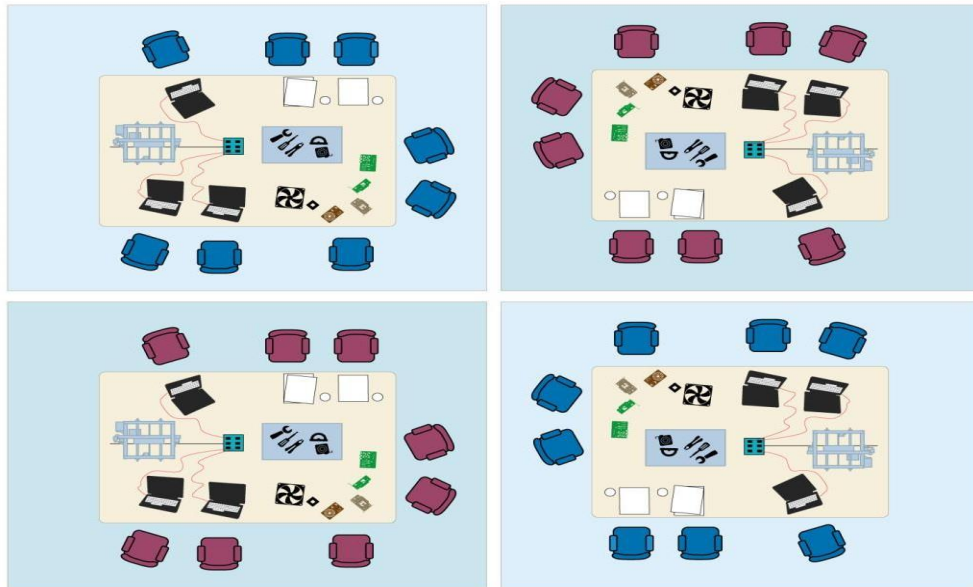


HOSTING SPACE AND REQUIREMENTS FOR SIH

HOSTING SPACE ARRANGMENTS

- **Big Hall:** The Nodal Centers need a Hall large enough to host all the teams.
- **Seating Arrangement:** The Nodal Center needs to build seating arrangement for approximately 200 people includes students, mentors, judges, organizing staff etc. with enough number of power sockets for charging their laptops, mobiles and other gadgets along with Wifi connection.
- **Printers:** Nodal Centers need at least 2 printers, one of them being a color printer. They also need to provide at least one scanner and access to Xerox machines.
- **Work Tables:** Seating/work spaces for teams can be arranged in the following manner.
 - ✓ Ideal table size would be 6ft* 4ft in size
 - ✓ 9 Chairs per team, on each table. 6 team members, 2 mentors, 1 judge.
 - ✓ Each Chair should preferably be rotatable, should allow height adjustment, Good Foam seating, and back. Nodal Centers need to help these candidates achieve comfort during the entire hackathon duration.
 - ✓ 10 Plug Points Per Work Table (8 Laptops, 2 Mobile Charging Points, 2 Electronic Device Testing points).
 - ✓ Emergency multi-plug: 3 pins or Extension boards, in case of shutdown of specific plugs.





- **PCs:** If there is a need for providing PCs to certain students.
- **Dustbins:** One mid-size dustbin amongst a set of 3-4 teams (Total 12- 15)
- **Beanbags (optional):** For Relaxing of Candidates, to take some time off. These could be per team, or a separate slot where relaxing is allowed.
- **Projector:** To project all forms of Video speeches and sessions during the entire program
- **Speakers:** One Set of Speakers
- **Mic:** For video conferencing facility with Organizers
- **Video-conferencing Facility:** Pre Tested Video Conferencing Facility. This will be required in a central location especially for the opening ceremony; closing ceremony and any other Live sessions that may be organized during the course of the hackathon. NIC will be getting in touch with the respective nodal centers for setting up the video conferencing system.
- **Power Backup:** UPS might not be Sufficient, Nodal Centers need to have a standby DG
- **A Medical Kit:** A First Aid Kit for any unprecedented events
- **Fire Extinguishers:** A Set of at least 2 fire extinguishers

OTHER REQUIREMENTS



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- **Mattresses:** Participants can relax or take a power nap for short periods of time. A separate place for men and women.
- **Transport for Participants:** Local transport to ferry the arriving students from railway station/ bus stand to your institute when they arrive for the hackathon and back to the railway station/ bus stand when they depart post the event. You may also arrange for inter-institute transport for students to shuttle between the lodging areas and the main hackathon bay area by taking into consideration the distances within the campus
- **Transportation for Judges:** Transportation needs to be provided for the judges from Companies, Ministries, MSMEs etc. arriving at the venue. Nodal centers are also encouraged to arrange few internal judges. These judges who will evaluate the teams for 3/5 days, will also be in the Jury panel during the power judging session on the final day.
- **Accommodation Facilities:** Accommodation Facility for students and judges. Boys and Girls to have separate hostels.
- **Special Location for Visitors to meet:** The place where visitors could wait and meet the participants whenever required.
- **Special Location to address the Press:** The Nodal Center should have a separate room to address the press.
- Separate washrooms for men and women, toiletries to run for 4 cleaning cycles, 1 toilet amongst 10 students max.
- Water Coolers & water kegs with chilled and hot water facilities. 1 keg for every 2 teams. Regular changing of water kegs with filled kegs.
- Special water bottles for Judges.
- Coffee Machines
- **Music System:** A music system with proper sound quality
- **Sporting Facility:** Board Game Facilities such as Chess, Carrom, and Table for Table Tennis, Pool Table Etc.
- Mementoes and Certificates for Judges/Mentors/ Special Guests





IT REQUIREMENT

IT & OTHER TECHNOLOGICAL REQUIREMENTS

- **One Wired Internet Connection:** A connection which is wired that can be extended upto 5 meters.
- **High Speed internet facility:** 2 lease lines of 100 Mbps each.
- **Firewall security:** Strong firewall for protecting the entire site from outside world hacking.
- **Video Conferencing Facility:** A facility that helps nodal center coordinator to do video conferencing with NIC. The instructions given by NIC to be followed for Video conferencing and web-casting.
- **Projection Screen:** A Place Projection could be made visible to all the audience.
- **BOM by teams:** The BOM submitted by team first need to be scrutinized by the Nodal Center to procure the required materials. MIC/AICTE will reimburse this amount to Nodal Center. If the amount per team crosses Rs. 50,000/-, the Nodal Center has to bring this to the notice of MIC/AICTE prior to procuring the materials. If needed, few materials can be rented by the Nodal center too. In case, some materials cannot be procured by the Nodal center, the teams can be requested to procure and bring those materials & submit the invoice at the Nodal center. Upon payment by the Nodal Centers, MIC/AICTE is going to reimburse the Nodal Center.
- In case of items more than Rs. 5000, that item(s) has to be retained by the Nodal Centers ONLY after the hackathon. Students/teams need to be communicated that these items need to be retained as original/near original working condition. Items with less cost might be taken by the teams.





FOOD ARRANGEMENTS

REQUIREMENT OF FOOD AND OTHER REFRESHMENTS

- Breakfast, Lunch, Dinner to be provided only on the basis of food coupons.
- Seating Arrangement for all participants and guests at a time. Should be a shaded region.
- Food Arrangements for 4 meals a day for 3/5 days.
- Snacks Packets: Biscuits, Local Snacks Availability.
- Non-Oily Dinner to help people stay awake at night.
- Tea/ Coffee/ Biscuits/ any bakery item to be available round the clock for all participants.
- Availability of paid 24x7 counter for food availability, if required.
- Participants are expected to take care of the cleanliness of the place.





STAFF & MANPOWER

HUMAN RESOURCES REQUIRED AT NODAL CENTERS

- **Accommodation Coordinator:** Coordinators for Accommodation Arrangement for students. At least 1-2 female accommodation coordinator is mandatory in this team to assist the female students.
- **IT Coordinators:** 2 x IT coordinators for managing IT problems.
- **Internet Coordinators:** 2 x Wi-Fi Coordinators for managing Wi-Fi Related problems.
- **Media Coordinators:** 2 x Media Coordinators for arranging regional press conference and for continuously updating social media about the event tagging SIH/SIH2022/MIC/AICTE social media handle. They need to work with DD as per their instruction.
- **Registration Volunteers:** Campus Staff at Registration Desk.
- **Student Volunteers:** 15-20 Volunteers for Crowd Control and other work.
- **Session Coordinator:** To coordinate with all Judges/Mentors and team. It should be a senior person. Also will act as time-keeper and monitor all activities & sessions. A big watch at the venue also required.
- Security personnel.
- House-keeping staff to maintain cleanliness on the floor, washrooms etc.
- Lady Security personnel for women safety on floor and travel outside.
- On Call Emergency Doctor
- Food organizers, waiters etc.
- Operators / Helpers for machines (on need basis!)



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- At least 2 – 4 in-house Product Designers, industry experts with knowledge of beautifying prototypes to guide students during 3/5 days of the hackathon (numbers would depend on the teams hosted at your center).
 - **In-house 2 – 4 Hardware technology experts** – to guide students during the 3/5 days of the hackathon. Judging session will happen for feedback to students once per day.

FOR NODAL CENTERS HOSTING STUDENT INNOVATION

- **Judges for 3/5 days of hackathon:** can be professors with relevant expertise as per the theme / company / ministry hosted at the center.
- **Jury for final day of hackathon:** The panel of 3/5 days judges who have already given feedback to teams will be in jury panel. Experts from the start up circuit, hardware start-ups, investors might also be in the jury panel.



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ACCOMMODATION REQUIREMENT

ACCOMODATION FACILITIES FOR STUDENTS & JUDGES

- Accommodation facilities for all students, mentors, and judges.
- Boys and Girls to have separate hostels. Student or Team mentors could be accommodated in hostels too.
- Design mentors and judges should be accommodated in Guest houses. The accommodation cost of judges ONLY from Companies will be taken care by themselves, but on request the Nodal Center can arrange the place of their stay.

TRAVEL FACILITIES FOR STUDENTS & JUDGES

- Travel for students & team mentors to be provided in train sleeper class (amount will be provided by MoE's Innovation cell).
- For product designers travel will be arranged by MIC/AICTE.
- For judges ONLY from companies, the travel will be arranged by themselves only, with NO reimbursement.





DOs and DON'Ts

DOs FOR THE NODAL CENTER

- Do Arrange for Chief Guests for Inaugural as well as Prize Distribution Ceremonies.
- Do allow teams to place their standees and banners etc.
- Do allow teams to take rest in different sets.
- Do create a WhatsApp Group and a bridge for all communications with the help of the Student Coordination Committee that you appoint internally.
- Consumables procured by the nodal centers for the student teams will be carried back with the teams after the hackathon. Nodal centers are requested to take approvals on purchase prior to the hackathon and not after.

DON'Ts FOR THE NODAL CENTER

- Do not let teams change team members at the Nodal Center in the last minute. They will bring a letter from MIC to support prior change.
- Do not allow Drinking liquor on campus.
- Do not allow consuming any form of drugs without a prescription on campus.
- Do not allow judges to leave the arena at the time when their activity has been scheduled.

