



Gyanotsav-2025: A Flagship at CVM University
Standard Operating Procedure (SOP) for Gyanotsav-2025
CVMUISC and AICTE IDEA LAB Zone

Event Overview

Gyanotsav-2025 is a prestigious event organized by CVM University, aimed at showcasing cutting-edge innovations and fostering creativity and entrepreneurship within the academic and startup ecosystem. The event will take place from **30th January to 2nd February 2025** (over four days) at **Shastri Maidan, Vallabh Vidyanagar**. The event will feature a variety of innovative projects from students, faculty, startups, and AICTE IDEALAB under the **CVM University Innovation and Startup Centre (CVMUISC)** zone.

1. Objectives

The primary objective of Gyanotsav-2025 is to:

- Showcase innovative projects and startup ideas.
 - Encourage knowledge sharing and collaboration between students, faculty and alumni.
 - Promote the culture of innovation and startups at CVM University.
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2. Responsibilities

- **Event Coordination Team (ECT)**

The Event Coordination Team will oversee the planning and execution of the event. Their responsibilities include:

- **Event Logistics:** Ensure proper arrangements for the venue, signage, equipment, and other logistical needs.
- **Scheduling:** Manage the event schedule, including project display times and sessions.

- **CVMUISC**

The CVM University Innovation and Startup Centre is responsible for managing the innovative projects zone. Tasks include:

- **Project Selection:** Review and select projects that align with the event's objectives and categories.
- **Project Setup:** Ensure that selected projects have the necessary infrastructure, such as display space, electricity, internet access, and safety measures.



- **Mentorship:** Provide mentorship and guidance to participating innovators and startups, ensuring the quality and relevance of their projects.

- **AICTE IDEA LAB**

The AICTE IDEA LAB is going to manage the following tasks:

- **IDEA LAB Awareness:** The first task of AICTE IDEA LAB is to spread awareness and to motivate students to apply the basics of science, technology, engineering, and math (STEM) to their own ideas to improve their hands-on experience, learn by doing, and even product visualization.
- **IDEA LAB Activities/Models:** The second task is to show the involvement of IDEA Lab with various types of technical activities such as skill development activities, internship programmes, incubation activities, product and prototype development, sample production, conduct of workshops/conferences for teachers and students of colleges and high schools, industry persons, etc.

3. Project Submission Guidelines

To ensure a smooth process, students' innovators must adhere to the following submission guidelines:

- **Eligibility:** Projects should be innovative, practical, and related to the themes of technology, sustainability, entrepreneurship, or social impact.
- **Submission Form:** All project details must be entered into the shared Google spreadsheet:

<https://docs.google.com/spreadsheets/d/1tM0r7Rxpymgxf-YIHSEB5roskEDL7WkdaSK0-6qm8/edit?usp=sharing>.

- Participants are required to include the following information:
 - Project Title
 - Description of the Project
 - Name of the Innovator/Team Members
 - Any special requirements (e.g., power, internet, display tools)
- **Deadline:** All project details must be submitted by **09.01.2025 - Thursday, 5:00 PM**, before the event date.

4. Event Setup and Execution

- **Venue Setup:** The setup for the event will begin one day prior to the event (29th January 2025). The team will ensure all stalls, displays, and booths are prepared with the necessary equipment and branding.
- **Project Displays:** Each project will have a designated space within the CVMUISC zone. Innovators will be responsible for setting up their projects in the allotted space by 9:00 AM on the first day of the event (30th January 2025).



- Displays must be clear, visually appealing, and well-organized.
 - Participants must provide any promotional materials (posters, brochures, etc.) related to their projects.
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5. Mentorship and Support During the Event

- **Mentor Interaction:** During the event, mentors from CVM University will be available to engage with participants, offering feedback and advice.
 - **Support Team:** A technical support team will be available at all times to assist with any technical difficulties or issues faced by the participants during the event.
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6. Event Schedule

The detailed schedule for Gyanotsav-2025 will include the following major segments:

- **Inauguration Ceremony:** On 30th January, marking the official opening of the event.
 - **Project Exhibition:** Ongoing from 10:00 AM to 7:00 PM on all four days.
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7. Communication and Reporting

- **Pre-Event:** Student Innovators will receive important details such as venue maps, event schedules, and any necessary instructions.
- **During Event:** Regular announcements will be made to ensure smooth coordination and inform student innovators of important updates.
- **Post-Event:** A feedback survey will be shared with all participants, mentors, and attendees to gather insights for future events.

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