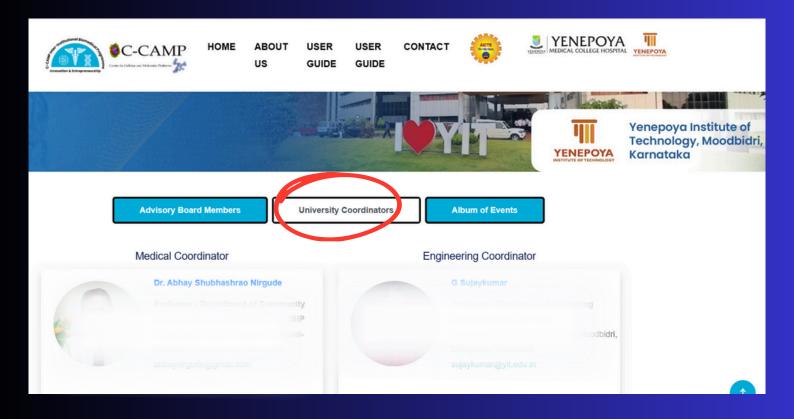


C. User guide for the Admin

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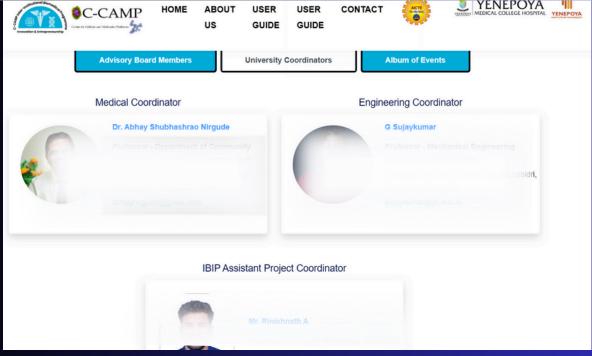
1. Roles of the University coordinators

- The administrators of the university are chosen by the deans of the respective institutions
- Their roles are:
- 1. Liaison with the IBIP coordinators regarding methods of populating the website
- 2. Understanding the process flow in detail
- 3. Verification of the participants against university rolls
- 5. monitoring activity of the teams on the website platform
- 6. Conducting familiarisation of the programs in respective universities
- 7. Organisation of the hackathon/ and calendar discussions
- 8. Scheduling of Bio entrepreneurship course for participants
- 9. Liaison with the atal incubation centre, tinkering labs for development of prototype with the team
- 10. Conducting final presentation
- 11. Issuing of certificates to the participants
- 12. Audit and liaison with AICTE and IBIP
- 13. Fund utilisation



1A. Roles of the University Assistant Project coordinators

- Facilitate Collaboration: Enable seamless coordination between medical and engineering institutions participating in the program.
- Documentation Management: Ensure timely uploading and maintenance of project-related documents, reports, and meeting records.
- Course Monitoring: Track attendance and engagement of students in the Bio-entrepreneurship course lectures.
- Coordination with Designated Faculty: Support and facilitate collaboration between the Engineering coordinators and the Medical coordinators.
- Interdisciplinary Team Management: Ensure the organization and continuity of regular meetings among the interdisciplinary project teams.
- Event and Campaign Support: Assist in planning and executing events like hackathons and team meetings, and help promote the program within institutional ecosystems.
- Feedback and Satisfaction: Work in alignment with the expectations
 of institutional coordinators and the CIBIP team to ensure
 successful program implementation.
- Additional Responsibilities: Take on any other tasks or responsibilities as assigned during the program's duration.



2. Roles of the advisory board members

The Advisory Board Members comprises of senior faculty members from medical and engineering colleges,

Their key roles include:



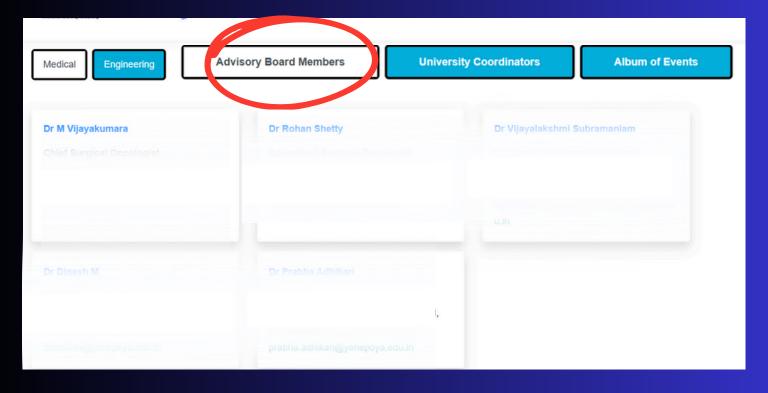
They to meet quarterly to review IBIP progress and ensure alignment with goals.



They to conduct monthly sessions to familiarize faculty and staff with IBIP.



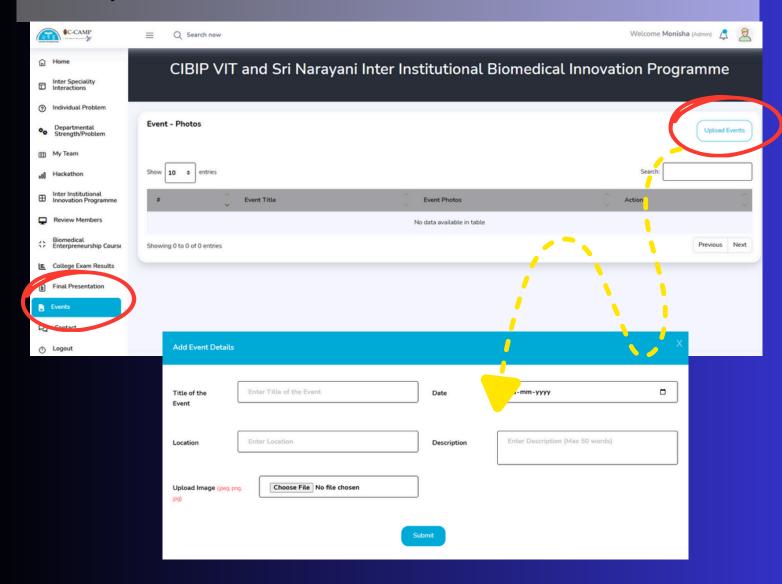
They to audit activities every three months, offering feedback and improvements.



3. To create and upload a photo album of events

To submit an event, please follow these steps:

- 1.Go to the Event tab
- 2. Complete the Event Details:
- Event Title: Enter the name of your event.
- Date and Time: Specify the date and time of the event.
- Location: Provide the venue or location details.
- Designation: Indicate the designation or role associated with the event.
- 3. Upload Event Image:
- Image Selection: Click on the Upload Image button to select an image from your device.



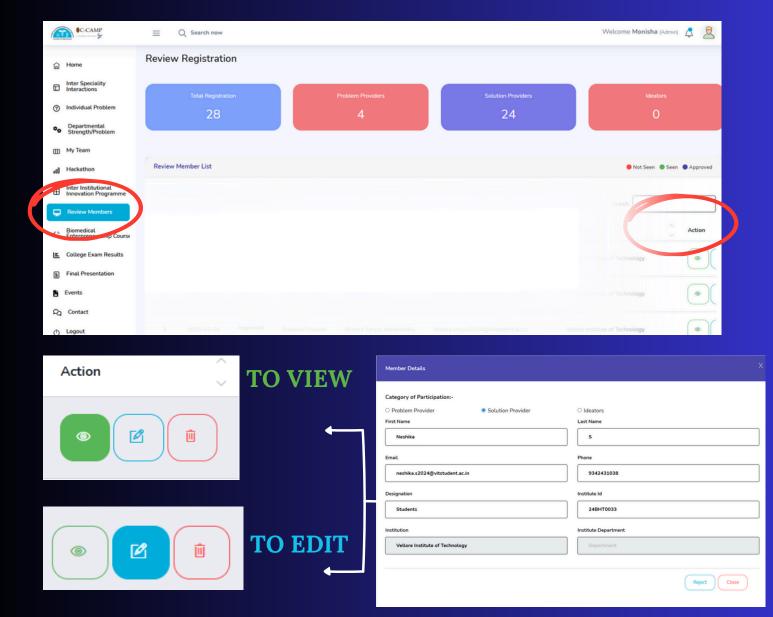
4. To verify the participants bonafides

Click on Review Members



Check Status & Action to approve or decline the registration

Once done, the email will be sent to the participant saying Approved registration





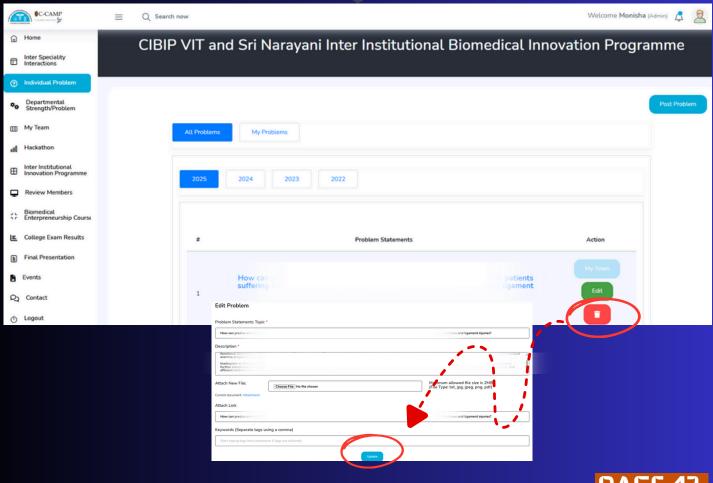
TO DELETE/REMOVE

5. To edit/delete a problem statement

Click on the Edit tab, highlighted in yellow, or the Delete tab, marked in red.

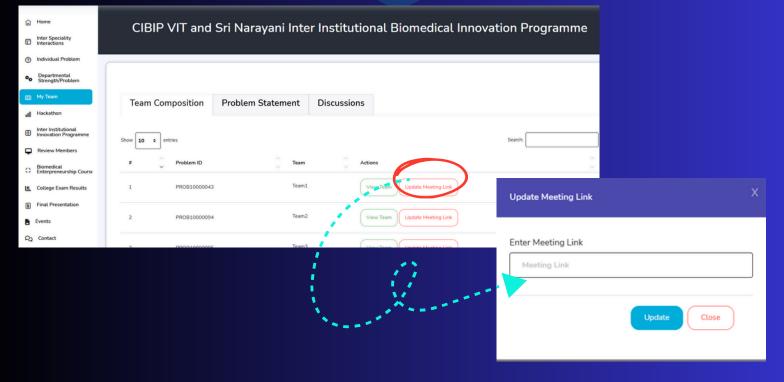


These options are exclusively available to administrators to maintain the integrity and security of the problem statements.

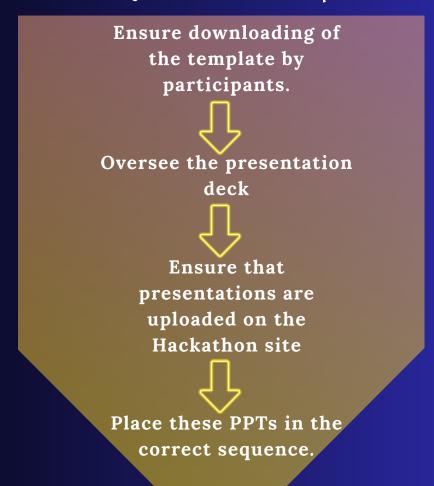


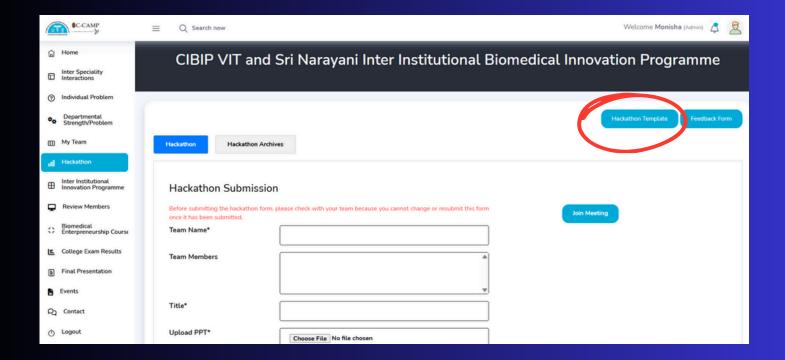
6. To facilitate meetings online for the team





7. To ensure that the Hackathon template is correctly filled and uploaded





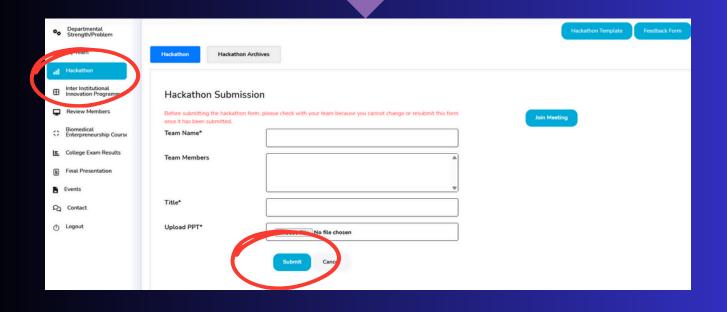
8. To download the Hackathon

To submit your hackathon presentation, Please follow these steps:

Click the Hackathon tab to access the submission form.

Enter your Team Name, Team Members, and Hackathon Title.

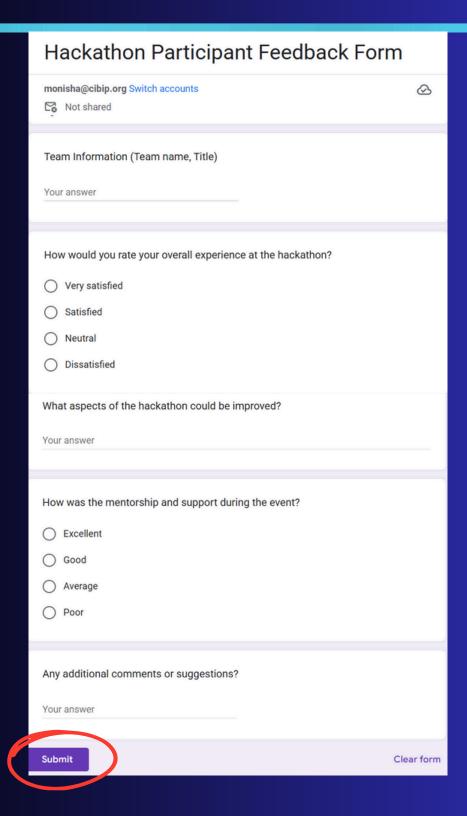
Upload your presentation file and submit the form.



Hackathon Participant Feedback form



https://docs.google.com/forms/d/e/1FAIpQLScCvCuqWl1bkL3jh oA3xG7StiFWFNFJLRapDpnjyoJvKmk9pQ/viewform



9. To schedule the bio entrepreneurship course

The modules of the Bio-Entrepreneurship course are available for viewing and include a series of videos designed to guide participants through the entrepreneurial journey.

Set up a weekly calendar with the IBIP Team for a meeting for teams to view the lecture together (or individually).

Collect the feedback.

and submit it to the

AICTE-IBIP Coordinator



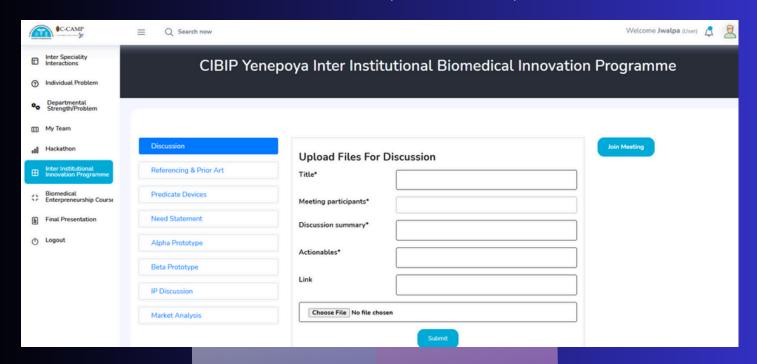
Bio entrepreneurship course Feedback form



https://docs.google.com/forms/d/e/1FAIpQLScoSyIoRy-Qcknl_WSGQfvJbHSa7yzjUItUiU3v3COmIqw3BA/viewform? usp=header

Bio-Entrepreneurship Course Feedbac Form	k
monisha@cibip.org Switch accounts Not shared	⊘
Personal Information (Name, Email, Profession) Your answer	
How would you rate your overall experience with the course? Very satisfied Satisfied Neutral Dissatisfied	
What aspects of the course could be improved? Your answer	
Was the content easy to understand and well-structured? Very clear Somewhat clear Neutral Could be improved	
How engaging were the video lectures? Very engaging Somewhat engaging Neutral Not engaging	
How likely are you to apply what you learned in real-world scenarios? Very likely Neutral Not likely	
Additional Feedback Your answer	
Submit	Clear form

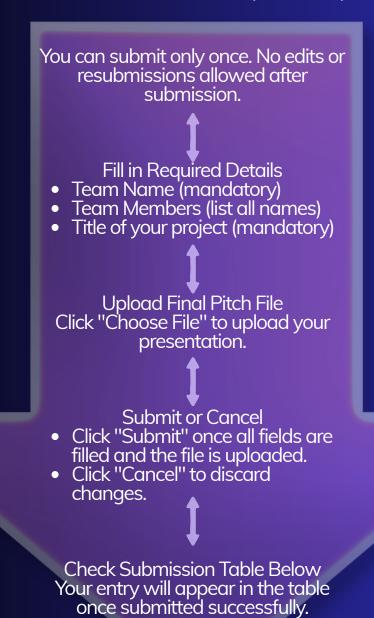
10. To facilitate the prototype creation



The admin should facilitate universities to connect the teams to University resources like incubation centers and Atal Tinkering Labs, for prototype creation.

CIBIP, AICTE can provide technical connections and guidance.

12. To organize the final pitch presentation



→ Logout

Choose File No file chosen

11. To audit the program

- The program audit can be performed by assessing the following key metrics, among others:
- Enrollment Data:
- Total number of doctors (students and faculty) participating.
- Total number of engineers (students and faculty) participating.
- Problem Statement Tracking:
- Total number of problem statements submitted by each university.
- Total number of specializations represented within the interdisciplinary program.
- Total number of problem statements evaluated and analyzed by engineers.
- Innovation & Development:
- Total number of innovations that reached the Hackathon stage.
- Registration and objective evaluation of the Bio-Entrepreneurship course.
- Total number of ideas that evolved into Proof of Concept.
- Total number of intellectual property (IP) filings resulting from innovations within CIBIP.
- Program Evaluation:
- Interim assessment conducted during the Hackathon.
- Feedback and impact assessment following the CIBIP program.