



ISTE Gujarat State Annual Hackathon reporting requirement towards compliance to ISTE Sanction Proceedings

- 1) File preparation:
 - a. Prepare one copy of all original documents, signed, and stamped as appropriate with an indicative index and title page
 - i. Include original bills amounting not less than INR 5,000/- in name of ISTE Gujarat Section
 - ii. Attach copy of all tax/non-tax invoices towards expenditure
 - b. Produce two coloured photocopies of the original report
 - i. One to be retained by the host institute
 - ii. Two copies to be sent to ISTE Gujarat Section for records at State level and forwarding to the ISTE Headquarter
 - c. The reporting file must be containing of the following:
 - i. Title page and contents/index
 - ii. All original bills and vouchers
 - iii. Income – Expenditure statement
 - iv. Copy of Sanction letter and emails on record
 - v. Special messages if received any for the event
- 2) Submit bank details of the account of host institute within forwarding letter, addressing for submission of Sanction Proceeding Compliance to “Hon. Secretary cum Treasurer, ISTE Gujarat Section”
- 3) The content of the report must include the following but not limited to:
 - a. Summary of event
 - i. List of invited guests (inauguration and valedictory session)
 - ii. List of awardees, if any recognized during event by the ISTE Gujarat State Section
 - iii. List of event winners / Best paper presenters (Name of student – Name of institute – ranking awarded)
 - iv. List of participating ISTE chapters (Student / Faculty) i.e. registration list
 - b. Event brochure/ leaflets/ social media post images if any
 - c. Event poster
 - d. Stage banner sample image
 - e. Program schedule of the day/days
 - f. Agenda of inauguration ceremony
 - g. Photographs of benchmarking events during inauguration ceremony with caption for all photograph
 - h. Agenda of concluding ceremony
 - i. Photographs of benchmarking events during concluding ceremony with caption for all photograph
 - j. One-page reporting for each sub-event
 - i. Details of first / second / third winning performances as applicable
 - k. Certificate of participation / winner as an image
- 4) Photographs / Videography:
 - a. CD/DVD/USB Drive with Photographs
 - b. Link to shared folder with sub-folders as appropriate
- 5) Faculty chapter:
 - a. Hackathon Proceeding as a set of abstracts projects, findings, proposals
 - b. List of sessions and presentation order, reviewers, panelists, Session chairs, Moderators, reporters if included in the main event.
- 6) List of involved teaching & non-teaching staff with name, designation, department