Why documentation GC?

Sharing of knowledge is one of the cornerstones for the development of technology and research. A crucial part of development in any field, is documenting progress, and achievements. It is critical to sustain technical activities in the Institute and prevent the loss of knowledge in subsequent generations of students, and maintain the legacies of hostels.

Some of the most prevalent questions asked by a Tech-Entrepreneurial or Research enthusiast in the Institute are regarding entry barriers to such domains. Knowing who has worked in some areas, what kind of work they can expect to accomplish in their field of interest or simply how to proceed with their passion is not something that is known trivially to a student in IIT.

We at the Institute Technical Council feel this is due to lack of a vibrant community that should coexist as part of our hostel culture, and which promotes healthy discussion, encourages people to address problems at the campus level and social problems at a greater level, discusses interesting happenings and eye-opening experiences and exposure gained by students across platforms.

The Documentation GC is a non-competitive GC which tries to address these shortcomings and celebrates the coming together of people to solve real-life problems and captures their thought processes. This GC acts as a platform which can help hostel-mates share their ideas, interact, innovate and promote community development.

What to document

- Group discussions/talks on technical/research topics conducted in association with ITC/technical teams
- Technical projects which are undertaken by students to solve any campus-related issue or any social problem or industry relevant problem or hobby/tinkering projects. Course projects are NOT eligible for points
- Participation in any technical activities or competitions of ITC
- Tech room usage report.
How to document

There will be a documentation submission which will happen once every 2 months (October - November, December - January, February - March). The timeline will start on 1st October 2018 and end on 20th March 2019. Each category below must be documented in separate PDF documents (unless specified otherwise) and uploaded to a Google Drive folder which will be shared with the individual hostels.

1. **Events:**
   These include Group Discussions, Talks and Movie Screenings
   Mention:
   - Title
   - Date
   - Venue
   - Speaker(s)
   - Number of attendees
   - Brief description of the discussion, slides or other references shared (or in case of screenings, a brief review of the documentary/movie), along with some photos.

2. **Projects:**
   - Details of the person(s) belonging to the respective hostels, involved in the project
   - Problem abstract
   - Areas targeted in the problem
   - Any simulation, estimation or calculation done under the project
   - Problem solution details and working principle
   - Relevant images and links for videos.
   - If the project was displayed or presented in the Tech-RnD Exposition, Inter-IIT Tech Meet, or other conferences/exhibitions, state the details of the event (Date, Venue, Organiser) along with images of the display/presentation.

   One can follow standard project documentation structures available.

   Only complete projects shall be considered.
3. **Participation in technical activities & competitions/hackathons:**  
   Each participant/group in hostel needs to fill in the details of the competition in the standard [Google Form](#). The results will be automatically recorded in sheets and everyone will be given view access of the same.

4. **Tech Room Usage Report:**  
   - Date-wise details of people who used tech rooms  
   - Details of activities/session conducted inside tech room with photos/video links  
   - Brief details of amenities available in the tech room.

**Point Structure**

1. **Events:**  
   a. Group Discussions/Talks will contribute a total of 10 points, divided as:  
      i. Event details  
         1. with photos/video: 5  
         2. without photos/video: 3  
      ii. A Brief Summary of discussion/talk: 5  
   b. Movie Screening with proper photos & details: 5 (else no points)

2. **Projects:**  
   a. Projects involving hardware implementation: 100  
   b. Projects involving only software elements: 60  
   c. Projects displayed in ResTech or Tech R&D expo: 20  
   d. Projects displayed in an external exhibition (with proof of participation): 20  
   e. Hostel wide implementation of the technical project (irrespective of year developed): 300  

(Based on completeness of documentation, i.e. if all sections mentioned are present, then the full score will be given per project)

Project documentation **must** contain images/video links of working prototypes

If members from multiple hostels are involved in the same project then each hostel gets the points allocated for projects.  
Eg: If a software project involves students from hostel X & Y then both X & Y will get 60 points.
3. **Participation in technical activities/competitions:**
   a. Any member from the hostel (excluding members of the Institute Technical Council) who has conducted a session as the main speaker, outside the hostel premises, in the benefit of all interested students not limited to a specific hostel: 20
   b. Any student from the hostel (excluding members of the Institute Technical Council) who had been an exemplary mentor in any of the major institute tech competitions/hands-on sessions namely:
      i. ITSP 2019
      ii. XLR8 2019
      iii. RC Plane 2019
      iv. Summer of Science 2019
      v. Seasons of Code 2019 and other ITC events/competitions which happen during the course of the tenure
   Each mentor per event shall receive 5 points [Participation in above events will not contribute to tally]
   c. Participation in the contingent of Inter-Tech Meet: 50 per member

4. **Tech Room Report:** 450 (Whole year) divided as follows:
   a. Amenities: 120
   b. Events/Workshops in the Tech Room: 180
   c. Tech Room Usage Statistics: 150 (Need to show record book where student entries are made and the report should have who aggregated data containing the years of students who have used the Tech Room, Department, Usage per month and so on.)

*The overall points of documentation GC will be normalised to 400 points towards the overall tally of the technical championship.*

The highest score will scale to 400 and other scores will be scaled as per the highest score. Say Y is the highest score and your score is X then X/Y*400 will be your score out of 400.