

Standard Operating Procedure (SOP)

Educational Technology & Innovation Club

Gopinath PG College

1. Purpose

The Educational Technology & Innovation Club is established to strengthen students' technological proficiency, enhance digital pedagogy skills, and encourage innovation in teaching–learning processes. The club provides hands-on exposure to ICT tools, smart classroom equipment, digital content creation, and technology-enabled instructional design. It promotes a culture of creativity, problem-solving, and modern teaching practices aligned with the academic goals of the institution.

2. Objectives

1. To develop competency in ICT tools, digital teaching platforms, and e-learning resources.
 2. To train students to prepare innovative digital teaching learning materials (TLMs).
 3. To enable students to design and deliver smart classroom–based lessons.
 4. To encourage digital creativity through multimedia content creation.
 5. To promote responsible and effective use of technology in education.
 6. To foster collaborative projects that integrate technology with pedagogy.
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3. Structure

- **Faculty Coordinator:** Oversees all club activities and guides students in digital skill development.
- **Student Executive Team:** President, Vice President, Secretary, and Activity Leads.
- **General Members:** Students who voluntarily join and participate in workshops, training, and projects.
- **Sub-Committees (Optional):**
 - ICT Training Committee
 - Digital TLM Creation Committee
 - Smart Classroom Operations Committee
 - Innovation Project Committee

4. Roles & Responsibilities

Faculty Coordinator

- Plan the annual schedule of ICT and innovation activities.
- Conduct and supervise workshops, lab sessions, and demonstrations.
- Ensure availability of digital resources and training materials.
- Review student projects and provide constructive feedback.
- Maintain all records, reports, and evaluation documents.

Student Executive Team

- Assist in organizing training sessions and practical activities.
- Coordinate participation and ensure discipline in sessions.
- Maintain digital storage of student-created content.

- Prepare monthly progress summaries for the faculty coordinator.

General Members

- Participate actively in all training and innovation sessions.
 - Prepare ICT-based teaching materials and portfolio submissions.
 - Engage in peer learning, group projects, and demonstrations.
 - Follow club guidelines and complete assigned tasks on time.
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5. Activities

A. ICT Skill Development

- Training in Google Workspace, MS Office, Canva, digital folders, etc.
- Use of online assessment tools and presentation software.

B. Digital Teaching Learning Materials (TLM) Creation

- E-posters
- Animated slides
- Digital flashcards
- Infographics
- Short educational videos
- Interactive PPT lessons

C. Smart Classroom Demonstrations

- Operating smart boards, projectors, annotation tools.

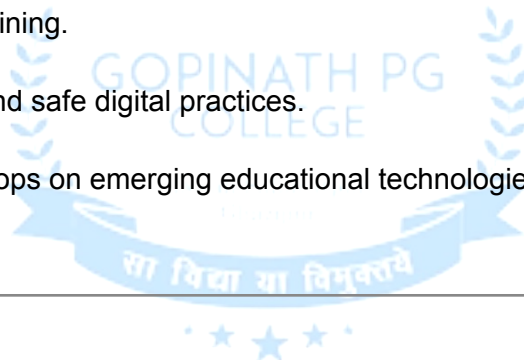
- Delivering micro-lessons using digital tools.
- Hands-on practice sessions in digital classrooms.

D. Innovation Projects

- Designing digital lesson plans.
- Mini educational technology projects (e.g., quiz apps using free tools).
- Development of video-based teaching modules.
- Peer collaborative innovation challenges.

E. Workshops & Expert Led Sessions

- Digital pedagogy training.
- Cyber awareness and safe digital practices.
- Introductory workshops on emerging educational technologies.



6. Documentation Requirements

For every activity, the following must be maintained:

1. **Activity Plan** (theme, objectives, schedule)
2. **Attendance Sheet**
3. **Photographs** (as per guidelines below)
4. **1–2 minute video clips** (optional but recommended)
5. **Faculty Report**
6. **Student Outputs** (PPTs, videos, TLMs, etc.)

7. Learning Outcomes Achieved Summary

7. Photo Documentation Guidelines

Photo Type	What It Should Show	Purpose
Wide-Angle Shot	Full view of the workshop setting	Shows scale & participation
Activity Shot	Students using devices, creating digital content, or presenting	Showcases hands-on engagement
Faculty Mentoring Shot	Faculty demonstrating or guiding students	Reflects academic support
Output Display Shot	Digital TLMs, smart lessons, screens	Evidence of learning outcomes
Group Photo	Students + faculty with event backdrop or banner	Final record of the activity

Additional Rules

- Ensure clear lighting and proper framing.
 - Banner/digital standee should be visible in at least one photo.
 - Avoid repetitive angles; maintain diversity in shots.
 - Take 6–8 photos per activity.
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8. Academic Year Activity Calendar

(Note: Timelines may change as per academic requirements. Students should contact their coordinator for updated schedules.)

Month	Activity
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August	Club Orientation & Basic ICT Workshop
September	Digital TLM Making Workshop
October	Smart Classroom Training & Practice
November	Digital Content Creation (Videos, PPTs)
December	Innovation Project Sprint – Phase I
January	ICT-Integrated Teaching Demonstrations
February	Innovation Project Sprint – Phase II
March	Student Digital Portfolio Submission

9. Expected Learning Outcomes

Students completing the club activities will be able to:

1. Operate ICT and digital teaching tools confidently.
2. Create high-quality digital teaching materials.
3. Deliver smart-class-enabled micro-lessons effectively.
4. Innovate and apply technology-based solutions in education.
5. Use digital platforms ethically, responsibly, and creatively.
6. Build a digital teaching portfolio useful for internships and teaching practice.