



**Minutes of Council Meeting of Institution's Innovation Council(IIC)**

The council meeting was conducted on 1<sup>st</sup> November 2024 at 3:00 PM .in NA106 .

**AGENDA of Meeting:**

1. Welcoming of New Members
2. Signing of Resolution
3. Formation of Student Council
4. Planning of IIC Activities for Quarter 1 and 2 for the duration Nov-Jan 2024

The meeting commenced with the opening remarks of the Dr Papiya Dutta, IIC President about the importance of this meeting.

1. The President of IIC has shared the presentation about Institution's Innovation Council IIC activities for Quarter 1 and 2.
2. Discussed the formulation and function of IIC & shared roles and responsibility among joined council members as per the guidelines of MHRD's Innovation cell.
3. The Convener Discussed the type of activities (IIC calendar, MIC Driven and Self-Driven), features of IIC portal for monthly report submission mechanism.
4. Dr Anirban Ganguly is deputed as the Vice President and Dr. Satyabrata Singha as Convener of IIC 6.0.
5. The council decided that Dr Satyabrata Singha will take the responsibility of Yukti 2.0 , Dr Subhajit Aich will take the responsibility of NISP portal and Mr Mridul Sahu will take care of internship opportunities.
6. All the Activities were listed and assigned as per choice for conduction.
7. Minutes of meeting was recorded by Dr Anirban Ganguly.
8. The student council is to be made more effective in terms of participation and conduction.
9. Top faculty performer and student performer will be awarded with appreciation Certificate.
10. The Activity guidelines were discussed as below:
  - a. A Poster/ Brochure needs to be prepared for every event.
  - b. Google Registration of Participants has to be done through Google Form
  - c. Brochure/Poster to be circulated in all student groups internal and external to College
  - d. Poster/Brochure to be uploaded in College Facebook, Instagram, Youtube, Twitter and College Website for promotion of event.
  - e. 3 min Video to be recorded during the Speaker session only. Video to be uploaded in College You Tube Channel. The same you tube link has to be provided in the report.
  - f. 5 Photographs has to be taken from the speaker side with the audience and from the audience side with the speaker.Same has to be presented in the report.
  - g. In Online Mode Screenshot of Speaker with participants has to be taken.
  - h. The Activity Report must contain Title of the Activity as mentioned in IIC Calender

- i. Date of the Activity the Resource Person Details
- j. Registration Link and Response sheet attached
- k. Activity Summary, No. of Participants should be min 50
- l. No of Faculties should be as many as possible.
- m. In offline Mode hardcopy of Attendance should be present.
- n. Report should contain Pictures of the Event, Brochure , Schedule Plan if any

11. The Council has agreed to convene next meeting on 19.12.2024.

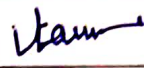
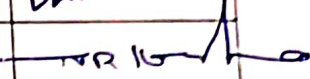
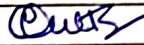
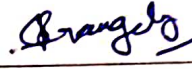

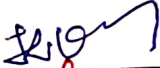




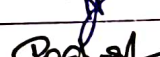




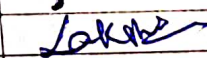
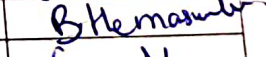
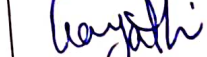
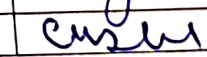
12. The President proposed the vote of thanks and the meeting came to an end.

13. The Following Member were present at the meeting.

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Member Type (Teaching/ Non-teaching / External Expert)</b>	<b>Key Role/ Position assigned in IIC</b>	<b>Signature</b>
1	Dr V Kannan	College Admin Incharge	Advisory Member	
2	Dr T V Ramakrishna	College Academic Incharge	Advisory Member	
3	Dr Papiya Dutta	Teaching	President & ARIIA Coordinator	
4	Dr Anirban Ganguly	Teaching	Vice President & IPR Coordinator	
5	Dr Satyabrata Singha	Teaching	Convener & Yukti Coordinator	
6	Dr Venugopal Kurnool	Teaching	Innovation Activity Coordinator	
7	Dr Subhajit Aich	Teaching	Startup Coordinator	
8	Mr Mrinal Sahu	Teaching	Internship Coordinator	
9	Mrs Naheed Akhtar	Teaching	Social Media Coordinator	
10	Mr Romy Sinha	Teaching	Social Media Coordinator	
11	Dr Sri Hari Rao	Teaching	Member	
12	Dr Pradyumna Ranjan Ghosh	Teaching	Member	
13	Dr Mahesh Lokhande	Teaching	Member	
14	Dr P Neeraja	Teaching	Member	
15	Dr Amit Pandey	Teaching	Member	
16	Dr Lakshmi G	Teaching	Member	
17	Mr B Hemasundar	Teaching	Member	
18	Mrs S Gayatri	Teaching	Member	
19	Dr G Balrangiah	Teaching	Member	

**President of IIC**

## Attendance of Members Present in the Meeting

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**Dr Papiya Dutta**  
**IIC President**  
**Bharat Institute of Engineering and Technology**  
**Hyderabad**