



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

The council meeting was conducted on 4th Dec at 3:30 PM in Principal Chamber M Block.

AGENDA of Meeting:

1. Performance Analysis of IIC BIET in the year 2021 and Scope of Improvement.
2. Congratulating all the IIC Members for achieving 3.5 Star Rating of the Institution.
3. Analysis of Q1 Activities.
4. Planning of IIC Activities for Quarter 2 for the duration Dec 2021-Jan 2022.
5. Scheduling of Q2 IIC Calender.

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

1. The Vice President of IIC has shared the presentation about Institution's Innovation Council IIC activities for Quarter 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 Shahnaz K V is deputed as the Convener and Dr. Sri Hari Rao will take care of Kapila Program.
5. The council decided that Dr Anil Sahu will take the responsibility of Yukti 2.0 and Dr Amit Agrawal will take the responsibility of NISP portal alongwith internship opportunities.
6. All the Activities were listed and assigned as per choice for conduction.
7. The members were appreciated for their performance in conduction of Activities smoothly in Q1.
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 100
- 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
- o. Feedback of Participants also to be taken in Google Form.
11. The Council has agreed to convene next meeting on 04.2.2022.
12. The Vice President proposed the vote of thanks and the meeting came to an end.
13. The Following Member were present at the meeting.

Sr. No.	Name of Member	Member Type (Teaching/ Non-teaching / External Expert)	Key Role/ Positionassigned in IIC
1	Dr J P Singh	Teaching	President
2	Dr Papiya Dutta	Teaching	Vice President
3	Dr Amit Agrawal	Teaching	ARIIA & Internship Coordinator
4	Dr N Srihari Rao	Teaching	IPR Activity Coordinator
5	Dr G Gayatri	Teaching	Member
6	Dr Anil Kr. Sahu	Teaching	Startup Coordinator
7	Dr Shahnaz KV	Teaching	Convener
8	Dr Vivek Singh	Teaching	Social Media Coordinator
9	Dr Bipul Saha	Teaching	Member
10	Dr K M Perumal	Teaching	Innovation Activity Coordinator
11	Dr Kamayani Shrivastav	Teaching	Member
12	Dr Mithlesh Sharma	Teaching	Member
13	Mr B Hemasundar	Teaching	Member
14	Mrs. Arshiya Sultana	Teaching	Member
15	Ms Shazia Anjum	Teaching	Member

Vice President of IIC

