

<<ON LETTER HEAD OF INSTITUTE>>

The first council meeting of Institution's Innovation Council (IIC), <<Institute Name>> was called by IIC President <<Name of President>> to discuss upon the formulation and function of IIC & shared roles and responsibility among newly joined council members as per the guidelines of MHRD's Innovation cell.

Sr. No.	Name of Member	Member Type (Teaching/ Non-teaching / External Expert)	Key Role/ Position assigned in IIC	Signature

The council members met and discussed about the objective of IIC, type of activities (IIC calendar and Self-Driven), features of IIC portal for monthly report submission mechanism. The council members also discussed about collaborations with organisations to accelerate the activities of IIC. The council also deliberated on **quarterly action plan** in synchronisation with activities and initiatives of other departments, centres and facilities in the Institute working towards promoting IPR, Innovation and Start up.

The council unanimously decided to carry out all the IIC activities in regular basis throughout the year and meet regularly in beginning of every quarter to review the progress made in previous quarter and also to plan for upcoming quarter. The council has agreed to convene next meeting on <<Date>>

Date:

Signature & Seal

Place:

(IIC President or HOI)

*Minutes of meeting to be attached

** Attendance sheet of all the members to be attached