

<<ON LETTER HEAD OF INSTITUTE>>

The council meeting of Institution's Innovation Council (IIC), <<Institute Name>> was called by IIC President <<Name of President>> on <<date of the meeting>> to discuss upon the formulation and function of IIC for academic year <<academic year>> & to assign roles and responsibility among newly joined council members as per the guidelines of Ministry of Education's Innovation cell.

As per the decision of competent authority, following members will be the part of IIC;

Sr. No.	Name of Member	Member Type (Teaching/ Nonteaching /Student/External Expert)	Key Role/ Position assigned in IIC

The council members discussed about the activities (IIC calendar, Celebration and Self-Driven) and features of IIC portal. The council members also discussed about collaborations within and outside the institution 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, Entrepreneurship 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 tentatively on <date>.

Signature & Seal
(IIC President or Head of the Institution)
Name-
Place:

Kindly Note:

* Attendance sheet of all the members to be attached in this format;

Sr. No.	Name of Member	Signature

** Detailed Minutes of the meeting to be attached separately in Council Meeting section on IIC portal