



ASHOKA

INSTITUTE OF TECHNOLOGY AND MANAGEMENT

AKTU- 641|BTE-4186
www.ashokainstitute.com

Ashoka Engineering
Chauraha, Pahariya,
Sarnath, Varanasi
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The council meeting of Institution's Innovation Council (IIC), Ashoka Institute of Technology and Management was called by IIC President Sajjad Ali on 01.09.2024 to discuss upon the formulation and function of IIC for academic year 2024-25 & 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/ /Student/External Expert)	Key Role/ Position assigned in IIC
01	Mr. S. N Singh	Assoc. Prof EE	Convener
02	Mr. Sajjad Ali	Asst Prof EE	President
03	Dr. Rajeev Yadav	Assoc. Prof ME	Vice-President
04	Mr. Sandeep Mishra	Asst Prof ECE	NIRF Coordinator
05	Mr. Gaurav Kushwaha	Asst Prof HAS	ARIIA Coordinator
06	Mrs. Alka Singh	Asst. Prof CSE	Social Media Coordinator
07	Dr. Farhan Ahmed	Assoc. Prof BT	Patent Coordinator
08	Mr. Pankaj Shrivastava	Asst. Prof CSE	Startup Coordinator
09	Mr. Pankaj Vishwakarma	Asst. Prof ECE	Innovation Coordinator (Software)
10	Mr. Santosh Kumar	Asst Prof ME	Innovation Coordinator (Hardware)
11	Mrs. Nisha Pandey	T & P Cell	Internship Coordinator
12	Dr. Sumedha Ojha	Assoc. Prof BT	Member
13	Dr. Roshni Jaiswal	Asst. Prof MBA	Member
14	Mr. Rajeev Mishra	Asst. Prof CE	Member
15	Mr. Aditya Yadav	Asst. Prof MBA	Member
16	Dr. Ravi Tripathi	Asst. Prof Pharmacy	Member

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 synchronization with activities and initiatives of other departments, centers 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 **December,02,2024.**


Signature & Seal
(IIC President)
Name- Sajjad Ali
Place: Varanasi



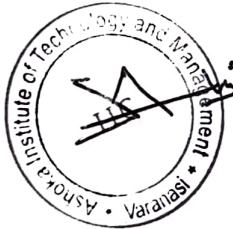
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02	Mr. Sajjad Ali	
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16	Dr. Ravi Tripathi	





Ref. No.: Ashoka//2024-25/06

Dated: 04.10.2024

MINUTES OF THE MEETING

OPENING	
Date of the Meeting – 03.10.2024	Day of the Meeting - Thursday
Time of Meeting – 1.00 PM	Meeting Venue – Director Office
Meeting Duration – 1.00 - 2.00 PM	Meeting Chaired by – Director

AGENDA OF THE MEETING

1. Roles and responsibility of IIC members.
2. Responsibility to conduct the activities (IIC calendar, MIC Activities, Celebration and Self-Driven) and features of IIC portal.
3. Collaborations within and outside the institution to accelerate the activities of IIC.
4. Promoting IPR, Innovation, Entrepreneurship and Start up

REVIEW OF PREVIOUS AGENDA AND ACTION STATUS (IF ANY)

1. A member from Pharmacy is added to boost the IIC ecosystem in the Institute for the benefit of students.

MINUTES OF THE MEETING

Agenda 1: Roles and Responsibilities of IIC Members

- **Discussion:** The meeting began with a discussion of the roles and responsibilities of each IIC member. It was emphasized that clear delegation of duties is essential for the efficient functioning of the IIC.
- **Outcome:** Each member's role was defined, and the responsibilities were delegated accordingly to ensure effective coordination and accountability.
- **Action Taken:**
 1. Members to confirm their understanding of roles.
 2. Follow-up meeting to be scheduled to review individual responsibilities.

Agenda 2: Responsibility to Conduct Activities (IIC Calendar, MIC Activities, Celebrations, Self-Driven) & IIC Portal Features

- **Discussion:** The IIC Calendar and the responsibilities of members in executing MIC activities, celebrations, and self-driven initiatives were reviewed. The functionality of the IIC portal and how it could assist in managing these tasks efficiently was also demonstrated.
- **Outcome:** Members acknowledged the need for timely execution of activities and agreed to utilize the IIC portal more effectively for planning and reporting purposes.



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AITM FOUNDATION FOR INCUBATION AND ENTREPRENEURSHIP
INSTITUTION'S INNOVATION COUNCIL



- **Action Taken:**

1. Create a detailed activity plan aligned with the IIC calendar.
2. Members to complete portal training and ensure regular updates on the platform.

Agenda 3: Collaborations within and outside the Institution to Accelerate the Activities of IIC

- **Discussion:** The need for collaboration within the institution and with external entities (industries, start-ups, and academic institutions) was highlighted to boost the impact of IIC activities. Potential partners were identified.
- **Outcome:** Members agreed to initiate discussions with various departments within the institution and seek partnerships with industry leaders, start-up incubators, and innovation hubs outside the institution.
- **Action Taken:**
 1. Compile a list of potential collaborators.
 2. Start preliminary talks for partnerships and collaborations.

Agenda 4: Promoting IPR, Innovation, Entrepreneurship, and Startups

- **Discussion:** The promotion of Intellectual Property Rights (IPR), innovation, entrepreneurship, and startup culture within the institution was discussed. Emphasis was placed on hosting workshops, mentorship programs, and events to support these areas.
- **Outcome:** It was decided to organize a series of activities focusing on IPR awareness, entrepreneurial skill-building, and startup incubation. The committee will also seek external experts to facilitate these sessions.
- **Action Taken:**
 1. Plan a workshop series on IPR, innovation, and entrepreneurship.
 2. Engage mentors and startup experts for guidance and support.

ADJOURNMENT OF THE MEETING

1. Thank you for your time and dedication to our common objectives. I hereby declare this meeting adjourned.

NEXT MEETING

1. Our next meeting date will be communicated via email and our official communication channel.

SUBMITTED BY:

