



Siddhartha Academy of Higher Education
(Deemed to be University)
Kanuru, Vijayawada-7, A.P



INSTITUTION INNOVATION COUNCIL (IIC)

IIC ID: IC201810415

The Institution's Innovation Council (IIC) Quarter-4 Meeting, *originally scheduled for 02 July 2026 and subsequently rescheduled to 03 July 2026*, was held in the AI Conference Hall, Department of Artificial Intelligence, Siddhartha Academy of Higher Education (Deemed to be University), Vijayawada - 520 007.

Call to Order

The Institution's Innovation Council (IIC) Quarter-4 Meeting of the institute was held on 03 July 2026 in the AI Conference Hall, Department of Artificial Intelligence, Siddhartha Academy of Higher Education (Deemed to be University). The meeting commenced at 4:00 PM and was presided over by the Vice President of the Institution's Innovation Council (IIC).

Attendees:-

Members in attendance included:

S.No	Name of the faculty	Council Designation
1.	Dr. M. Suneetha	Vice President
2.	Dr.G. Srinivasarao	Convener
3.	Dr.P.Ramesh Kumar	Social media coordinator and Dept coordinator
4.	Sri.R V H Prasad	Start-up activity coordinator and ECE Dept. coordinator
5.	Dr.T.Naveen	IIC Coordinator from EEE
6.	Smt.K.Prasanti	IIC Coordinator from EIE
7.	Dr. S.Jaya Prakash	IIC Coordinator from IT
8.	Sri.KVN Sai Sudheer Kumar	IIC Coordinator from ME
9.	Dr. Alasakani Karthik	IIC Coordinator from S & H
10.	Dr.B.Srinivas	IIC Coordinator from MCA

Members not in attendance included:

Faculty members:

S.No	Name of the faculty	Council Designation
1.	Dr. A V Ratna Prasad	President
2.	Dr.V.Radhesyam	R&D Coordinator
3.	Dr. S. Asha Varma	IIC Coordinator from AI&DS
4.	Dr.P.Krishna Murthy	IIC Coordinator from S & H
5.	Dr. K.Naga Malleswara Rao	EDC activity coordinator
6.	Dr.Vinay Kumar Gaddam	IPR activity coordinator
7.	Smt. Ruchi Shukla	IIC Coordinator from MBA

Agenda 1: Review of third quarter activities

The Vice President of the Institution's Innovation Council (IIC) initiated the meeting and invited the Convener to present the agenda items. Dr. Gummadi Srinivasa Rao, Convener of the IIC, presented the agenda for the meeting.

The committee reviewed the status of the activities conducted during Quarter-3, including their outcomes, participant engagement, and documentation. The Vice President and the committee members appreciated the efforts of the coordinators in successfully organizing the activities. They

also emphasized the need to enhance interdisciplinary participation and encouraged greater collaboration among departments in future IIC initiatives.

Resolution:

All pending activities shall be carried out in conjunction with the activities of the present quarter i.e June 1 to August 31.

Agenda 2: Fourth Quarter Action Plan Development (1st June to August 2026)

Dr. Gummadi Srinivasa Rao, Convener of the Institution's Innovation Council (IIC), presented the draft action plan for **Quarter-4** during the council meeting. The members reviewed the proposed activities and provided valuable suggestions and feedback. Based on the recommendations received, the draft was revised and finalized as the **Quarter-4 Action Plan** for implementation

Resolution:

Resolved that the finalized fourth-Quarter Action Plan be completed and submitted by **31st August 2026 (Action plan enclosed herewith)**

Agenda 3: New format for report submission as per guidelines from MIC

Dr. Gummadi Srinivasa Rao, Convener of the Institution's Innovation Council (IIC), presented the activity report format prescribed by the **Ministry of Education's Innovation Cell (MIC), Government of India**, during the council meeting. The members reviewed the proposed format in detail and offered valuable suggestions and feedback to ensure its effective implementation within the University

The **Vice President of the Institution's Innovation Council (IIC)** instructed the **Convener of the IIC** to design and implement a standardized participant feedback form for all IIC activities. The feedback collected will be used to evaluate the effectiveness of the programs and to support continuous improvement in future activities.

Resolution:

After considering the recommendations of the members, the activity report format was approved and adopted for implementation with immediate effect. All future IIC activity reports shall be prepared and submitted in accordance with the approved MIC guidelines.

It was resolved that the **Convener of the Institution's Innovation Council (IIC)** shall prepare and implement a standardized participant feedback form for all IIC activities with immediate effect. The feedback collected shall be used to assess participant satisfaction, evaluate the effectiveness of the activities, and support continuous improvement in the planning and execution of future IIC programs.

Enclosure: Approved Activity Report Format and Participants feedback form template

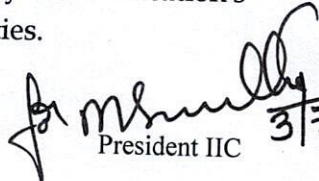
Agenda 4: Any other issue with the permission of the chair

1. The **Convener of the Institution's Innovation Council (IIC)** sought clarification from the council members regarding the activity report uploading process on the **MIC portal**. The members discussed the prescribed procedures and shared their

- suggestions to ensure accurate and timely submission of reports in accordance with the portal guidelines.
2. The Vice President of the Institution's Innovation Council (IIC) proposed that Student Council meetings be conducted every month. The Student Council members shall be encouraged to propose two to three innovative activities during each meeting to facilitate effective planning and execution of IIC initiatives.
 3. The Vice President of the Institution's Innovation Council (IIC) reviewed the status of the standardized application template developed by the Convener for inviting proposals from students and faculty seeking start-up support under the Seed Fund Initiative.
 4. The Vice President of the Institution's Innovation Council (IIC) proposed the creation of a dedicated official IIC email account by the institution to facilitate official communication, correspondence with the Ministry of Education's Innovation Cell (MIC), and the management of IIC-related activities and records.

Resolutions:

1. Resolved that It was resolved that the activity report uploading process on the MIC portal shall be carried out strictly in accordance with the prescribed guidelines immediately after completion of the activity.
2. It was resolved to conduct Student Council meetings on a monthly basis. During each meeting, the Student Council members shall propose two to three innovative activities for consideration and inclusion in the IIC action plan to strengthen student engagement and promote innovation.
3. It was resolved that the standardized application template developed by the Convener for inviting proposals from students and faculty under the Seed Fund Initiative be submitted to the Vice Chancellor for approval. Upon receiving the Vice Chancellor's approval, the template shall be adopted for implementation to ensure a transparent, uniform, and streamlined proposal submission and evaluation process.
4. It was resolved that the institution shall create a dedicated official IIC email account to serve as the primary communication channel for all IIC-related correspondence, including communication with the Ministry of Education's Innovation Cell (MIC), documentation, and administrative activities.


President IIC 3/7/26

Copy to:

- ❖ Vice-Chancellor, Pro vice-Chancellor, Registrar and Deputy Registrar
- ❖ Director
- ❖ Deans and HoDs
- ❖ IQAC
- ❖ Registrar's office for records
- ❖ IIC Council members through HoD

IIC Calendar Activities: (Q4): Thrust Area: Start-up Ecosystem & Scale Up

S.No	Activity Title	Level	Mode of conduct	Key Outputs / Measurable Parameters	KPIs (with Quantified Metrics)	Weightage in Q4 (25%)	Responsibility
1	Session: Innovation/ Prototype Validation & "Value Proposition Fit & Business fit"	2 or 3	Offline/Online	Teams ready for startup launch or investor pitches	≥3 teams prepared for pitch, Deposited /updated in YUKTI Innovation Repository	0.04	ME
2	Workshop: Using AI for Fundraising & Investor Pitch Preparation	1 or 2	Offline/Online	Investor decks/pitches created; AI adoption in fundraising	≥2 investor decks ready; ≥1 AI tool demonstrated	0.02	AI
3	Session on Accelerators/ Incubation Opportunities	1 or 2	Offline/Online	Start-ups linked with incubation/ acceleration facilities	≥2 start-ups linkages made	0.02	EIE
4	Organize "Lean Start-up & MVP" Boot Camp / Mentoring	1 or 2	Offline/Online	No. of MVPs developed; Teams progressing towards market	≥3 MVPs built	0.04	CSE
5	Session on Angel Investment/VC Funding Opportunities	1 or 2	Offline/Online	Funding opportunities explored; Investor intros	≥2 introductions made	0.04	EEE
6	Panel Discussions with Regional/National Startup Ecosystem Enablers	1 or 2	Offline/Online	Linkages with ecosystem players	≥2 key ecosystem partnerships	0.02	MBA
7	Innovation & Entrepreneurship Outreach Program in Schools/ Community	1 or 2	Offline/Hybrid	Outreach programs; Demographic reach	≥2 programs in new communities	0.02	MCA
8	Organize Inter/Intra Institutional Start-up Competition & Reward Best Start-ups	3 or 4	Offline/Hybrid	No. of start-up entries; Rewards/recognition	≥10 teams; 2 awarded	0.05	CE
9	Mentoring: Demo Day/Exhibition/Poster Presentation of Start-Ups & Linkage with Mentors/Experts	3 or 4	Offline/Hybrid	No. of start-ups mentored; Quality of presentations	≥3 start-ups matched with mentors	0.05	ECE, CSE and EEE

2. Self-Driven Activities (Q4):

S.No	Activity Title	Thrust area	Responsibility
1	Start-up Ecosystem & Scale Up	Start-up Ecosystem & Scale Up	AI&ML and IT
2	Start-up Ecosystem & Scale Up		CE
3	Start-up Ecosystem & Scale Up		AI&DS and CSE
4	Start-up Ecosystem & Scale Up		ECE
5	Start-up Ecosystem & Scale Up		EEE
6	Start-up Ecosystem & Scale Up		EIE
7	Start-up Ecosystem & Scale Up		IT
8	Start-up Ecosystem & Scale Up		ME
9	Start-up Ecosystem & Scale Up		MBA
10	Start-up Ecosystem & Scale Up		MCA

3. MIC driven activities (Q4):

S.No	Date	Activity Name	Responsibility
1	Q4	Based on the guidelines from MIC from time to time	CSE and AI

4. Important Day Celebration Activities for IIC Academic Year 2025-26 (Q4)

S.No	Date	Celebration Activity Name	Responsibility
1.	29th July	6th Anniversary of National Education Policy (NEP) 2020	S&H
2.	15th August	Independence Day- Celebrating Aazadi Ka Amritkal	S&H
3.	21st August	World Entrepreneurs Day	EDC and IIC



Siddhartha Academy of Higher Education
(Deemed to be University)
Kanuru, Vijayawada-7, A.P



INSTITUTION INNOVATION COUNCIL (IIC)

Participant Feedback Form

Innovation / Intellectual Property Rights (IPR) / Start-up / Entrepreneurship Activity

Title of the Activity: _____

Date: _____

Venue: _____

Name of the Participant (Optional): _____

Department/Organization: _____

Please rate the following aspects of the program by selecting one option.

S. No.	Feedback Statement	Excellent (5)	Good (4)	Satisfactory (3)	Fair (2)	Poor (1)
1	The content of the session was relevant and informative.	☐	☐	☐	☐	☐
2	The resource person(s) explained the concepts clearly and effectively.	☐	☐	☐	☐	☐
3	The activity enhanced my understanding of Innovation/IPR/Start-up/Entrepreneurship.	☐	☐	☐	☐	☐
4	The examples, case studies, and practical insights were useful.	☐	☐	☐	☐	☐
5	Overall, I am satisfied with the quality and organization of the activity.	☐	☐	☐	☐	☐

Suggestions / Comments

Please share your valuable feedback, suggestions, or recommendations for improving future programs.

Thank you for your valuable feedback!

Your responses will help us improve the quality of future Innovation, IPR, Start-up, and Entrepreneurship activities.



Siddhartha Academy of Higher Education

(Deemed to be University)

Kanuru, Vijayawada-7, A.P

INSTITUTION INNOVATION COUNCIL (IIC)



IIC Activity Report

1. Session Details:

Title of the session: Date with Month & Year:

Duration (in hours):

Mode: (Online / Offline / Hybrid)

Venue / Platform: (Name of the Venue/ Virtual platform like Zoom / GMeet etc.)

Activity Category: IIC Calendar Activity/ MIC Driven Activity/ Self Driven Activity/

Celebration Activity **Objective of the Activity:** Briefly explain the (a) Purpose of the activity, (b) Why it was organized, (max 4-5 lines)

Activity Led by : Institute Council/ Student Council

Theme: Innovation, Entrepreneurship, IPR, Startup

2. Expert/Speaker Details:

Name:

Designation:

Organization/Institution:

Brief about Expert/Speaker:

3. Brief description of the Activity (150-200 words): Include important aspects of the activity like (a) How the session started, (b) Key topics covered, (c) Key points used while interaction with participants, (d) Demonstrations / examples shared, (e) Q&A session, (f) Any activity conducted (quiz, brainstorming, ideation exercise etc.)

4. Participant details:

Total no. of Student participation:

Total no. of Staff (Teaching/Non-teaching) participation:

Total no of External participation:

5. **Key Highlights:** Briefly mention the most important moments, insights, and engagement points of the activity in 5-8 lines (in short bullet points (5-8 points) that help to understand what made the session meaningful).
6. **Outcome of the activity:** Clearly mention what participants gained. The outcome should align with and reflect the **KPIs** mentioned in the activity details on the IIC portal.
7. **Feedback / Reflection:** Include 2-3 participants feedback
8. **Organizing Team Members Details:** Mention all important team members involved in the activity and their roles.
9. **Photographs/Screenshots:** 4 to 5 Photographs/Screenshots (1 Photo can be geotagged) that show the 1) Print/Soft copy of Banner used for the activity, 2) Speakers/Dais Photo with banner in the background, 3) Participation of students and Staffs(Teaching/Non-teaching) in the activity (one photo can be captured covering guest and participants from front and back, if conducted any physical activity), 4) Unique/Activity moments, where candid moments can be captured to get broader view of the activity engagement level.
10. **Media Coverage and Pre & Post Activity Social Media Post screenshot:** Screenshots of pre-activity announcements and post-activity updates shared on the institute's social media platforms should be included. If available, attach photo/screenshots of media coverage such as newspaper articles, online news portals, or institutional newsletters highlighting the activity.
11. **Attendance details:** Proof of signed Attendance sheet

(Kindly note:

1. The IIC Activity Report is not merely a form of documentation, but an effort to capture the activity in detail so that anyone reading it can clearly understand the purpose, process, and impact of the event. It also helps the institute reflect on how the activity translated into meaningful action and outcomes over time.
2. **Institutions are encouraged to engage student council members in preparing the report.)**

NOTE: *Don't use other logos like MoE, AICTE and MIC