



SILIGURI INSTITUTE OF TECHNOLOGY
INSTITUTION'S INNOVATION COUNCIL
POLICY

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1. Scope of Application:

The Institution's Innovation Council (IIC) fosters a culture of innovation, entrepreneurship, and research among students and faculty. It promotes idea generation, startup development, intellectual property awareness, and product innovation through workshops, competitions, expert talks, and mentoring. IIC strengthens industry-academia collaboration through internships, industrial visits, and joint projects. It supports skill development in emerging technologies, leadership, and problem-solving. The council also encourages patent filing, incubation activities, and socially relevant innovations. By creating an ecosystem for creativity and enterprise, IIC enhances employability, self-employment opportunities, and overall professional growth in engineering institutions.

2. Preamble / Introduction:

According to the "AICTE Process Handbook" 2024-2027 (Page No. 67, Section. No. 6.51, 6.52, 6.53) the Institution's Innovation Council (IIC) is an initiative of the Ministry of Education's Innovation Cell (MIC) in collaboration with the All India Council for Technical Education (AICTE) to systematically foster a culture of innovation, entrepreneurship, research, and startup development in Higher Education Institutions (HEIs). The IIC aims to create an enabling ecosystem that encourages students and faculty to generate innovative ideas, develop prototypes, protect intellectual property, and transform innovations into viable products and startups. Through structured activities, industry interactions, mentoring, incubation support, and entrepreneurship development programs, the IIC promotes creativity, problem-solving, and technology-driven solutions, thereby contributing to institutional excellence, employability, and national development.

3. Objectives of the Policy

The Institution's Innovation Council (IIC) Policy aims to promote innovation, creativity, entrepreneurship, and research among students and faculty. It encourages idea generation, startup development, intellectual property creation, and technology commercialization. The policy seeks to strengthen industry-academia collaboration, enhance employability and

leadership skills, support multidisciplinary projects, and foster problem-solving abilities. It also aims to create awareness of intellectual property rights, facilitate incubation and mentoring activities, and develop a sustainable innovation ecosystem that contributes to societal development, technological advancement, and national growth.

4. Constitution of the Committee:

Designation	Constitution / Member	Major Functions
President	Head of Institution / Principal	Provides leadership, approves plans, monitors activities, and ensures institutional support for innovation and entrepreneurship initiatives.
Vice President	Senior Faculty Member	Assists the President, coordinates activities, and oversees implementation of IIC programs.
Convener	Faculty Coordinator (Innovation/Entrepreneurship)	Organizes meetings, prepares agendas, maintains records, coordinates activities, and submits reports to higher authorities.
Innovation Activity Coordinator	Faculty Member	Plans and conducts innovation-related events, hackathons, idea competitions, and project exhibitions.
Startup Activity Coordinator	Faculty Member	Promotes startup culture, mentors student entrepreneurs, and facilitates startup incubation activities.
Internship Coordinator	Faculty Member / Training & Placement Representative	Facilitates internships, industry interactions, and experiential learning opportunities.
IPR Activity Coordinator	Faculty Member with IPR Expertise	Conducts awareness programs on Intellectual Property Rights,

Designation	Constitution / Member	Major Functions
Social Media Coordinator	Faculty/Staff Member	patents, copyrights, and trademarks. Publicizes IIC activities through social media platforms and maintains online visibility. Aligns IIC activities with innovation and entrepreneurship parameters relevant to NIRF rankings.
NIRF Coordinator	Faculty Member	Collects and manages data related to innovation achievements and supports ARIIA-related activities.
ARIIA Coordinator	Faculty Member	Maintains official records, meeting minutes, correspondence, and documentation.
Member Secretary	Faculty Member	Support planning, execution, mentoring, and monitoring of IIC activities.
Faculty Members	Representatives from Various Departments	Assist in organizing events, mobilizing student participation, and providing feedback.
Student Representatives	Selected Student Members	Provide mentoring, industry insights, startup guidance, and networking opportunities.
External Experts/Industry Representatives	Entrepreneurs, Incubation Experts, Alumni, Industry Professionals	

5. Tenure of the Committee:

From 14.08.2025 to till further notice.

6. Roles and Responsibilities:

President: Provides leadership, approves plans, and ensures effective implementation of IIC activities.

Vice-President: Assists the President and coordinates institutional innovation initiatives.

Innovation Activity Coordinator: Plans and executes innovation-related events, competitions, and workshops.

Startup Activity Coordinator: Promotes entrepreneurship, startup culture, incubation, and mentoring activities.

Internship Coordinator: Facilitates internships, industry interactions, and experiential learning opportunities.

IPR Coordinator: Creates awareness about Intellectual Property Rights, patents, copyrights, and technology transfer.

Social Media Coordinator: Publicizes IIC activities, manages online platforms, and maintains digital outreach.

NIRF/ARIIA Coordinator: Supports innovation-related data collection, documentation, and ranking activities.

Faculty and Student Members: Assist in organizing activities, mobilizing participation, and promoting innovation and entrepreneurship across the institution.

7. Functioning and Procedures:

- The Institution's Innovation Council (IIC) serves as the central coordinating body for fostering innovation, entrepreneurship, research, intellectual property creation, and startup development within the institution. It acts as a platform that encourages students, faculty members, researchers, alumni, and industry partners to actively participate in innovative and entrepreneurial activities. The primary objective of the Council is to create a vibrant ecosystem that nurtures creativity, problem-solving abilities, design thinking, and entrepreneurial mindset among all stakeholders.
- The IIC functions under the leadership of the President, Vice-President, Convener, and designated coordinators responsible for various domains such as innovation, startups, intellectual property rights (IPR), internships, social media outreach, and industry interaction. Through collaborative efforts, the Council ensures the effective planning, execution, and monitoring of activities that contribute to the institution's innovation ecosystem.
- To ensure systematic functioning, the Council conducts regular meetings at least once every semester. These meetings provide a structured platform for reviewing completed activities, assessing outcomes, discussing new initiatives, and planning future programs. In addition to the scheduled meetings, special meetings may be convened whenever necessary to address urgent matters, evaluate innovative proposals, review startup initiatives, or respond to opportunities arising from government schemes, industry collaborations, and innovation challenges.
- Prior to each meeting, an agenda is prepared and circulated among the members to facilitate meaningful discussions and informed decision-making. The agenda may

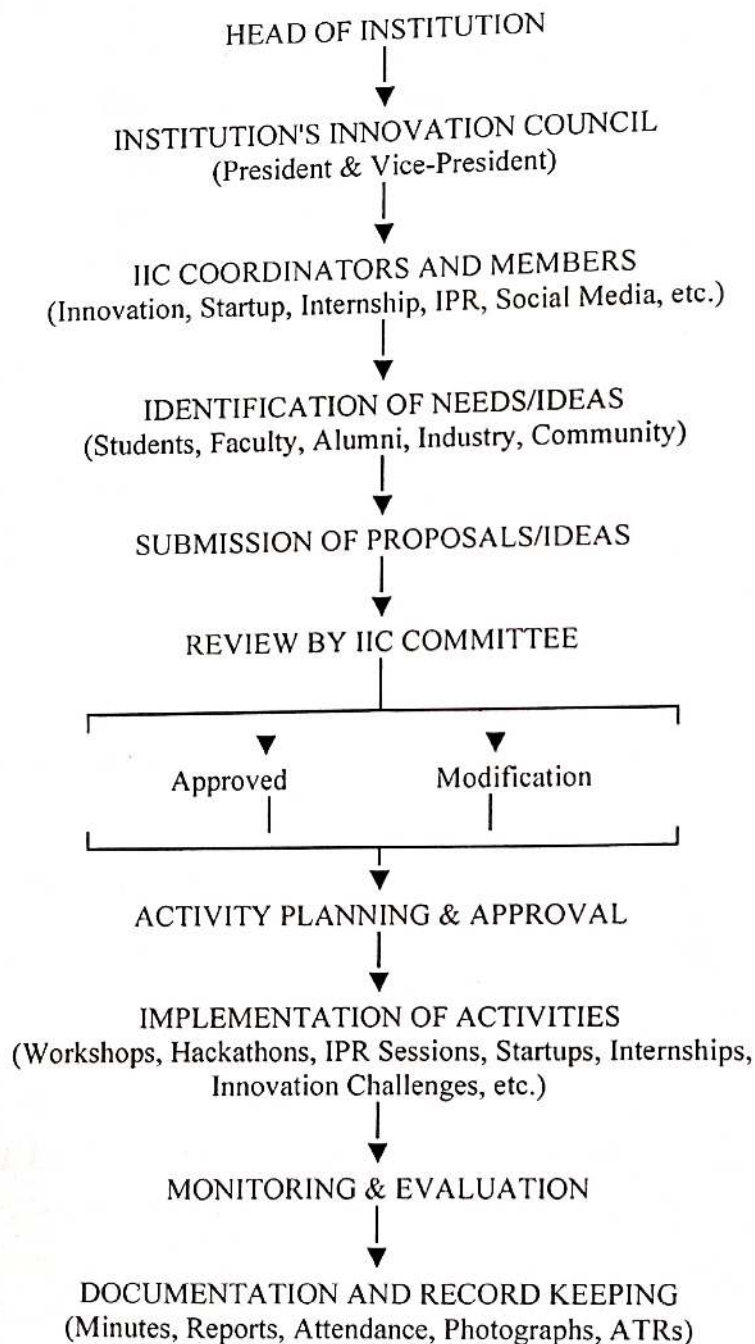
include progress reviews, proposal evaluations, startup support mechanisms, intellectual property initiatives, funding opportunities, industry collaborations, and action plans for upcoming activities. The decisions taken during these meetings are documented and communicated to the concerned stakeholders for implementation.

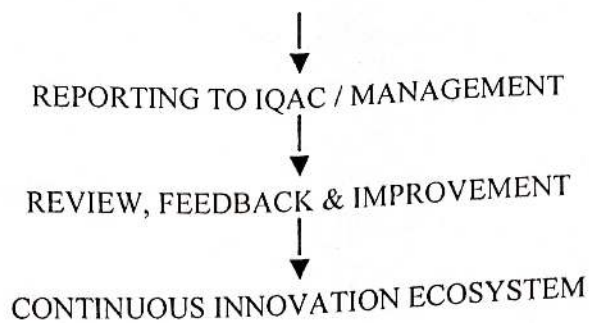
- The Council encourages active participation from students, faculty members, alumni, industry experts, and other stakeholders. Any stakeholder may submit innovative ideas, research proposals, startup concepts, suggestions, recommendations, or concerns through designated coordinators, departmental representatives, online portals, email communications, suggestion systems, or other officially approved channels. This inclusive approach ensures that innovative ideas can emerge from any part of the institution and receive due consideration.
- Upon receiving submissions, the Council undertakes a systematic review process. Each proposal is evaluated based on factors such as originality, feasibility, innovation potential, societal relevance, resource requirements, scalability, and alignment with institutional objectives. Depending on the nature of the proposal, the Council may seek inputs from subject experts, industry professionals, startup mentors, or research specialists to ensure a comprehensive assessment.
- Following the evaluation process, the Council identifies suitable proposals for implementation and assigns responsibilities to the appropriate coordinators, faculty mentors, student teams, or organizing committees. Clear roles and responsibilities are defined to ensure effective execution. Detailed action plans are prepared outlining objectives, timelines, expected outcomes, performance indicators, and resource requirements. These plans serve as roadmaps for successful implementation and facilitate systematic monitoring of progress.
- The implementation of approved activities is carried out by the concerned coordinators under the supervision of the President and Vice-President. Regular follow-up mechanisms are established to monitor progress, resolve operational challenges, and ensure timely completion of activities. Coordinators submit periodic updates regarding the status of their assigned responsibilities, enabling the Council to maintain effective oversight and accountability.
- Monitoring and evaluation are integral components of the IIC functioning process. The Council continuously tracks the progress of innovation projects, entrepreneurship programs, startup initiatives, workshops, competitions, and collaborative activities. Progress reviews are conducted through presentations, reports, feedback sessions, mentoring interactions, and performance assessments. Corrective actions are initiated whenever necessary to address gaps and improve effectiveness.

- The success of the Council's initiatives is measured using various performance indicators, including the number of innovation activities conducted, student participation levels, startup ideas generated, prototypes developed, patents filed, research outcomes achieved, industry collaborations established, and entrepreneurial ventures supported. These indicators help the institution assess the impact of its innovation ecosystem and identify opportunities for continuous improvement.
- A key aspect of the Council's functioning is its commitment to transparency and accountability. Accordingly, all activities, meetings, decisions, and outcomes are systematically documented. Proper documentation ensures that institutional processes remain transparent, traceable, and compliant with established guidelines. It also provides valuable evidence for audits, accreditation processes, quality assurance reviews, and institutional reporting requirements.
- The documentation process includes maintaining meeting notices, agendas, minutes of meetings, attendance records, event schedules, brochures, photographs, videos, participant feedback, evaluation reports, project records, patent-related documents, startup progress reports, and financial records wherever applicable. Each document is organized and archived in a structured manner to facilitate future reference and review.
- Particular emphasis is placed on the preparation of Action Taken Reports (ATRs). Following every meeting or major activity, an ATR is prepared to record the actions initiated, responsibilities assigned, progress achieved, and outcomes obtained. These reports help the Council monitor the implementation status of decisions and ensure that commitments are translated into measurable actions. ATRs are reviewed during subsequent meetings to verify progress and maintain accountability.
- To enhance data security and accessibility, all records are maintained in both digital and physical formats. Digital records are stored in institutional repositories, cloud-based storage systems, and secure databases, while physical records are preserved in designated files and archives. This dual-record system minimizes the risk of data loss and ensures that information remains readily available for audits, inspections, accreditation visits, and institutional reviews.
- The Council also ensures compliance with the guidelines issued by the Ministry of Education's Innovation Cell (MIC), institutional policies, quality assurance frameworks, and regulatory requirements. Regular reviews of procedures and documentation practices are undertaken to align the Council's functioning with evolving national policies and best practices in innovation and entrepreneurship management.

- Through effective governance, participatory decision-making, systematic monitoring, and comprehensive documentation, the Institution's Innovation Council contributes significantly to creating an innovation-driven academic environment. Its functioning supports the development of innovative solutions, entrepreneurial ventures, research excellence, and industry engagement, thereby helping the institution achieve its mission of academic excellence and societal impact.

The flowchart for the function of IIC:





8. Policy Implementation and Monitoring

The IIC Policy shall be implemented through the Institution's Innovation Council under the guidance of the Head of the Institution. The policy shall be communicated to all stakeholders through orientation programs, workshops, meetings, notices, emails, and publication on the institutional website. Awareness programs shall be organized periodically to promote innovation, entrepreneurship, startups, and IPR activities. The implementation and outcomes of the policy shall be monitored through periodic reviews, activity reports, Action Taken Reports (ATRs), and annual performance assessments. Progress and achievements shall be reported to the Internal Quality Assurance Cell (IQAC) and other relevant statutory bodies as required.

9. Review and Amendment Clause

This policy shall be reviewed once every three years or earlier if required due to changes in statutory regulations, institutional requirements, or directives from regulatory authorities. Recommendations for amendments may be proposed by the IIC Committee and shall be reviewed by the IQAC. Final approval of any modification shall be granted by the Head of the Institution/Governing Body. All revisions shall be formally documented and communicated to stakeholders.

10. Compliance References

This policy shall comply with the provisions and guidelines issued by:

- Ministry of Education's Innovation Cell (MIC)
- AICTE Approval Process Handbook
- UGC Regulations and Guidelines
- MAKAUT Statutes, Regulations, and Academic Guidelines
- National Education Policy (NEP) 2020
- NAAC Accreditation Framework
- NBA Accreditation Criteria

- Intellectual Property Rights (IPR) Rules and Regulations
- Other applicable Government of India and State Government notifications

11. Annexures / Supporting Documents

- 11.1. Idea submission form
- 11.2. Feedback form of any event

12. Approval and Authorization:

Prepared by:



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Vice-President, IIC, SIT



Dr. Indrajit Koley
Convenor, IIC, SIT

Approved by:



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IQAC-Coordinator

IQAC Coordinator
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14/8/2025

Dr. Joydeep Dutta

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