



INSTITUTE OF TECHNOLOGY

UNIVERSITY OF KASHMIR

ZAKURA CAMPUS, SRINAGAR-190024

AG/2

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No.

Date 30/5/2024

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Subject: Minutes of the Meeting of the Internal Monitoring Committee of CIIE.

A meeting of the members of the Internal Monitoring Committee constituted by the Competent Authority to Evaluate and Monitor the progress of the Center for Innovations, Incubations and Entrepreneurship (CIIE) was held on 30th May 2024 in the office chamber of the Director, Institute of Technology, at Zakura Campus of the University of Kashmir. The following members participated in the meeting:

1. Prof. M. Sultan Bhat (*Dean Research*), Chairman of the Committee
2. Prof. S. M. A. Andrabi (*Dean School of Engineering*), Member
3. Prof. M. Tariq Banday (*Director IoT*), Chairman CIIE
4. Prof. Manzoor A. Shah (*Director DIQA, Coordinator RUSA*), Member
5. Dr. Bilal A. Malik (*Sr. Scientific Officer*), Coordinator CIIE
6. Dr. Shabir A. Parah (*Sr. Assistant Professor*), Member

The committee Chairman welcomed the members and congratulated Dr. Banday for taking charge as the Chairman of CIIE and convening the committee's first meeting. He highlighted the importance of the Internal Monitoring Committee, which monitors the periodic progress of the Center and evaluates and recommends proposals for approval. The Chairman of the CIIE thanked all members for attending the meeting and requested that the Coordinator of the CIIE brief the members about the progress made by the Center.

The Coordinator CIIE presented the works conducted by the Center since its inception. He informed the committee that the Center has conducted various workshops, seminars, exhibitions, and skill training sessions. He told the members that the Center hires patent-filing agents to file patent applications for innovators. The Center has facilitated the granting of five patents, with a few other applications in process at the Indian Patent Office. Technical support for prototype development is being rendered by various University Departments both at the Zakura campus and the Main campus to the innovators. He further informed the members that several proposals for purchasing equipment and laboratory setup from the allocated RUSA grant had been submitted to the competent authority; however, they have not been approved. These include the establishment of a Design and Fabrication Lab, the development of an IT Lab, the procurement of mechanical tools, a server, woodworking equipment, and the furnishing of the CIIE office. He further informed that the CIIE has established IIC within CIIE and participates in activities such as KAPILA, NISP, YUKTI, Innovation Ambassador, Impact Series, Mentor-Mentee program, Smart India Hackathon, etc. The coordinator emphasized that these approvals are essential for creating the necessary infrastructure at the Center.

The committee members discussed each activity carried out by the Center in detail. They noted that while the Center has successfully raised awareness through workshops and seminars and financing innovators for patent filings, it has not significantly facilitated innovators with adequate equipment, mentorship, or incubation opportunities. It was observed that only the recurring grant of the RUSA has been utilized to some extent. In contrast, the non-recurring grant largely remains unutilized, hindering innovators' technical facilitation. After thread bear discussions, the committee resolved that the CIIE:

- 1 • Should build required technical and Human Resource facilitation within the CIIE for patent filing and IPR management and continue to provide selected innovators mentored at CIIE or elsewhere with technical and financial assistance for intellectual property (IPR) filing.
- 2 • Should develop and publicly publish a clear plan for identifying and selecting innovators who receive support, mentoring, patent facilitation, prototype assistance, and incubation facilitation. Disseminate this plan through the university website and other relevant channels. Keep necessary instructions and application formats readily available and assist the potential innovator in filing these applications. Develop a mechanism for innovators to access technical expertise and mentorship from faculty or industry professionals for prototype development within the CIIE.
- 3 • Identify and enlist laboratories within the University Departments (all campuses) that innovators can use for prototype development.



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- 4 • Identify and enlist university faculty within the university departments (all campuses) willing to serve as mentors for innovators.
- 5 • Conduct a needs assessment to identify the equipment and resources innovators require across departments and disciplines for prototype development by involving all stakeholders and experts. Based on the evaluation, a comprehensive proposal should accordingly be prepared to establish new labs or workshops within the Institute of Technology (with adequate technical staff) or upgrade existing laboratories to provide essential tools and machinery (e.g., 3D printers, laser cutters, electronics workbench equipment), specialized software licenses relevant to different engineering disciplines, access to advanced fabrication technologies (e.g., rapid prototyping facilities).
- 6 • Establish the 5G Laboratory approved by the Department of Telecommunication, GOI, in Block A of the Institute and immediately furnish the laboratory so that the supplied equipment can be set up by the Department of Telecommunications and the laboratory is operational as soon as possible.
- 7 • Collaborate with regional institutions and colleges to organize conferences and seminars on innovation, startups, patents, and entrepreneurship. The themes and topics relevant to student interests and current trends in technology and business should be jointly developed. By working together, the CIIE and colleges can create a vibrant ecosystem that fosters a culture of innovation and entrepreneurship across the entire region.
- 8 • The CIIE should also explore hosting its flagship events, such as an annual "Innovation Expo," to showcase student prototypes and connect them with potential investors or collaborators.
- 9 • Identify funding agencies and submit proposals to these funding agencies to strengthen the innovation, skill development, and entrepreneurship activities of the Center and its outreach.
- 10 • Work more closely with the departments where students undergo project work as part of their undergraduate and postgraduate degrees, and chances of potential innovations are high. Establish contact and collaborations with NIF JK-Cell to foster mutual programs and innovations.
- 11 • Prepare a comprehensive, publishable report about the activities carried out and the outcomes of these activities within a month. The committee also recommended that a monthly progress report be prepared by the CIIE and submitted to the competent authority for perusal.
- 12 • Prepare, a comprehensive income-expenditure report on activities carried out, salaries and wages, IPR fees, and purchases.

The meeting concluded with a vote of thanks to the chair.

Signatures of the Members

Prof. M. Sultan Bhat
(Dean Research)
Chairman of the Committee

Prof. S. M. A. Andrabi
(Dean, School of Engineering)
Member

Prof. M. Tafiq Bandy
(Director, IoT)
Chairman CIIE

Prof. Manzoor A. Shah
(Director DIQA, Coordinator RUSA)
Member

Dr. Bilal A. Malik
(Sr. Scientific Officer)
Coordinator CIIE

Dr. Shabir A. Parah
(Sr. Assistant Professor)
Member

Chairman, CIIE

Submitted to HVC for kind perusal and approval please.

Vice-Chancellor

Abbas

7/5/24

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18/5/24



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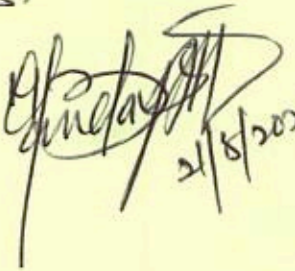
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In light of the approval of minutes of meeting of the internal monitoring committee held on 30/5/2024, you are requested to provide and propose the assignment of resolutions from serial (7) to serial (12) among the technical staff at CIIE who shall work towards the completion of these items.

co-ordinator CIIE


21/5/2024