



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(NAAC Accredited, Approved by A.I.C.T.E., & Permanently Affiliated to JNTUGV, Vizianagaram)

Gajularega, Vizianagaram, Andhra Pradesh – 535002
Telephone: 9676788811/33/44 | Landline: 08922-234775/76/74
E-mail: sitam@sitam.co.in | Website: www.sitam.co.in



Date: _____

MINUTES OF MEETING

A meeting of the Institution's Innovation Council (IIC), SITAM, is proposed to be held in the IIC Room, SITAM, on _____ at _____, to discuss the Quarter-I activities for the academic year 2026–27 and the roles of faculty members and students in planning, conducting and documenting the activities.

The meeting will review the IIC activity plan, identify coordinators and departmental support required, encourage faculty and student participation, and discuss the maintenance and timely uploading of activity reports, photographs, attendance and other supporting records.

Agenda:

1. To finalize the committees and responsibilities for Quarter-I IIC activities for the academic year 2026–27.
2. To plan IIC calendar, MIC-driven, celebration and self-driven activities for the quarter.
3. To coordinate with departments for faculty and student participation and event implementation.
4. To collect and maintain faculty/student details, attendance, photographs, reports and other evidence for IIC records.
5. To discuss innovation, IPR, entrepreneurship and start-up awareness activities for students.

Approval / Decisions:

The committee will review and approve the proposed Quarter-I activity plan, assign responsibilities to the concerned coordinators, and encourage all departments, faculty members and students to participate actively. The decisions and responsibilities should be confirmed and updated after the meeting.

Attendees:

S. No.	Name of Member	Member Type	Key Role / Position Assigned in IIC	Signature
01	Dr. V. G. Prasuna	Teaching	President	
02	Mr. V. Sarath Kumar	Teaching	Vice President	
03	Mr. K. Harikrishna	Teaching	Convener	
04	Mr. G. Goutham Kumar	Teaching	Innovation Activity Coordinator	
05	Mrs. Anusha	Teaching	Start-up Activity Coordinator	
06	Mr. M. Madhu Babu	Teaching	Internship Coordinator	
07	Mr. G. Sridhar	Teaching	IPR Activity Coordinator	
08	Mr. B. Srinivas Patnaik	Teaching	Social Media Coordinator	
09	Mr. Ch. Tejaswi	Teaching	ARIIA & NIRF Coordinator	
10	Mrs. R. Swetha	Teaching	Member	

Next Meeting: _____

President / Convener
SITAM-IIC