

## **Minutes of the 1<sup>st</sup> Institute level SSIP Committee (ISC) Meeting at Shantilal Shah Engineering College, Bhavnagar**

The 1<sup>st</sup> Institute level SSIP Committee (ISC) meeting was held on 16<sup>th</sup> February, 2018 at Seminar Room, Administration Building at 3:00 pm at Shantilal Shah Engineering College, Bhavnagar, the meeting was chaired by Principal Dr. Mangal G. Bhatt.

**The following members were present in the meeting.**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Current Engagements</b>	<b>Position in Committee</b>
1	Dr. M. G. Bhatt	Principal, SSEC Bhavnagar	Chairman
2	Mr. Chetan Kamdar	Industry Expert	Member
3	Mr. Prashant Mamtora	Start-up Eco system Expert	Member
4	Dr. S. P. Bhatnagar	Academic Expert	Member
5	Dr. S. R. Dwivedi	Academic Expert	Member
6	Dr. R. K. Jain	Professor, Civil Dept., Academic Expert	Member
7	Prof. M. V. Bhatti	Associate Professor, A. M. Dept., Academic Expert	Member
8	Prof. S. B. PArmar	Associate Professor, E. C. Dept., Academic Expert	Member
9	Prof. M. R. Jani	Associate Professor, I. C. Dept., Academic Expert	Member
10	Dr. K. P. Badgajar	Professor, Electrical Engineering & Institute SSIP Coordinator	Member Secretary
11.	Prof. B N Vaidya	Associate Professor, EE Dept	Co-Coordinator SSIP
12.	Prof. A A Pandya	Associate Professor, AM Dept	Activity Head
13.	Prof M P Patel	Associate Professor, AM Dept	Activity Head
14.	Prof. P S Ramanuj	Associate Professor, AM Dept	Activity Head
15	Prof K R Trivedi	Associate Professor, AM Dept	Activity Head
16	Prof. M A Jajal	Associate Professor, AM Dept	Activity Head
17	Dr U K Chhaya	Asst. Prof. Production Dept	Activity Head
18	Prof. N P Soni	Asst. Prof. Civil Dept	Co-Coordinator SSIP

Dr. K. P. Badgajar briefly explained the Student Start-up and Innovation Policy and introduced the Main Objective of SSIP to the members.

The agenda items were discussed; the minutes of the meeting are as under:

Sr. No.	Item
1	<p><b>Introduction of Student Start-up and Innovation Policy</b></p> <p>The policy was introduced to the committee members in brief.</p>
2	<p><b>Work Done till today in the policy</b></p> <p>Total 12 awareness programs had been conducted under the SSIP, out of this 8 programs for SSEC Students and 2 programs for faculty of SSEC.</p> <p>The programs have also been conducted for faculty of GEC Bhavnagar and BPTI Bhavnagar.</p>
3	<p><b>Discussion on Financial Guidelines provided by SSIP</b></p> <p>The financial guidelines of the SSIP projects were shared with the committee members.</p>
4	<p><b>Key Performance indicators (KPI) and Budget heads</b></p> <p>The Key Performance Indicators of the institute as per MOU were discussed along with the budget available in each head.</p>
5	<p><b>Approval of various forms designed for SSIP activities</b></p> <p>For the smooth functioning / execution of all projects, SSIP cell designed Seven different forms, which were approved by the ISC.</p> <ol style="list-style-type: none"> <li>1. SSIP Activity proposal form</li> <li>2. Payment order form</li> <li>3. Summary of Expenditure for SSIP Activities</li> <li>4. Summary of Expenditure for Project / Model</li> <li>5. SSIP Project proposal</li> <li>6. SSIP Store Approval form</li> <li>7. SSIP TA / DA bill form</li> </ol>
6	<p><b>Approvals of various modalities of SSIP</b></p> <ol style="list-style-type: none"> <li>1. Institute will follow the KCG norms for external experts for the TA and DA.</li> <li>2. Institute will follow Government of Gujarat Norms for TA/DA of the government experts.</li> <li>3. The SSIP grant will be utilized for the institutes located in Bhavnagar District.</li> </ol>
7	<p><b>Future action plan</b></p> <ol style="list-style-type: none"> <li>a. Upcoming Patent clinics:</li> </ol>

- Patent Clinic workshops for 6<sup>th</sup> and 4<sup>th</sup> semester students are scheduled in March 2018.
- Idea to Entrepreneurship (I2E) workshop is scheduled in the first week of March 2018.
- A SSIP conclave for the demonstration of projects is scheduled in third week of March.

**8 Suggestions/ feedback from the ISC members**

- A visit of CSMCRI may be arranged for faculty members/ students.
- Brief details of the projects submitted by students to be given in every ISC meeting.
- Sharing of Project proposal prior to ISC meeting for better assessment and suggestions for improvement.
- SSIP sensitization programs to be organized at various technical and higher education institutes of the district.
- One page leaflet shall be prepared for notice board regarding SSIP.

After completion of the meeting, the members visited the SSIP Cell of the institute.

**Few Glimpses of ISC meeting**



