



Institution Innovation Council

Guidelines for registration

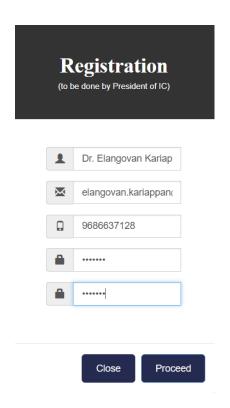
For any clarification regarding pre and post-registration, kindly e-mail to us at: elangovan.kariappan@aicte-india.org or contact Mr. Shubham Rana - +91 7060712301 or +91 11 29581332 or Dr. Elangovan Kariappan - +91 9686637128.

Note: The last date for online registration and submission of application for Ministry of HRD's Institution Innovation Council is **30th October**, **2018**. Please complete your application procedure at the earliest (preferable before 26 October 2018) in order to avoid failure due to network congestion on the deadline.

- 1. Please click on the link: https://www.facilities.aicte-india.org/IC/iic.html
- 2. Please click on:

Register Your Council

3. Now, enter the President's credentials for registration. If any change is required in President's credential, write an e-mail to us:







4. Add institute details:

Add Institute Details

Q1)	Technical ▼				
Q1)a.	AICTE Approved Technical Institutes ▼				
Q2) Is AICTE approved?: O Yes ® No					
Q2)a.	Institute Name				
This field is required.					
Q2) b.	Select State ▼				
Q2)c.	Institute City				
Q2)d.	Institute Address				
Q2)e.	Institute Pincode				
Q3)	Q3) Name of the Director/Principal				
Q4)	Name of the Contact Person				
Q5)	Website				
Q6) Please furnish following details related to your Institute:					
 ✓ Incubation Center ✓ Research Park ✓ NIRF Ranking ✓ NBA Accreditation ✓ NAAC Accreditation ☐ TEQIP-III ☐ None 					
Q7)	Enter the NIRF Ranking/Band				
Q8)	Enter the Number of NBA Accreditated Courses (for eg. 3)				
Q9)	Enter Live NAAC Grade				

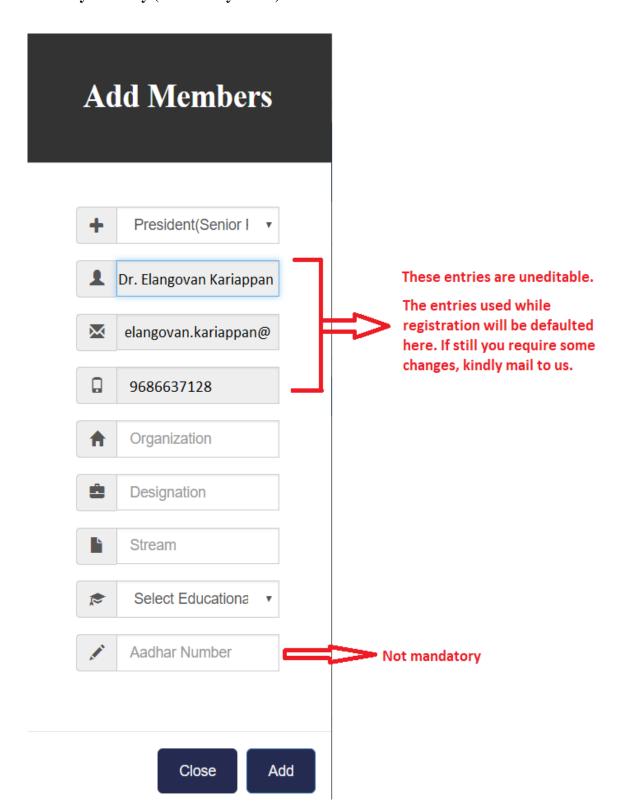
Close

Add





5. Now, add all the member details, starting from **President** to **Technical Expert from nearby industry (mandatory fields)**







6. Now add student details (make one student as coordinator by choosing 'Yes' and for remaining, choose 'No')

Add Students Name \bowtie Email Mobile Institute Semester (Eg.2) Stream Select Educationa P Select Student Cc i e Add Close





7. Now, download the MHRD IIC's declaration form by pressing the button:

8. After printing the declaration form on letterhead of your institution with seal and sign, kindly upload this declaration form using:



Declaration form:

(On Institute's Letter Head) Declaration Form

Dear Sir,

This is to inform MHRD Innovation Cell (MIC) that Institution's Innovation Council (IIC) for our institution is formed as per the prescribed format by MIC under the Presidentship of Dr./Prof._______

As institution, we are committed to support activities suggested by MIC as per the prescribed schedule and timelines. Please find below the details regarding council members.

Institution's Innovation Council Composition

Experts	Designation	No.	Name
Senior Faculty Member of the Institution	President	1	
Faculty Member	Convener	1	
Faculty Member	Member	1	
IICs Coordinator (Student)	Coordinator	1	
Representative from nearby Incubation Centre	Member	1	
Representatives of SIDBI / NABARD / Lead Bank / Investor	Member	1	
Technical Experts from nearby Industry	Member	1	
Alumni Entrepreneurs from the Host Institutions (Optional)	Member	1	
Patent Expert (Optional)	Special Invitee	1	
Students from the host institution	Member	10 (Minimum) 15 (Maximum)	





Frequently Asked Questions

1. How to register with the MHRD's Institution Innovation Council (IIC)?

Please follow the link on https://www.facilities.aicte-india.org/IC/iic.html and click on Register Your Council button. If already registered, please login your credentials for adding further details by clicking on Login to add more details.

2. How can I clear the cache from browser?

While using **Chrome, Internet Explorer 7** or above versions, press **Ctrl+Shift+Delete** to clear the cache. While using Mozilla Firefox, go to Menu->History->Clear History.

3. What are the necessary details required for registration?

Name, Email ID, Mobile number and Password

4. Who is the authorized person to register the institution under the Institution Innovation Council (IIC)?

By default, the registration is done on account of the President (who is also a senior faculty of the institution) on behalf of the IIC.

5. While entering/adding the member details of IIC, I am not able to change/edit President (Senior Faculty 1) details?

While registration, the default member is taken as President. Since the details of institution, login credentials and underlying member details are linked to the email mentioned during registration, it is advisable to start the registration of IIC with President's details.

6. Is it necessary for all members under Institution Innovation Council (IIC) to enter their details?

Yes. It is mandatory for all the members under IIC to fill in their details in order to complete the registration process.

7. Are the details for Alumni entrepreneur and Patent expert mandatory for registration of Institution Innovation Council (IIC) to be successful?





No. They are optional. While filling up the MHRD's IIC declaration form, the same may be updated later.

8. Is the detail for Technical Expert from nearby industry mandatory for registration of Institution Innovation Council (IIC) to be successful?

Yes. One Technical Expert from nearby industry is mandatory for registration of Institution Innovation Council (IIC) to be successful.

9. Are the details of representatives from nearby Incubation Centres mandatory for registration of Institution Innovative Council (IIC) to be successful?

Yes, you may consider representatives from the following Incubation Centres: DST-Technology Business Incubator (TBI), DST-Innovation Entrepreneurship Development Centre (IEDC), MSME Business Incubation Centre, Bio-NEST, State Government supported Incubators, AICTE supported EDC and any other incubation centres etc.

10. Is PID mandatory for registration?

If the institute is registered and approved by AICTE, PID is mandatory for registration. In other cases, it is not needed. In order to get the appropriate PID of the institution, kindly click on "Click here for PID" (just above the question 2 in Add Institute Details of registration form).

11. Is Aadhaar Number mandatory for adding details of other members?

No

12. Is Aadhaar Number mandatory for adding details of student members?

No

13. Is MHRD Institution Innovation Council IIC's declaration form mandatory?

Yes. The declaration form has to be downloaded, filled with all the details of the Institution Innovation Council (IIC) members and attested with the Signature and Seal of Principal/Dean/Director/Vice Chancellor of the institution. Then it should be uploaded on the website.





14. Should we send the MHRD IIC declaration form in hard copy?

No. Please do **NOT** send the declaration form in **hard copy**.

15. Can I re-register with the same email id in the Institution Innovation Council (IIC) registration? -

No

16. Can I use the same mobile number previously used for registration to re-register for the Institution Innovation Council (IIC)?

Yes

17. How are the activities under Institution Innovation Council (IIC) will to be executed?

The guidelines for Institution Innovation Council (IIC) activities will be uploaded online on a regular basis.

18. What is the deadline for registration and submission of declaration form?

30th October, 2018 (You are advised to upload the documents well before deadline in order to avoid the last minute bottlenecks)

19. Even after filling and adding all details through Add Member Details button of the IIC portal, I am seeing error message of 'Add all member details to complete the registration'. What should I do?

Kindly make sure that the President's (Senior Faculty 1) details like **Organization**, **Designation**, **Stream and Educational Qualification** are complete.

20. We don't have an incubation center facility / not able to identify nearby our institute. Whom should I approach?

In such cases, an expert having minimum experience of 10+ years in entrepreneurship or innovation or incubation or startups or patents may be included as an alternative to representative from nearby incubation center.

For any further additional information, please feel free to reach out to Dr. Elangovan Kariappan

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