



Saraswati College of Education

Recognised by NCTE and Affiliated to Guru Jambheshwar University of Science & Technology, Hisar

Vill. Mangali Brahmanan (Mangali Akaln), 12th K.M. Stone
Tosham Road, Hisar (Haryana)

Ref. No.....

Dated...30/03/2026

Quarterly Plan – Quarter 1 (April 2026 – June 2026)

The following plan of action is proposed for the establishment and effective functioning of the Institution Innovation Council (IIC) during Quarter 1 (April 2026 – June 2026):

Quarter I (April 2026 – June 2026)

- Development of a dedicated IIC page on the college website to showcase updates, activities, and innovative ideas contributed by students and faculty.
- Creation of both online and offline registration forms to gather details of interested students and faculty willing to participate in IIC initiatives.
- Formation of a core team comprising selected participants based on the responses received.
- Conduct of awareness sessions for students and faculty focusing on innovation, entrepreneurship, and the objectives and significance of IIC.
- Initiation of quarterly IIC activities in alignment with the planned academic and activity calendar.
- Preparation of a basic Standard Operating Procedure (SOP) covering:
 - Idea collection
 - Screening and shortlisting
 - Mentoring and follow-up
- Establishment of a structured system (online and offline) for collecting innovative ideas from students and faculty members.
- Conduct of workshops and interactive sessions (online/offline) on innovation, creativity, and problem-solving skills.
- Organization of regular meetings of IIC members to review progress, monitor activities, and plan future initiatives.
- Systematic documentation of all activities conducted, along with maintenance of records for reporting and future reference.

Coordinator, IIC

Dr. Pinki

Principal

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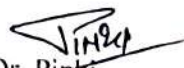
Quarterly Plan – Quarter II (July 2026 – September 2026)

The following plan of action is proposed for the effective implementation of IIC activities during Quarter II (July 2026 – September 2026):

Quarter II (July 2026 – September 2026) (Engagement & Idea Development Phase)

- Collection of innovative ideas from students and faculty through a structured submission process (online/offline).
- Screening and shortlisting of submitted ideas by the IIC core committee based on relevance, feasibility, and originality.
- Allocation of mentors (faculty members/experts) to guide shortlisted ideas for further development.
- Organization of idea pitching sessions to provide participants with a platform to present and refine their ideas.
- Conduct of internal innovation challenges to encourage creative thinking and problem-solving among students.
- Organization of workshops on design thinking, business model development, and startup fundamentals.
- Engagement with external experts and entrepreneurs for guest lectures, interactive sessions, and mentoring support.
- Regular review meetings of IIC members to monitor the progress of shortlisted ideas and ongoing activities.
- Documentation of activities, participation records, and feedback for continuous quality improvement and future reference.

Coordinator, IIC


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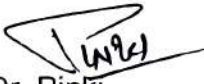
Quarterly Plan – Quarter III (October 2026 – December 2026)

The following plan of action is proposed for the effective implementation of IIC activities during Quarter III (October 2026 – December 2026):

Quarter III (October 2026 – December 2026) (Implementation & Skill Development Phase)

- Conduct of advanced workshops on startup planning, intellectual property rights (IPR), and innovation management.
- Encouragement and support for participation in external competitions, hackathons, and innovation-related events.
- Strengthening of mentorship mechanisms through regular interaction between mentors and participants.
- Organization of review meetings to evaluate the progress of ongoing projects and provide necessary guidance.
- Systematic documentation of activities, achievements, and best practices for institutional record and reporting.

Coordinator, IIC


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Quarterly Plan – Quarter IV (January 2027 – March 2027)

The following plan of action is proposed for the effective implementation of IIC activities during Quarter IV (January 2027 – March 2027):

Quarter IV (January 2027 – March 2027) (Evaluation & Consolidation Phase)

- Comprehensive evaluation of all IIC activities conducted throughout the academic year.
- Identification and recognition of best ideas, projects, and active participants based on performance and engagement.
- Preparation of an annual report highlighting activities, outcomes, and institutional impact.
- Collection of structured feedback from students and faculty to assess effectiveness and identify areas for improvement.
- Review and refinement of Standard Operating Procedures (SOPs) based on implementation experience.
- Organization of concluding meetings to review overall progress and document key learnings.
- Planning and preparation of the activity roadmap for the upcoming academic year.
- Compilation and maintenance of complete records and documentation for institutional reference and reporting.

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