**Letter Head of Institution**

 **Date:**

**To**

The KAPILA Team

MoE’s Innovation Cell

All India Council for Technical Education (AICTE), New Delhi

**Dear Sir / Mam,**

**Subject:** Formation and Approval of KAPILA committee

The following members have been selected as per the guidelines for approving the innovative ideas for KAPILA scheme.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SI.No. | Designation | Name | Institute /Company name | Contact No. | Email Address |
|  | **Chairperson - Faculty Member (Principal/ Director/Dean/Vice Chancellor/Senior Faculty member) having IP background knowledge** |  |  |  |  |
|  | **Institute alumni / Industry expert** |  |  |  |  |
|  | **Institute alumni/Industry expert/Incubation Head/Technology transfer office representative** |  |  |  |  |
|  | **Legal Advisor/IPR expert** |  |  |  |  |
|  | **Faculty Member (Senior Faculty Member – Convenor Single Point of Contact)** |  |  |  |  |

I hereby declare that the above-mentioned members have been selected for the KAPILA committee. They will further shortlist the innovative ideas for KAPILA submission from the submitted ideas at the institute level.

**(Sign and Seal of Head of Institution)**