SGSITS Innovation and Start up Policy (SISP)-2020

Shri G. S. Institute of Technology & Science, Indore

www.sg-its.ac.in

Abstract

The present document provides Innovation and Start up Policy Framework for the institute "Shri G S Institute of Technology & Science, Indore". The SGSITS Innovation and Start-up Policy (SISP)-2020 will enable the institute to actively engage students, faculty and staff in innovation and entrepreneurship related activities. This framework is prepared in the light of National Innovation and Startup Policy 2019 for students and faculty of Higher Education Institutions (HEIs) launched by "MHRD Innovation Cell" on 11th September 2019. This will facilitate institute's students and faculties in terms of Intellectual Property ownership management, technology licensing and institutional Start up policy, thus enabling creation of a robust innovation and Start up ecosystem within the institute. The SISP Steering Committee (SSC) is constituted to implement this policy and to ensure the complementing approach of various functionaries at institute level.

Date: 27.11.2020

Message from Director's Desk

Dr. Rakesh Saxena, Director

It gave me immense pleasure to see the MHRD guidelines for promoting innovation and Start up through its Policy NISP-2019. It will provide the required direction to the students and faculty of higher education institutions across all disciplines and streams. I am delighted to see the detailed guiding framework in terms of **SGSITS Innovation and Start up Policy - 2020 (SISP-2020)** for our institute in light of the NISP-2019. I believe that it will not only guide the students and faculty for gaining the desired benefits but also facilitate complete ecosystem with complementing roles of various stakeholders of the institute for flourishing the innovation and start up culture. I congratulate the Recommendation Team for the adoption of NISP-2019 and Steering Committee for their great endeavour in the interest of this institute. I extend my best wishes to the innovators and start-up aspirants of our institute.

Message from the Chairperson, SISP Steering Committee

Dr. Vandana Tare, Chairperson SSC and Dean R&D

Start up India is a proud mission of the Government of India. The MHRD's NISP-2019 is a great initiative to bring the dream come true in this mission. It's a proud moment for me to see the policy document for our institute in its context in terms of SISP-2020 that provides equal and open opportunity to our students and faculty to the mission Startup India. When I went through the policy framework, I was glad to see how effectively it caters to the needs of the students and the faculty for a systemic and cultural shift in the area of innovation and entrepreneurship. I thank all the committee members for their valuable time and suggestions in order to make it happen. I wish that the students and faculty will take full advantage of the policy through their participation not only as beneficiaries but also through motivating the other stakeholders to develop true entrepreneurial and innovation ecosystem within the institute.

Message from the Coordinator, SISP Steering Committee

Dr. J. T. Andrews, Coordinator, SSC

One can never agree more than the fact that the "AtmaNirbhar Bharat" will remain a mere dream if India does not avail the benefit of the demographic dividend. The mission 5-trillion dollar economy in near future will remain only a dream unless we focus on real capabilities of our intellect pool, that is, students and teachers. The NISP-2019 brought this opportunity that complements the ambitious mission of "AtmaNirbhar Bharat" with voice of Vocal on Local. SGSITS has come with its own policy document through adoption of NISP-2019 with some explicit contextual modifications looking to its institutional resources and capabilities. I appreciate the efforts made to draft this document with very complementing role of various stakeholders of the institute. I congratulate all of the students and faculty to have wonderful opportunities in the field of entrepreneurship and innovation within the institute.

Message from the Co-coordinator, SISP Steering Committee

Dr. Neeraj Kumar Jain, Co-Coordinator, SSC;
Convener, IIC; Innovation Ambassador, MIC

I remember the very auspicious ceremony of NISP-2019 launch with two of my colleagues Prof. Vinod Pare and Prof. Amit Naik at AICTE, New Delhi which made us enthusiastic to soon work on it for its adoption at our institute. The process however took a little longer time to see it in a viable shape in terms of institute's own policy as SISP-2020. This could happen after going through several rigorous brainstorming sessions and discussions in the institute with many of the stake holders to make it more impactful in developing the ecosystem in the institute. Under the dynamic leadership of the Director of the institute, intellect support from stakeholders and due to enthusiasm of all the members of the two committees, the Recommending Committee led by Dr. Vandana Tare and the present Steering Committee, made this policy drafting possible. All have made complementing additions to each other's suggestion that helped a lot in drafting it more in compliance with the guidelines of NISP-2019. I wish that the SISP-2020 will attract the attention of all students and faculties having innovative and entrepreneurial mindset within the institute and ultimately produce expected outcomes as desired by NISP-2019.

Recommending Committee for Adoption of NISP-2019

1. Dr. Vandana Tare   Dean R&D   Chairperson

2. Dr. D A Mehta   Dean, Administration   Member

3. Dr. Milind Dandekar   HOD, IPED   Member

4. Prof. Shekhar Sharma   HOD, Deptt of ETC   Member
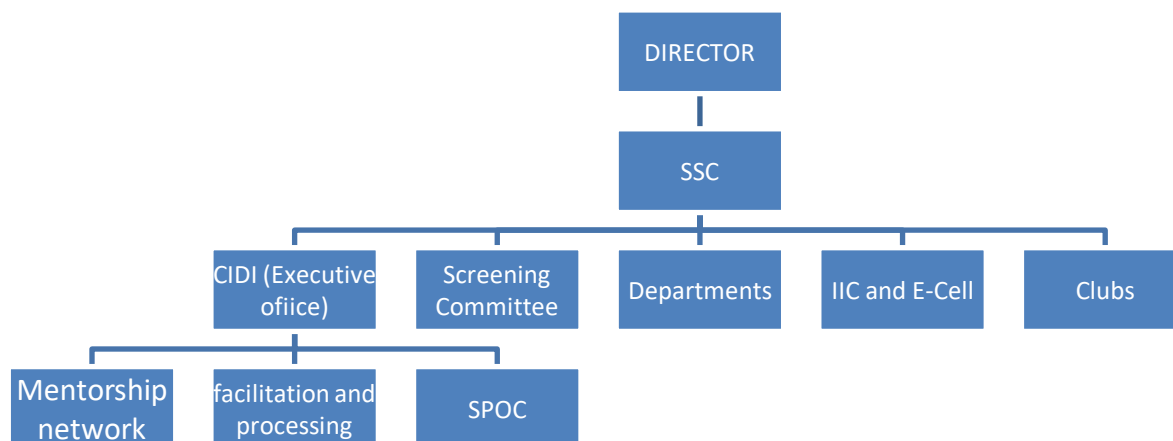
5. Dr. Neeraj Kumar Jain   HOD, Deptt of HSS & Startup Coordinator,   Member
                             IIC

SGSITS Steering Committee for SISP-2020 (SSC)

Name	Designation	Capacity/Reprentation
Dr. Vandana Tare	Dean R& D	Chairperson (Ex-Officio)
Dr. J. T. Andrews	Prof. & Head, Dept. Appl. Physics & Optoelectronics	Coordinator
Dr. Neeraj Kumar Jain	HOD, Humanities and Social Science Deptt	Co-coordinator
Prof. Surendra Gupta	Prof. Computer Science Deptt	Member
Prof. Amit Naik	Prof. Electronics and Communication Deptt	Member
Prof. R. S. Mandloi	Prof. Electrical Engineering Deptt	Member
Prof. P. Ganai	Prof. Mechanical Deptt	Member
Prof.B M Sharma	alumni/Industry expert	Member
Mr. Uday Gharpure	Entrepreneurial educator	Member
Mr. Ajay Bansal	Entrepreneurial educator	Member
Mr. Pankaj Motiwale	Eminent entrepreneur	Member
Prof Santosh Vishwakarma	Executive of managerial capabilities from nearby incubation centre.	Member
Mr. Apurva Gaiwak	CEO, CIDI	Member

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1. Organizational Structure for implementing SISP 2020

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│CIDI        │ │Screening   │ │Departments │ │IIC and     │ │  Clubs     │
│(Executive  │ │Committee   │ │            │ │E-Cell      │ │            │
│ofiice)     │ │            │ │            │ │            │ │            │
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│Mentorship│ │facilitation│ │  SPOC    │
│network   │ │and         │ │          │
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2. Preamble

Ministry of Education and apex regulatory bodies such as University Grants Commission (UGC) and All India Council of Technical Education (AICTE) together have designed a more inclusive version with detailed guidelines on the 'National Innovation and Start-up Policy 2019 for students and faculty' for implementation and adoption in both technical and non-technical HEIs across the country. Hon'ble minister of Human Resource Development has launched the 'National Innovation and Start-up Policy 2019 for students and faculty' (NISP-2019) on 11th September 2019 at AICTE, New Delhi. With above inspirational endeavors from Indian Apex education bodies, SGSITS Constituted a committee to recommend the functions and functionaries of the said policy in Institute's context. The recommendations of the five member committee led by Dr. V Tare were adopted by the institute with an objective to provide perfect ecosystem to its students and faculty for innovation and start-up development on 05.11.2020 by constituting SISP Steering Committee.Institute's central facility "The Centre for Innovation Design & Incubation (CIDI)" is considered as an **Umbrella Organization** to facilitate the execution of the policy as adopted by the institute. The umbrella organization, however, should work under a permanent **SISP Steering Committee (SSC).**

3. Goals of the SISP-2020

The SISP-2020 is aimed to promote and facilitate the support system to innovative and entrepreneurial students and faculty to convert their innovative ideas/problems to tech-solution with a feasible business model stage. Bridging the system gaps for students and faculty to come up with tech solutions for the problems from Industry, Society, and Market to generate Ideas/Proof of Concepts (PoCs) and helping them to get converted to Prototypes and mentor them to develop business models ready. Therefore, creating a strong pipeline of quality and quantity tech based potential start-ups for incubators and industry to take it further.

4. Objectives

The policy intends to promote student and faculty driven innovations & start-ups and to engage the students and faculty in innovation and start up activities in institute campus. The policy aims at enabling institute to build, streamline and strengthen the innovation and entrepreneurial ecosystem in the campus. The entrepreneurial ecosystem in the institute will play key role in identifying, mentoring and nurturing innovative and entrepreneurial potential of students, faculty and staff and transforming them into start-up entrepreneurs by providing avenues of funding, investment opportunities and networking support to make the innovation and venture successful. The critical objectives are as follows:

i. To provide incubation and pre-incubation support to institute's students and faculty in their innovations and startups.

ii. To develop a Critical Mass of Motivated Students & Faculty with Entrepreneurial Orientation & Skill and a pipeline/pathways of innovation and startup.

iii. To build Infrastructure Support for Innovation & Early Stage Enterprise development and enabling Access to Resource & Facilities at the Institute

iv. To enhance In-House competency development to serve To Enhance In-House competency development to serve all students and faculties in general and potential and early stage startups and entrepreneurs in specific.

v. To Strengthen the Inter Departmental and Inter-Institutional linkage, Incubators and Other Ecosystem Enablers at Different Levels.

5. Vision

Creating a vibrant and dynamic ecosystem in the institute for startup and innovations and becoming instrumental in leveraging the potential of technical education, creative problem solving and entrepreneurial mind-set of the students and faculties, and promoting a strong intra and inter-institutional partnerships with ecosystem enablers and different stakeholders at all levels.

6. SISP Steering Committee (SSC)

The SSC of the institute will be constituted as given below:

   i.   **Chairperson (Ex-officio)**: A senior Professor of the institute at the level of Dean or equivalent.
   ii. **Coordinator:** A senior faculty member with interest, enthusiasm and expertise in innovation, start up and entrepreneurial activities. He will be Prof. In-charge also for all kinds of SISP/NISP related affairs and supervise the functioning of the umbrella organization.

   iii. **Co-Coordinator:** A senior faculty member with interest, enthusiasm and expertise in innovation, start up and entrepreneurial activities.
   iv. **Five members**: As inter-disciplinary representation from any five of the various departments,
   v.   **Two members:** from entrepreneurial education (within or outside the institute),
   vi. **One member**: from alumni/Industry expert
   vii. **One member:** eminent entrepreneur
   viii. **One member:** CIDI In-charge
   ix. **One member:** executive of managerial capabilities from nearby incubation center.

7. Responsibilities of committee (SSC)

The SSC will supervise and advise the execution of the policy through the umbrella organization. The key responsibilities of the committee will be as follows:

   i.   Preparing system and micro-action plan to align the departments, various clubs and entrepreneurial entities, e.g. E-Cell, Start up Cell, IIC, SAE etc. of the institute with umbrella organization.
   ii. The micro-action plan should be focused on vision and mission and hence should incorporate not only the training and skill development but also the activities to motivate students and faculty and making them aware of entrepreneurial and innovative endeavors.
   iii. Designing systems for startups and entrepreneurship aspirants to facilitate incubation, mentorship, acceleration and other supports under the thrust areas of NISP.
   iv. Constituting a **Screening Committee** for the assessment and monitoring for following purposes:
        a) Start up/innovator's application and registration for the purpose of pre-incubation/incubation/or any support under NISP 2019,
        b) Start up/innovator's progress for the incubation and various institutional recommendations.
        c) The committee, however, should consist of not more than five members including Chairperson, coordinator and two entrepreneurship/innovation experts.

8. Innovation and Start up ecosystem at institute level

All of the following ecosystem components are supposed to function in integrated manner that complement the activities of one another

    i.   SGSITS Incubation Forum
   ii.   CIDI and its network
  iii.   Institute Innovation Council (IIC)
  iv.   Advanced laboratories and testing infrastructure of various Departments
   v.   Institute's Entrepreneurship Cell and Start up Cell
  vi.   NSS and NCC
 vii.   Departmental Clubs and other Student clubs (e.g. SAE, Pratibimb, Kshitiz, etc.)

CIDI will function as umbrella organization in the execution of SISP-2020 and coordination among above said components of the institute ecosystem. All of the institute's students should be made aware of the functioning of all of the above ecosystem components. An exhibit for the same will always be displayed at CIDI. The Institute will regularly take steps to incorporate pedagogical reforms in institute academics so as to motivate and sensitize both faculty and students towards innovation and entrepreneurship. The efforts will be made to develop a culture among students to look innovation and entrepreneurial opportunities in surrounding problems and to make it part of their academic projects. Administrative endeavour will be made for bringing regular courses and certificate programmes in the curriculum for the entrepreneurship and innovation education. Continuous focus on personality development, stress management in failures, and learning skills be given through institute's academic cultural reforms and activities.

Exhibit 1: The Key facilities and activities of SISP-2020 for Student and faculty

Category	Facilities / Activities	Process
Innovation, Startup and entrepreneurial support:	Design & Dice, Patent, mentorship, legal advice and financial support for the student and faculty. Start-ups can get office space and infrastructure with national level mentorship network support subject to proper procedure followed for the same under defined norms.	For aspirants seeking startup and entrepreneurial supports, the CIDI will be first and single point of contact. The CIDI may also advice various institute entities for identifying eligible and aspirant potential incubate for innovation and startup for the incubation under NISP thrust areas. CIDI will entertain applications of the students/faculty for SISP/NISP benefits after due forward/recommendation through respective HOD. In case of faculty, the application must also be forwarded through the Dean administration. After due forwarding only, the applications may be presented before the screening committee for final recommendation for consideration. The SSC coordinator will be competent authority for such considerations.
Training and awareness programmes	Training, awareness, sensitizing programmes like workshops/ conferences/ orientations/talk-shows/ seminars, idea competitions, makeathon, heckathon, bootcamps, seminars, innovation and entrepreneurship summits	CIDI will provide office support to sync all the relevant stakeholders for all such activities. For this, CIDI can develop its own system to take stock of records. The IIC, departments, E-Cell and startup cell, and other clubs must prepare and submit the concerned activity plans to CIDI preferably in the beginning of each semester to synchronise the activity calendar at institute level. It will not only facilitate making of micro action plan of the Institute but also facilitate single point of contact for such information for the student, faculty and institution.
All the ecosystem components may organize and plan such activities in sync with facilitation centre CIDI.		

9. Explicit support features of SISP-2020 (with reference to NISP-2019)

The functionaries and aspirant beneficiaries may refer through the National Innovation and Start-up Policy 2019 for students and faculty (NISP-2019) for institutional support in their innovation and startup related activities. Some of the critical policy matters of the aforesaid policy in the institute's context are as follows:

1. The innovation beneficiary needs to process any IPR filing through proper institutional process as may be defined by the institute's IPR Cell.
2. The incubation and other support for both innovation and startup will be provided as per recommendations of the screening committee.
3. The academic relaxation related permissions to students and duty/services related relaxations to faculty will be as per NISP norms but subject to maintenance of non-conflict situation with institute's norms. In case of any conflict between provisions of the aforesaid NISP and the Institute's policy related to Service rules and academic binding from apex bodies of Technical Education, the clearance from competent authority should be taken or policy may be framed through Governing Body of the institute.
4. The startup having Stake/equity more than 30% with outsider person i.e. stake holders other than institute's student or faculty/staff will not be permitted to avail the benefits of the SISP-2020.
5. The ownership of stake/equity holding with pure student startup will be shared with the institute. Such start-ups, seeking minimum office space with minimum infrastructural facilities as defined by SSC, will need to share 7% of ownership equity. While start-ups with no such requirement will need to share 4% of ownership equity with institute. In both the cases, the mentorship and central office support will be free.
6. In case the startup is co-owned by staff and/or faculty drawing full salary from the institution, the equity share of the institute will be 8%.
7. In both the cases said in point 5 and 6, the incubation will be provided from the date of 'Proof of Concept' approval by the screening committee. The incubation may be extended on the basis of timely validation of prototyping of business model i.e. business planning and approval for extension for commercial launch planning. The incubation period will be for maximum of 18 months or graduation from the institute whichever is later. However in both the cases it will not be more than three years. The duration of each incubation stage will be as per the recommendations of the screening committee.
8. Seed funding supports if any provided to any of the beneficiary through various competitions/schemes/drives will be subject to accounting submission against their intended use in the startup or innovation activity for audit purposes of the allocated funds. The whole startup team will be accountable for any malpractice in utilization of the funds.

10. Financial Policy

1. The budgetary allocation will be sanctioned by the institute on the recommendations made by the SSC. The SSC may call demands from various stake holders for such purpose.

2. There may be three kinds of financial needs of the activities related to SISP-2020 implementation - One, **Incubation infrastructure – recurring and non-recurring** (40% of the allocated budget); Second, **Seed capital for potential innovation and start-ups** (40% of the allocated Budget) and Third, **Conduction of awareness and motivation** (20% of the allocated Budget)**.**

3. For any further need above the allocated budget, under above mentioned heads, specific fund sources can be seen approached by respective In-charges of cell or concerned.

4. The umbrella organization can also charge facilitation fee from incubates for the additional facilities provided over and above the allowed facilities. The charge however, be fixed by a committee set by the SSC which can be revised annually. The revenue generated through these charges will be strictly spent for the ultilities/heads created for defined purposes of NISP.

5. All receipts including budgetary allocation by institute, funds/grants/donation from external and government agencies will be credited in SISP head created in institute's accounting system. This will also be subject to accounting audit of the institute.

11. Result Based Micro Action Plan with Monitoring & Evaluation (M&E) System & Key Performance Indicators (KPIs)

CIDI must prepare a micro action planwith Monitoring & Evaluation (M&E) System & Key Performance Indicators (KPIs) in light of semester activity plans of different Departments, IIC, CIDI and various student cells and clubs of the institute. The following plan format may be used for the purpose:

Exhibit 2 (a): Micro Action Plan format & Key Performance Indicators (KPIs)

Objective	Planned Activities	Execution Entities	Units (No of Activities)		Targets (No of Beneficiaries)		Total (Jan-Dec)
			(Jan-June)	(Jun-Dec)	(Jan-June)	(Jun-Dec)	
To provide incubation and pre-incubation support to institute's students and faculty in their innovations and startups.	POC to Prototype incubation units Patents (applied/published) Prototype to commercial launch	SSC and CIDI					
To develop a Critical Mass of Motivated Students & Faculty with Entrepreneurial Orientation & Skill and a pipeline/pathways of innovation and startup.	Training, sensitizing and awareness activities	Departments, IIC, E-Cell CIDI and Clubs					
To Build Infrastructure Support for Innovation & Early Stage Enterprise development and Enabling Access to Resource & Facilities at Institute	Need based infrastructure and equipment procurement	SSC, CIDI and Institute					
To Enhance In-House competency development to serve all students and faculties in general and potential and early stage startups and entrepreneurs in specific.	Training sessions to incubates and other stakeholders,	Departments, IIC, E-Cell CIDI and Clubs					
To Strengthen the Inter Departmental and Inter-Institutional linkage, Incubators and Other Ecosystem Enablers at Different Levels.	Industry visits, internships, for students and faculty, mentor networking, incubation network	Departments, IIC, E-Cell CIDI and Clubs					
All the ecosystem entities may organize and plan such activities in sync with facilitation centre CIDI.							

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Exhibit 2 (b): Budget for Micro Action Plan format & Key Performance Indicators (KPIs)

Objective	Planned Activities	Execution Entities	Budget (in Rs.)		Budget (in Rs.)		Total Budget (Jan-Dec)
			(Jan-June)	(Jun-Dec)	(Jan-June)	(Jun-Dec)	
To provide incubation and pre-incubation support to institute's students and faculty in their innovations and startups.	POC to Prototype incubation units Patents (applied/published) Prototype to commercial launch	SSC and CIDI					
To develop a Critical Mass of Motivated Students & Faculties with Entrepreneurial Orientation & Skill and a pipeline/pathways of innovation and startup.	Training and awareness sessions	Departments, IIC, E-Cell CIDI and Clubs					
To Build Infrastructure Support for Innovation & Early Stage Enterprise development and Enabling Access to Resource & Facilities at Institute	Need based infrastructure and equipment procurement	SSC, CIDI and Institute					
To Enhance In-House competency development to serve all students and faculties in general and potential and early stage startups and entrepreneurs in specific.	Training session to incubates and other stakeholders	Departments, IIC, E-Cell CIDI and Clubs					
To Strengthen the Inter Departmental and Inter-Institutional linkage, Incubators and Other Ecosystem Enablers at Different Levels.	Industry visits, internships, for students and faculty, mentor networking, incubation network	Departments, IIC, E-Cell CIDI and Clubs					
All the ecosystem entities may organize and plan such activities in sync with facilitation centre CIDI.							