



NOTIFICATION

No. 42/2016

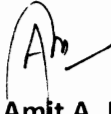
Read: 1) 28th Board of Governors, Resolution No. 5, Dt. 19.12.2015
2) Approval of Hon. Director, Ganpat University dated 10-12-2015

Sub: Creation of Incubation Center.

It is hereby notified for information of all concerned that the Board of Governors in its meeting held on 19.12.2016 under Resolution No. 5, has resolved to approve the **Creation of Incubation Center**, Ganpat University from Academic Year 2015-16 onwards as under.

| | |
|-----------------------|---|
| Name of Center | Ganpat University Incubation Center (GNU-IC) |
|-----------------------|---|

F. No. 57/GNU/Notification/505(a)/2016
Date: 17/06/2016


(Dr. Amit A. Patel)
Registrar

To,

- 1) All Principals/ Heads of the Constituent Colleges/Departments/Centers
- 2) All Deans

Copy to,

- 1) All Section Head of Ganpat University.

c.f.w.c to,

- 1) The President
- 2) The Director

INCUBATION CENTRE



SSIP

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Time: 09-26-2018 11:23

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The secret of getting ahead
is getting started.
- Mark Twain

The dream is not what you see in sleep,
the dream is that which does
not let you sleep
- A. P. J. Abdul Kalam

Till the full stop doesn't come,
the sentence is not complete.
- M. S. Dhoni

If you don't build your dream
someone else will hire you
to help them build theirs
- Dhruv Arora

When people throw stones at you,
you turn them into milestones.
- Sachin Tendulkar

First they ignore you,
then they laugh at you,
then they fight you,
then you win.
- Mahatma Gandhi

INCUBATION CENTRE

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INCUBATION CENTRE

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Ganpat University Incubation Centre, (GUNI Innovation Foundation - A Section 8 Company) is set up to promote innovative idea, enhancement of existing processes and entrepreneurship by converting and translating technology ideas and innovation in various disciplines of different faculties under GUNI into products, processes and services for commercial exploitation and the benefit of society to accomplish its goal.

Ganpat University Incubation Centre provides support to enterprises from **Idea Accelerator (Shishu - Pre-Incubation) to Growth Acceleration (Tarun)**.

At GUNI-IC we have a well developed, 3D Printing facility, Tinkering Lab, Basic Prototyping Lab and Testing Labs, along with this we provide 16Hrs operating Co-Working Space for our startups and also have fully equipped Studio rooms, Board room and separate room to place startup PoC's.

So far, the milestones of GUNI-IC are, we have 310+ startups mentors, 75+ startups incubating at industry scaled, 220+ Students Startups, 28000+ Students were Sensitized for startup and innovation, 350+ Jobs Created, 160+ Student Internship Created, 35 IPR filed by startups and Ganpat University Incubation Centre, 2.41+ Crores Free Fund Raised for startups, 4.46 Crores Private Fund Raised by Startups, 3.75 Crores Venture Fund Created by Ganpat Biznovation Private Limited (an arm of GUNI-IC), 350+ Awareness Programs organized.

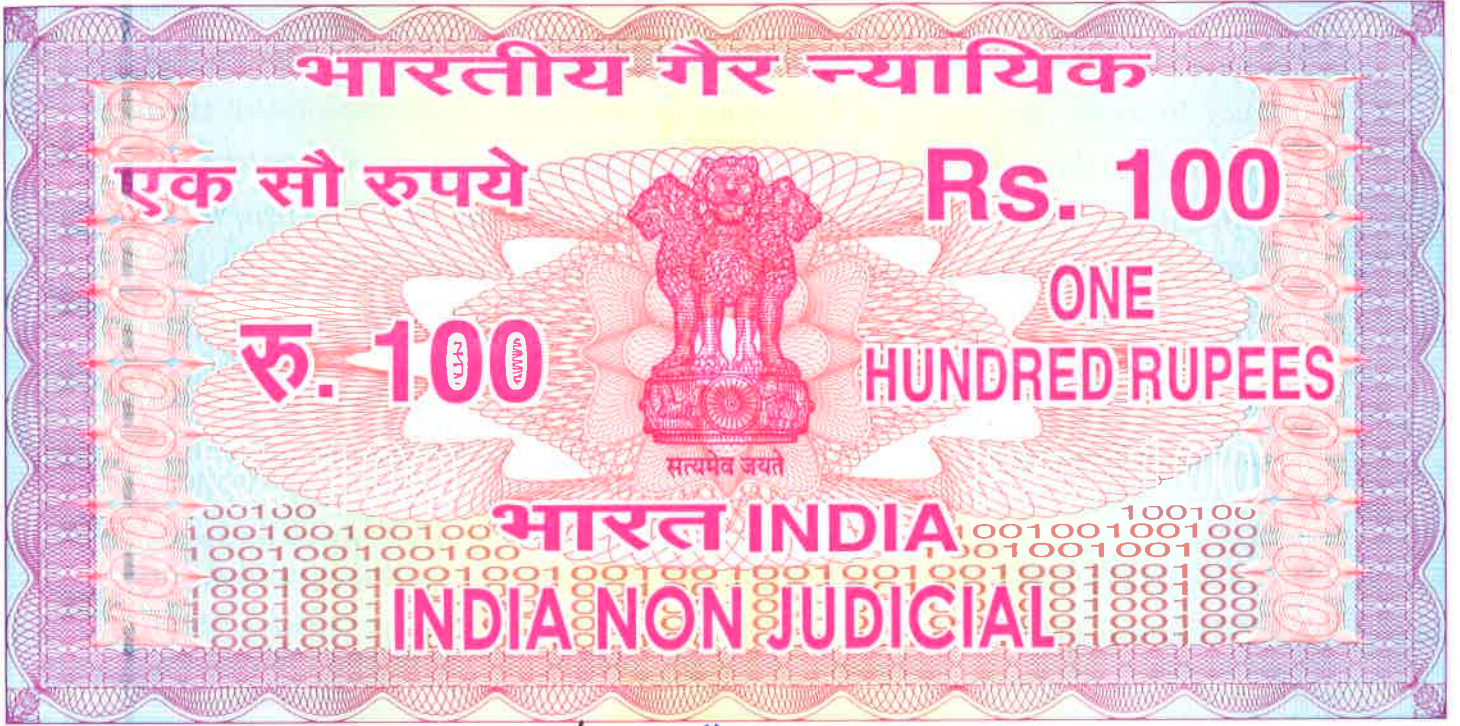
Foton VR, is working towards changing the education system by creating an experience of learning subjects through virtual reality. This gives the students an unique experience of learning while instilling the processes that they not only read but live in the experience.

SmartProp Pvt. Ltd, they are in the process of creating an application that can keep a track of all the activities that happen within a society, through which a proper security system is in place and also help the authorities of any society to keep the integrity in place.

Toy Mahal Services LLP, they provide a unique way of renting toys from their ward's school and let them have the fun and learning experience from them and return back. This way the burden on the parents is lessened to purchase every other new toy in the market and in return give a good experience to their children by renting them.

Guniguru.com, is helping people to transform their lives and realize their full potential in personal and professional life through High Valued and High Impacted Online Courses/Training Imparted by the top experts and Coaches.

MUVR.in, is recognized as one the fastest growing startup in the Logistics industry. Major industry verticals served by the company includes retails, enterprises, government board and multimode domestic container. Company has executed 12000+ trips.



ગુજરાત ગુજરાત GUJARAT

BF 549387



MEMORANDUM OF UNDERSTANDING (MOU)

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made on 24th day of September, 2017 at Gandhinagar, Gujarat

BETWEEN

Gujarat Knowledge Society (GKS) having its registered office at Directorate of Technical Education, Block No.2, 3rd Floor, Karmayogi Bhavan, Sector -10A, Gandhinagar-382010, here after referred to as "GKS" as First Party,

AND

Ganpat University (Ganpat Uni), located at Ganpat Vidyanagar, Mehsana-Gozaria Highway, PO - 384012, North Gujarat, INDIA hereinafter referred to as "GANPAT UNI" as Second Party,

Whereas,

- i) GKS is a recognised nodal agency for implementation of the **Student Startup and Innovation Policy (SSIP)** of Government of Gujarat.
- ii) GANPAT UNI is a recognised University establishment under the Act of Gujarat Legislature known as the Ganpat University Act, 2005 (Gujarat Act no. 19 of 2005) and is engaged in imparting knowledge in various disciplines through its establishment.



Kees

Ans

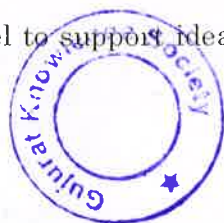
The Government of Gujarat under SSIP aims to create an integrated, state-wide, university-based innovation ecosystem to support innovations and ideas of young students and provide a conducive environment for optimum harnessing of their creative pursuit through GKS. For effective implementation of SSIP and to achieve its objectives (as listed below) GKS agrees for **conditional disbursement of grant** to GANPAT UNI; wherein GANPAT UNI agrees to do following:

1. Objectives of SSIP:

- a. Developing student centric Innovation and Preincubation Ecosystem for Students (IPIES).
- b. Creating environment for creativity to flourish and an end-to-end support system in educational institutions to allow ample support to ideas for better execution.
- c. Build internal capacity of educational institutions and key components of the innovation ecosystem to enable deployed processes to make sustainable impact at scale.
- d. Create pathways for mind to market by harnessing and handholding projects/research/ innovation/ ideas of students in Gujarat.
- e. Creating and facilitating sectoral and regional innovation efforts in state around educational institutions.
- f. Create a common platform to showcase, support and upscale innovations for motivating stakeholders as well as for an opportunity to create value for money and value for many.
- g. Leverage public system initiatives at state and central level, academia, industries and by other ecosystem stakeholders / domain experts and institutions to make an inclusive effort.

2. GANPAT UNI agrees to pursue following interventions:

- a. The university shall set up a basic facility in form of a student innovation and entrepreneurship council, employ human resources to look after the council, assign a senior competent authority for coordination of such a facility at university level to develop action agendas for short and long term and share the same with the state.
- b. Create action plan and strategies to support startups, and processes to help them. Undertake a holistic approach and create systems to support ecosystem, process, start ups with inclusion of sectors and spaces.
- c. Student startup manuals like tool kit development which will be handy for support teams and institutes/universities to comply to basic necessary requirements which will be handy to give them best possible handholding across startup value chain.
- d. Create suitable open innovation models to create more student innovators and startups, recognise and reward them. Institutionalise innovation and student startup awards.
- e. Creating a funnel to support ideas at prototype stage by creating pre-seed funds / grants.



- f. Ensure bare minimum exposure for students on how to solve problems, innovate and start up in college.
- g. Through various research grants and other ways, students will face the much needed challenges. These challenges will be based on local and global issues. The university is also to encourage students to build products, services, solutions and convert those to enterprise for value creation.
- h. Developing a suitable and flexible protocol for student innovators to leverage existing infrastructures, mentors, testing facility, operational space etc. across universities of Gujarat after regular class hours. Also create networking opportunities for students among different internal and external stakeholders.
- i. The university will categorise and prioritise interventions which may range from low-cost intervention, medium-cost intervention and others.
- j. Create processes and mechanisms so that the scope of accessing facilities and benefits can reach student innovators and idea-stage startups, with equal ease on merit basis. Innovate to reduce transaction time and cost to facilitate support and access to various infrastructures to startups while leveraging existing facilities in Government and/or private domain.
- k. Create IPR centre.

3. Terms and Conditions of the grant/funding:

- a. GANPAT UNI would be provided a total financial support in the form of Grant-in-aid of Rs.20 Lakh (Rupees Twenty Lakh only) for one year, which would be exclusively spent on the specified purpose for which it has been sanctioned within the stipulated time.
- b. The grant-in-aid would be spent as per the approved action plan included in the MoU and mutually agreed to in consultation between GKS and GANPAT UNI.
- c. GANPAT UNI shall maintain a separate interest bearing bank account for the funds to be disbursed by GKS. The interest earned on the grant money, would be reported to GKS and the same will be treated as a credit to GANPAT UNI to be adjusted towards further instalments of the grant.
- d. The amount sanctioned during the first instalment will depend on the proposed and agreed expenditure as per the budget plan submitted by GANPAT UNI.
- e. The Comptroller & Auditor General of India (CAG) at its discretion shall have the right to access the books of account for the grant received from the Government under SSIP.



- f. GANPAT UNI will be required to submit Utilisation Certificates (UCs) of the grant at the end of each financial year as well as at the time of seeking further instalments of the grant, if any.
- g. Any unspent balance amount sanctioned under SSIP would be either adjusted towards the grants-in-aid payable during the next instalment or refunded to the Govt. of Gujarat by means of an Account's Payee Demand Draft drawn in favour of "Gujarat Knowledge Society" payable at Gandhinagar.
- h. Grant to the institute/University to be utilized under the scope of SSIP policy mandate.
- i. GANPAT UNI agrees to introduce atleast one course with project based component in every semester in its curriculum starting from first semester itself.
- j. GANPAT UNI agrees to introduce one course on entrepreneurship and design thinking and problem identification in the beginning of the course programme.
- k. GANPAT UNI agrees to implement all the pedagogical and academic interventions as may be suggested from time to time by the State Level Committee for SSIP, Gujarat.
- l. GANPAT UNI agrees to revise its curriculum not more than every three years.

4. Obligations of GANPAT UNI:

- a. GANPAT UNI agrees to accomplish proposed milestones as per it's application for SSIP grant; that are listed below:

Proposed Action plan and Milestones:

| Sr. | Milestone | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|-----|--|---------|---------|---------|---------|---------|
| 1 | Total Number of Students to be Outreached and Sensitized | 2000 | 2000 | 2000 | 2000 | 2000 |
| 2 | Total Number of Innovative Student Projects to be Supported | 200 | 300 | 400 | 500 | 600 |
| 3 | Total Number Innovations to be Supported at PoC Stage | 100 | 150 | 200 | 250 | 300 |
| 4 | Total Number of Patents to be Filed | 10 | 15 | 15 | 20 | 25 |
| 5 | Total Number of Student Start-ups to be Supported | 50 | 50 | 50 | 50 | 50 |
| 6 | Total Number of Workshops/Conferences/Seminars/Capacity Building Programs in SSIP Agenda | 30 | 30 | 30 | 30 | 30 |

- b. GANPAT UNI agrees to implement key initiatives that are proposed along with the application for SSIP grant; that are listed below:



Planned Pedagogical/ Academic changes to be implemented:

| Sr. No. | Category | Key Initiatives |
|---------|--|---|
| 1 | Pedagogical Changes | Cross institute faculty collaboration & research in Startup, Entrepreneurship and Innovation |
| | | MOOC Courses for Students and Entrepreneurs will be introduce |
| | | Entrepreneurship Development Cell will be established in each constituent department/ Institutes |
| 2 | Academic Interventions | An Audit Course for students on Startup, Entrepreneurship and Innovation |
| | | New Morning and Evening Certificate Course on Startup, Entrepreneurship and Innovation in emerging domain |
| | | Adding Syllabus of technical/ managerial courses to have more effective practical's to convert ideas to PoC |
| 3 | Infrastructural Facilities | Pre-Incubation Facility |
| | | Emerging technology based labs like IOT, 3D Printers etc. |
| | | 16 Hours working Incubation Facility for Day |
| 4 | Promotional Sensitization Activities & | Student Club, Innovation Club, Entrepreneurship Café, Ideation Boot Camp, Social Media Campaigning, Alumni Associations |
| | | Hackathon, Idea Boot Camp, Executive Master class, Webinar etc. |
| | | Digital Media Marketing and In-Channel Promotion activity on students and alumni network |
| 5 | Capacity Building | Capacity Building Program for Incubation Manager |
| | | Capacity Building Program for Professors |
| | | Capacity Building Program for Students and Local Entrepreneurs |

c. GANPAT UNI agrees to adhere to budgetary provisions of the policy and the budget plan that was submitted along with the application:

Budget Plan Submitted with the application:

University Contribution : 20 Lakh/Yr SSIP Grant : 20 Lakh/Yr Other : 20 Lakh/Yr

| Sr. | Intervention | Yr- 1 | Yr - 2 | Yr - 3 | Yr - 4 | Yr - 5 | Total |
|-----|---|-------|--------|--------|--------|--------|-------|
| 1 | Developing University innovation and startup council/ecosystem | 4 | 4 | 4 | 4 | 4 | 20 |
| 2 | Developing pre-incubation process | 4 | 4 | 4 | 4 | 4 | 20 |
| 3 | Co-working space/Pre-incubation facility/Common Innovation Centre | 13 | 13 | 13 | 13 | 13 | 65 |
| 4 | Activity/Workshop/Conference/Capacity Building | 4 | 4 | 4 | 4 | 4 | 20 |
| 5 | Awards/Recognition/Exposure | 2 | 2 | 2 | 2 | 2 | 10 |

| | | | | | | | |
|----|---|----|----|----|----|----|-----|
| 6 | Technology Platforms | 3 | 3 | 3 | 3 | 3 | 15 |
| 7 | Virtual Incubation/Mentoring and allied support | 2 | 2 | 2 | 2 | 2 | 10 |
| 8 | Proof of Concept (PoC) and Prototyping support | 17 | 17 | 17 | 17 | 17 | 85 |
| 9 | Patent Filing support | 4 | 4 | 4 | 4 | 4 | 20 |
| 10 | Tinkering Lab/FabLab/Basic prototyping facility | 3 | 3 | 3 | 3 | 3 | 15 |
| 11 | Pedagogical Interventions/Courses/New Programs on Innovation and Entrepreneurship | 1 | 1 | 1 | 1 | 1 | 5 |
| 12 | Special Initiatives to promote student startups and innovations | 1 | 1 | 1 | 1 | 1 | 5 |
| 13 | Documentation/Publication/Dissemination | 1 | 1 | 1 | 1 | 1 | 5 |
| 14 | Any Other | 1 | 1 | 1 | 1 | 1 | 5 |
| | Total | 60 | 60 | 60 | 60 | 60 | 300 |

- d. GANPAT UNI agrees to evolve a transparent system for selection of innovative ideas/projects to be supported.
- e. GANPAT UNI agrees to enter into an appropriate agreement with the inventor within framework of policy and guidelines given from time to time by GKS-SSIP, Government of Gujarat.
- f. GANPAT UNI agrees to invest sufficient additional amounts in promoting startups and innovation eco system in the university.
- g. GANPAT UNI would provide the physical infrastructure/ civil work necessary for implementation of the above.
- h. GANPAT UNI agrees that no civil work / construction and similar activities will be carried out from the funds provided by GKS under SSIP.

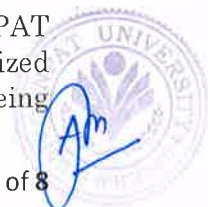
5. Monitoring:

- a. GANPAT UNI agrees to allow quarterly review based on a comparison of the proposed budget plan versus the actual physical and financial performance. The review shall also include performance audit and as well as financial audit.
- b. GANPAT UNI understands that the release of grants after the first instalment and each subsequent instalment will be based on satisfactory implementation of SSIP objectives and performance to achieve the same.
- c. GANPAT UNI understands that the concerned Government Officers or its authorized representatives may visit GANPAT UNI periodically for ascertaining the progress of work and resolving any difficulties that might be encountered in the course of implementation of SSIP objectives.
- d. GANPAT UNI agrees to represent itself through it's authorised representative/s whenever it is called for periodic review at GKS Office.
- e. GANPAT UNI undertakes to participate in the programs and events of SSIP.

6. Termination of Support and Penalty:

- a. GKS, Government of Gujarat, reserves the right to terminate support to GANPAT UNI at any stage under SSIP if it is convinced that the grant is not being utilized properly or that appropriate progress to achieve objectives of SSIP is not being

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made. The entire amount will be treated as a sunk investment and the assets acquired through the grant will be written-off by GKS.

- b. GANPAT UNI agrees to repay/refund grant received under SSIP with interest from the date of disbursement if GKS, Government of Gujarat is convinced that the grant is not being utilized for the purpose mandated by SSIP, Government of Gujarat. GKS, Government of Gujarat, reserves the right to recover any such amount from any other such government grant that is issued by the government for any purpose.
- c. In case of SFI/GIA, GKS can recover any such amount through the revenue recovery process of the government.

7. Grievance redressal Mechanism

Grievance redressal will be addressed by SSIP Project Proposal Evaluation Committee.


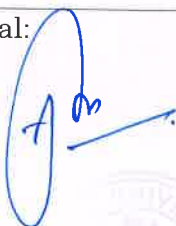

8. General Conditions

- a. The MOU will be valid from the date of signing and it will be reviewed every year.
- b. GANPAT UNI agrees to accommodate any changes that are made in the plan of action from time to time for the implementation of SSIP, Government of Gujarat.
- c. It is mandatory to acknowledge the SSIP support in all appropriate fora, in media (both electronics and print), website, annual reports, publicity material, etc. in a visible manner.
- d. The MOU can be modified or revised from time to time with mutual consent of the parties.
- e. The MOU has to be supported with the following documents:
 - i. Copy of Act through which the university is established.
 - ii. Legal authority letter in the name of person who is signing MoU on behalf of GANPAT UNI.
- f. GANPAT UNI under takes to follow the direction of the government / executive body of SSIP, issued under SSIP in future with respect to implementation of this policy and action plan.




Each of the undersigned signatories represent and warrant that he/ she is authorised to execute this arrangement on behalf of the party for whom he/ she signs and that no further authority or execution by any other person for such party is necessary.

To be signed by Representative of GKS and Representative of GANPAT UNI

| GKS | GANPAT UNI |
|--|---|
| Name: Shri. K. K. Nirala | Name: <u>Dr. Amit Patel</u> |
| Designation: CEO-GKS and Director- Technical Education | Designation: <u>Registrar</u> |
| Date: <u>24/9/2017</u> | Date: <u>24/09/2017</u> |
| Sign & Seal: <u>KKN</u>  | Sign & Seal:   |

Witness:


1 (Dr. M. S. Gadkhari)


2. S.A. Dama.



**GANPAT UNIVERSITY START-UP
GUIDELINE FOR
STUDENT STARTUP INCUBATION POLICY
(SSIP- GoG)
January 2018**

INSTITUTE HANDBOOK

Ganpat University Incubation Centre

Ganpat University

Ganpat Vidyanagar – 384 012

Email: head.ic@ganpatuniversity.ac.in

Phone: 9099417474 / 9558683984/ 9510581812

Version 1.0

INTRODUCTION

Ganpat University as a well reputed State Private University established in 2005 through the State Legislative act no 19 of 2005, Government of Gujarat and recognized by the UGC under the section 2(f) of the UGC Act, 1956 having campus spread over more than 300 acres of land with world class infrastructure and more than 10,000 students on campus. The University offers Diplomas, Under Graduate, Post – Graduate and Research Programs under the Faculties of Engineering and Technology, Pharmacy, Management, Computer Applications, Sciences, Education, Humanities and Social Science and Human Potential Development. Ganpat University and the township of Ganpat Vidyanagar, a high-tech education campus is a joint initiatives; purely for philanthropy; of a large number of industrialists and technocrats, noble farmers and affluent businessmen; having a mission of “Social Upliftment through Education”

The University prides itself for several initiatives which has given the students in the state unique learning opportunities as well as brought laurel to the State also viz.,

- B.Tech in Marine Engineering (approved by Director General of Shipping); Only University in Gujarat
- PG Diploma Course in ERP Systems in collaboration with SAP and Oracle; First Time in the world Oracle has offered a full program with any University.
- M.Sc. courses in Mobile Applications, IT Infrastructure Management Services and ICT;
- M.Tech in Embedded Systems and VLSI Technology in collaboration with eInfochips; Only University in Gujarat
- MBA in Pharmaceuticals Management (First in Gujarat), Agribusiness Management (Second after IIM-Ahmedabad), Financial Services;
- B.Tech program in Cloud Computing and Big Data in collaboration with IBM; Only and First University in Western India
- Ganpat University – IL&FS Skill Innovation Centre (In process of Setting up facility); First in State

The University has been among the few Universities in the State who could successfully implement industry-oriented education model with live collaborations with Industries to prepare relevant manpower for industries in the state and country as a whole. Elets – Promoter of Digital Learning Magazine in Association with UNESCO and Ministry of Minority Education, Government of India had conferred “World Education Summit Award – 2014” for Industry – Academia Category to the Ganpat University; out of more than 300 nominations.

Though having located in a rural area; in a North Gujarat region, approximately 70 kms from Ahmedabad; University has set up the exemplary example of “Uplifting the Society through Education” by developing world class social infrastructure with global vision.

Ganpat University Incubation Centre

Incubations at GANPAT UNIVERSITY; (henceforth referred as Ganpat University Incubation Centre) is set up to promote innovative idea, enhancement of existing processes and entrepreneurship by converting and translating technology ideas and innovation in various disciplines of different faculties under GNU into products, processes and services for commercial exploitation and the benefit of society to accomplish its goal. Ganpat University Incubation Centre provides support to enterprises that fall under the following types:

SSIP Level I: Idea Validation

Anyone with innovative idea or a domain knowledge which is initiated by one or group members including students and/or alumni of the Ganpat University or any academic institution across the Gujarat.

SSIP Level I: Idea Accelerator (Shishu)

Anyone with innovative idea which is initiated by one or group member including students, local entrepreneur and/or alumni of the Ganpat University.

Objective of the GNUIC:

- Key objective of GNUIC is to create a holistic ecosystem to promote entrepreneurship.
- Create a support structure to handhold and encourage first line enterpriser.
- Providing continuous mentorship to incubates or enterprises enrolled with GNUIC.

Various Aspects of this policies are as follows:

1. University Innovation and Startup Council
2. Abstract Submission and Review By Institute Level Screening Committee
3. Admission to GNUIC
4. Application Process
5. Security Deposit
6. Incubates Annual Registration Fee
7. Infrastructural Facilities for each Startup
8. Campus Accommodation Facility

9. Virtual incubation Services
10. Period of Incubation & Exit Process
11. Performance Evaluation of Incubation and Periodic Reporting
12. Information Submission
13. Revenue Sharing
14. Rules
15. Intellectual Properties Rights
16. Pre-incubation
17. Award and Recognition
18. Institute Level SSIP Coordinator
19. Institute level Entrepreneurship Cell

This handbook and regulations/policies are subject to periodical review and amendments. It will be the responsibility of the each and every incubate admitted to GNUIC to update themselves from time to time on amendments in GNUIC regulations and requirements. GNUIC reserves the rights to make an exception of all or any of the terms of regulations for a particular company or a promoter on a case-to-case basis.

1. University Innovation and Start-up Council establishment

- a. This council should be responsible to deploy the broad action plan developed by Ganpat University in compliance with goals of this policy under SSIP.
- b. Periodic consultation with innovation and start-up ecosystem stakeholders should be done.
- c. This council should conceive and deploy a student centric and student driven innovation and entrepreneurship agendas.
- d. Every quarter the council should evaluate the on-going programs and suggest necessary course of action to the implementation team at the university level.
- e. This council can closely work with SSIP cell at the state level for optimum benefits of students.

2. Abstract Submission and Review By Internal Screening Committee

GNUIC invites all the aspirants to submit their idea in abstract form for pre-incubation (refer point 19) evaluation. University Level screening committee of GNUIC will evaluate and share their feedback based on different review processes. After review if found suitable, GNUIC will invite incubates for admission at GNUIC.

3. Admission to GNUIC & Eligibility:

GNUIC is open to anyone who wants to make a difference. However, students of Other university, local community, both past and present students up to 5 years will be given a preference in terms of priority of admission into the incubator and charges as running cost of the incubator. The incubator is also open to faculty from both within and outside GNU Campus (after the concern with GNU management).

Applicants must fulfill above criteria for gaining an admission into GNUIC, for incubation programme. An application may be made in the names of all promoters/ founders; however, the promoters/ founders must ensure that the company is registered within a period of **four months** if they are going further with commercialization from the date of approval of the application for admission in GNUIC under SSIP Policy, Govt. of Gujarat.

Application Process:

STEP-1 --- Submission of Application Form (As per Annexure A)

Initially, applicants for admission in GNUIC will be required to submit an Application Form which can be downloaded from Ganpat University website at www.ganpatuniversity.ac.in. The application form is available in both Microsoft Word and Adobe Acrobat formats. However, the applicant can alternatively print out the WORD version and post it to:

**The Head/ Incubation Manager,
Ganpat University Incubation Centre
Ganpat University
Mehsana – Gozaria Highway
Ganpat Vidyanagar – 384 012
E: head.ic@ganpatuniversity.ac.in**

If any attachment needs to be sent as further elaboration to a query in the application form, it may be sent by e-mail (as either Microsoft Word or Adobe Acrobat format only please) or printed out and posted along with the application form. While submitting application form, applicants will also disclose information on executive involvement of the promoters/ founders in other companies or commercial entities.

STEP-2 ----- Submission of Business Plan (If Require)

Applicant has to submit the required business plan as per follow points for the first twelve months of the incubation period. The business plan is expected to cover the basics of the business, namely, value proposition, products and services, market analysis, competition analysis, funding requirements, capital structure, milestones and timelines, development and marketing plan, organizational structure, team, risk analysis and projected financials. An illustrative template for a business plan may be downloaded from Ganpat University website. Applicants may give such additional information as they think would help in the assessment of their proposal.

- I. Executive Summary
- II. Introduction to Startup / Business Idea
- III. Company Profile
- IV. Mission Statement
- V. Team Leader and Team Member Profile
- VI. Services/ Product Description
- VII. Feasibility Study of Idea
- VIII. Market Analysis/ SWOT Analysis
- IX. Strategy and Implementation Summary
 - a. Sales Forecast
 - b. Mile Stone
 - c. Timeline Chart of Implementation
- X. Financial Planning
- XI. IPR / Patenting

Based on the documents submitted, the Business Plan will be screened by the GNUIC university level screening committee for assessing the suitability of the proposal by expert members regarding its potential for incubation. Detailed scrutiny including financial and technical due diligence of the proposal shall then be carried out by the expert members for evaluation of the proposal. Some representative criteria to be applied for evaluation (not limited to these) includes.

- Strength of the product idea in terms of its technology content, innovation, timeliness and market potential
- Profile of the core team/ promoters
- Social Contribution under the vision of Make in India Scheme/ Startup Scheme/ Digital India/ Skills India etc.
- Intellectual Property generated and the potential of the idea for Intellectual Property creation
- Financial/ Commercial Viability and 5 year projections of Profit &Loss, Balance Sheet and Cash Flows
- Funds requirement and viability of raising finance
- Time to market
- Break-even period

STEP-3 ---- Presentation before GNUIC Institute Level Screening Committee

Applicants will be invited with their teams to make a presentation on their proposal. In order to enable the expert members to take an appropriate decision, members may ask for any additional information from the applicants and/or revision in the proposal. The screening committee will consist of permanent members, and other members from within Ganpat University and may include industry experts. Permanent members include

Screening Committee (SC):

| Sr. no. | Designation | Nomination |
|----------------|---|-------------------|
| 1. | Principal of the Institute | Chairperson |
| 2. | Head - Ganpat University Incubation Centre | |
| 3. | HoD of the Institute | Member |
| 4. | Mentor / Professor from the Relevant Department | Member |
| 5. | Mentor / Professor from the Relevant Department | Member |
| 6. | Incubation Manager - GNUIC | Member |
| 7. | University SSIP Coordinator | Member Secretary |

The committee will confirm admission to the incubator, only after screening of the business plan and presentation. The periodic performance evaluation of the incubatee will also be done against this business plan under SSIP Policy of Higher Education Department (Government of Gujarat)

4. Approval Process

University Innovation and Startup Council & Screening Committee will confirm the admission of startup at GNUIC under SSIP policy after the successful completion of application process as per clause 3 of admission process.

5. Security Deposit

Before commencement of the incubation period, the incubatee has to pay to GNUIC, a refundable security deposit of Rs.1000 ((One Thousand only) to GNUIC per team. This amount would be paid back to the incubatee after completion of the incubation period– provided the incubatee has a normal exit.

6. Incubates Annual Registration Fee

The incubate or team will become a legal member of GNUIC after registration and will be entitled to avail various facilities offered by GNUIC. The incubate shall pay an amount of Rs.1000/- (Rupees Thousand only) per team (Maximum of 5 People) to GNUIC towards the annual registration fees to be paid at the time of execution of this agreement and subsequently within fifteen days of the beginning of each year counted from the date of this agreement and shall continue to maintain their registration as long as they are permitted by the Governing Body of GNUIC to have association with GNUIC as incubatee.

7. Infrastructure Facilities for each startup

Upon admission to GNUIC, the following infrastructural facilities will be offered to the incubatee companies on an individual/ Team basis, apart from a set of shared/ common infrastructure mentioned hereinafter:

- Office space with furniture as per team size

- Internet connection
- Telephone lines
- Printing Facility

All these facilities will be provided by GNUIC on as per SSIP policy.

Subject to availability, an incubatee may be provided with extra infrastructural facilities, requested for in the application form other than mentioned above, on a pay-per-use basis. An incubatee will not be allowed to use any infrastructural facility that he/she does not indicate on the application form. If GNUIC is unable to provide all requested facilities, then it will inform the applicant before the commencement of the incubation period. While GNUIC will try its best to provide the mentioned/requested for infrastructural facilities to its incubatees GNUIC cannot be legally held responsible for failure to do so.

Apart from this:

- Institutes affiliated to the university which are potential beneficiaries of SSIP resources should also have a bare minimum infrastructure support for student innovation and entrepreneurship.
- Necessary soft infrastructure and digital tools will be available at the innovation centre.
- University can pool in some common resources which can be shared through a common window to benefit students and innovators.

A. Common infrastructure

Apart from infrastructure as stated above, some facilities might be required to be shared among incubatees, which would include:

- File Server
- Fax machine
- Printer
- Photocopier
- Scanner
- Teleconferencing facilities
- Meeting/Conference room with projection equipment
- Library

B. Laboratory facilities:

If so desired by the incubatee, GNUIC will allow access to other departmental laboratories and other resources of Ganpat University for their product development purposes. However, this will be done in a way to avoid clashes with the normal course structure of the concerned discipline. Further usage of such resources shall be on commercial basis and in conformity with the policies of Ganpat University.

8. Campus Accommodation Facility:

Subject to availability, an incubatee may be provided with campus accommodation, if requested for in the application form on a pay-per-use basis as per GNU policy. Incubatee will have to pay the monthly rent as decided by GNUIC under guidance of GNU.

9. Virtual incubation services

Virtual Incubation is a concept of incubation practiced by GNUIC at Ganpat University to promote Entrepreneurship. We welcome GNU alumni and technopreneurs to open their company for virtual incubation at GNUIC at GNU. It is an opportunity for them to use GNUIC at GNU as a platform for developing innovative business products without being present physically at GNUIC at GNU. Product development activities will be coordinated and managed by faculty mentor/s. The start - up company becomes the 'Virtual Incubatee' of GNUIC at GNU. The institute shall offer the usual business and management support needed to incubate the start ups on pay per use basis. The registration fee for virtual incubatees is as discussed above and this policy is applicable to last 5 years alumni only.

Through this scheme, the virtual incubatee utilizes the intellectual resources and brand equity of Ganpat University with its concomitant benefits and GNUIC will hold the appropriate sweat equity on behalf of it.

10. Period of Incubation and Exit (Graduation)

GNUIC, by default, will allow a period of incubation of twelve months. This can be extended to thirty six months on approval from GNUIC based in pay per use basis.

After thirty six months, if the incubatee wishes, he/she can continue at GNUIC for six more months by paying running costs – this being subject to approval from GNUIC. After this period, the incubatee will be obliged to exit the incubator.

The exit from the incubator can be classified into two distinct categories, namely normal and abnormal. The criteria for both types are listed below. While the listed criteria are sufficient, they are not necessary for exit.

Normal Exit:

An incubatee would be considered to have had a normal exit when one or more of the following criteria are met:

- I. The predetermined time of incubation ends. According to this criterion, a normal exit can occur at the end of twelve or thirty six months from the date of commencement of the incubation period.
- II. The incubatee has more than ten members, including the incubatee himself/ herself and any member situated out of Gujarat as well.
- III. Either the incubatee or GNUIC decides to end the period of incubation. For both situations, the party initiating the termination would provide the other with a month's advance notice.

Abnormal Exit:

An incubatee would be considered to have had an abnormal exit when one or more of the following criteria are met:

- I. There is failure on part of the incubatee to comply with any clause laid down in this document.
- II. For any breach of the covenants on the part of the incubate (s) (including Registration Fee , Security deposit and other charges payable falling in arrears).
- III. Grounds, which GNUIC finds detrimental to its policies and objectives or unsatisfactory.

- IV. Depending upon the assessment of the performance of the incubatee or his/her periodic report.

Under these conditions, the decision made by GNUIC will be final and legally binding upon the incubatee and does not have to conform to the one month termination notice mentioned earlier. The incubatee would have to forfeit part of or the full security deposit depending on how much time would have elapsed from the first day of incubation.

11. Performance Evaluation of Incubation and Periodic Report

There shall be a relevant mentoring committee for each incubatee/s for a continuous handholding. The review of the Progress of Incubatee/s shall be carried out on a continuous basis through Mentoring Committees (MC) to be formed at the time of presentation of abstract. The composition of MC shall be as recommended by Institute Level Screening Committee and duly approved by Hon. Director General. The purpose of MC is to have the incubatee closely interacting with the mentor/s throughout his/her incubation duration, besides being supervised by the manager and the quality of work is to be enhanced by incorporating the critical comments of the external experts of the MC.

The MC shall review the progress of incubation on regular interval throughout his/her incubation duration and suggest the modification or comment in the prescribed form as per **Appendix C**. These Comments should be compiled and endorsed by mentor/s at the time of next review and shall be submitted to IMC for record. The MC shall recommend the submission of maturity report after satisfactory completion of minimum one year incubation.

GNUIC will offer each incubate a mentoring committee for continuous support and also respective committee will review their work/progress on regular interval and release support require to each incubatees on time by time.

12. Information Submission

Incubate companies will submit information to GNUIC about all material changes or developments taking place in their companies from time to time. Such information could be (but not limited to) change in name of the company, change in business or product profile, change in directors, promoters or shareholders, acquisition of a new office, additional equity or debt investments. GNUIC may require incubate companies to submit other information as it deems fit. Prior concurrence of GNUIC should be obtained for effecting such changes

13. Revenue sharing

GNUIC shall have a stake in revenue generated by the incubatee for the services rendered to him. The service model proposed is revenue sharing (5%) with the prospective incubates for a period of five years from the date of graduation.

14. Rules

- All incubatees are required to observe health and safety standards. No hazardous material can be brought inside the complex without the prior approval of GNUIC. All the incubatees are required to keep a first aid kit in their modules.
- Incubatees are required to keep the Institute informed about any visitor from abroad, foreign collaboration and/or foreign partner/director, and abide by the rules/procedures in vogue in the Institute.
- No incubatee or its employee can display notices or signage except on the provided notice boards and the space provided for such signage
- Incubatee should observe that noise levels are kept at minimum and, no abnormal noise by any machine or by their employees or visitors should be made.
- Any complaint of high noise level will result in appropriate action by GNUIC .
- Subleasing of any kind of the space given at GNUIC is not allowed. Non-observance of this rule will result in immediate expulsion.
- The GNUIC address cannot be used as the address of the Registered Office of the incubatee without prior approval from GNUIC.
- No routine sales/marketing operation will be permitted from the GNUIC without prior approval from GNUIC..
- Incubatee should use internet and PC facility for incubation purposes only.

15. Intellectual Properties Rights

Intellectual property (or "IP") is a category of property that includes intangible creations of the human intellect, and primarily encompasses copyrights, patents, and trademarks. It also includes other types of rights, such as trade secrets, publicity rights, moral rights, and rights against unfair competition. Artistic works like music and literature, as well as some discoveries, inventions, words, phrases, symbols, and designs can all be protected as intellectual property. Everything generated or established during the incubation period as an IPR will be shared among the GNUIC and Incubatee. GNUIC will extend funding support for IPR as per SSIP policy and approved by Ganpat Univeersity Level IPR Committee for SSIP..

16. Pre- Incubation

Pre-incubation takes place at the SSIP Level 1 as per the policy where the ideas of the participants are still conceptual and developing. GNUIC aims at providing assistance to incubatees to assess their creative ideas, to develop them into forms of social or business venture, validate them to be qualified to join next SSIP Level 2 Stage. GNUIC provides

- a. Workspace and facilities
- b. Monitoring/development & mentorship support for ONE year1.
- c. PoC Support for MVP

17. Award and Recognition

Every year GNUIC will host award and recognition ceremony to recognize the efforts of student, innovators, mentors and other stakeholders to motivate them. Award and Recognition Scrutiny committee will finalize the awardee based on various criteria. The committee will be formed by Honb. Director General, Ganpat University.

18. Institute Level SSIP Coordinator

Every institute should identify and appoint institute level SSIP coordinator to smoothly implement and regularly support this policy and they should report to Head – GNUIC for smooth conduct of this policy.

19. Institute level Entrepreneurship Cell

Every institute should create entrepreneurship cell (e-cell) and appoint appropriate members for daily routine activity with dedicated office space along with SSIP coordinator at institute level. They will operating from e-cell for regular counselling and announcements. The e-cell will be responsible for following:

- a. Student hand holding
- b. Allocation of mentors
- c. Provide Infrastructure to students (if require apart from GNUIC)
- d. IPR Support
- e. Organizing workshop, seminar, boot camps, hackathons, awareness drive
- f. Support in Startup Magazine Publication

- g. Industry – Academia Linkages
- h. Training Program for faculty and Students
- i. Implementation of Fablabs, Tinkering labs etc.
- j. Procurement Support
- k. Preparation of MOOCs etc.

APPLICATION FORM FOR ADMISSION AT GANPAT UNIVERSITY INCUBATION CENTRE, GANPAT UNIVERSITY (ANNEXURE A)

Please answer the following:

1. Broad field on which product/service is/will be based
2. Inputs required from other departments
3. Summarized description of product/service (Attach doc if necessary)
4. Skill sets/past experience of key people involved in development of product/service (Attach doc(s) if necessary)
5. Potential customers/market for product
6. Time Frame - anticipated duration of stay within TBI from the date of admission
7. Time-wise break-up of projected activities for incubation period
8. Social impact of Incubatee Company

9. Arrangements made for financing of venture

10. Method/pool from which new employees would be hired

11. Infrastructural facilities required: (This will help GNUIC, Ganpat University to understand the approximate cost of services to be provided to the incubatee)

- a) Number of people for whom office space is sought.
- b) Number of people for whom accommodation is sought at GNU
- c) Projected beginning of incubation period at GNU
- d) Access to laboratory facilities
- e) Facsimile / Photocopying facilities
- f) Internet connection
- g) Telephone connection
- h) Faculty mentoring
- i) Industry mentoring
- j) Library Access

12. Please fill out the following as contact information

a) Name : _____

b) Permanent

Address: _____

c) Phone No: _____ Mobile No. _____

d) E-mail ID : _____

13. Please fill out the following if you are a Ganpat University (if Applicable)

- a) Year of joining: _____
- b) Year of graduating : _____
- c) Discipline: _____
- d) Enrollment No. _____

14. Statement of Purpose or reason for incubation in GNUIC (e.g. what benefits and value do the promoters see from getting incubated in GNUIC).

15. List at least three references (along with their contact information) who can comment on your capabilities.

16. Names of at least two persons as sponsors.

(Signature)

Name:

Place:

Date

Guidelines for Utilization of Grant at University Level Under Student Start-up and Innovation Policy (SSIP), Government of Gujarat

With a primary objective to create an integrated, state-wide, university-based innovation ecosystem to support innovations and ideas of young students and provide a conducive environment for optimum harnessing of their creative pursuit the Government of Gujarat has pioneered to implement the Student Startup & Innovation Policy (SSIP).

As per the provisions of the policy, funding support has been provided for capacity building initiatives to be undertaken at universities, fund are also provided for sensitisation of students regarding innovation and entrepreneurship, prototyping of ideas and innovations, IPR and allied efforts.

These guidelines are provided for sensible utilization of Grant-in-Aid allocated for the various activities under SSIP such as, setting up innovation council/cell, developing pre-incubation process, sensitization of students for innovation and start-up, award/recognition for students, prototype development support, patent filing, mentoring, Industry interactions etc.

It is essential to ensure that the Grant-in-Aid received by a University is used only for the stipulated purpose. University receiving Grant-in-Aid under SSIP should form University level committees as listed below for smooth implementation and functioning to achieve objectives of SSIP:

1. University Level SSIP Committee:

- This committee will supervise all the activities under SSIP mandate
- This committee should meet every month or whenever need arises to review the applications received for extending various support.
- The committee may include domain experts as members whenever need arises.
- Organisational Structure of this committee shall be as follows:

| Sr. no. | Designation | Nomination |
|----------------|---|-------------------|
| 1. | VC/Director/ Head of the University | Chairperson |
| 2. | Industry Expert (Industrialist/ innovator/ Investor) | Member |
| 3. | Alumni (having own Startup/ Patent/ Innovation/ Industry) | Member |
| 4. | Finance Expert | Member |
| 5. | Academic Expert (two members) | Member |
| 6. | University SSIP Coordinator | Member Secretary |



2. IPR Scrutiny Committee:

- The IPR Scrutiny Committee will select a project which is having the potential to reach the IP filing stage.
- The members of IPR Scrutiny Committee will sign a non-disclosure agreement with the University.

The IPR Scrutiny Committee shall have Organisational Structure as follows:

| Sr. no. | Designation | Nomination |
|---------|---|------------------|
| 1. | VC | Chairperson |
| 2. | Technical Expert/s | Member |
| 3. | IPR Expert; having minimum three-year experience in the field of IPR. | Member |
| 4. | SSIP Coordinator | Member Secretary |

Expenditure for various activities under SSIP at University level should be carried out as per following directives:

| Table-1 | | | |
|---------|---|--|--|
| Sr. no | Budget Head | Annual Limit | Remarks |
| 1. | Workshops/ Events/hackathon/ conferences/ Training Program/ start-up, innovation fest/co-curricular efforts any other item as per SSIP | As per MoU And Not more than Rs. 150/- per Participant per event | <ul style="list-style-type: none"> • SSIP expenditure should not exceed Rs. 50,000/- for a single event. • The expenditure limit suggested above should include expenses for travel of external experts, contingency, kits for participants and all miscellaneous expenses. Any kind of additional expenditure for such events under SSIP should be borne by University. |
| 2. | Setting up Common student Innovation Centre, testing facility, Tinkering Lab, Fab Lab and/ co working space , Basic Prototyping facility, industry-academia linkages, | As per MoU | This may include expenditure on equipment / machines/ 3 D printers as well as consumables for running these equipments. However, this grant cannot be used for buying Computers/ Computer peripherals /Printers/ cell phones/ Laptop/ Tablet/ Fax /Xerox machines/ projectors etc. |
| 3. | Administrative expenses/ Student Innovation & entrepreneurship council | As per MoU | The SSIP Cell can procure the services for assistive work under this head but no Part Time/ Full Time hiring/ recruitment will be done. |
| 4. | Documentation/Publication/tool kit/student start-up manual/ Dissemination including reprography charges | As per MoU | Expenditure for documentation, printing material related to SSIP activity, manuals & literature, books, journals and reprography may be included under this head. |
| 5. | IPR Support | As per MoU | Average Rs. 25,000/- per national patent filing including government |

| | | | |
|----|---|------------|---|
| | | | <p>fees. For requirements more than Rs. 25,000/- recommendation to be made before the State Level SSIP Committee.</p> <p>Separate guidelines regarding IPR related activities provided at end of this document may be referred. Awareness and capacity building programs will be as per events/workshop norms.</p> |
| 6. | PoC Support/pre seed grants | As per MoU | <p>Projects that are at PoC level or beyond can be provided maximum financial support @ average Rupees Two Lakh.</p> <ul style="list-style-type: none"> University level SSIP Committee should approve worthiness of project/s to be supported. |
| 7. | Virtual Incubation/ recognition & reward /Mentoring and allied support for Professional services at University level | As per MoU | <p>Expenditure under this head may include charges for consultancy fees to avail professional services such as Legal Services, CA, CS, certified surveyor and/or services of any other certified technical professionals.</p> <p>This will not include payment to any person who is employed or engaged by the Government/ concerned University/ Concerned Institute in any capacity.</p> <p>Not more than Rs. 50,000/- should be paid to a single mentor in a year in any case.</p> |
| 8. | Academic Interventions/ Course development/ course execution/ Pedagogic interventions like MOOCs, external support linkages, new courses, programs, learning tools, best practice deployment, entrepreneurship subjects & research in this domain, start-up literacy programs | As per MoU | <p>Only the activities as mentioned in the MoU will be covered.</p> <p>No Honorarium shall be paid to any person who is employed by the Government/ Concerned University/ Concerned Institute in any capacity.</p> |
| 9. | Technology Platform | As per MoU | <p>The grant can be utilized for the purpose of procuring/developing various technology tools like patent analysis software and similar things for innovation/start-up support, creating web portal, ICT based collaboration tool for managing the entire operation of university innovation & start-up activities, create technical animations, allied learning</p> |



| | | | |
|--|--|--|--|
| | | | material, Various design and other tools or similar soft common resources which students, innovators, start-ups can use effectively. |
|--|--|--|--|

For the expenses under above listed budget heads, delegation of financial power shall be as follows:

- Expenditure up to Rs. 100,000/- can be approved by the University head.
- Expenditure more than Rs 100,000/- & above can be approved by the University level committee.
- Purchases should be made by inviting competitive offers only.
- For single Expenditure more than Rs. 200,000/- Open tendering process should be adopted.

Expenditure guidelines for the projects that are granted support for PoC/ Prototyping:

- Projects that are at PoC/Prototyping level can be provided average financial support up to Rupees Two Lakh.
- Only those projects that are not getting support elsewhere should be selected.
- University can also take up students from affiliated colleges that have not received SSIP Grant.

Below mentioned directives should be followed for the expenditure related to activities involving development of PoC/ Prototype in a particular project.

| Sr. no. | Project related Expenditure | Maximum Limit Per Project | Remarks |
|---------|--|---|---|
| 1. | Consumables/ Purchase/ Procurement of raw material/ Minor works/ Professional services | Up to 75% of sanctioned amount for the project and not exceeding Rs. 200,000/- per project. | Projects that are selected for PoC/ Prototyping support can be utilized maximum up to 75% (not exceeding Rs. two lakh) of the sanctioned amount for the purpose of Consumables/ Purchase/ Procurement/ Minor works such as carpentry, fabrication, plumbing, masonry, electrical works etc. |
| 2. | Mentoring Support/ Professional services | Up to 25% of the sanctioned amount for the project | Projects that are provided financial support for PoC/ Prototyping can utilize maximum up to 25% and not exceeding Rs. 50,000/- of the sanctioned amount towards payment for the professional services such product design, testing |

| | | | |
|--|--|------------------------------|--|
| | | and not exceeding Rs. 50,000 | etc. whatsoever that they require to avail for development of Prototype/PoC. This would involve payments for job work only and no Part Time/Full Time hiring of manpower shall be done by the University. This will not include payment to any person who is employed or engaged by the Government/ concerned University/ Concerned Institute in any capacity. |
|--|--|------------------------------|--|

- A) The University Level SSIP Committee shall decide on the project to be taken up for support. Not more than Rs 2 lakh should be sanctioned for each project. however, if the nature of the project so demands, a higher amount can be recommended by the institution for decision to the State level Committee.**
- B) The total sanctioned amount for all projects in a year should be as per the MoU.**
- C) The Innovator team shall submit a monthly report to the committee through the mentor/team leader and also update the same on the State SSIP MIS Portal and support should be continued only if satisfactory progress is being made.**
- D) No amount should be sanctioned for a project, until the Innovator/Team has already worked on the project for at least three months.**
- E) The PoC grant sanctioned by the SSIP committee of the Grantee Institute to the students/innovators team is as an assistance to the students/innovators. The amount should be released in 4 instalments to Innovators team.**
- F) A format of Utilization Certificate as attached at Annexure-I herewith should be signed by the faculty mentor, SSIP Coordinator, Head of department, and Head of Institute, certifying that the amount spent by the students/innovators is for the stated purpose.**

IPR expenditure guidelines:

1. Each University should have an IPR cell/ centre to facilitate IPR related activities.
2. IPR cell/ centre to process the information and shall get internal approvals of the University Level SSIP Committee of the University.
3. The Innovator may be provided help of a consultant to apply for IPR. Only DIPP recognized consultants/IPR supporting agencies/ registered patent agents/Govt. organizations which cater IPR facilitation can be assigned IPR related consultancy work at DIPP approved rates as annexed
4. IPR cell/ centre has to follow up with the status of the applications.
5. In case of any queries/ objections are raised against the application, the IPR cell/ centre in consultation with the innovator/ creator/ applicant has to facilitate suitable response.



6. Once the registration certificate is obtained, the IPR cell/ centre has to inform about the same to the applicant/ innovator/ creator.
7. The IPR cell/ centre has to facilitate the applicant/ innovator/ creator in promoting the product for commercialization.
8. Once the innovator graduates out from the university, it's the IPR cell which has to maintain the process and record while dealing with the IP office keeping the innovators in loop.
9. IPR cell in university will adhere to the state student IPR policy/guidelines and maintain best possible ethical standards while supporting student innovators/start-ups
10. SSIP cell at state level will give additional guidelines on how to set up IPR cell and execute it along with necessary handholding.

Guidelines for Mentoring Support:

Mentor:

Any person who is having substantial exposure of Research & Development/ Innovation/ Entrepreneurship/ Product Design/ Domain Expertise in industry or academia can be considered 'Mentor'.

Procedure to avail mentoring support:

Mentoring support shall be availed on need basis at different levels as explained below:

| Table-3 | | |
|----------------|---|--|
| Sr. no. | Level | Remark |
| 1. | Group Mentoring Services (Mentoring to a collective group of innovators) | <ul style="list-style-type: none"> • No honorarium should be paid at this level • Only travel (economy class) & accomodation expenses of the mentor can be paid. |
| 2. | University Level Mentoring Services | <ul style="list-style-type: none"> • At University level mentoring services can be availed as per guidelines provided in Item 7 of the Table-1. • University shall have panel of mentors. |
| 3. | Individual Project Mentoring Services | <ul style="list-style-type: none"> • No honorarium shall be paid for initial two sessions in a period not exceeding two months. • After two sessions if project team member/s feel it is desirable to continue the mentoring services from the agency/ person then it can be extended as per guidelines provide in Item 2 of the Table-2 after approval from the University Level Committee. |



Guideline for Student Innovation & entrepreneurship council.

- As per the SSIP Mandate every university in the state will set up a Student Innovation & Startup/Entrepreneurship Council which will primarily try to instil the necessary culture through student activities and participation. It will work with the University Level SSIP Committee /Coordinators and other university authorities to plan and execute various interventions. This council will make efforts in;
 - a) Building overall ecosystem
 - b) IPR related efforts
 - c) Developing innovation pipeline/pre incubation
 - d) taking agenda of student start-ups across affiliating institutes in hub and spoke manner
 - e) Collaboration with external stakeholders and co-design various initiatives
 - f) Set up multilayer innovation/start-up support process like at university level/regional level (if required) and at affiliating college level.
- The key objective of this council is to keep youth and students at the center of the university ecosystem where they will not only be the end beneficiary but also they will participate in micro-policy/activity design and implementation.
- Through this council which will be chaired by VC and have other advising authorities from within university and outside experts, students will take creative part in design, develop and deploy various programs in sync with the mandate of SSIP. A detailed guideline about setting up and executing the council will be provided by State SSIP Cell separately and also handhold /build capacity of universities to achieve better impact.

Guideline for Awards

| Table-4 | | | |
|----------------|-----------------------------|----------------------|--|
| Sr. no. | Budget Head | Maximum Annual Limit | Remarks |
| 1. | Awards/Recognition/Exposure | As per MoU | <ul style="list-style-type: none"> • Student innovators should be encouraged and inspired through the activity of awards, recognition or exposure. Innovators from within and outside concerned university can apply for award/appreciation • Travel expense of outstanding student innovators may also be supported to provide them better exposure to new technologies & ideas. Also travel support may be provided to such student innovators to demonstrate their innovations at state or national level events for better recognition. • University Level SSIP Committee should approve worthiness of project/s and/or awardees. |



Guideline for Course Development/pedagogic interventions

| Table-5 | | | |
|----------------|---|----------------------|--|
| Sr. no. | Budget Head | Maximum Annual Limit | Remarks |
| 1. | Course Development /Pedagogic interventions | As per MoU | <ul style="list-style-type: none"> • Universities may utilize grant towards development of virtual courses such as MOOC to outreach large scale audience. • New courses may be developed to provide real life learning opportunities to students. • Such courses will be approved by the University Level SSIP Committee before implementation. • No honorarium can be given to internal staff for developing the program. |

State Level SSIP Committee:

- This committee will oversee general functioning of SSIP activities at selected Universities/Institutes, also whenever, support greater than prescribed limits is required such proposals will be placed before this committee for the mandate.
- Decisions in this committee will be taken in Quorum, wherein, 50% of member attendance is essential.
- Organisational Structure of this committee shall be as follows:

| Sr. no. | Designation | Nomination |
|---------|---|------------------|
| 1. | Director Technical Education | Chairperson |
| 2. | Director Higher Education | Co-Chairperson |
| 3. | Registrar Gujarat University | Member |
| 4. | Registrar Gujarat Technological University | Member |
| 5. | Nominated Industry Expert | Member |
| 6. | Invited Domain Expert/s | Member |
| 7. | Representative from local incubation/ Startup Ecosystem | Member |
| 8. | Coordinator-State SSIP Cell (Jt-CEO, GKS) | Member Secretary |

Note:

- Universities are required to put their own resources as additional budget apart from state SSIP contribution (matching or more both for public & private universities) for the SSIP mandate. When university add additional resources than SSIP grant then they can spend it as per university norm or similar ways under particular objective as mentioned in the MOU.
- In case of any specific exemption required and permissible, concerned university should bring it to the notice of SSIP cell and take prior approval for the same.



Annexure-I

Utilization Certificate from Innovator

(To be Submitted Quarterly to SSIP Coordinator)

Subject: Utilization certificate for Assistance for PoC project under SSIP grant.

Project Title :
Project ID :
Department :
Grant Sanctioned :
Sanction Order No :
Name of Applicants (List out all the students working on this project):

The following is the list of items/services procured with original invoices attached for the purpose of SSIP PoC project at Name of Institute. We certify that this amount has been spent for the purpose it was meant.

| Sr. No. | Name and details of Item/Service | Quantity procured | Amount Paid |
|---------|----------------------------------|-------------------|-------------|
| 1 | | | |
| 2 | | | |
| Total | | | |

Yours sincerely,

Innovator

Faculty Mentor

Encl. Print out of online prices/ Market Survey report /Inquiry Quotes Received

