श्री गुरू गोबिंद सिंघजी अभियांत्रिकी व तंत्रशास्त्र संस्था,
विष्णुपुरी, नांदेड.

**(An Autonomous Institute of Government of Maharashtra)**

**Innovation and Startup Policy**
Institute Vision and Mission
**VISION**
"Education of Human Power for Technological Excellence"
**MISSION**

- Dissemination of knowledge by offering world-class education
- Right to information for all stakeholders
- Promotion of sustainable industrialization to development of appropriate technologies
- Continuing education programs for reengineering of regional socio-economic system in the light of dynamic, global technological changes
- Contribution to national wealth through Innovation

**September 2024**

**Preface**

The prime goal of this policy is to encourage a vibrant culture of Innovation and entrepreneurship at the SGGS Institute of Engineering and Technology (SGGSIE&T). The Innovation and Startup Policy (ISP) is constructed based on the NISP 2019 policy of the government of India. The policy is designed to guide and inspire students, faculty members, entrepreneurs, innovators, startups, and other stakeholders to engage actively in Innovation and entrepreneurial activities.

This policy provides clear guidelines and support mechanisms for nurturing a dynamic innovation ecosystem to help motivate innovation and startup culture within SGGSI&ET.

With the implementation of this policy, SGGSI&ET's purpose is to create a conducive environment, enabling its community to transform innovative ideas into successful ventures that contribute to societal development and economic growth.

**Contents:**

1. **Innovation and Startup Policy**
   **Vision :**
   To inspire and empower students, faculty, staff, and all stakeholders in creating impactful innovations and successful startups that drive economic growth, address societal challenges, and foster a culture of entrepreneurship within the Institute and beyond.
   **Mission :**
   This policy aims to nurture a culture of Innovation and entrepreneurship by empowering students, faculty, and all stakeholders to convert innovative ideas into successful startups. This target is to be accomplished with the objectives mentioned herewith.
   **Objectives:**
1. **Infrastructure Setup:** To set up necessary Innovation and Startup Incubation Infrastructure at the Institute.
2. **Encourage Creativity and Innovation**: Provide platforms, resources, and opportunities for ideation, experimentation, and collaboration.
3. **Develop Entrepreneurial Skills**: Offer training, workshops, and mentorship to equip aspiring entrepreneurs with the necessary knowledge and skills.
4. **Promote Startup Incubation**: Establish support services, including infrastructure, funding, mentorship, and industry partnerships, to nurture budding startups.
5. **Facilitate Technology Transfer**: Bridge the gap between research and market application through collaborations, licensing, and commercialization initiatives.
6. **Provide Networking Support**: Build a community of entrepreneurs, investors, experts, alumni, faculties, and mentors for guidance and networking.
7. **Create Social Impact**: Promote social responsibility and sustainable development in entrepreneurial ventures to address societal challenges.
8. **Drive Economic Growth**: Foster a thriving startup ecosystem to generate employment, attract **investment, and stimulate economic activity.**

2. **Policy Stakeholders :**
   This policy is devised considering key stakeholders as beneficiaries; however, it can be extended further to other social elements with similar objectives for improving socio-economic growth.
- **Students:** Empowering students to become innovators and entrepreneurs by providing them with education, training, and resources to develop their entrepreneurial skills and pursue startup ventures.
- **Faculty:** Supporting faculty members /HODs in commercializing their research outcomes, fostering industry collaborations, and mentoring student entrepreneurs.
- **Alumni:** Engaging alumni as mentors, investors, and advisors to support current students and startups and leveraging their networks for industry connections and opportunities.
- **Industry Partners:** Collaborating with industry stakeholders to identify market needs, co-develop innovative solutions, and facilitate technology transfer and commercialization.
- **Local Community:** Contributing to the socio-economic development of the local community by supporting local startups, creating job opportunities, and addressing pressing societal challenges through Innovation and entrepreneurship.
- **Government Agencies:** Partnering with government agencies to access funding, policy support, and regulatory assistance for startups and advocating for policies that foster a conducive environment for Innovation and entrepreneurship.

By working with all the above stakeholders, SGGS IET's Innovation and Startup Policy aims to create a holistic ecosystem that nurtures entrepreneurship, fosters Innovation, and drives positive socio-economic impact.

3. **Implementation Committees :**
The committees shall be responsible for implementing ISP in the Institute.

a. Institute Innovation and Entrepreneurial Committee (IIEC) – This apex Body of Heads
b. Institute Innovation Council
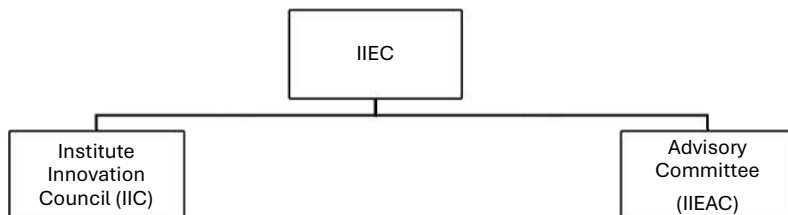c. Advisory Committee – Consists of Alumni and External Members (as structure given below)



**Figure 1: Implementation Committee Working Structure**

a) **Institute Innovation and Entrepreneurship Committee (IIEC) –** An Apex Body
This is an Institute committee responsible for decision-making and implementation of this policy in the Institute. This Committee shall be formed by identifying domain experts with rich experience and expertise in their respective domains.

| Sr. No | Name of the Faculty/Expert | Designation |
|---|---|---|
| 1 | Director | Chairman |
| 2 | All HODs | Member |
| 3 | One Faculty Member (Nominated by Director) | Member |
| 4 | Dean Innovation, Incubation & Linkages | Secretary |

**Roles and Responsibilities:**
1. Lead, Monitor and Plan activities for the Implementation of ISP at the Institute
2. Set up Innovation and Startup Incubation Infrastructure at the Institute
3. Prepare and provide the necessary budget for ISP Implementation
4. Represent the Committee in all forums
5. Coordinate activities in the Institute related to ISP
6. Manage ISP Related internal communications for awareness and motivation
7. Promotion of ISP activities on social media, peer institutions, and alumni network
8. Coordinate incubation resources facilities and guide all enrolled startups
9. Establish partnerships with industry stakeholders
10. Schedule regular meetings, record and distribute meeting minutes to all stakeholders
11. Maintain committee records and encourage participation from all stakeholders
12. Arrange for a monthly meeting once to review and monitor policy implementation, impact, and action plan

13. Arrange for a Yearly meeting to review current achievements, implementation status, next year's activities, and budget planning approvals.
14. Call for an Unplanned meeting with prior notice to discuss any demanding subjects related to ISP.

b) **Institute Innovation Council (IIC)** – This Committee has One Faculty coordinator nominated by HODs from Each department, a President (Dean IIL), and Student Coordinators based on the application and interview process - (Refer to MoE's IIC Document for more details)

**Roles and Responsibilities :**
1. To support various activities by IIES for the implementation of ISP at the Institute
2. Identify and reward innovations and share success stories.
3. Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, and professionals and create a mentor pool for student innovators.

c) **Institute Innovation and Entrepreneurship Advisory Committee (IIEAC) :**

| Sr. No. | Member Profile | Committee Designation | Nomination Process |
|---|---|---|---|
| 1 | Dean IIL | Chairman | Ex Officio |
| 2 | Alumni Member - Global Networking Coordinator | Member | Nomination by Dean IIL |
| 3 | Inhouse Student Coordinator - Social Impact Coordinator | Member | Dean IIL will select through the interview Process |
| 4 | Startup Representative | Member | Dean IIL will select through the interview Process |
| 5 | Entrepreneur / Industry Expert - Startup Mentor | Member | Appointed by Apex Body |
| 6 | IP Consultant and Legal Advisor - IP Consultant / Lawyer | Member | By the Institute Director |
| 7 | Alumni Incubation Foundation Member | Secretary | Nominated by SARVAH |

**Roles and responsibilities :**
1. Suggest Policy Implementation and promote enrolled Startups in the network
2. To provide necessary inputs for the successful implementation of ISP at the Institute

3.  Provide IPR guidance to all Stakeholders
4.  Support for Legal documentation to enrolled startups
5.  Advise for Organize networking events and meetups, extend support wherever possible
6.  Foster relationships with entrepreneurs, investors, and mentors
7.  Activate ISP-related discussions and promotion in the alumni network
8.  Encourage ventures addressing societal challenges
9.  Suggesting sustainable development goals in projects
10. Provide Inputs and feedback from the Policy Stakeholders for necessary Improvements.
11. Arrange and conduct regular committee meetings (Monthly Once) for active discussion on achievements, improvements and gathering suggestions to IIEC

### 4. Scope of the Policy -

The policy aims to build, streamline, and strengthen the Innovation and entrepreneurial ecosystem on campus. It will be instrumental in leveraging the potential by using an individual's creative problem-solving and entrepreneurial mindset. Thus promoting strong intra and inter-institutional partnerships with ecosystem enablers and different stakeholders at regional, national, and international levels. The entrepreneurial ecosystem in the Institute plays a pivotal role in identifying, mentoring, and nurturing the innovative and entrepreneurial potential of faculty and students and transforming them into startup entrepreneurs by providing the necessary support of funding, investment opportunities, and networking. This policy is for supporting and promoting all budding inter & Intra entrepreneurial minds across various clubs, departments, faculties, and thus breaking the silos.

a)  **Strategies and Governance :**

Innovation and Startup promotion and development are essential ingredients of our curriculum at SGGSI&ET. This policy with specific objectives and strategies have been defined to strengthen these objectives at our Institute.

A.  **The Innovation and Entrepreneurial Committee (IIEC)** will be responsible for implementing this policy at the institute level. This council has Institute HODs and will handle all Innovation and startup-related decisions/Implementations at the Institute. The Institute shall provide IIEC with the necessary administrative and authority support.

B.  IIEC will monitor and periodically report Innovation-related activities to the BOG and seek support/decisions in case of any budget or policy change.

C.  **A resource utilization** plan will be developed to support Innovation, incubation infrastructure, and facilities. Alumni supported Section 8 Company SARVAH Incubation Foundation, which is already established and operational at the Institute premises.

D.  **A sustainable financial strategy** has been defined to address the organizational constraints for working towards implementing this policy.

a.  Investment in Innovation and entrepreneurial activities is part of the Institute's financial strategy and must be budgeted annually for finance planning.

b.  A minimum of 1% of the total annual budget of the Institute shall be allocated for funding and supporting Innovation and startup-related activities through the creation of a separate 'Innovation fund.' (Refer to NISP 2019 policy)

c.  The annual budget for Innovation Council activities, Engineering Explorations activities, necessary training skill development programs, and other activities, including Incidental Expenses, shall be prepared and presented by Dean-IIL as a leader of ISP Policy.

d.  The strategy shall also involve raising funds from diverse sources to reduce dependency on public funding, bringing in external funding through government (state and central) such as

DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, BIRAC, NSTEDB, NRDC, Startup India, Invest India, MeitY, MSDE, MSME, and non-government sources.

e. To support technology incubation, the Institute can approach the Industry to generate funds under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013.

f. The Institute can also raise funds through project sponsorships and donations through active engagement with the alumni network and community.

E. **Decision Making:** To minimize time for decision-making, hierarchical barriers shall be streamlined, and necessary autonomy and ownership for the IIEC committee shall be provided.

F. **Promotion:** This policy shall be promoted and highlighted across the regional incubation centers and peer educational institutes through collaborative programs such as conferences, gatherings, workshops, and official visits.

G. **Selection:** Before Incubating any startup applying this policy, scrutinization and selection process to be followed. (as mentioned below sections)

H. **No Boundary Approach:** The development of entrepreneurship culture should not be limited within the boundaries of the Institution.

a. Provision to extend the Institution's facilities for outside startups at nominal charges shall be considered.

b. Strategic International partnerships shall be developed with international innovation clusters and other relevant organizations. Moreover, international exchange programs, internships, and the engagement of international faculty members in teaching and research shall also be promoted.

I. **Women Empowerment** – To Promote Women's Empowerment, Startups with Women Founders or co-founders with shareholding > 20% or at least one woman will get a preferred selection for Incubation and a 50% rebate in the monthly/annual fees, wherever applicable.

b) **Policy Implementation Plans –**

I. **Short Term activity Plans :**
o To promote creative, novel, and innovative thinking among the community of students and the faculty. At least one hackathon or similar innovation event shall be conducted every year.
o To assist student groups to prototype their innovative ideas. At least one creative idea per department should be promoted.
o To offer an enhanced incubation facility, alumni networking events and at least one startup per year shall be promoted to improve the entrepreneurial ecosystem and networking.
o To nurture entrepreneurial culture by organizing relevant faculty development programs, student training programs, seminars, and workshops by industry experts. Each department shall host one activity in each semester.
o To reinforce the institution-industry interactions and to channel its outcome towards achieving the mission. Every department will arrange at least two lectures per semester on recent trends in the Industry.
o All these activities shall be conducted and Monitored by the IIC Committee.

II. **Long-Term Plans -**
• The Institute will establish processes and mechanisms for the easy creation and nurturing of startups/enterprises by students (UG, PG, Ph.D.), staff, faculty, alumni, and potential startup applicants from outside the institutions.
• To spread and motivate innovation culture and awareness among the students and the faculty on research and IPR activities, a minimum of two (02) Patents shall be filed per year per department.

- To extend dedicated support to Indian/locally based startups developing innovative technology solutions to serve the basic needs of our society. At least one such startup per year will be promoted.
- To associate with government bodies like DST, CII, TNASC, MSME, DIC, AICTE, and other academic institutions to transfer/Share / Use world-class facilities with the students and faculty of the Institute. At least 20% of the total department projects at the UG/PG/PhD level shall be supported by the above institutions. This has to be monitored at the department level.
- To encourage the working of the stakeholders on innovative projects that can be turned into commercial products that will serve the needs of our country. At least one project shall be converted into commercial entrepreneurship per year.
- To provide a platform for young students to develop products with global recognition that can generate business opportunities. At least 5% of Engineering Exploration Course projects will be commercialized annually.

c) **Startup Incubation Selection Process:**

SGGSI&ET encourages our students, staff, and faculties to work on their innovative projects and startup ideas. The quickness of decision-making is expected at all approval levels to motivate and fast-track this cause. Application for Incubation must be submitted through IIEC using the prescribed format *(Refer Annexure 1)*. The total timeline for the final decision on approval or rejection is mandated to *2 to 4 Weeks* from the application.
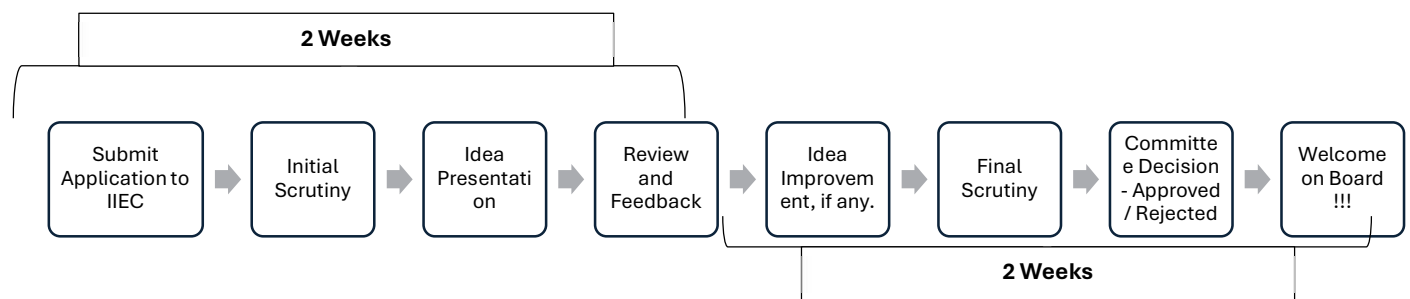


**2 Weeks**

| Submit Application to IIEC | Initial Scrutiny | Idea Presentation | Review and Feedback | Idea Improvement, if any. | Final Scrutiny | Committee Decision - Approved / Rejected | Welcome on Board !!! |

**2 Weeks**

**Figure 2 Approval Process for Startup**

d) **Rules for Institute Stakeholders –**

A. **Students**
- The students are encouraged to spend available time (after academic hours and studies) in their startup innovation activities.
- Students can use the institute Incubation Center SARVAH for their startup incubation purposes.
- The Committee recommends that students engaged in innovation and startup projects may defer sitting for placements for up to One year.

B. **Faculty**
- Product development, commercialization, and the participation and nurturing of startups will now be included as a category of faculty-driven activities. Each faculty member will have the flexibility to choose a mix of these activities and fulfill the minimum required teaching and guidance duties.
- Faculty members may ask permission to allocate up to **20%** of their working hours (excluding assigned academic Load) towards their startup activities.

- Faculty members may be allowed to apply for leave outside the designated non-academic vacation period, subject to prior approval from the competent authority. During such leave taken outside of the vacation period (e.g., during the academic semester), faculty members must ensure that their regular academic and administrative responsibilities are not disrupted. Upon completing the Leave period, faculty members must submit reports to the IIEC committee for records.

## C. Staff – (Non-teaching Members)
- With prior approval by the competent authority, the following considerations can be extended to staff engaging in startup-related activities as approved by the Innovation and Entrepreneurship Council (IIEC) :
- Working on Startup after Office Hours
- Granting leave, both with and without pay, as determined by the competent authority

## e) Infrastructure for Innovation, Startup and Networking:
The preincubation and Incubation facilities available in the Institution shall be continuously enhanced through R&D/Institutional funds as approved by IIEC.

i. With permission from the Board of Management, the Institute shall recruit staff with vital Innovation and entrepreneurial/ industrial experience, behavior, and attitude. This will help foster the Innovation and entrepreneurship culture at the institute level. The Department Lab facilities shall be accessible 24x7 to students, staff, and faculty of all disciplines and departments across the Institution.

ii. Provide business incubation facilities premises at a subsidized cost. Laboratories, research facilities, IT services, training, mentoring, etc., should be accessible to the new startups. The facility's owner department shall decide the utilization cost for lab and equipment usage.

iii. Institutions may offer mentoring and other relevant services through Preincubation/ Incubation units in return for nominal consultancy fees initially (decided from time to time by the IIEC).

iv. To improve entrepreneurial skills and innovations, industry expert lectures, alumni meetings, and industry interactions shall be facilitated throughout the year through the Incubation center facility and programs.

v. Faculty and staff will be encouraged to take Innovation, entrepreneurship management, and venture development courses.

vi. Faculty and staff must be rewarded with a flexible academic load (Max. relaxation up to 20% of total Load), relief in office time constraints (case to case basis as per work requirements), and cafeteria facilities.

vii. Faculty and departments of the institutes will work in coherence, and cross-departmental linkages will be strengthened through shared faculty, cross-faculty teaching, and research to maximize the utilization of internal resources and knowledge.

## f) Usage Charges for Startups:

i. For external startups and projects (other than current students and faculties of the Institute) that are incubated in the incubation center, charges for utilizing Institute services and facilities shall be determined by the Memorandum of Understanding (MoU) signed between the Institute and the startup, guided by Separate policy by Incubation center. Usage charges shall be as decided by IIEC on a time-to-time basis.

ii. These charges for services and facilities provided by the Institute will follow the norms established by the Institute.

iii. These charges include using facilities like allocated space, Wi-Fi, Meeting room usage, participation in training provided by the Institute, Institute Lab usage (excluding consultancy charge by the owner department), and access to the alumni network.

iv. The maximum period for usage at the incubator center shall be up to 3 years. In case of further extension, the IIEC decision shall be final.

**g) Intellectual Property Rights (IPR) Policy :**

Refer to Institute R&D Policy for IPR-related rules and regulations.

**h) Equity :**

To utilize the Institute's brand and provide support, the Institute can acquire a share in the startup equity held by its students, staff, faculty members, and others. The total equity the Institute holds in any startup shall not exceed a maximum of 9 % per startup. (Refer NISP 2019 Policy)

**i) MOU :**

IIEC shall be responsible for vetting and approval of MOUs between startups and the Institute or any other agency, and the final decision of the IIEC will be binding on all stakeholders. The Proposer shall draft and document MOUs.

**j) Incentives and Reward Scheme :**

To promote, cultivate, and retain innovation and startup culture, the Institute will introduce reward and incentive schemes, including monetary and non-monetary, for all innovators, startup founders, co-founders, and stakeholders. This shall be vetted and approved annually upon selection post application by IIEC members. This reward may be in the form of Certificates and Memento.

**5. Entrepreneurial Impact Assessment :**

1. Impact assessment of the Institute's entrepreneurial initiatives, such as preincubation, Incubation, and entrepreneurship education, should be performed regularly using well-defined evaluation parameters.

a. Monitoring and evaluation of knowledge exchange initiatives engagement of all departments and faculty in entrepreneurial teaching and learning should be assessed.

b. The number of startups created, the support system provided at the institutional level, the satisfaction of participants, and new business relationships created by the institutes should be recorded and used for impact assessment.

c. The impact should also be measured for the support system provided by the Institute to the student entrepreneurs, faculty, and staff for preincubation, Incubation, IPR protection, industry linkages, exposure to the entrepreneurial ecosystem, etc.

2. Formulation of strategy and impact assessment should go hand in hand. The information on the impact of the activities should be actively used while developing and reviewing the entrepreneurial strategy.

3. Impact assessment for measuring success should be done regarding sustainable social, financial, and technological impact in the market. Developing a sustainable enterprise model is critical for innovations at the pre-commercial stage. COMMERCIAL success is the ONLY measure in the long run.

4. This assessment will be done by the IIEC Faculty Student Coordinator (guided by Dean IIL) and presented to BOG yearly before the Institute level Budget Planning and approval process.

| **Dr. J. M. Waghmare** | **Dr. A. V. Nandedkar** | **Dr. M. B. Kokare** |
|:---:|:---:|:---:|
| Dean Innovation and Incubation Cell | Policy Coordinator | Director |
| SGGSIE&T, Nanded | SGGSIE&T, Nanded | SGGSIE&T, Nanded |

*References :*
1) NISP 2019 Policy - https://nisp.mic.gov.in/
2) IIT Palakkad Innovation and Startup Policy –
https://iitpkd.ac.in/sites/default/files/2021-05/InnovationStartupPolicy.pdf
3) National Innovation and Startup Policy for Government College of Engineering Aurangabad
https://geca.ac.in/pdf/nisp/GECA%20National%20Innovation%20and%20Startup%20Policy%20%20Download.pdf

## Annexure 1

| Application for Incubation | |
|---|---|
| **Please note :** 1) Kindly read and understand Innovation and Startup Policy before submitting this form 2) Request to fill out complete details for proper evaluation of the application | |
| **Basic Details :** | |
| Startup Name : | |
| Area of work : | |
| Website : | |
| Govt. Registration Status | Done / In process / To be started |
| Type of Registration | Proprietary / Partnership / Pvt. Ltd./ LLP |
| Founder /s : | |
| Shareholding structure : | |
| Mentors / Advisors : | |
| **Problem /s addressed :** | |
| What is the problem/ pain point you are trying to solve? *(Please mention in brief, Attach descriptive information separately)* | |
| What is your proposed solution to address the problem? Explain in brief. | |
| How, in layman terms, does your solution work and help in solving the problem ? | |
| **Customer Profile :** | |
| Who is/are your target customer ? *(Please mention Profile, Demography, Type, age group, sector)* | |

| | |
|---|---|
| Have you done Customer Validation for your proposed solution ? | Yes / No / Ongoing |
| What is initial customer feedback on your proposed solution ? *(Please explain in brief, if required attach separate document)* | |

**Solution Details :**

| | |
|---|---|
| Describe your product/ service, with focus on the technology component. Please include schematics, flow charts, working dia., etc. *(Explain in brief here, and attach separate document with application)* | |
| How is your technically feasible ? | |
| Are their any existing solutions available ? If yes, please mention. | |
| What are the USPs for your proposed solution in term of technology, cost or business plan ? | |

**Market Details :**

| | |
|---|---|
| What is the potential market size? *(Give relevant data or study to support your claim)* | |
| Have you identified your competitors in the proposed market ? If yes, please mention. | |
| What is the differentiating factor? How will you ensure that competition does not catch up quickly? (business sustainability plan) | |
| What are the entry barriers you thought of ? | |

| | |
|---|---|
| What's your strategy to reach out to target customers, capture market and maintain competitive advantage ? what is your target market share in next 5 years. | |
| What's your costing structure? *(Attach separate document, if needed)* | |
| What are your current or planned expenses to meet your targets ? | |
| **Work Status :** | |
| What stage is your Startup in? *(In terms of TRL Level 1-9 ; refer TRL levels [1] given at the end of this form)* | |
| Have you received or applied for patents or any other intellectual property rights related to solution ? | |
| Is your business plan validated with CA or by any other competent agency ? | |
| **Road map and Funding Requirement :** | |
| Timplan / Major milestones – *(Explain in brief. Attach separate document if needed.)* | |
| Proposed costs (indicate financial requirements CAPex, OPex, etc.) *Attach detailed business plan* | |
| History of any funds/ investments raised | |
| **Founder / Promotor / Shareholder details :** | |
| Name and attach a brief CV (max. 1 page) for (all) person(s) associated with the project. Provide the complete contact address with phone number and email. | |
| What kind of support do you expect from Incubation ? Please specify. | |

I herewith acknowledge that the details mentioned above are true and to the best of my knowledge. In case of any false information found later during the process, my application

stands rejected, and I will take full responsibility for the same in terms of monitory and non-monitory expenses.

Applicants Name & Signature :

Date of Application :

**Reference :**

1)  **Technology Readiness Level (TRL) Levels –**

| Phase | TRL | Hardware | Software |
|---|---|---|---|
| Research | 1 | Basic principles | |
| Research | 2 | Concept and application formulation | |
| Research | 3 | Concept validation | |
| Development | 4 | Experimental pilot | |
| Development | 5 | Demonstration pilot | |
| Development | 6 | Industrial pilot | |
| Deployment | 7 | First implementation | Industrialization detailed scope |
| Deployment | 8 | A few records of implementation | Release version |
| Deployment | 9 | Extensive implementation | |