Policy for Promoting Innovation, StartUp, Incubation and Entrepreneurship at Indus University

Introduction

The policy sets forth the foundational framework for Indus University and Indus Center for Startups, Incubation, and Innovation (ICSII) at Indus University. Rooted in the principles of the Student Startup and Innovation Policy (SSIP 2.0) of the Government of Gujarat, as well as drawing inspiration from national and international best practices, this policy underscores our commitment to nurturing a vibrant entrepreneurial ecosystem within the university. Established in 2019, ICSII aims to be a catalyst for innovation, fostering a culture of creativity, collaboration, and sustainable entrepreneurship among students, alumni, and faculty. Guided by the SSIP and aligned with the larger vision of promoting innovation and startup culture, this policy outlines the roles, responsibilities, and operational guidelines for ICSII, emphasizing its crucial role in facilitating the transformation of ideas into impactful startups. With a dedicated focus on inclusivity, intellectual property rights, and strategic partnerships, this policy envisions ICSII as a dynamic hub that propels the journey from ideation to incubation, contributing to the growth and success of startups emerging from the Indus University community.

Vision

As a torch bearer of innovation & entrepreneurship, the Indus Center for Startups, Incubation, and Innovation (ICSII) envisions a dynamic ecosystem within Indus University, guided by the tenets of the Student Startup and Innovation Policy (SSIP 2.0). The vision is to cultivate an environment where funding, mentoring, and cutting-edge resources converge to fuel entrepreneurial endeavors. ICSII aspires to be a transformative force, empowering students and alumni to shape groundbreaking startups. Through strategic collaborations, state-of-the-art facilities, and mentorship initiatives, we aim to nurture a vibrant community that not only fosters innovation but also contributes significantly to societal and national progress.

Mission

- To instill a culture of innovation within the student community at the University.
- To cultivate a dynamic startup ecosystem, encompassing both innovation and pre-incubation phases, by fostering connections among academia, financial institutions, industries, and other relevant institutes.
- To offer a comprehensive platform, comprising mentoring, networking, and financial assistance, to facilitate the swift realization of ideas developed by students.
- To provide a general platform and promote awareness for Intellectual Property Rights (IPR), including patent, trademark and copyright filing.

- To raise awareness among students about business models and encourage entrepreneurship startups.
- To advance our commitment to inclusivity, our mission extends to empower and uplift women entrepreneurs at Indus University through dedicated support programs, mentorship, and strategic initiatives.
- For eligible Alumni, our mission is to continue providing a conducive environment for ongoing entrepreneurial endeavors, offering support, resources, and a network that fosters sustained innovation and growth.

Guiding Principle and Scope:

The scope and function of ICSII shall be as per Student Start-up and Innovation Policy for the State of Gujarat, Education Department, Government of Gujarat (SSIP 2.0 or higher). The ICSII will promote and execute following key activities:

- Fund and mentor various Startup projects
- Fund and mentor Proof of Concept (POC) projects
- Fund and support Intellectual Property Rights (IPR) and related activities
- ICSII will extend its support to faculty and student-driven events focused on entrepreneurship, intrapreneurship, IPR, and other activities associated with startup culture, incubation, and innovation.
- Promote & support awareness sessions related to entrepreneurship, Intrapreneurship, IPR and others related to startup, incubation, and innovation.

The funding of above stated activities shall be as per SSIP 2.0 policy, Education Department, Government of Gujarat.

Incubation Center & Facilities:

As per basic requirements for Incubator and SSIP Policy, Indus University houses the Indus Center for StartUps Innovation & Incubation (ICSII) encompassing SSIP Cell, a dedicated hub for nurturing entrepreneurial endeavors. The University has allocated a specific area for ICSII, strategically positioned in a shed adjacent to the Automobile Atelier and Mechanical Workshop in accordance with the SSIP policy. The place serves as a space for ICSII innovators to work on their PoCs/StartUps/ Innovations and also serves as a co-working space for incubatees & pre-incubatees. Any changes to this space/facility and its equipment must adhere to recommendations from the Dean of Research and Development and necessitate approval from the Presidential Secretariat through Executive President.

Women Entrepreneurship:

Indus University & ICSII, aligning with the startup policies of Gujarat and India, is committed to fostering an inclusive entrepreneurial ecosystem that actively promotes and supports women entrepreneurs. The Women Entrepreneurship Promotion aims to encourage and empower women

to venture into entrepreneurship by providing a conducive environment, tailored mentorship programs, and targeted financial assistance. This policy emphasizes equal access to opportunities, resources, and networks, ensuring that women-led startups receive the necessary support to thrive.

Indus University acknowledges the unique challenges faced by women entrepreneurs and is dedicated to creating initiatives that address these challenges, ultimately contributing to the overall diversity and vibrancy of the startup culture within the university. Through strategic partnerships, awareness campaigns, and specialized support mechanisms, this policy seeks to break barriers and elevate women entrepreneurs, fostering a culture of innovation and empowerment.

ICSII Team:

- Formation of the ICSII team is based on the Office Order issued by the Registrar, Indus University.
- The team, led and chaired by the Assistant Dean R&D, reports to the Dean of Research and Development (Dean, R&D) and shall represent various institutes within Indus University.
- Modifications to the team structure can be made upon the recommendation of Dean R&D and Assistant Dean R&D/ SSIP Coordinator to the Registrar.
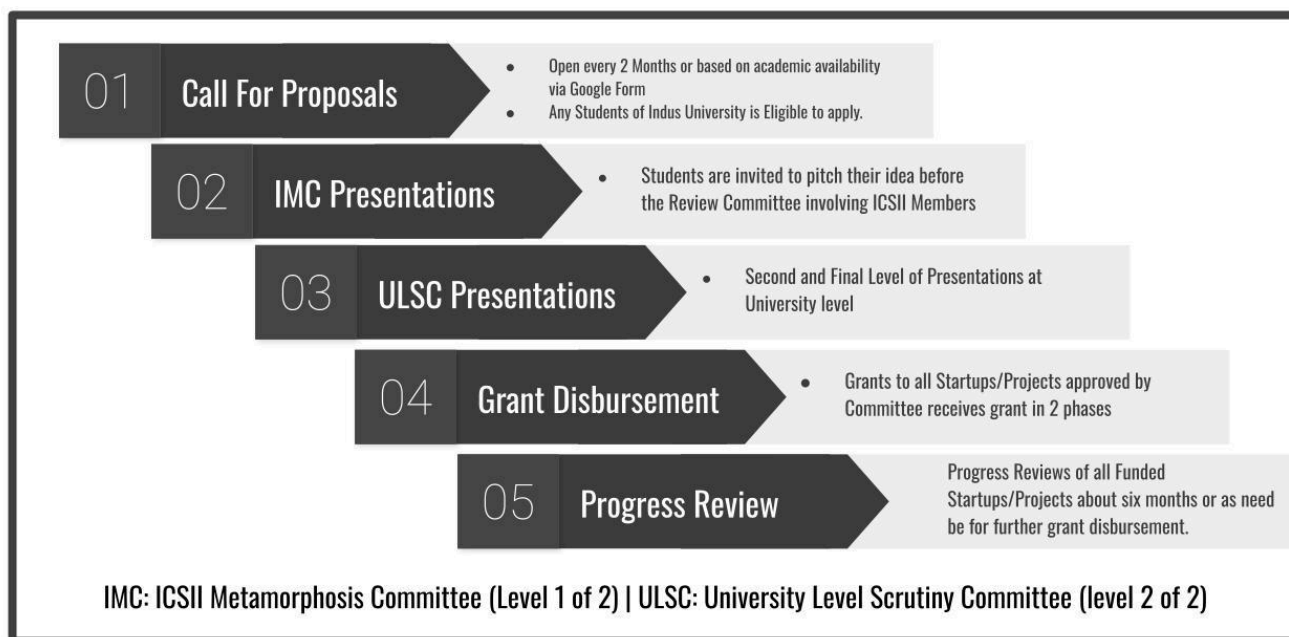
Roles and Responsibility of ICSII team:

- The ICSII team is committed to executing their responsibilities without prejudice or discriminatory bias.
- Throughout the year, the ICSII team will conduct awareness sessions and document the same.
- Proposals from students or alumni (of less than 5 years from the date of graduation) are actively invited by the ICSII team.
- The team leader is required to submit proposals in prescribed format either through form (https://docs.google.com/forms/d/1ApSQaTZiH6JVUSfCWpdJd8djWUOi16TpTwlQ2bV_mGY/viewform?edit_requested=true) linked on ICSII website: https://icsii.indusuni.ac.in/
- The ICSII team as a part of IMC (ICSII Metamorphosis Committee) & ULSC (University Level Scrutiny COmmittee) is responsible for reviewing project proposals, scheduling review presentations, and approving selected projects for funding.
- Maintaining financial records, preparing and submitting Yearly & Quarterly Utilization Certificates annually, and periodically monitoring the progress of each approved project are key responsibilities of the ICSII team.

Roles and Responsibility of Mentor:

- **Guidance and Support:** Provide mentorship and guidance to the student team throughout the project lifecycle. Assist in refining project objectives and strategies for effective execution.
- **Alignment with Ethical Practices:** Ensure that the student team adheres to ethical practices in all aspects of the project.
- **Documentation**: The mentor is responsible for maintaining thorough documentation and must assist in providing necessary documents to ICSII as requested. Each mentor is required to upkeep a dedicated 'Mentor File' for every project under their guidance.
- **Ethical Financial Practices:** Monitor and verify the Quarterly Utilization Certificate (Annexure-1) by the mentee and promote the proper utilization of funds allocated for the project. Verify, scrutinize and maintain a comprehensive record of expense proof copies, including bills, receipts, vouchers, quotations, etc. The allocation of grant funds is directed exclusively to the designated student grantee's account, thereby establishing sole financial accountability for any misappropriation of funds on the part of the grantee student and then to the student team. As a mentor, the mentor will affirm the responsibility to thoroughly scrutinize and promote the judicious use of funds.
- **Intellectual Property Rights (IPR):** Offer guidance on Intellectual Property Rights (IPR) matters, including patent, trademark, and copyright filing. Facilitate consultation with ICSII before proceeding with IPR applications during incubation.
- **Communication Facilitation:** Act as a bridge between the student team and ICSII, facilitating effective communication. Ensure that necessary information is relayed to both parties in a timely manner.
- **Reporting of Unethical Practices:** Monitor and ensure that the student team adheres to ethical practices in relation to granted resources. Promptly report any discovery of unethical practices by the student team to ICSII and ULSC.
- **Transfer of Mentorship:** If contemplating departure from the University, initiate the transfer of mentorship to an existing Indus University Mentor. Notify ICSII about the transfer of mentorship and submit a 'No Objection' certificate to ICSII/R&D Cell.
- **Active Participation:** Actively participate in all events, exhibitions, conclaves, pitching sessions, meetings, expos, seminars, workshops, demo days, bootcamps, etc., either organized or recommended by ICSII, representing ICSII and Indus University.
- **Responsibility for Student's Development:** Encourage the overall development of the student team members, fostering both professional and personal growth. Support the student team in developing necessary skills and competencies.

Process for the Selection of ICSII funded Projects:

- Project proposals are invited throughout the year as per the prescribed template. However, the merit of each proposal is assessed periodically. Each proposal must have a team leader and a mentor from Indus University. The team leader is encouraged to form a team based on the requirement of the project. The team may include external members as well.

01 Call For Proposals
- Open every 2 Months or based on academic availability via Google Form
- Any Students of Indus University is Eligible to apply.

02 IMC Presentations
- Students are invited to pitch their idea before the Review Committee involving ICSII Members

03 ULSC Presentations
- Second and Final Level of Presentations at University level

04 Grant Disbursement
- Grants to all Startups/Projects approved by Committee receives grant in 2 phases

05 Progress Review
- Progress Reviews of all Funded Startups/Projects about six months or as need be for further grant disbursement.

IMC: ICSII Metamorphosis Committee (Level 1 of 2) | ULSC: University Level Scrutiny Committee (level 2 of 2)

Image 1: Process Flow

- Each project proposal shall undergo 2 rounds of review.
- The ICSII team shall formally request the team leader of the project proposal for the first review presentation. The template for the presentation shall be shared to each team leader by ICSII team. During the review, the ICSII team shall assess the clarity of concept, commercial feasibility, impact of potential innovation to the society, and budgetary requirements of the proposal. Each ICSII team member present during the review presentation shall evaluate the proposal and grade them.
- Following the Level 1 scrutiny, known as ICSII Metamorphosis Committee (IMC), which involves the evaluation by the panel of ICSII members, the team leader will be informed about the decision or any revisions required in the proposal. If selected in the first round, the projects proceed to the Level 2 scrutiny conducted by the University Level Scrutiny Committee (ULSC). The ICSII team will notify the team leader about the second round of the review presentation according to the pre-circulated schedule.
- Based on the evaluation by the ICSII team, a proposal is approved or rejected. The decision of ICSII team is final (i.e. accepted or rejected) and the same is notified to the team leader of the proposal by the Asst. Dean R&D/ ICSII Chairperson.
- The decision taken by ICSII team shall be final. In case of any dispute, an independent committee shall be formed by the Registrar to resolve the dispute. Based on the finding of

the committee members for resolving the dispute, recommendation shall be made to the Registrar for final disposition of the case.

Project Execution and Post Project Activities

- The student team leader shall execute the project based on the budget approved by ICSII with the help of the other student team members.
- The student team must remain in constant touch with his/her mentor and shall submit the progress report and bills.
- The expenditure made during the project shall be reimbursed/paid directly to the team leader as per SSIP 2.0 policy, Government of Gujarat.
- All IPR filed via ICSII shall have Indus University as an Applicant. Team leader and remaining team members can be listed as Inventors on patent application. The ICSII team shall provide the legal support for filing IPR. The maximum amount of money granted for filing/granting IPR shall be as per amount approved by IPR Guidelines, Education Department, Government of Gujarat.
- The team leader must handover any working model produced during this project work to the ICSII.
- The team leader must submit the final report as per the prescribed template after the completion of the project.
- As quoted from "National Innovation and StartUp Policy (NISP) of 2020, *"Student entrepreneurs should be allowed to sit for the examination, even if their attendance is less than the minimum permissible percentage, with due permission from the institute."*

Pre-Incubation:

The pre-incubation phase at Indus University aims to provide aspiring entrepreneurs with a supportive environment to refine their innovative ideas before entering the formal incubation process. This phase emphasizes idea validation, skill development, and initial market exploration The objectives are as follows:

- **Idea Refinement:** Assist individuals or teams in refining their entrepreneurial concepts through mentorship and skill development.
- **Market Validation:** Provide guidance & mentorship for market research to validate the feasibility and potential impact of startup ideas.
- **Prototype/PoC Development:** Offer funding support for the development of initial prototypes or proof-of-concept models.
- **Legal Guidance:** Provide early-stage legal guidance on intellectual property matters and business registration.
- **Pitching opportunities:** Opportunity to pitch at IMC presentations where pre-incubating teams present their ideas to receive feedback from a panel of experts.

- **Access to Co-Working Spaces:** Provide co-working space at ICSII shed or as per Chairman ICSII's recommendation to Dean R&D.

Virtual Incubation:

Virtual Incubation at Indus University aims to provide a dynamic and accessible platform for nurturing entrepreneurial talent remotely. Focused on fostering innovation, collaboration, and skill development, virtual incubation empowers entrepreneurs to transform ideas into viable ventures from any location.

Key Components:

- **Online Mentorship:** Connect entrepreneurs with seasoned mentors through virtual platforms to provide guidance and support. Facilitate regular virtual meetings for discussions on project development, challenges, and strategic planning, with the mentor adhering to the outlined 'Roles and Responsibilities of the Mentor.'
- **Digital Networking Opportunities:** Organize virtual events, webinars, and online forums to foster networking among entrepreneurs, industry experts, and mentors. Leverage digital platforms to ensure seamless communication and collaboration.
- **Virtual Legal Guidance:** Provide digital resources and virtual consultation for legal matters, including intellectual property guidance and business registration. Ensure that virtual entrepreneurs are informed about and adhere to legal considerations.
- **Remote Pitching Sessions:** Conduct virtual pitching sessions where entrepreneurs can present their ideas and receive feedback from a panel of experts. Embrace online platforms for pitch presentations, fostering a collaborative and interactive environment.
- **Virtual Co-Working Spaces:** Facilitate access to virtual co-working spaces, enabling entrepreneurs to collaborate and work together in a digital environment. Encourage the use of online tools for project management, communication, and collaboration.

Eligibility:

In adherence to the SSIP Policy,

- **Any Students of Indus University:** All currently enrolled students of Indus University are eligible to participate in the programs and initiatives offered by ICSII.
- **Research Scholar of Indus University (Up to 35 Years of Age):** Individuals pursuing research at Indus University, with an age limit of up to 35 years, can avail themselves of the opportunities provided by ICSII.

- **Alumni (Till 5 Years of Graduation):** Graduates of Indus University within the past five years are eligible to engage in the startup, incubation, and innovation programs facilitated by ICSII.

Alumni & Extended Support

- In adherence to the SSIP Policy, alumni within the first five years of graduation are eligible to access SSIP funding for Proof of Concept (PoC), Startups, and Intellectual Property Rights (IPR) initiatives.
- To facilitate this process, alumni are required to engage with a mentor currently employed at Indus University. While alumni have the flexibility to select their preferred mentor, it is mandatory for them to choose a mentor to guide and support their endeavors.
- This collaborative approach ensures a seamless integration of alumni expertise with the mentoring support within the Indus University community. The mentor, in turn, is entrusted with the responsibility to diligently oversee the progress, maintain consistent communication, documentation mentioned in 'Roles & Responsibility of Mentors' and provide invaluable guidance throughout the project.

Setup of Fab Lab / Tinkering Labs/ Facilities:

- ICSII is committed to funding state-of-the-art facilities to nurture innovation and hands-on learning. In line with the startup policies of Gujarat and India, the university endeavors to establish advanced Fab Labs, Tinkering Labs, and other cutting-edge facilities. These spaces will serve as creative hubs for students and aspiring entrepreneurs, equipped with modern technology, prototyping tools, and collaborative workspaces.
- The objective is to cultivate an environment that encourages experimentation, idea prototyping, and the development of innovative solutions. This initiative aligns with the overarching goal of promoting a culture of entrepreneurship and innovation among our students, fostering an ecosystem where ideas can flourish into impactful startups.
- Under the SSIP policy ICSII will receive, scrutinze and fund the proposals for development of labs concerning the vision and mission of this policy the lab will be operated by the lead applicant and his/her team, ICSII's role will only be limited to funding the project.

Co-working Space:

- In alignment with SSIP guidelines, Indus University acknowledges the significance of establishing a collaborative co-working space within the university premises. Envisioned as an environment that promotes networking, creativity, and resource-sharing for startups, ICSII, in adherence to the SSIP policy, offers a fully equipped co-working space tailored for student and alumni-led startups.

- This initiative seeks to foster collaboration, optimize resource utilization, and encourage community engagement among emerging entrepreneurs, aligning with the core principles of SSIP.
- Eligible students may request and avail the co-working space, which will be allocated for a maximum period of two months, with the option for renewal subject to ICSII approval, ensuring alignment with the overall incubation period.

Incubation Period:

- The incubation period for startups under the auspices of the Indus Center for Startups, Incubation and Innovation (ICSII) shall be defined based on the nature and requirements of the individual projects.
- The standard incubation period is initially set at 18 months, during which startups will receive comprehensive support, mentorship, and access to facilities. Upon completion of the standard period, ICSII will assess the progress and viability of the startup. Extensions to the incubation period may be considered based on merit and project-specific needs, subject to approval by ICSII.

Student Innovation Council (SIC):

- In alignment with the directives of MoE's Innovation Cell and AICTE's NISP 2020, ICSII has the authority to establish the Student Innovation Council (SIC). The core objective of SIC is to cultivate an environment that encourages innovation, creativity, and an entrepreneurial mindset among student members.
- By creating this platform, ICSII aims to provide students with opportunities to actively engage, collaborate, and contribute to the dynamic ecosystem of innovation, startups, and incubation within Indus University. This initiative is designed to empower students and enhance their involvement in shaping the culture of innovation on campus.

Internships at ICSII:

- Students are encouraged to participate in internships at ICSII, offering hands-on experience in the field of innovation, startups, incubation, management, etc. Through these internships, students will actively contribute to ICSII's initiatives, gaining practical insights into startup incubation processes, social media management, project management, documentation and entrepreneurial activities. The Interns can also volunteer as SIC members. The program aims to bridge theoretical knowledge with real-world applications, providing students with a valuable experiential learning opportunity. Interns will collaborate with seasoned professionals, mentors, and peers, fostering a collaborative and innovative environment. This internship initiative is designed to equip students with practical skills, exposure to startup ecosystems, and a foundation for future entrepreneurial pursuits.

● ICSII can provide an Internship Certificate upon successful completion of internship which can also be availed to gain internship credits during the semester break.

Awards/ Recognition/ Felicitation:

The Indus Center for Startups, Innovation and Incubation (ICSII) is committed to acknowledging the outstanding contributions of startup students, faculty members, and the ICSII team towards fostering innovation and entrepreneurship within the university ecosystem. This policy ensures a transparent and merit-based process for recognizing and rewarding exceptional efforts, promoting a culture of continuous innovation and entrepreneurship at Indus University. The policy delineates the process of awarding certificates and monetary incentives to deserving individuals and teams.

● The funds for awards and certificates for student achievements will be sourced from the Student Start-up and Innovation Policy (SSIP) grant.
● Awards and certificates for faculty members and the ICSII team will be financially supported by Indus University. Recommendations for these allocations will be made by the Dean of Research and Development (Dean R&D) based on merit and exceptional contributions.

Categories and Recognition:
1. **Startup Students:**
   Categories: Innovation Excellence, Entrepreneurial Leadership, Best Startup Concept, etc.
   Recognition: Certificates of Excellence and monetary incentives.
2. **Mentors:**
   Categories: Innovation Mentorship Excellence, Research and Development Incentive.
   Recognition: Certificates of Recognition and monetary incentives.
3. **ICSII Team:**
   Categories: Outstanding Contribution to Incubation, Innovative Program Implementation.
   Recognition: Certificates of Appreciation and monetary incentives.
4. **Approval Process:**
   Recommendations for faculty and ICSII team awards will be proposed by the Dean R&D based on award specific evaluation criteria and subject to approval by the Executive President (Vice Chancellor).

Website & Social Media:

- For effective communication, visibility and branding, ICSII will establish and maintain an official website (https://icsii.indusuni.ac.in/) which will be integrated in Indus University's website under header tabs.
- The website will serve as a comprehensive platform for disseminating information regarding ICSII's programs, startup initiatives, news, call for proposals and pertinent updates.
- Moreover, ICSII will actively manage and leverage social media handles to augment its online presence, engage with the community, and showcase the achievements and contributions of the entrepreneurial ecosystem at Indus University. The effective utilization of digital platforms will play a pivotal role in fostering collaboration, communication, and awareness.

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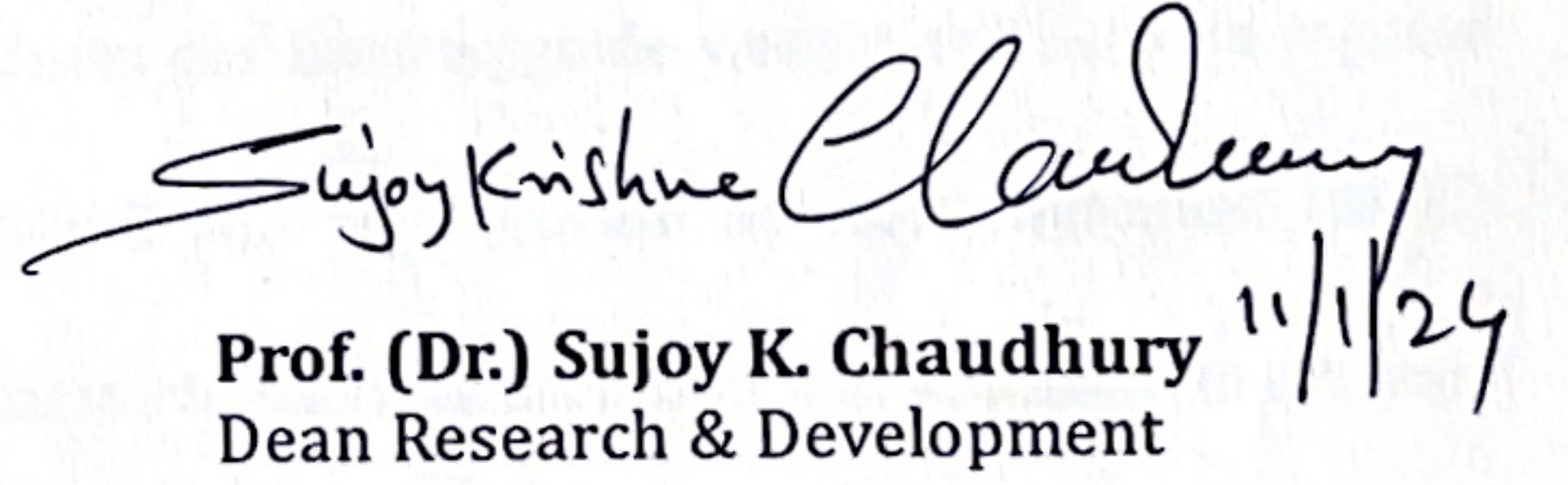
"This Policy for Promoting Innovation, StartUp, Incubation, and Entrepreneurship at Indus University is applicable retrospectively, covering all years since the establishment of ICSII, as well as prospectively for all future years. It comes into effect immediately upon approval, supersedes all previous policies related to innovation, startups, incubation, and entrepreneurship at the university, and ensures uniform guidelines for continuity and consistency. All other policies, if any, will align with the provisions outlined in this policy document."
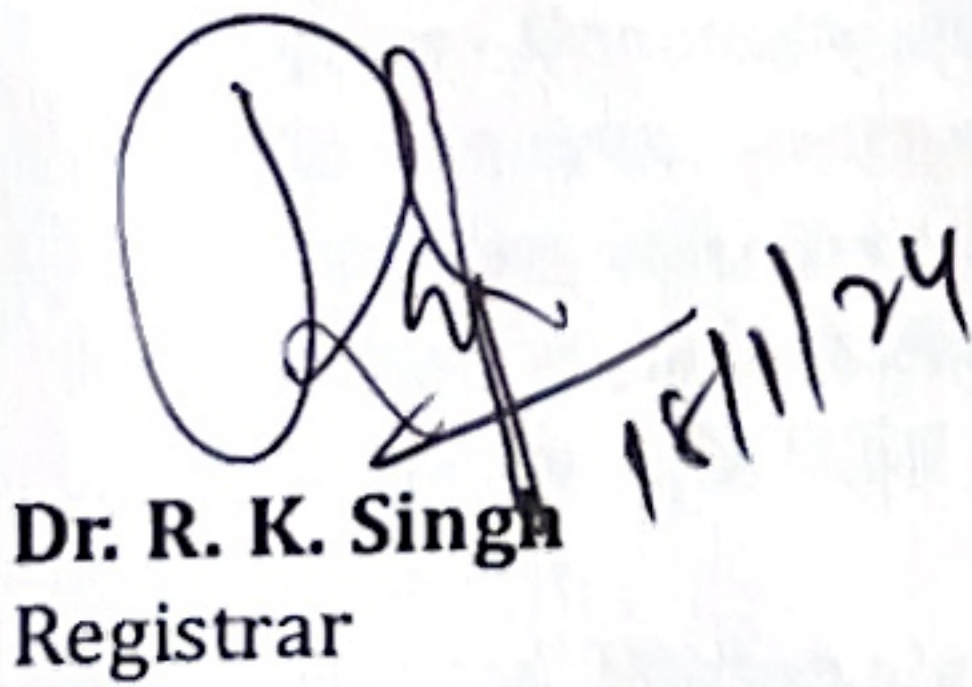
Prepared by:

Prof. Shaswat L. Padalia
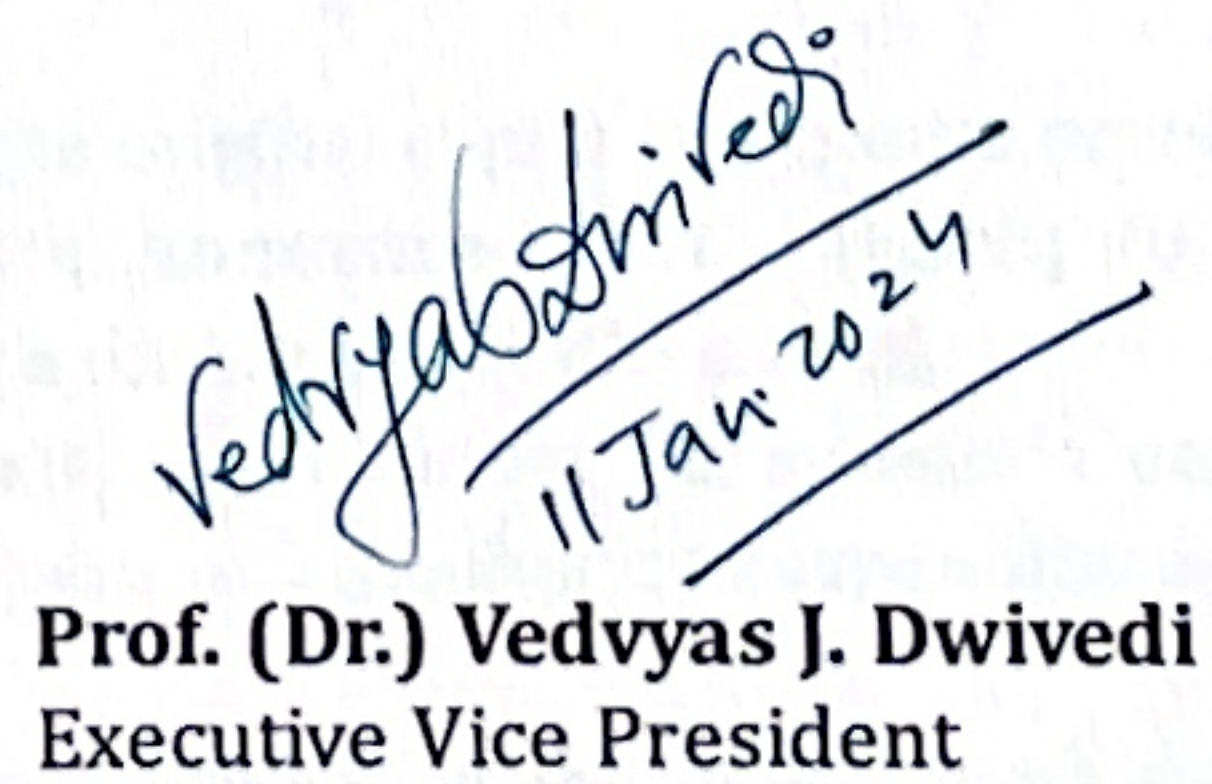ICSII Chairman

Recommended by:

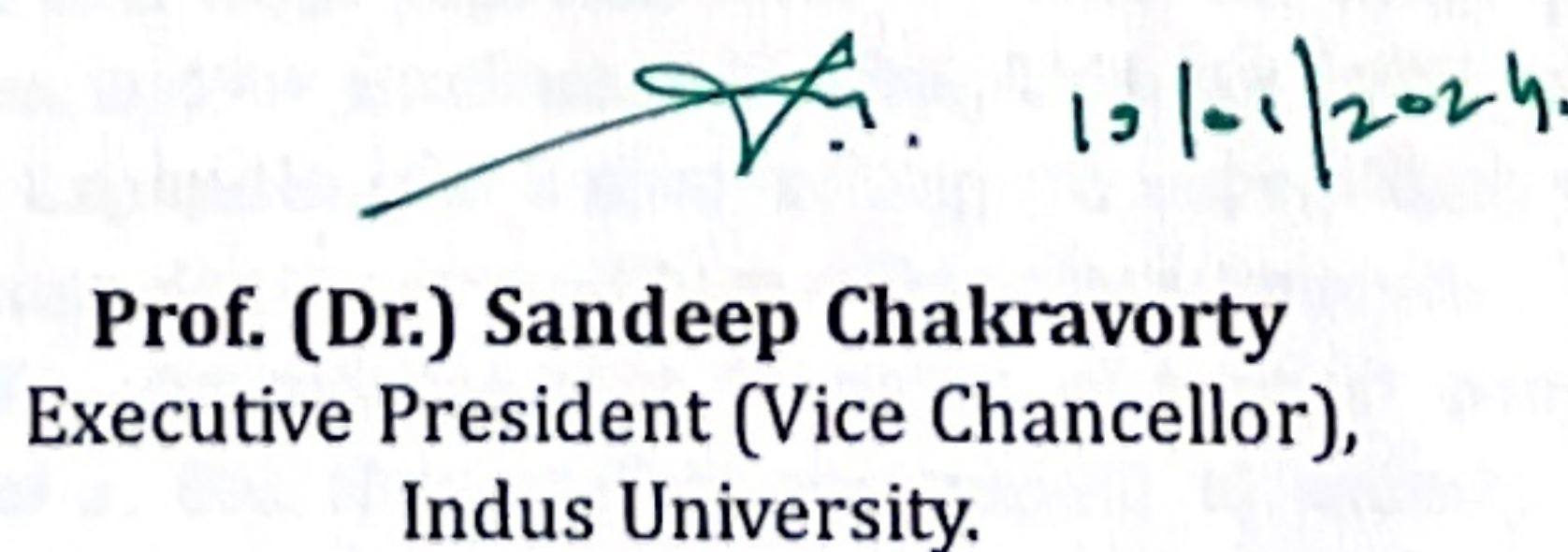**Prof. (Dr.) Sujoy K. Chaudhury**
Dean Research & Development

Seconded by:

Prof. (Dr.) Vedvyas J. Dwivedi
Executive Vice President

Dr. R. K. Singh
Registrar

Approved by:

Prof. (Dr.) Sandeep Chakravorty
Executive President (Vice Chancellor),
Indus University.

| **ICSII Number** *(*for official use only)* | | **Phase #** | |

Date: ____/____/_____

DECLARATION BY THE STUDENT GRANTEE

I, (Mr/Mrs/Ms.) _____ accept the grant of ₹._____ from Student Startup and Innovation Policy (SSIP) through Indus Center for Startups, Innovation and Incubation (ICSII), Indus University. The approximate expenditure for my/our Startup/ PoC /project /IPR titled _____ is ₹._____ .

I/We hereby commit to the following terms and conditions:

1. **Adherence to Guidelines:** We pledge to adhere to the guidelines & policies outlined by SSIP, Gujarat, and ICSII.
2. **Regular Mentor/Guide Interaction:** We will meet our mentor/guide weekly and provide regular updates on the project's progress.
3. **Submission of Grant Acknowledgement:** We will submit the **Grant Acknowledgement (Encl.)** after reception of each stage of grant to ICSII.
4. **Timely Task Completion:** We undertake to complete tasks as proposed and approved in a timely manner.
5. **Progress Report Submission:** Upon completion of tasks in each stage, we will submit a detailed progress report to our mentor.
6. **Expense Documentation:** We agree to submit ICSII the original copies of expense proofs, including bills, receipts, vouchers, and quotations, along with **Annexure-I/UTC   (Encl.)** to ICSII upon completing tasks in each stage. We will submit a copy to the **mentor's file** as well.
7. **Expense Authorization:** We understand the necessity of obtaining our mentor's permission, in accordance with ICSII and SSIP guidelines, for all expenses. Unauthorized expenditures will not be considered.
8. **Preferred Marketplace:** We commit to referring and preferring the Government e-Marketplace (GeM) at gem.gov.in for purchases, in addition to other online portals.
9. **Proof of Expenditure for Small Amounts:** For expenditures below ₹2000, we will submit proof of expenditure with necessary supporting documents.
10. **Quotations for Medium and High Expenditures:** For expenses ranging from ₹2000 to ₹5000, we will submit two quotations, and for purchases exceeding ₹5000, we will submit three quotations.
11. **Consultation for Major Expenditures:** Before making any expenditure exceeding ₹50,000, we will consult ICSII and our mentor else the expenditure will not be approved.
12. **Active Participation:** We acknowledge that all forms of support provided by ICSII are offered without any equity stake at 0%. Nevertheless, we commit to actively participating in all events, exhibitions, conclaves, pitching sessions, meetings, expos, seminars, workshops, demo days,

bootcamps, etc. either organized or recommended by ICSII, whether within or outside Indus University representing ICSII and Indus University.

13. **Exclusive Proposal Submission:** We confirm that we have not submitted the same proposal to any other university for SSIP grant.

14. **Credit Acknowledgement:** We shall give due credit to Indus University, ICSII, Team ICSII, Mentor(s), and SSIP in all brand building and marketing communication activities.

15. **Transparent Approach & Ethical Standards:** We pledge to maintain transparency and return any unused funds provided by ICSII under SSIP. We also commit to maintaining the highest ethical standards in all dealings with Indus University and external stakeholders. We will keep our parents/ guardians informed about our progress.

16. **Intellectual Property Registration:** In case of intellectual property registration, we will consult ICSII before filing IPR and will adhere to the IPR guidelines.

17. **Financial Accountability:** It is expressly acknowledged that the allocation of grant funds is directed exclusively to the designated student grantee's account, thereby establishing sole financial accountability for any misappropriation of funds on the part of the grantee student & then to the student team.

18. **Incubation Period:** The Incubation Period approved by ICSII which will be strictly adhered to. Extension can be provided upon putting up extension of Incubation Period Application to ICSII.

19. **Closure of ICSII SSIP Support:** The format of the application will be made available by ICSII upon request.

20. **Scrutiny Committee Decision:** In the event that the SSIP Scrutiny Committee at Indus University deems our progress unsatisfactory, we agree to the potential cessation of further grant releases. We commit to returning any unused grant funds and purchased items/components as per the committee's decision.

21. **Adherence to Guideline Changes:** We will abide by any changes in ICSII & SSIP guidelines / terms and conditions that may occur during the course of our work.

GUIDELINES

1.1 Expenditure Guidelines (As quoted from SSIP 2.0 Financial/ Implementation Guidelines):

● Procurement of the equipment/parts/services for PoC/Prototype development, through competitive bidding and/or by providing "reasonable rate certificate" by the competent authority of the University /Institutions.

● 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 2.0 MIS Portal/Cogent Portal and support should be continued only if satisfactory progress is being made.

● A format of **Annexure-I/UTC (Encl.)** should be signed by the faculty mentor and must be submitted to SSIP Coordinator, Head of department, and Head of Institute, certifying that the amount spent by the students/innovators are for the stated purpose.

1.2 IPR Guidelines:

- The innovator must consult ICSII before proceeding for IPR during incubation.
- All IPR filed via ICSII must have Indus University as an Applicant. Team leader and remaining team members can be listed as Inventors on patent application.
- The ICSII team shall provide the legal support for filing IPR. The maximum amount of money granted for filing/granting IPR will be as per SSIP Policy adhering to IPR Guidelines of Education Department, Government of Gujarat.

Details of Student Team Leader:

Name	
Permanent Address	
Contact Nos.	
Parent's Name & contact No.	
Email ids *(Official IU ID & Personal)*	
Are you an **Alumni** of Indus University? If yes, mention the year of completion of course and **attach** the final marksheet.	
Institute & University Name	
IU Enrolment No.	
Course Undertaken	
PAN Number (**attach** copy)	
Aadhar Number (**attach** copy)	
Semester	

Details of Mentor:
(To be filled by student team leader)

Name	
Designation	
Department, Institute, University	
Contact Nos.	
Email id	

Details of the Cheque/NEFT received
(to be updated after reception of grant by team leader)

Name(as written in cheque/NEFT)		**Branch:**	
Bank Name:		**Account Number:**	
IFSC Code:		**Cheque Date:**	
Cheque Number:		**Transaction ID (attach Screenshot/ Passbook Entry/ Receipt):**	

      We, the undersigned team members (Students / Alumni Grantees), hereby affirm our acceptance of all the stipulations outlined in the aforementioned declaration, IU's StartUp Policy and SSIP Policy. We commit to adhering strictly to these terms. In the event of any malpractice or unethical utilization, we acknowledge that ICSII reserves the authority to assume control over the procured goods or semi-working prototype and has the prerogative to revoke and seize the disbursed grant at any time and we are committed to return the grant in such cases.

Sr.	Name	Affiliation (Institute/ Semester/ Alumni)	Official Email ID	Personal Permanent Email ID	Contact No.	Sign
1						
2						
3						
4						
5						

Date:
Place:

Acknowledged and verified by:

Mentor's signature with name & date: _____

MENTOR'S DECLARATION & CERTIFICATION STATEMENT

(to be compiled by mentor)

I, Mr./Mrs./Dr. _____, solemnly affirm the following:

1. The proposal presented by my mentee, Mr./Mrs./Ms. _____, reflects innovation and holds potential societal utility.
2. The team-provided breakdown of approximate expenditure is deemed reasonable and justifiable.
3. The estimated expenditure for the startup/prototype/project/patent is ₹. _____ .
4. The procurement of equipment, consumables, raw materials, minor works, professional services, and other specified items is essential for the effective and successful execution of this project/model.
5. I commit to **maintaining a file** with a comprehensive record of expense proof copies (bills, receipts, vouchers, quotations, etc.), Annexure -I/UTC, Detailed Progress Reports and will verify them against the original copies held by my mentee(s).
6. I will provide mentorship and guidance to my mentee(s) to the best of my abilities. And, will play a bridging role between ICSII and my Mentee.
7. It is my responsibility to monitor and ensure that ethical practices are adhered to by the student in relation to the granted resources. Any discovery of unethical practices by my mentee(s) will be promptly reported to ICSII & ULSC.
8. Should I contemplate departure from the University, I will seek the transfer of mentorship to an existing Indus University Mentor, and will formally notify ICSII about the transfer of mentorship. Additionally, I commit to submitting a 'No Due' certificate to ICSII / R&D Cell.
9. It is expressly acknowledged that the allocation of grant funds is directed exclusively to the designated student grantee's account, thereby establishing sole financial accountability for any misappropriation of funds on the part of the grantee student and then to the student team. In my role as a mentor, I affirm the responsibility to thoroughly scrutinize and promote the judicious use of funds.

Name:	
Designation:	
Department:	
Institute Name:	
University Name:	**Indus University**
Contact No(s).:	
Email id(s):	
Date:	
Signature:	

Date: ____/____/_____

GRANT ACKNOWLEDGEMENT

(to be submitted by student grantee after reception of each stage of grant to ICSII)

I the undersigned student grantee, acknowledge the reception of grant amounting ₹._____ for (Stage I/Stage II/Stage III/Stage IV) of my project titled _____.

I extend my sincere gratitude to the Indus Center for Startups, Innovation and Incubation (ICSII) at Indus University for the financial support provided through the Student Startup and Innovation Policy (SSIP).

I commit to adhering to the terms and conditions outlined in the support agreement, including compliance with SSIP, Gujarat, and ICSII guidelines. I appreciate the mentorship and guidance received from the dedicated mentor(s) and will actively engage in regular interactions and timely task completion. I understand the importance of maintaining transparency in financial transactions, obtaining authorization for expenditures, and utilizing the funds responsibly and ethically. I pledge to represent ICSII and Indus University by participating in relevant events and activities.

Thank you, ICSII, for your invaluable support and the opportunity to contribute to the innovative ecosystem at Indus University.

Sincerely,

Student Grantee's Signature with date: _____

Student Grantee's Full Name: _____

Through:

Mentor's signature with name & date: _____

Attachment:
1. Proof of reception of grant (Bank Statement, Screenshot with transaction ID, etc.)