

**INSTITUTE INNOVATION AND START-UP
POLICY 2021
FOR
STUDENTS, ALUMNI, FACULTY AND STAFF
MEMBERS
OF
NIT RAIPUR**

A GUIDING FRAMEWORK FOR INCULCATING A CULTURE OF
INNOVATION AND ENTREPRENEURSHIP AT NIT RAIPUR

ABSTRACT

The Innovation and Start-up policy 2021 for National Institute of Technology Raipur will enable the institute to actively engage students, alumni, faculty and staff members in innovation and entrepreneurship related activities. The Policy is designed to create and nurture entrepreneurial ecosystem within the institute and amalgamate the same within the academic curriculum/system. This framework will also help in bringing in uniformity, in line with MHRD guidelines, for managing IPR ownership, technology licensing and start-up policy.

INTRODUCTION

Several steps have been taken by the Ministry of Education (MoE), Govt. of India to promote a culture of innovation and entrepreneurship in higher education institutions (HEIs). To streamline the efforts at HEIs, MoE released the National Innovation and Startup Policy (NISP) – 2019 in the month of September 2019. The Policy provides detailed guidelines for Students, Faculty and all other stakeholders of Higher Education Institutions (HEIs) in India to embark on a fruitful journey of innovation and entrepreneurship.

National Institute of Technology Raipur (NITRR) has also undertaken the task of inculcating a culture of innovation and entrepreneurship by transforming the erstwhile Training & Placement Office into more dynamic and purpose driven Career Development Centre (CDC) with separate verticals under two faculty in charges in the form of Innovation and Entrepreneurship Cells (I&E Cell). Due to the efforts of the I&E Cell and enthusiastic response from the stakeholders, the institute is continuing to perform well as demonstrated by the continued improvements in ARIIA ranking and other such accolades.

To further strengthen these efforts, the Institute Innovation and Startup Policy (IISP) of National Institute of Technology (NIT), Raipur policy is proposed herewith according to the guidelines provided by NISP-2019. The policy provides concrete recommendations and guidelines to the Students, Faculty, Staff and Alumni members of NIT Raipur for developing entrepreneurial agenda, technology licensing and equity sharing in Start-ups/enterprises established by all these stakeholders. The guidelines in this policy will enable our faculty, staff, students, and alumni for participation in innovation and entrepreneurship related activities, thus encouraging them to consider startups as a Career Option.

VISION

To be a center of excellence and a coveted place for innovative and enterprising minds providing an effective and efficient innovation and startup eco-system.

MISSION

To support and nurture startups with innovative ideas, creative acumen, human values, professional ethics, ecofriendly approach and contribute actively towards making India self-reliant as well as pave a way for making the planet more sustainable for generations to come. To excel in supporting startup and innovation ecosystem in the region and to nurture the innovative mindsets among all the stakeholders through curricular and co-curricular offerings that will create a cascading effect and emerge as a leading center in the country for Innovation and Incubation. NIT Raipur aims to become the first choice for students aiming Entrepreneurship as a Career Option.

OBJECTIVES

- a) To create a policy framework to guide all the stakeholders regarding various regulations, modalities, procedures, and facilities available to support and assist the innovation and entrepreneurial activities.
- b) To create an institutional framework to carry out innovation and startup support activities.
- c) To create an enabling eco-system to nurture and promote innovation and startup culture in students, faculty and staff members, alumni of NIT Raipur and society at large.
- d) To provide a system to facilitate startups in every step of their entrepreneurial journey.
- e) To facilitate optimal utilization of various resources already available in the institute for support of innovation and startup activities.

DEFINITIONS

- a) "Institute" shall mean "National Institute of Technology Raipur". The same has been abbreviated as "NITRR" in this document.
- b) "Policy" means Institute Innovation and Startup Policy.

- c) "Section-8 Company" shall mean "Section-8 Company of NIT Raipur". "NIT Raipur Foundation for Innovation and Entrepreneurship" has been incorporated in pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013, under Ministry of Corporate Affairs, Government of India. The name "NIT Raipur Foundation for Innovation and Entrepreneurship" has been abbreviated as "NITRR-FIE" in this document.
- d) "Board of Directors" shall mean the Board of Directors of Section-8 Company of NIT Raipur, to be established in accordance with the provision of this Policy.
- e) "Startup Committee" shall mean Institute level Startup Committee of NIT Raipur to be established in accordance with the provision of this Policy. The same has been abbreviated as "ISC" in this document.
- f) "Faculty Member" shall mean a regular faculty member of National Institute of Technology Raipur.
- g) "Student" shall mean a full-time student studying at National Institute of Technology Raipur.
- h) "Staff Member" shall mean any permanent regular employee of National Institute of Technology Raipur other than a regular faculty member, on duty or leave, faculty on tenure, research associates, post-doctoral fellows and students having valid a valid association/registration with the Institute.
- i) "Startup" is an entity that develops a business model based on either product innovation or service innovation and makes it scalable, replicable and self-reliant as defined in Gazette Notification No. G.S.R. 127(E) dated February 19, 2019 or as per the prevailing notifications of the Government of India issued from time to time. The current definition of start-up is an entity that is headquartered in India, which was incorporated less than 10 years ago, and has an annual turnover less than Rs. 100 crores.
- j) "Incubation" is a unique and highly flexible combination of business development processes, infrastructure and people, designed to nurture and grow new and small businesses by supporting them through the early stages of development.
- k) "Pre-incubation" typically represents the process which works with aspiring entrepreneurs who are in the very early stages of setting up their company. Usually, entrepreneurs come into such programs with just an idea of early prototype of their product or service. Such companies can then graduate into full-fledged incubation programs.
- l) "Equity share" also commonly referred to as ordinary share, represents the form of fractional or part ownership in which a shareholder, as a fractional owner, undertakes the maximum entrepreneurial risk associated with a business venture. The holders of such shares are members of the company and have voting rights.

1. Strategies and Governance

Promotion and development of an innovative and entrepreneurial ecosystem to orient stakeholders towards starting startups and enterprises is the main goal of this policy. Implementation of entrepreneurial vision at the institute should be achieved through the Vision and Mission statements. The entrepreneurial agenda should be the responsibility of all faculty and staff members of the institute to bring in the required commitment [NISP 1.b, pp 11]. Commitment to the innovation and entrepreneurial agenda should be known across the institute and should be promoted and highlighted through all institutional clubs and institutional programs such as conferences, convocation, workshops, FDPs, STTPs etc. in addition to various components of academic learning [NISP 1.e, pp 11].

The implementation of the IISP of NIT Raipur will be governed through the following two dedicated bodies [NISP 2.c, pp 12]:

a) NIT RAIPUR Foundation for Innovation and Entrepreneurship (NITRR-FIE)

NIT Raipur Foundation for Innovation and Entrepreneurship (NITRR-FIE) is a nonprofit, Section 8, company of NIT Raipur to promote innovation and entrepreneurship among all stakeholders. The NITRR-FIE will act as a Special Purpose Vehicle (SPV) to implement the above-mentioned objectives most effectively [NISP 2.c, pp 12]. It will provide a platform for start-ups by budding entrepreneurs and intrapreneurs to convert their innovative ideas into commercially viable products and services. It will also provide services related to patenting and commercialization.

NITRR-FIE will have a *Board of Directors* which will serve for a period of two years and can be re-appointed for further periods. The following shall be the constitution of the Board of Directors (BOD) of NITRR-FIE:

- i. Director, NIT Raipur (Ex-officio), Chairman of Board of Directors
- ii. Head CDC, NIT Raipur (Ex-officio) (or his representative)
- iii. A representative from Govt. of India Startup eco-system enabler
- iv. Member from a Bank
- v. Member(s) from startup ecosystem
- vi. Member from a local industry
- vii. An entrepreneur alumnus
- viii. Member from an International startup ecosystem
- ix. CEO, Foundation for Innovation and Entrepreneurship (Ex-officio) – Member Secretary of the Board of Directors

The following shall be the main functions of the Board of Directors:

- i. Approving the recruitment policy for manpower of Technology Business Incubator (TBI) of NIT Raipur, the NITRR-FIE.
- ii. Should meet every six months to review progress of TBI and provide policy guidelines for the operations of TBI.
- iii. The CEO of NITRR-FIE, as the member secretary of the Board of Directors, will be responsible for organizing the meetings of the BOD and preparing and getting approval of the minutes of the meeting.
- iv. Apart from the CEO, any of the Directors of the NITRR-FIE can request for a meeting of the Board of Directors.
- v. Ensure the smooth continuation of activities of TBI in self-sustained mode.
- vi. TBI should present the duly audited annual accounts/balance sheet to the Board of Directors along with the annual report.
- vii. In case of any kind of problem in the implementation of the programs under TBI, the same needs to be documented properly and brought to the knowledge of the Board of Directors.
- viii. The Board of Directors would put in place a proper mechanism for ensuring proper implementation and execution of vision and mission of Institute Innovation and Startup policy of NIT Raipur in coordination with the Institute Startup Committee (ISC).
- ix. The Board of Directors will lay down policy norms for incubation of startups under NITRR-FIE, such as revenue sharing, IPR, Agreement and support mechanisms etc. in accordance with the NIT Raipur's policies.
- x. The BOD will approve the annual report, prepared and presented by the CEO, to be placed to the Board of Governors, NIT Raipur.

b) Institute Startup Committee (ISC) of NIT Raipur

An Institute Startup Committee (ISC) will be formed which will provide the essential guidelines/ screening criteria/ other norms for Startups to be incubated and supported. The following shall be the constitution of ISC:

- i. Head, CDC, NIT Raipur, Ex-officio, President of the Committee
- ii. Dean Academics (or Representative), NIT Raipur, Ex-officio
- iii. Dean Faculty Welfare (or Representative), NIT Raipur, Ex-officio
- iv. The other members of the ISC shall be the following:

- The Faculty I/C, Innovation Cell
- The Faculty I/C, Entrepreneurship Cell
- An Alumni Startup Founder
- A representative from Local Entrepreneurial/Startup Ecosystem Enabler

The constitution of the committee will be approved by the Director, NIT Raipur.

The following shall be the main functions of the ISC:

- i. ISC will define all decision-making policies and screening criteria for all Startup related activities involving any member (student/ faculty/ staff) within NIT Raipur fraternity.
- ii. ISC will make a Pre-incubation and Incubation policy in association with the Institute Incubation Centre (NITRR-FIE).
- iii. ISC will act as a Single Point of Contact for all permissions, facilitation and assessment needs for startups involving any institutional member. Any permission or facilitation required for a startup that involves other Academic or Non-Academic bodies within NIT Raipur will be routed only through ISC and ISC will contact all such bodies on behalf of Startups as per the requirements.
- iv. ISC will frame an action plan for Startup activities at NIT Raipur, which is in line with the National Startup Policy for HEIs (2019) along with well-defined short-term and long-term goals. Micro action plans should also be developed to accomplish the policy objectives. [\[NISP 1.f, pp 11\]](#)
- v. To attract and retain people with strong entrepreneurial experience, behavior, and attitude, ISC should devise academic and non-academic incentives and reward mechanisms for all faculty/staff members and other stakeholders that actively contribute and support entrepreneurship agenda and activities [\[NISP 5.a, pp 16\]](#). ISC will propose addition of a separate section in the Annual Performance Appraisal Report (APAR) format of NIT Raipur to include the contribution made by faculty for startup activities. [\[NISP 3.m,n,o, pp 15\]](#)
- vi. The ISC will be provided with the required manpower by the institute to carry out its activities effectively.

2. Pre-Incubation Policy of NIT Raipur

NIT Raipur has constituted Career Development Centre (CDC) in the Institute. CDC NIT Raipur has a mission to “promote, innovative, knowledge based and technology-driven start-ups by harnessing young minds”. CDC, NIT Raipur was formed in May 2018 under the leadership of

Director, NIT Raipur. It aims to inculcate the spirit of innovation and entrepreneurship amongst the students, encourage and support innovations through guidance, mentorship and support. All stakeholders of NIT Raipur will be encouraged to take up innovative projects with possibility of commercialization. The Pre-incubation Policy of NIT Raipur has been framed by CDC, which gives essential guidelines for supporting innovative ideas of students/faculty/staff of NIT Raipur from idea to prototyping and launch as a startup. The Makerspace of NIT Raipur is a 24x7 facility established for the same purpose. The detailed Pre-incubation policy, as adopted by this policy, can be found in Annexure-I.

3. Resource Mobilization

For supporting pre-incubation and incubation infrastructure and facilities, the following resources and financial support is planned.

- a) The institute is committed to provide all support for developing a culture of innovation and entrepreneurship. A separate head will be allocated in the annual budget of the institute for funding and supporting innovation and startups related activities through creation of a 'Innovation Fund' as recommended by National Innovation and Startup policy 2019, MHRD (MoE). This fund can be resourced from both—the Institute funds and external funding agencies. [\[NISP 1.c.i, pp 11\]](#)
- b) Options of all sources of external funds from government (state and central) such as DST, DBT, MHRD, AICTE, TDB, TIFAC, BIRAC, DSIR, CSIR, NRDC, NSTEDB, Startup India, Invest India, MeitY, MSDE, MSME, etc. and non-government sources should be encouraged. [\[NISP 1.c.ii, pp 12\]](#)
- c) Efforts will be made to approach private and corporate sectors to get funds under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013. [\[NISP 1.c.iii, pp 11\]](#)
- d) Institute may also raise funds through sponsorships and donations. Institute should actively engage alumni networks for promoting Innovation & Entrepreneurship activities. [\[NISP 1.c.iv, pp 11\]](#)

4. Start-up Eligibility

Applicants are eligible for start-up facility at NITRR-FIE provided its stakeholders or partners are from one of the following categories:

- a) Student of NIT Raipur
- b) Alumni of NIT Raipur
- c) Faculty member of NIT Raipur

- d) Non-teaching staff of NIT Raipur
- e) Any outside applicant having relevant ideas as per the mandate of NITRR-FIE

All proposals from any of the above categories of applicants will be approved based on the screening by NITRR-FIE.

5. Start-up Admissibility Procedure

- a) For Applicants from NIT Raipur

The applications for admission of startups at NITRR-FIE shall be processed once the applicant(s) has taken due recommendation from the Institute Startup Committee (ISC), which will evaluate and carry out the selection procedure before forwarding the same to NITRR-FIE for further screening.

- b) For Applicants from outside NIT Raipur

Individuals, Companies or Institutions, which are not related to NIT Raipur, will directly address the application to NITRR-FIE.

The applicants in both the categories (a) and (b) above will be evaluated by NITRR-FIE for further screening and selection as per the following steps.

- i. The application should include a detailed Business Plan. The business plan must cover all aspects including: Startup description, value proposition, products and services, market and competition analysis, revenue model, milestones and timelines, development and marketing plan, organizational structure, core team, risk analysis, funding requirements and projected financials. Applicants may give additional information as they think would help in the assessment of their proposal.
- ii. If the initial evaluation of the business plan/ executive summary is positive, NITRR-FIE will arrange a meeting with the startup founders, during which the startup will be expected to make a presentation before the experts. After the presentation, a final decision will be made regarding the acceptance of the start-up for incubation.
- iii. Human subject related research in startup should get clearance from ethics committee of NIT Raipur.
- iv. Agreement: The admitted startup has to enter into an agreement with NITRR-FIE. Format of Agreement will be provided by NITRR-FIE.
- v. Apart from the above NITRR-FIE will be free to add/delete screening criteria as per the recommendation of the Board of Directors.

6. Infrastructure Support

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

- a) Office Space
- b) Internet Connection
- c) Access to computing facilities

Besides, NIT Raipur will facilitate the startups to access departmental laboratories and other resources in the institute. Access to departmental resources will be possible through ISC, which will coordinate with the concerned departments. Further usage of such resources shall be in conformity with the policies of NIT Raipur. The charges for institutional resources may be waved-off for the students/faculty/staff of NIT Raipur, but will be applicable for any outside incubatee as per the institute norms.

Apart from the specific infrastructures as stated above, NITRR-FIE Lab and all other facilities such as Meeting/ Conference Room, Teleconferencing, Recreation and Rejuvenation Facilities, Cafeteria etc. will be shared by all startups.

7. Services

In addition to physical infrastructure, NITRR-FIE intends to provide other support and services including,

- a) Startup registration and filings
- b) HR Services
- c) Legal Advice
- d) Intellectual Property Rights (Copyrights, Trade Marks, Patent) filings
- e) Training/Conferences/Workshops
- f) Seed Funding support
- g) Governmental Agency funding
- h) Networking and linkages with NIT Raipur Alumni for mentorship, funding expertise and market access
- i) Venture capitalists / Angels / Investors introductions and networking
- j) Showcasing incubated companies through networking and events
- k) Entrepreneurship meets
- l) Any other activity to support Innovation and Startup culture as deemed fit by ISC and NITRR-FIE

8. Mentoring and Advisory Services

- a) Specialized mentors may be made available, based on demand, to the startups to assist with strategic areas or to provide project-oriented consultation. In such cases the mentor has to be compensated by the company either by equity sharing or by providing fees as per the mutual consent.
- b) An incubated company may avail the consulting services by empaneled professionals at their end. Hiring of any consultant from outside directly by the startup shall have to be paid directly with information to NITRR-FIE.

9. Periodic Assessment

NITRR-FIE will evaluate the performance of startups, who will be required to submit information on a quarterly (every three months) basis in a prescribed format. Additionally, startups also need to submit their progress report to ISC, NIT Raipur. It is essential for the startups to satisfy minimum norms of progress to get the continued support.

10. Tenure in Incubation Centre

Companies will be permitted to stay in the incubation center, to begin with, for a period of 24 months that may be extended to another 12 (6+6) months after review at each stage. A nominal monthly charge, as fixed by the NITRR-FIE will be levied to a company for this period of 36 months. NITRR-FIE may, at its own discretion, permit companies to extend their stay further for a maximum period of another 12 months.

11. Rent

Rent for the office space to the startups will be fixed by BOD of NITRR-FIE and will be revised as per the market rate.

12. Exit

Startup should leave the incubator under the following circumstances

- a) Completion of stay for 36 months, unless the stay is extended by NITRR-FIE
- b) Under performance of the startup: Criteria for the same will be decided and applied by BOD, NITRR-FIE on a case-to-case basis.
- c) A startup may exit at any time with a prior notice of 3 months and after clearance of all dues from NITRR-FIE and NIT Raipur.

13. Equity

In lieu of support and services to be provided, the incubate companies will be charged in the form of equity and/or revenue sharing [NISP 2.d, pp 12]. NITRR-FIE will hold the equity of 2% for the service provided if the incubatee stays for initial two years and 5% if the company stays more than that [NISP 3.j, pp 14]. The percentage of equity and revenue sharing will be reviewed from time to time by NITRR-FIE.

14. Faculty/ Staff (NITRR) member engagement with Startups

NIT Raipur may allow faculty / staff members to work on their innovative projects and setting up startups (including Social Startups) or work part-time in startups (incubated in any recognized HEIs/Incubators) while working [NISP 3.b.iii, pp 13]. Role of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the startup [NISP 7.a.ii, pp 18].

a) Full Time Engagement of Faculty/Staff in Startups

- i. NIT Raipur will allow the faculty and staff member to take off for a semester / year (or even more depending upon the recommendation of ISC-NIT Raipur and final approval from Director, NIT Raipur, as on sabbatical/unpaid leave for working on startups and re-join. Institution will consider allowing use of its resources to faculty/staff wishing to establish a startup as a full-time effort. The seniority and other academic benefits during such period may be preserved for such staff or faculty members. [NISP 3.g, pp 14].
- ii. Alternatively, they can devote full time by keeping lien with NIT Raipur.
- iii. Compensation offered to the faculty member through shares and/or cash, must be declared by the faculty/staff member to NIT Raipur.
- iv. On re-joining NIT Raipur after sabbatical / EOL, if he / she is involved as a consultant or any other form other than a mentor or shareholder after sabbatical / EOL, rules applicable will be same as that of part-time.
- v. All such applications from faculty members will have to be approved by the Director NIT Raipur and BoG NIT Raipur on recommendation of ISC.

However, the above provisions (i to v) shall be subject to the prevailing provisions and conditions of code of conduct rules as approved by the BoG of NIT Raipur or service rules (code of conduct) as applicable to Central Govt. employees or NIT statutes and rules.

b) Part Time Engagement of Faculty/Staff in Startups

- i. The faculty/staff members desirous of part-time engagement with the Start-up should apply to ISC. The ISC will recommend the eligible cases to the Director, NIT Raipur for approval.
- ii. Members can participate in a Start-up on a part time basis as long as they do not spend more than 20% of office time on the startup in advisory or consultative role [NISP 3.j, pp 14] and do not compromise with their existing academic and administrative work / duties and there is no conflict of interest as per point-21.
- iii. Other short-term leaves benefit of the faculty such as casual leave/ earned leave/ special casual leave will be allowed to be availed by the faculty for any Startup related activity such as exposure visit/ mentorship/ Networking visits/ attending Startup events etc. at any time in the year provided adequate alternative arrangement is made by faculty to perform regular duties. [NISP 3.g, pp 14]
- iv. The teaching load of the faculty actively involved in Startup related activities may be reduced or adjusted to facilitate such work. Such a faculty member may be allowed to take one working day every week to work on their own startups for a specified duration with the recommendation of ISC, and final approval from Director, NIT Raipur. The regular duties should be adjusted by Institute/ Department to facilitate such activity. [NISP 5.e.i, pp 17]
- v. The faculty member/staff can hold shares of the Start-up company for the engagement with the company; however, such a faculty cannot hold the Full Time Positions in the startup. [NISP 3.j, pp 14]
- vi. The faculty member will offer 10% (or as decided by BOD, NITRR-FIE) of the shares/revenue offered to them to NITRR-FIE. [NISP 3.j, pp 14]

However, the above provisions (i to iv) shall be subject to the rules applicable to the employees of NIT Raipur.

15. Research Scholars / Students involvement

- a) NIT Raipur may allow students to work on their innovative projects and setting up startups (including Social Startups) or work as interns/part-time in startups (incubated in any recognized HEIs/Incubators) while studying. [NISP 3.b.iii, pp 13]
- b) Student inventors may also be allowed to opt for startup in place of their mini project/ major project, seminars, summer trainings etc. The area in which a student wants to

initiate a startup may be interdisciplinary or multidisciplinary with team members from various departments depending on the need of the project. Such scrutinized proposal shall be forwarded by the ISC to Department Academic Committee (DAC) of the concerned department(s) for consideration and further approvals (if needed). [NISP 3.b.iii, pp 13].

- c) The credit points as per the industrial training credits may be awarded to students working for startups with recommendation of ISC, as per the ordinance of NIT Raipur. [NISP 3.e, pp 13]
- d) The liberty to add competent joint-supervisor and to propose topic of thesis that aims to create a Startup will be provided to the B Tech students/ M Tech students/ Research Scholars working full-time/part-time. Policy favours that the requirements for submission of thesis (for award of Degree) for such students/scholars should be suitably modified with due weightage to Patents/Design/Copyright and product development in lieu of research publications or any other such requirements as per the ordinance of NIT Raipur. [NISP 3.b.iii, pp 13]
 - i. Full time engagement in Startups
 - A research scholar/ student can approach ISC for granting permission to take special leave for a semester or an additional period to work for a startup on a full-time basis. Such scrutinized proposal shall be forwarded by the ISC to Department Academic Committee (DAC) of the concerned department(s) for consideration and further approvals (if needed).
 - The ISC will coordinate for the approval through proper channel, post student's registration. This may be treated as withdrawal under permission from NIT Raipur for the specified period for which such special leave is formally granted and the student will not get the scholarship for this duration.
 - The Research Scholar/ Student on returning must satisfy all norms (as per the ordinance of NIT Raipur) to earn a degree.
 - ii. Part time engagement in Startups
 - A research scholar / student can seek permission from ISC, NIT Raipur to work for a start-up on a part-time basis. Students who are pursuing some entrepreneurial ventures while studying should be allowed to use institute address to register their company with due permission from the ISC. [NISP 3.c, pp 13]
 - Interdisciplinary startups will be promoted and the students will be allowed to take their mini/ major projects from any subject area as per the need of the

Startup. The team for such projects may involve students from various disciplines as per the need of the Startup and will also be allowed to opt for a competent supervisor/mentor from within or outside the Department/Institute. Specific norms/ recommendations for this will be made by the ISC.

[NISP 3.b.iii, pp 13]

- Attendance relaxation up to 25% may be provided (i.e. 75% attendance) to the student entrepreneur. Additional relaxation up to 25% (over the existing minimum attendance norms) may be provided by special recommendation from ISC with approval of the senate or as per the provisions of the respective academic ordinances. [NISP 3.d, pp 13]

Any such proposal should be respectively recommended by the ISC and approved by the respective Doctoral Guidance Committee (DGC) and Doctoral Research Committee (DRC) in case of PhD Scholars, and for other students it will be recommended by the ISC and approved by respective Department Academic Committee (DAC), with final approval by Dean Academics/ Director NIT Raipur.

16. Product Ownership Rights for Technologies Developed at Institute

- a) When institute facilities/funds are used substantially or when IPR is developed as a part of curriculum/ academic/pre-incubation activity, IPR is to be jointly owned by inventors and the institute as per the prevailing IPR policy of NIT Raipur.
- b) For the startups pre-incubated at NIT Raipur and subsequently incubated at NITRR-FIE, the NITRR-FIE will hold equity on behalf of NIT Raipur. For such students the IPR norms will be applicable as per the IPR policy of NITRR-FIE.
- c) On the other hand, if product/ IPR is developed by innovators not using any institute resources and facilities, outside office hours (for staff and faculty) or not as a part of curriculum by student, then product/ IPR will be entirely owned by inventors in proportion to the contributions made by them. In this case, inventors can decide to license the technology to third parties or use the technology the way they deem fit.
- d) If there is a dispute in ownership, a committee constituted by Director, NIT Raipur will examine the issue after meeting the inventors and help them settle this.

17. Pedagogy and learning Interventions for Entrepreneurship Development

To help imbibe attitude and aptitude for entrepreneurship and innovative and creative thinking, a multipronged approach should be adopted including cross disciplinary learning using mentors, labs, case studies, games, etc. in place of traditional lecture-based delivery. In

addition, the following activities are planned to promote startup culture through various forums.

- a) Student clubs/ bodies/ departments should organize competitions, bootcamps, workshops, training programs etc. [NISP 8.a.i, pp 19] These bodies should redefine their activities to orient them towards Innovation and Entrepreneurship. The vision and mission of Institute and strategy planning should be made to orient all stakeholders towards startup culture.
- b) Institute will plan to recognize various stakeholders by providing “Innovation & Entrepreneurship Awards in each category” to recognize outstanding ideas, successful enterprises, best mentors for their contributions in promoting innovation and the entrepreneurial ecosystem within the institute. [NISP 8.a.ii, pp 19]
- c) Best innovators will be nominated from the students for each department/stream of study in each academic year.
- d) In the beginning of the academic year, Innovation and Entrepreneurship Cells will conduct an induction programme about the importance of I&E so that freshers are made aware of the entrepreneurial agenda of the institute and available support system. [NISP 8.b.ii, pp 19]
- e) Regular sensitization, motivation activities will be organized to develop innovation and startup mindset among student, faculty and staff members.

18. Conflict of Interest

Certain situations leading to the conflict of interests are explained herein below. However, the list is not exhaustive, and hence situations having actual or potentials for conflicts of interest though not covered in this document may also come under conflict of interest.

- a) An NIT Raipur member is able to influence a departmental decision for acquisition of laboratory and other equipment which could benefit an incubatee company in which he/ she is an interested person.
- b) An NIT Raipur member in a position to make use of the suppliers and service providers of NIT Raipur for undue advantage of an incubatee company in which he/ she is an interested person.
- c) An NIT Raipur member in a position to circumvent prevailing policies for making use of NIT Raipur's facilities for the benefit of an incubatee company in which he/ she is an interested person.

- d) An NIT Raipur member procures consultancy assignments or other business in the name of NIT Raipur and outsources them to the startup in which he/ she is an interested person.
- e) Use of NIT Raipur students or employees to perform work for a startup without any compensation when the work is not related in any way for their academic pursuits.
- f) When a startup, its promoters, employees and staff or any interested person acts in manner to benefit the incubatee company at the disadvantage of NIT Raipur.
- g) A person who is interested in one startup and involved in a decision-making process also affecting other incubatee companies leads to a situation of conflict of interest.
- h) When NIT Raipur members are neglecting their respective commitments to NIT Raipur for their association with startups.
- i) NITRR-FIE employees and associates are in position to use sensitive information pertaining to startups for their personal advantage.
- j) Conflict of interest of any sort not limited to blood relations, spouse, etc. should be avoided.
- k) Director, NIT Raipur shall be the final authority for resolution of conflicts.

In case of any violation, the appropriate action may be taken by Director, NIT Raipur based on the recommendation by a suitable committee formed by the Director, NIT Raipur.

19. Others

- a) ISC and NITRR-FIE do not guarantee success and/or feasibility of the technology transferred from NIT Raipur. NIT Raipur or any person representing them shall not be liable for any acts or omissions of the startup.
- b) Any grievance on part of Student/Faculty/Staff engaged in startup activities shall be resolved by CEO of NITRR-FIE in consultation with appropriate authority of NIT Raipur.
- c) Power to amend the policy: The above policy is subject to periodic review and amendment at any time by NIT Raipur.

All disputes shall be referred to an independent arbitrator appointed by the Director NIT Raipur. The arbitration will be governed by the provisions of Indian arbitration and conciliation Act 1996 as may be amended or replaced as the case may be. The place of arbitration shall be Raipur.

The provisions of this policy are subject to change, in case a relevant (corresponding) policy is changed by the institute or Govt. of India (GoI). The change in policy due to above reasons shall be affective, concurrent to the change of corresponding policy by the institute or GoI.

ANNEXURE-I: PRE-INCUBATION POLICY OF NIT RAIPUR

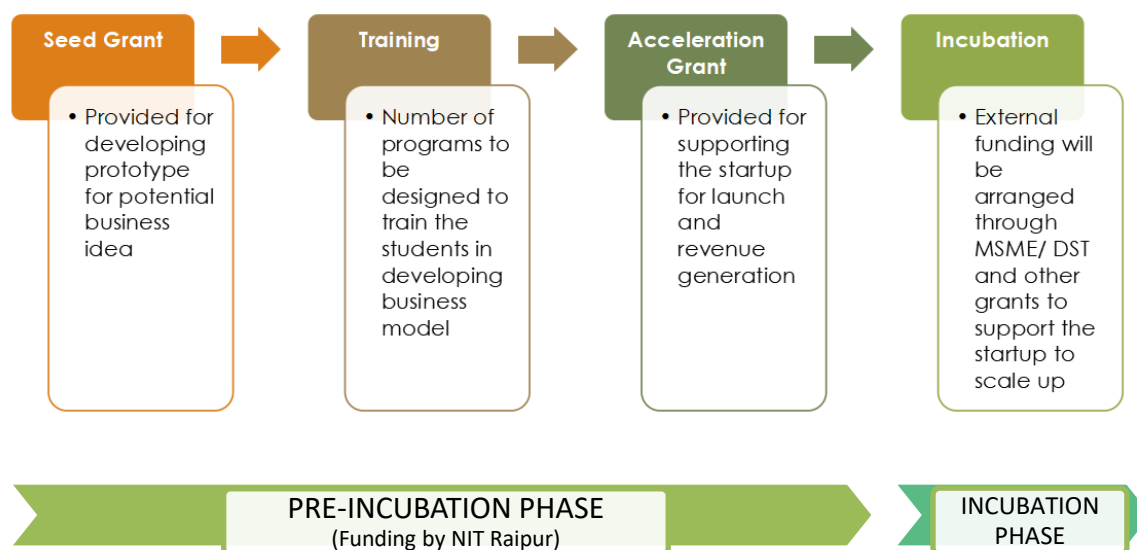
Objective:

To support student Ideas/ Prototypes to reach to Startups creation stage with an accelerated pace.

The core objective of this scheme is to identify, nurture and support entrepreneurs aspiring to evolve business models leveraging technology. NIT Raipur is committed to strengthening and supporting entrepreneurs whose startups aim to have a larger and cascading impact on the societal growth.

Start-up Eco-system will also be strengthened through institutionalized mentoring, organizing knowledge sessions on different subjects under the aegis of Capacity Building Initiatives and connecting the Startups to investors, thereby enabling the growth of promising Business Models within institutional framework.

To promote entrepreneurship environment among students in NIT Raipur and to support them to take their ideas to working prototypes, a support system has been designed as outlined below:



The following support system has been designed for Pre-incubation phase:

A. Seed Grant:

It will be provided to student ideas to develop prototype for potential business idea. An amount up to **Rs. 25 thousand** as Seed Grant will be allocated. The amount will be allocated against individual idea.

B. Training:

During this phase students with sincere willingness to opt entrepreneurship as a career option will be provided with expert lectures/ training workshops/ exposure visits/ participation in various competition across the country with an objective to inculcate an entrepreneurial mindset. In addition, students who have successfully demonstrated a working prototype model will be taught making a business model so as to pitch their model before experts. A part of this objective will also be accomplished through entrepreneurship courses being offered at NIT Raipur. All the faculty members who are directly or indirectly involved in Startup ecosystem of NIT Raipur will also be supported for upgradation of their skillset through FDPs, exposure visits etc.

In order to promote the above-mentioned objectives, the following support activities will be encouraged for such students and Faculties:

1. Organizing Awareness, Workshop, Seminars, Training programs etc. related to promote Innovation, IPR and Entrepreneurship Development
2. Participation in National and International Level Innovation and Start-up Events/Competitions/Hackathons etc.
3. Short Term Certificate Courses, Regular Academic Programs and Courses offered at Institute on Innovation, IPR and Entrepreneurship Development for Students, Faculties (FDPs) and Startups.
4. Networking visits and exploring co-incubation partnership opportunities through interested faculties.
5. Online courses by faculties to get experience in Innovation Design, IPR, Business Modelling, Entrepreneurship Development, Startup, etc.
6. Patent filing of Innovative Technologies with Institute having joint ownership.

C. Acceleration Grant:

During this phase students who have successfully demonstrated a working prototype and the product/service has promising Business Model, will be promoted. An amount up to **Rs. 50 thousand** as Acceleration Grant will be allocated against individual idea.

I. Seed Grant Policy

To promote innovation culture among students in NIT Raipur and to support them to take their ideas to working prototypes, **Seed Grant for Institute Students is proposed.**

Objective:

To support student Ideas/ Prototypes to reach to working Prototype/ MVP stage.

Grant Amount:

An amount of Rs. 25 thousand as Seed Grant will be allocated. The amount will be allocated against individual idea.

Eligibility:

Enrolled students of NIT Raipur

Proposal evaluation committee:

Committee will be composed of four members as following:

1. Head, Career Development Centre (CDC)
2. Prof. I/C, Innovation Cell and Entrepreneurship Cell
3. One Alumni (Founder of at least one Startup)
4. Domain Expert

Rules of Seed Grant

- Teams will be given co-working space in Makerspace of NIT Raipur
- The team size should be 2-5 students
- One student should have representation from only one team
- The grant will be on the basis of reimbursement of money utilized for project
- If student team likes to take the prototype further for funding, they should get a permission letter from the Institute Startup Committee (ISC, NIT Raipur).
- The Team would be assigned a Faculty Mentor. The Team will be accountable to the Mentor at every stage. Team should remain in constant touch with the mentor as regular feedback will be taken from the mentor about the Progress. *If the Progress is found unsatisfactory, then the grant may be cancelled at any stage.*

II. Acceleration Grant Policy

To promote establishment of Startups among students of NIT Raipur, **Acceleration Grant is proposed.**

Objective:

Students who have successfully demonstrated a working prototype and the product/service has promising Business Model, will be promoted.

Grant Amount:

An amount of **Rs. 50 thousand** as Acceleration Grant will be allocated against individual idea. In special circumstances the amount may be increased to Rs. 1 Lakh as per the discretion of the Evaluation Committee.

Eligibility:

Enrolled students of NIT Raipur

Proposal evaluation committee:

As approved by Director, NIT Raipur (*same as Seed Grant Committee above*)

Rules for Acceleration Grant

- Teams will be given co-working space in T&P Centre/Alumni building (Incubation Centre) of NIT Raipur. The team size should be 1-5 students
- One student should have representation from only one team
- The grant will be on the basis of reimbursement of money utilized for project
- The grant should be utilized for Company Registration, DIPP Certification, Other important Certifications (as per the need of the Startup) and to get access to basic tools for promoting the business idea to profitable stage.
- If student team likes to apply for funding, they should get a permission letter from the Institute Startup Committee (ISC, NIT Raipur).
- The Team would be assigned a Faculty Mentor. The Team will be accountable to the Mentor at every stage. Team should remain in constant touch with the mentor as regular feedback will be taken from the mentor about the Progress. *If the Progress is found unsatisfactory, then the grant may be cancelled at any stage.*
- The Teams should present the Progress Reports before the Expert Committee (to be nominated time to time by Head CDC/ Director NITRR). Grades will be assigned to each Team, and the ***Teams with Excellent Grades throughout may be directly recommended for Incubation under NITRR-FIE, the proposed Incubation Centre of NIT Raipur.***

III. Makerspace NIT Raipur



Introduction: Makerspace at NIT Raipur is set up on the theme of Open Community Technology Development Culture to promote mainly frugal innovations. It is set up to provide working ecosystem to prospective entrepreneurs of NIT Raipur. Once the raw and innovative ideas will start taking shapes, they will be incubated in a proper system of Technology Business Incubator (TBI)

Objective: To develop a collaborative workspace for tinkering, making, learning, exploring and sharing ideas

Vision:

- To make students understand challenges of an entrepreneur and its solutions in frugal conditions
- To make cost efficient lab equipments like 3d printers, drones and other DIY projects
- To encourage students for interdisciplinary representation and forming teams and bringing the expertise on one platform

Rules

1. Eligibility

- a) Students of NIT Raipur

2. Admission Process

- a) Students have to apply in prescribed format
- b) Maximum 50 members will be selected for admission to Makerspace

3. Evaluation Criteria

- a) The evaluation will be done by Innovation Cell for the strength of the idea in terms of its technology content, innovation, timeliness and market potential

4. Seed Support

- a) A maximum support of 25,000 INR will be provided to 10 ideas which may be extended at the sole discretion of the Innovation Cell

5. Facilities

- a) Electricity
- b) Furniture and Personal Storage
- c) Internet Connection/ WiFi
- d) Pool of technical mentors
- e) Workshop and Institute Lab facilities during working hours
- f) Coffee Machine and Refrigerator (Food Storage)
- g) Water Cooler

6. Tenure

- a) Students will be permitted to stay initially for 6 months which may be extended at the sole discretion of the Innovation Cell

7. Exit (Graduation)

- a) Getting Incubated in Technology Business Incubator
- b) Completion of stay of 6 months

8. Intellectual Property Policy

- a) As per the Institute IP Policy

9. Periodic Assessment

- a) The performance of the teams will be evaluated every 2 months based on the completed objectives as mentioned by student

10. Miscellaneous

- a) The tools/ equipments can be crowd-sourced or created.
- b) Students are allowed to bring their own tools/ equipments, the details of which are to be filled
- c) Focus will be on value creation
- d) Flexible hours: The Maker-space will be open for 24X7
- e) Models on ethics (fairness, accountability, transparency), privacy and security should be strictly followed

ANNEXURE-II: FORMAT OF APPLICATION FOR INCUBATION UNDER NITRR-FIE

The NIT Raipur Foundation of Innovation and Entrepreneurship (NITRR-FIE) offers a whole gamut of incubation facilities and services to prospective entrepreneurs and innovators to convert their innovative ideas into commercially viable products. NITRR-FIE incubates ventures in technology, engineering and other interdisciplinary areas.

ELIGIBILITY

- a) Any startup, registered in India, developing technology-enabled solutions, fulfilling the following criteria, can apply.
- b) If it's turnover for any of the financial years has not exceeded INR 100 crore.
- c) Is working towards innovation, development, deployment or commercialization of new products, process or services driven technology or intellectual property

1. Email - _____

2. Name - _____

3. Contact Number - _____

4. Name of the Organization - _____

5. Legal Status

- a) Private Ltd. Company
- b) Limited Liability Partnership
- c) Sole Proprietorship
- d) Not Registered

6. Head office Address with PIN No

7. Website of the Organization (if any) - _____

8. What are the needs/ pain points addressed? (List out one or more Needs/Pain points which are real, genuine, validated, justify that the pain points are indeed pressing)

9. Describe the proposed offerings?

10. How does the customer benefit by using your offering?

11. What are the needs/ pain points addressed? (List out one or more Needs/Pain points which are real, genuine, validated, justify that the pain points are indeed pressing)

12. Stage of your solution

- a) Idea Stage
- b) Proof of Concept
- c) Prototype
- d) Product Development
- e) Early Adopters
- f) Paid Clients

13. Who are your potential and existing customers?

14. How have you done market Validation of your idea with real customers? (Please provide details about how you have validated that the proposed offerings will be accepted by the customers, provide a summary of customer interaction, product trial, installation if any etc.)

15. Are there any regulatory issues that need to be taken care of? (State if any regulatory issues need to be taken care of, in which case list them out, what will be required to obtain them.)

16. What advantage does your product have over other existing solutions? (List out possible advantages of your product/solution has over your competitors. Please insert a table to compare the uniqueness and cost of your product.)

17. Who are the competitors?

18. Describe your revenue model. (State the revenue model, possible points of monetization, is the model based on the perpetual model or one-off sales etc.)

19. Have you already received any debt or equity investment?

- a) Yes
- b) No
- c) If Yes, How much? _____

20. Please attach a business plan pitch

21. Please attach Incorporation Certificate, Memorandum and Articles of Association

22. Details of Co-Founders/ Partners

S. No.	Name	Highest Qualification	Domain of Expertise	Professional Work Experience (in years)	LinkedIn Profile URL	Is he full-time into this venture?	Present Role in the venture
1							
2							
3							

23. Any additional information, you want us to know (video, media article etc.)
