

**S. B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT
& RESEARCH, NAGPUR.**

(An Autonomous Institute, Affiliated to R. T. M. Nagpur University)



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Institution Innovation and Startup Policy-2022 for Teaching and Non-Teaching Staff

Abstract:

The Institution Innovation and Start-up policy 2022 for S B Jain Institute of Technology, Management and Research, Nagpur will enable the institute to actively engage teaching and non-teaching staff members in innovation, startups, and entrepreneurship related activities. The policy is designed to create and nurture Innovation and entrepreneurial ecosystem within the institute and integrate the same within the academic curriculum. This framework will also help in bringing in uniformity, in line with Ministry of Education (MoE) 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.

S B Jain Institute of Technology, Management and Research (S.B.J.I.T.M.R), Nagpur has also undertaken the task of inculcating a culture of innovation and entrepreneurship by establishing Institution's Innovation Council (IIC). To further strengthen these efforts, the Institute Innovation and Startup Policy (IISP) of S B Jain Institute of Technology, Management and Research (S.B.J.I.T.M.R) is proposed herewith according to the guidelines provided by NISP-2019. The policy provides concrete recommendations and guidelines of S B Jain Institute of Technology, Management and Research (S.B.J.I.T.M.R) for developing entrepreneurial agenda, technology licensing and equity sharing in Start-ups/enterprises. The guidelines in this policy will enable teaching and non-teaching staff members for participation in innovation and entrepreneurship related activities.

Vision:

To be an Institution providing an effective and efficient innovation and startup eco-system for emerging innovators and entrepreneurs from the region.

Mission:

- To support and nurture startups with innovative ideas

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- To excel in supporting startup and innovation ecosystem in the region and to nurture the innovative mindsets among all the teaching and non-teaching staff members through curricular and co-curricular offerings.

Objectives:

1. To create a policy framework to guide teaching and non-teaching staff members regarding various regulations, modes, procedures, and facilities available to support and assist the innovation and entrepreneurial activities.
2. To create an institutional framework to carry out innovation and startup support activities.
3. To create an enabling eco-system to nurture and promote innovation and startup culture in teaching and non-teaching staff members
4. To facilitate optimal utilization of various resources already available in the institute for support of innovation and startup activities.

Definations:

1. "Institute/Institution" shall mean "S B Jain Institute of Technology, Management and Research (S.B.J.I.T.M.R), Nagpur". The same has been abbreviated as "S.B.J.I.T.M.R" in this document.
2. "Policy" means Institution Innovation and Startup Policy.
3. "Startup Committee" shall mean Institution Innovation and Startup Committee to be established in accordance with the provision of this Policy. The same has been abbreviated as "IISC" in this document.
4. "Teaching Staff Member" shall mean a regular faculty member of S B Jain Institute of Technology, Management and Research (S.B.J.I.T.M.R), Nagpur.
5. "Non-Teaching Staff Member" shall mean a regular non-teaching staff member of S B Jain Institute of Technology, Management and Research (S.B.J.I.T.M.R), Nagpur.
6. "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.
7. "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.
8. "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.

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9. "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.

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 teaching and non-teaching 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 policy at S.B.J.I.T.M.R, Nagpur will be governed through the following dedicated body [NISP 2.c, pp 12]

Institution Innovation and Startup Committee (IISC):

The following shall be the constitution of IISC:

- i. The Principal, S.B.J.I.T.M.R, Chairman of the Committee
- ii. The President, Institution's Innovation Council, S.B.J.I.T.M.R, Member Secretary
- iii. Dean Academics (or Representative), S.B.J.I.T.M.R, Ex-officio

The other members of the ISC shall be the following:

- iv. The Faculty Incharge, Innovation Cell
- v. The Faculty Incharge, Entrepreneurship Development Cell
- vi. The Faculty Incharge, Incubation Centre
- vii. The faculty Incharge, Industry Institute Interaction Cell
- viii. The NISP Co-ordinator
- ix. An Alumni Startup Founder
- x. A representative from Local Entrepreneurial/Startup Ecosystem Enabler

The following shall be the main functions of the **IISC**:

- i. **IISC** will define all decision-making policies and screening criteria for all Startup related activities.
- ii. **IISC** will make a Pre-incubation and Incubation policy in association with the Institute Incubation Centre.
- iii. **IISC** 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 will be routed only through **IISC** and IISC will contact all such bodies on behalf of Startups as per the requirements.

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- iv. IISC will frame an action plan for Startup activities, which is in line with the National Innovation and Startup Policy for HEIs (2019) along with well-defined short term and long-term goals.
- v. Micro action plans should also be developed to accomplish the policy objectives. [NISP 1.f, pp 11]
- vi. To attract and retain people with strong entrepreneurial experience, behaviour, and attitude, IISC should devise academic and non-academic incentives and reward mechanisms for teaching and non-teaching staff members that actively contribute and support entrepreneurship agenda and activities [NISP 5.a, pp 16].

Pre-Incubation Policy:

S.B.J.I.T.M.R has constituted Institution Innovation Council in the Institute. Institution Innovation Council has a mission to inculcate the spirit of innovation and entrepreneurship amongst the teaching and non-teaching staff members and support innovations through guidance, mentorship, and support. All teaching and non-teaching staff members will be encouraged to take up innovative projects with possibility of patenting and commercialization. The Institute is also planning to setup its incubation centre facility where the start-ups shall be developed and nurtured.

Resource Mobilization for supporting pre-incubation and incubation infrastructure and facilities:

The following resources and financial support are 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).
- b) This fund can be resourced from both—the Institute funds and external funding agencies. [NISP 1.c.i, pp 11]
- c) 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]
- d) 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]
- e) Institute may also raise funds through sponsorships and donations.
- f) Institute should actively engage alumni networks for promoting Innovation & Entrepreneurship activities. [NISP 1.c.iv, pp 11]

Start-up Eligibility:

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

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- a) Teaching staff member of S.B.J.I.T.M.R, Nagpur
- b) Non-teaching staff member of S.B.J.I.T.M.R, Nagpur

All proposals from any of the above categories of applicants will be approved based on the screening by IISC and submitted for approval to The CEO, S.B.J.I.T.M.R, Nagpur

Start-up Admissibility Procedure:

a) For Teaching and Non-Teaching staff members from S.B.J.I.T.M.R, the applications for admission of startups at designated Incubation facility shall be processed once the applicant(s) has taken due recommendation from the **Institution Innovation and Startup Committee** which will evaluate and carry out the selection procedure before forwarding the same to designated Incubation facility for further screening.

b) The applicants in categories (a) will be evaluated by **Institution Innovation and Startup Committee** 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, **Institution Innovation and Startup Committee** 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. Agreement: The admitted startup has to enter into an agreement with S.B.J.I.T.M.R. Format of Agreement will be provided in due course of time.

iv. Apart from the above **Institution Innovation and Startup Committee** will be free to add/delete screening criteria as per the recommendation of the competent authority

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 here in after.

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

Besides, S.B.J.I.T.M.R will facilitate the startups to access departmental laboratories and other resources in the institute. Access to departmental resources will be possible through IISC, which will coordinate with the concerned departments.

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Further usage of such resources shall be in conformity with the policies of S.B.J.I.T.M.R Nagpur. The charges for institutional resources may be waved-off for teaching and non-teaching staff members of S.B.J.I.T.M.R, Nagpur, but will be applicable for any outside incubatee as per the institute norms. Apart from the specific infrastructures as stated above, all other facilities such as Meeting/ Conference Room, Teleconferencing, Recreation and Rejuvenation Facilities, Cafeteria etc. will be shared by all startups.

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 empanelled professionals at their end.
- c) Hiring of any consultant from outside directly by the startup shall have to be paid directly with information to **Institution Innovation and Startup Committee**.

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 **Institution Innovation and Startup Committee** will be levied to a company for this period of 36 months. **Institution Innovation and Startup Committee** may, at its own discretion, permit companies to extend their stay further for a maximum period of another 12 months.

Rent

Rent for the office space to the startups will be fixed by **Institution Innovation and Startup Committee** and will be revised as per the market rate.

Exit of Startup

Exit Startup should leave the incubator under the following circumstances

- a) Completion of stay for 36 months, unless the stay is extended by **Institution Innovation and Startup Committee**
- b) Under performance of the startup: Criteria for the same will be decided and applied by **Institution Innovation and Startup Committee** 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 **Institution Innovation and Startup Committee**

Equity Sharing:

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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].

Institution Innovation and Startup Committee 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 **Institution Innovation and Startup Committee**.

Teaching and non-teaching staff members engagement with Startups:

S.B.J.I.T.M.R, Nagpur may allow teaching and non-teaching 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 teaching and non-teaching staff members in Startups

- i. S.B.J.I.T.M.R, Nagpur will allow the faculty and staff member to take off for a semester / year (or even more depending upon the recommendation of **Institution Innovation and Startup Committee** and final approval from The Principal and The CEO, S.B.J.I.T.M.R, as on unpaid leave for working on startups and re-join.
- ii. Institution will consider allowing use of its resources to teaching and non-teaching staff members wishing to establish a startup as a full-time effort. [NISP 3.g, pp 14].
- iii. Compensation offered to the faculty member through shares and/or cash, must be declared by teaching and non-teaching staff members to S.B.J.I.T.M.R, Nagpur.
- iv. All such applications from teaching and non-teaching staff members will have to be approved by the **The Principal, The CEO, S.B.J.I.T.M.R, Nagpur** on recommendation of **Institution Innovation and Startup Committee**. However, the above provisions (i to iv) shall be subject to the prevailing provisions and conditions of code of conduct rules as approved by the BoG of S.B.J.I.T.M.R, Nagpur

b) Part Time Engagement of teaching and non teaching staff members in Startups

- i. Teaching and non-teaching staff members desirous of part-time engagement with the Start-up should apply to IISC. The IISC will recommend the eligible cases to The Principal, S.B.J.I.T.M.R for approval.
- ii. Teaching and non-teaching staff 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

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existing academic and administrative work / duties and there is no conflict of interest as per point.

iii. Other short-term leaves benefit of the teaching and non-teaching staff members such as Casual Leave/Office duty leave to be availed by the teaching and non-teaching staff members 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 teaching and non-teaching staff members 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 IISC, and final approval from The Principal and Dean Academic Matters. The regular duties should be adjusted by Institute/ Department to facilitate such activity. [NISP 5.e.i, pp 17]

v. The teaching and non-teaching staff members can hold shares of the Start-up company for the engagement with the company; however, such a teaching and non-teaching staff members cannot hold the full-time positions in the startup. [NISP 3.j, pp 14]

vi. The teaching and non-teaching staff members will offer 10% (or as decided by IISC) of the shares/revenue offered to them to Institute. [NISP 3.j, pp 14]

However, the above provisions (i to vi) shall be subject to the rules applicable to the employees of S. B. J. I. T. M. R, Nagpur.

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 S.B.J.I.T.M.R, Nagpur
- b) For the startups pre-incubated at S.B.J.I.T.M.R, Nagpur and subsequently incubated. For such teaching and non-teaching staff members, the IPR norms will be applicable as per the IPR policy of S.B.J.I.T.M.R, Nagpur.
- c) If there is a dispute in ownership, a committee constituted by The Principal, S.B.J.I.T.M.R will examine the issue after meeting the inventors and help them settle this.

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.

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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.

1. An S.B.J.I.T.M.R teaching and non-teaching staff member

a) 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) in a position to make use of the suppliers and service providers of S. B. J. I. T. M. R. for undue advantage of an incubatee company in which he/ she is an interested person.

c) in a position to circumvent prevailing policies for making use of S B J I T M R facilities for the benefit of an incubatee company in which he/ she is an interested person.

d) procures consultancy assignments or other business in the name of S B J I T M R and outsources them to the startup in which he/ she is an interested person.

2. Use of S.B.J.I.T.M.R 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.

3. When a startup, its promoters, employees and staff or any interested person acts in manner to benefit the incubatee company at the disadvantage of S.B.J.I.T.M.R.

4. 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 S.B.J.I.T.M.R members are neglecting their respective commitments to S.B.J.I.T.M.R for their association with startups.

5. S.B.J.I.T.M.R employees and associates are in position to use sensitive information pertaining to startups for their personal advantage.

6. Conflict of interest of any sort not limited to blood relations, spouse, etc. should be avoided.

7. The CEO and The Principal, S.B.J.I.T.M.R shall be the final authority for resolution of conflicts. In case of any violation, the appropriate action may be taken

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by The Principal, S.B.J.I.T.M.R based on the recommendation by a suitable committee formed by the Principal, S.B.J.I.T.M.R and Others

8. IISC and S.B.J.I.T.M.R do not guarantee success and/or feasibility of the technology transferred from S.B.J.I.T.M.R . S.B.J.I.T.M.R or any person representing them shall not be liable for any acts or omissions of the startup.

9. Any grievance on part of teaching and non-teaching staff members engaged in startup activities shall be resolved by IISC in consultation with appropriate authority of S.B.J.I.T.M.R.

10. Power to amend the policy: The above policy is subject to periodic review and amendment at any time by S.B.J.I.T.M.R. All disputes shall be referred to an independent arbitrator appointed by the The Principal, S.B.J.I.T.M.R. 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 Nagpur. 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.

Prof. Akshay N Deshmukh

NISP-Co-ordinator

Dr. Neetu Gyanchandani

President-IIC

Dr. Sanjay Badjate

Principal

Principal
S.B. Jain Institute of Technology,
Management & Research, Gram-Yerla, Nagpur

