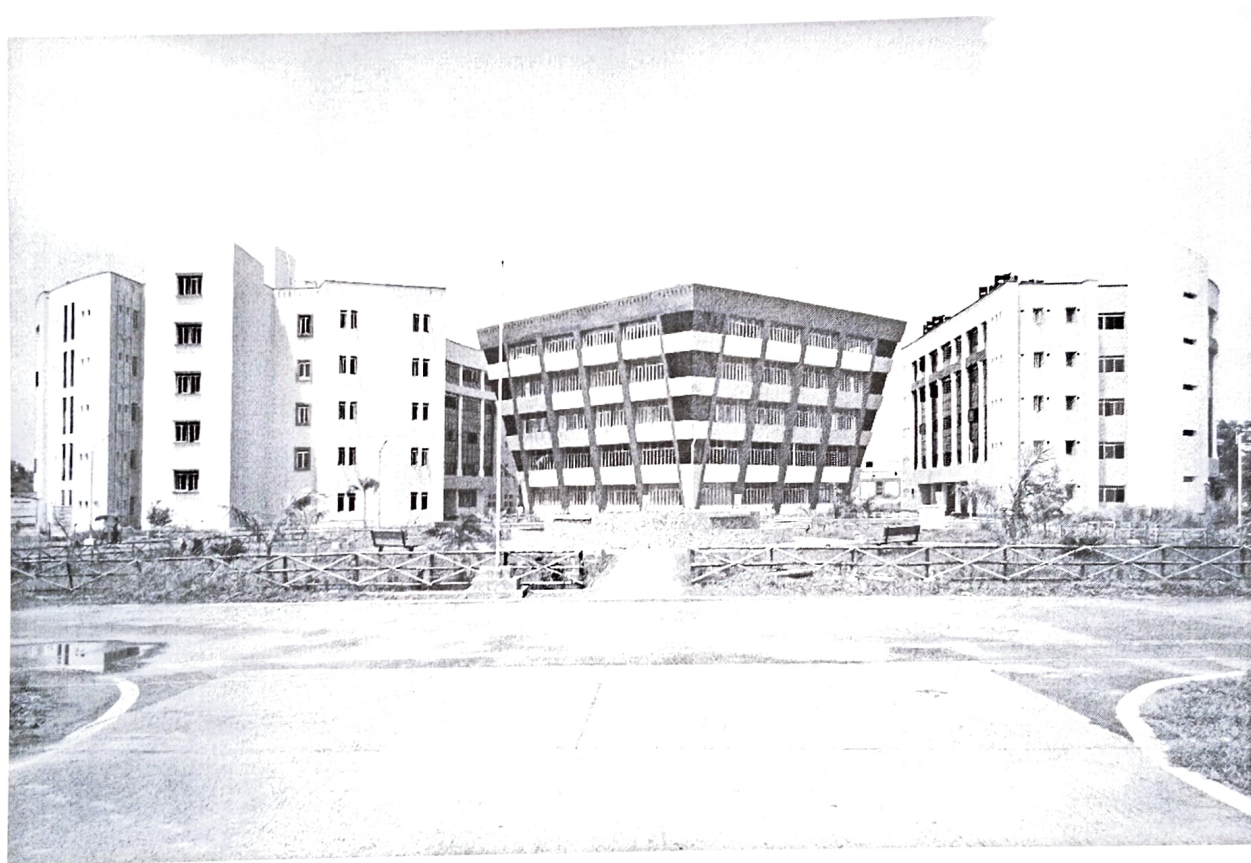




Maulana Abul Kalam Azad University of Technology, WB.

INNOVATION, INCUBATION & STARTUP POLICY



Document Reference & Date		
Current Version & Date		
Document Owner – Name & Designation		



Table of Contents

Sl. No	Description	Page
1	Preamble	
2	Innovation and Incubation activities - Vision & Mission	
3	Objective	
4	Scope	
5	Applicability	
6	Guideline	
7	Strategies and Governance	
8	Eligibility	
9	Admission Process	
10	Intellectual Property	
11	Seed Loan	
12	TBI Infrastructure	
13	Infrastructure of the Host / Partner Institutions	
14	Other Services	
15	Nurturing Innovations and Start ups	
16	Creation of Innovation Pipeline and Pathways for Entrepreneurs .	
17	Norms for Faculty Start-ups	
18	Product Ownership Rights for Technologies Developed at Institute	
19	Periodic assessment	
20	Information Submission	
21	Consideration	
22	Tenure in TBI	
23	Exit (Graduation)	
24	Conflicts of interest and confidentiality of information	
25	Agreements	
26	Dispute Resolution	
27	Document Change Process	
28	Disclaimer	
29	Annexure-1, Annexure-2	



Revision Record

Current Version No.	Effective date	Earlier Version		
		Version No.	Changes in clause/ sub-clause	Revision Objective





1. Preamble

Maulana Abul Kalam Azad University of Technology (MAKAUT), formerly West Bengal University of Technology, is a state owned University of Government of West Bengal, under the administrative control of the Department of Higher Education, Govt. of West Bengal. The University provides affiliation to more than 200 Colleges spread throughout the state offering undergraduate, post graduate and PhD programs in Engineering & Technology, Pharmacy, Architecture, Management, Applied Sciences and various professional courses. More than 150000 students appear in the University examinations every semester. The University produces a large nos. of trained manpower every year in the form of more than 30,000 graduate students. Apart from the city office in Salt Lake, the University has 40 acre campus in Haringhata, Nadia, W.B, replete with multiple academic blocks, well-furnished laboratories, well-stocked library, smart classrooms, administrative building, Boys' and Girls' Hostels, The University inculcate the spirit of Innovation & Entrepreneurship (I&E) amongst the students, innovators and entrepreneurs, encourage and support innovative ideas, start- up creation through incubation.

The University has large pool of talented students, senior faculties (PhD scholars), very good industry connect including successful entrepreneurs and MSME clusters in the state.

West Bengal has been traditionally an epicentre of excellence in academic and intellectual pursuits. However, it is imperative in today's market driven economy to make this education application oriented so that it can lead to creation of wealth and benefit not only the apparent and immediate stakeholders but society at large. As the largest Technology University of the state, MAKAUT is committed to undertake this task, in both letter and spirit. We are trying to introduce new courses, revamp the teaching-learning process and bring about holistic development of the students so that their employability prospects are enhanced and they become excited about innovation, entrepreneurship and start-up activities. The principal objective of the Innovation, Incubation & Entrepreneurship Cell is to boost innovation, entrepreneurial and start-up ventures which may help students, faculties, staffs and other aspirant professionals.

With the goal of promoting innovation, Incubation and entrepreneurship, the University is putting enhanced emphasis and aligning its program with national priorities in supporting the innovation, Incubation and entrepreneurship ecosystem in the state as well as in the country.



Over the past two decades the University has dedicated itself in providing the technical manpower and know-how with a mission of remaining one of the leading centres of promoting teaching, research and innovation in Engineering and Technology through total commitment to excellence in every endeavour. The pace of modern science & Technology resulting in new and useful inventions, initiated a need for a central policy in determining the course of creation, protection and commercialization of intellectual property of the University.

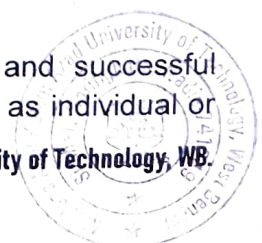
2. Innovation and Incubation activities - Vision & Mission

Vision

To be one of the most reputed institute of global standard by achieving excellence in Academics, Research & innovation, incubation and Start-up activities for the welfare of humanity with environmental consciousness and upholding social, moral and ethical values.

Mission

1. Continuously encourage and improve the innovation culture in the Institute where the creative minds will be motivated to freely develop the ideas.
2. To develop and continuously disseminate knowledge on all aspects of Innovation, Incubation and entrepreneurship.
3. Creation and upgradation of infrastructure to support and facilitate the Innovation and Incubation activities leading to start-up entrepreneurship.
4. To provide mentoring support Students, faculty and staffs and outside agencies by established innovators and professionals, Academicians to support innovation and start up entrepreneurship.
5. To institutionalize the extension and field outreach activities with a view to transform the university system into an active instrument for social change by supporting Innovation and Entrepreneurship (I&E) related activities
6. To develop internal and external collaboration with the innovators, entrepreneurs, start-ups and industry experts in order to impart innovative thinking in teaching, learning, research & application.
7. To continuously engage and network with Industry Associations, Industries, Investors to promote Innovation and Incubation activities.
8. To generate intellectually capable and imaginatively gifted professionals and successful entrepreneurs having environmental consciousness and ethics who can work as individual or





in group in multi-cultural global environments for continuing significantly towards the betterment of quality of human life.

3. Objective of this Policy

MAKAUT recognises important role in building an ecosystem for Innovation, Incubation and start-up activities in the Institute. The development of intangible & tangible assets such as knowhow, inventions, designs and other creative and innovative products and solutions are often more valuable than its physical assets.

Keeping this in mind, this Innovation and Incubation and Start-up Policy Document of the University seeks to provide guidance to academic and non-academic staff, students, scholars, and outside agencies on the practices and the rules of the Institute and obligations which include the eligibility, applicability, different support and confidentiality requirements.

The University has an Innovation and Incubation Cell to encourage students, researchers, faculties, staffs of the University and outside agencies.

The Innovation, Incubation and Start-up Policy is to enable the Institute to actively engage students, researchers, faculties and staffs in innovation, Incubation and start-up entrepreneurship activities. This framework will facilitate in bringing uniformity in terms of supporting and upholding Innovation, Incubation and Start-up policy, thus enabling creation of a robust innovation, Incubation and Start up ecosystem in the Institute.

4. **Scope of this Policy:** The policy document covers the following aspect related to Innovation, Incubation and Start-up Entrepreneurship activities.

- A. Eligibility
- B. Admission process
- C. Intellectual Property
- D. Seed Loan
- E. Infrastructure
- F. Common infrastructure
- G. Other services
- H. Periodic assessment





- I. Information submission
- J. Consideration
- K. Tenure in BI
- L. Exit (Graduation)
- M. Conflicts of interest
- N. Disclaimer
- O. Agreements

5. Applicability

This Policy, applies to all students, researchers, faculty-members, employees (regular or contractual) of MAKAUT and to outside agencies with certain mutually agreed terms and conditions. Every member of the academic community, student, non-teaching and teaching staff alike, outside agencies must be aware of their own rights and to respect the rights of others pertaining to facilities, support, intellectual property etc. Any special case can be dealt with by Innovation, Incubation Cell with due approval of Vice Chancellor, MAKAUT.

6. Guidelines

This Policy is to be followed in all matters related to Innovation, Incubation and Start-up activities in MAKAUT. In view of the evolving nature of the external environment, this policy may be modified from time to time to suit the emerging needs, or on a case to -case basis. The Innovation and Incubation Cell will address such specific cases by using this policy document as the guidelines. The Innovation and Incubation Cell of MAKAUT would be responsible for processing all Innovation and Incubation related matters.

- 1) To continuously motivate the Students, researchers, faculties and staffs for Innovation, Incubation and Entrepreneurship activities through various events and inspirational programs.
- 2) To follow and comply various guidelines of AICTE, UGC, MoE's Innovation cell and other Departments/Ministries of State Government and Government of India.
- 3) To support the Students, researchers, faculties and staffs towards development and protection of Intellectual Properties.
- 4) To establish and provide Physical and Technical facilities and value-added support services for promotion of Innovation, Incubation & Start-up Entrepreneurship.





- 5) To provide Innovation and Incubation support to the Students, researchers, faculties and Start-up companies even who are not directly related to the university.
- 6) To provide fund support to the selected Project proposals from the Students, Researchers, Faculties and staffs of University.
- 7) Fund support to the selected Project proposals from the Students, Researchers, Faculties from external entities may be considered subject to Patent sharing, Equity sharing and/ or any other terms and conditions mutually agreed.
- 8) Assist the incubatees in creating a sustainable, scalable & profitable business model.
- 9) Create a strong network of mentors who would provide sector specific knowledge & real world practical guidance to the Students, researchers, faculties, staffs and start-up entrepreneurs associated to the Innovation and Incubation activities of the University.
- 10) To provide trainings and mentorship to start-up entrepreneurs.
- 11) To forge partnerships and networks with academia, industry, funding sources, existing incubators and others for the start-ups to leverage.
- 12) To enable access to prototyping facilities, test beds, markets, and pilot implementation for the product/services developed.
- 13) To build a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments, building networks etc.
- 14) Collaboration between a corporate sector entity and a research oriented / academic institution with aligned areas of focus.

7. Strategies and Governance

Innovation and Incubation cells of the Institute encourages the students, researchers, faculties & Staffs of the university to take part in innovation and incubation activities through various events organised on regular basis. The institute also accepts the earnestness of the innovators and start-up entrepreneurs from outside agencies to get engaged with the Institute Innovation and Incubation cell.

Institute has established two different cells namely *Institute Innovation Council (IIC)* and *Ekta Incubation Centre (TBI)*. These two cells are working in tandem to promote Innovation Incubation and start-up activities in the Institute.

a. Entrepreneurship promotion and development is be one of the major dimensions of MAKAUT strategy. To facilitate development of an entrepreneurial ecosystem in the



organization, specific objectives and associated performance indicators to be defined for assessment.

b. Implementation of entrepreneurial vision at the institute should be achieved through mission statements. The entrepreneurial agenda be the responsibility of a senior person at the level of dean/ director/ equivalent position to bring in required commitment and be well understood by the higher authorities. Promoting entrepreneurship requires a different type of mind set as compared to other academic activities. Therefore, this person should be very carefully chosen from someone who understands the industry and above all business.

c. Resource mobilisation plan to be worked out at the institute for supporting pre-incubation, incubation infrastructure and facilities. A sustainable financial strategy to be defined in order to reduce the organizational constraints to work on the entrepreneurial agenda.

i. Investment in the entrepreneurial activities be a part of the institutional financial strategy. Minimum 1% fund of the total annual budget of the institution should be allocated for funding and supporting innovation and start-ups related activities through creation of separate 'Innovation fund'.

ii. The strategy to involve raising funds from diverse sources to reduce dependency on the public funding. Bringing in external funding through government (state and central) such as DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, BIRAC, NSTEDB, NRDC, Start-up India, Invest India, MeitY, MSDE, MSME, etc. and non-government sources should be encouraged.

iii. To support technology incubators, academic institutes may approach private and corporate sectors to generate funds, under Corporate Social Responsibility (CSR).

iv. Institute may also raise funding through sponsorships and donations. Institute would actively engage alumni network for promoting Innovation & Entrepreneurship (I&E).

d. For expediting the decision making, hierarchical barriers should be minimized and individual autonomy and ownership of initiatives should be promoted.

e. Importance of innovation and entrepreneurial agenda to be spread across the institute and be promoted and highlighted at institutional programs such as conferences, convocations, workshops, etc.



f. Student and faculty start-up Policy and action plan to be formulated at university level, which is in line with the current document along with well-defined short-term and long-term goals. Micro action plan should also be developed by the institutes to accomplish the policy objectives.

g. Institute should develop and implement I & E strategy and policy for the entire institute in order to integrate the entrepreneurial activities across various centers, departments, faculties, within the institutes, thus breaking the silos.

h. Product to market strategy for start-ups should be developed by the institute on case to case basis.

i. Development of entrepreneurship culture should not be limited within the boundaries of the institution.

i. MAKAUT would be the driving force in developing entrepreneurship culture in its vicinity (regional, social and community level). This shall include giving opportunity for regional start-ups, provision to extend facilities for outsiders and active involvement of the institute in defining strategic direction for local development.

ii. Strategic international partnerships should be developed using bilateral and multilateral channels with international innovation clusters and other relevant organizations. Moreover, international exchange programs, internships, engaging the international faculties in teaching and research should also be promoted.

To actively pursue our mission the following policy guidelines are depicted:

Innovation Promotion

1. Organise inspirational and motivational events by successful entrepreneurs, professional from different fields for the students, researchers, faculties, staffs of MAKAUT and other aspirants.
2. Institute Innovation Council (IIC) to periodically conduct Technology competition amongst the students on innovative ideas in different/multidisciplinary technology domain.
3. To evaluate and accept innovative and potential project proposal for engaging in Incubation & Start-up activities.
4. IIC to follow and comply AICTE Calendar of events including important Day Celebration.



8. Eligibility:

8.1 Admission to Incubation Centre (Technology Business Incubator) is open to:

- i. Students and alumni of the Institute.
- ii. Researchers, Faculties and staff members (current and past) of the Institute.
- iii. Aspirant students and Alumni of other Institutes.
- iii. Institute's R&D partners (sponsors of R&D and consultancy projects), along with others where any faculty is an advisor / mentor / promoter.
- iv. Start-up companies

The proposals for Business incubation must meet with one or more of the following parameters:

- i. Proposals without any Intellectual Properties (IP) generated.
- ii. Proposals with Intellectual Properties (IP) generated.
- iii. Proposals with potentials for strong identifiable involvement or interaction with Institute faculties, mentors with/without usage of Institute facilities,
- iv. Proposals which will have social and strategic impacts.
- v. Proposals with potential for large resource generation and impact value

8.2 Applications for admission to TBI will be made in the name of registered unlisted companies within the meaning of the Companies Act, 1956. If a company has not been registered, an application may be made in the names of all promoters/ founders; however, the promoters/ founders must ensure that the company is registered within a shortest possible period preferably within three months from the date of approval of the application for admission in TBI.

8.3 In case of students, Alumni, faculties, staffs of the Institute the above clause may be considered for waiver.

9. Admission Process

Applicants for admission in TBI will be required to submit

- i. Project proposal, format of which can be availed from its website.

Maulana Abul Kalam Azad University of Technology, WB.





ii. Project proposals shortlisted in Internal and External Hackathons

The Project proposal will be scrutinized internally by the TBI team. While submitting Project proposal, applicants will also disclose information on executive involvement of the promoters/ founders in other companies or commercial entities, wherever applicable. Based on the initial scrutiny of Project proposal and affirmative assessment, applicants will be asked to give a presentation of Project proposal to the TBI incubatee selection team.

Applicants are to submit a formal application for admission in TBI along with a detailed proposal comprising of the following information: 1. Business Plan. 2. Details of IP/ technology based on which a company is proposed to be promoted/ founded. In case the IP/ technology is developed.

The Business plan is expected to cover the basics of the Business, namely, value proposition, products and services, market analysis, competition analysis, funding requirements, capital structure, milestones and timelines, development and marketing plan, organizational structure, team, risk analysis and projected financials. An illustrative template for a Business plan may be obtained from the website of TBI. Applicants may give such additional information as they think would help in the assessment of their proposal. Based on the documents submitted, the Business Plan will be screened by the TBI team for assessing the suitability of the proposal for further evaluation by expert members of TBI incubatee selection team regarding its potential for incubation. Detailed scrutiny including financial and technical due diligence of the proposal shall then be carried out by the expert members for evaluation of the proposal. Applicants may be invited with their teams to make a presentation on their proposal. In order to enable the expert members to take an appropriate decision, members may ask for any additional information from the applicants and/or revision in the proposal.

Some representative criteria to be applied for evaluation (including but not limited to) 1. Strength of the product /solution idea in terms of its technology content, innovation, timeliness and market potential 2. IP already generated and the potential of the idea for IP creation 3. Extent of involvement of Institute faculty, employees and students 4. Strength of the core Business team 5. Funds requirement and viability of raising finance 6. Break-even period. TBI will have a sole discretion whether to admit or reject a proposal for





incubation and the decision of TBI in this regard shall be final. TBI is not bound to give any reason in case a proposal is rejected.

10. Intellectual Property

Intellectual Property (IP) can be a patent, software code, copyright, design registration, developed product, or alike. IP for incubation purpose will be assessed based on the following details:

1. Whether any seed grant (from public or private sources) has been used in developing the technology which will go into the product(s) of the proposed company.
2. If yes, details of the understanding with the funding agency in terms of sharing of the IP.
3. Whether any people other than the applicants have worked on the technology and if their work will be incorporated in the product(s). If yes, whether such other person has a right in IP ownership.
4. If the IP is developed at University Institute, University infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the technology that will go into the product(s).
5. If the IP is developed at University Institute, whether any consultancy projects were executed in the proposed area.
6. A statement from the “owners/ innovators/ creators” of IP to the effect that they are the “owners/ innovators/ creators” of IP as the case may be. Applicants, who are current faculty or students of University Institute, aspiring for incubation shall first obtain necessary permission and approval from the Institute for transfer / licensing to use IP in favour of prospective incubatee companies in the Business Incubator intended to be promoted/ supported by the inventor. The companies or promoters/founders will pay consideration in lieu of the transfer / licensing of / permission to use IP in their favour, which will be decided by TBI. IP transfer/ IP licensing/ permission to use IP will be in favour of only the registered companies.

11. Seed Loan

TBI may provide seed loan subject to the availability of funds/ grants/ schemes meant for this purpose. Seed loan will be sanctioned only to the Incubatees (Students, researchers, faculties and staffs) belonging to MAKAUT. For outside agencies, it has to be registered



companies and shall be based on merits of each company & project proposals. Promoters / founders whose companies are not registered at the time of application shall not be eligible to apply for seed loan until their companies are incorporated. Further, admission to TBI shall not automatically be entitled to get seed loan. A company desirous of getting seed loan may submit an application for seed fund on admission in TBI. Sanction of seed loan will be decided based on the eligibility criteria as decided by TBI Project Funding Committee.

It would be also subject to the terms stipulated under specific grant or scheme as the case may be. Though seed loan may be sanctioned, disbursement shall be linked to the milestones. One of the criteria for approval of the seed loan will be to help the Incubatee/company reach a level of maturity in terms of product/solution development or go-to-market stage. Preference will be given to companies with strong commitment and contribution from their promoters. TBI will have sole discretion to sanction or reject an application for seed loan and the decision of TBI in this regard shall be final. TBI is not bound to give any reason in case an application for seed loan is rejected.

12. TBI Infrastructure

Upon admission to TBI, the following infrastructural facilities will be offered to the incubatee companies on an individual basis, along with a set of shared/ common infrastructure mentioned herein under:

- Office space: Company specific
- Internet connection

Apart from company specific infrastructure as stated above, TBI will provide certain facilities as per availability and to be shared by all incubatee companies which would include:

- a. File Server
- b. Fax machine
- c. Laser Printer
- d. Photocopier
- e. Scanner
- f. shredder
- g. Teleconferencing facilities as available. The usage of this facility will be paid by incubates as per the rate fixed by TCGTBI, time to time.
- h. Meeting/Conference room with projection equipment
- i. TBI Library facilities
- j. Pantry facilities
- k. Common secretarial pool/staff (depending on availability of such staff with TBI)

13. Infrastructure of the Host / Partner Institutions:

Besides, TBI will facilitate the incubate/Incubatee companies to access departmental laboratories and other resources of Institute or at its Partner Institute for their specific requirements. Access to Institutional resources is possible as per extant rules of the Institutes, after observing necessary formalities and on payment of required fees. Usage of such resources should be with permission of the concerned department to avoid conflict with departmental activities and objectives. However, decision as to whether to accept such consideration solely rest with the Institute. Augmentation of resources in the department on account of such usage shall be the properties of the concerned department. Irrespective of requirements of departmental facilities for usage, all incubate/Incubatee companies will primarily locate at TBI.

14. Other Services

Apart from physical infrastructure as stated earlier, TBI intends to create certain other supports and services which would include but not limited to:

- Pool of mentors, experts in technology, legal, financial, secretarial and related matters, with or without consideration,
- Organising events to help companies in networking and showcasing their technologies,
- Meetings with visitors of University Institute (such as alumni, Venture Capitalists, industry professionals).

Incubatee/Incubatee companies can avail of the above support and services when offered by TBI.

TBI will also build up information and knowledge pool to be useful generically for start-up companies. TBI will coordinate with School of Management Science, MAKAUT, on management education and training programmes designed for start-up companies.

15. Nurturing Innovations and Start ups

- a. MAKAUT to establish processes and mechanisms for easy creation and nurturing of Start-ups/enterprises by students (UG, PG, Ph.D.), staff (including temporary or project staff), faculty, alumni and potential start up applicants even from outside the institutions.



b. While defining their processes, institutions will ensure to achieve following:

i. **Incubation support:** Offer access to pre-incubation & Incubation facility to start ups by students, staff and faculty for mutually acceptable time-frame. In case an institute doesn't have a dedicated facility/ infrastructure of its own, then it may reach out to nearest incubation facilities in other HEIs in order to facilitate access to their students, staff and faculty.

ii. **Will allow licensing of IPR from institute to start up:**

Students and faculty members intending to initiate a start-up based on the technology developed or co-developed by them or the technology owned by the institute, should be allowed to take a license on the said technology on easy term, either in terms of equity in the venture and/ or license fees and/ or royalty to obviate the early stage financial burden.

Will allow setting up a start-up (including social start-ups) and working part-time for the start-ups while studying / working:

MAKAUT may allow their students / staff to work on their innovative projects and setting up start-ups (including Social Start-ups) or work as intern / part-time in start-ups (incubated in any recognized Institutes/Incubators) while studying / working. Student Entrepreneurs may earn credits for working on innovative prototypes/Business Models. Institute to develop clear guidelines to formalize this mechanism. Student inventors may also be allowed to opt for start-up in place of their mini project/ major project, seminars, summer trainings. The area in which student wants to initiate a start-up may be interdisciplinary or multidisciplinary. However, the student must describe how they will separate and clearly distinguish their ongoing research activities as a student from the work being conducted at the start up.

c. Students who are under incubation, but are pursuing some entrepreneurial ventures while studying should be allowed to use their address in the institute to register their company with due permission from the institution.

d. Students 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.





e. MAKAUT would allow their students to take a semester/year break (or even more depending upon the decision of review committee constituted by the institute) to work on their start-ups and re-join academics to complete the course. Student entrepreneurs may earn academic credits for their efforts while creating an enterprise. Institute to set up a review committee for review of start-up by students, and based on the progress made, it may consider giving appropriate credits for academics.

f. The institute to explore provision of accommodation to the entrepreneurs within the campus for some period of time.

g. Allow faculty and staff to take off for a semester / year (or even more depending upon the decision of review committee constituted by the institute) as sabbatical/ unpaid leave/ casual leave/ earned leave for working on start-ups and come back. Institution should consider allowing use of its resource to faculty/students/staff wishing to establish start up as a fulltime effort. The seniority and other academic benefits during such period may be preserved for such staff or faculty.

h. MAKAUT would explore to start a part-time/full time MS/ MBA/ PGDM (Innovation, entrepreneurship and venture development) program where one can get degree while incubating and nurturing a start-up company. AICTE has already issued guidelines for a similar program.

i. Institute will facilitate the start-up activities/ technology development by allowing students/ faculty/ staff to use institute infrastructure and facilities, as per the choice of the potential entrepreneur in the following manners:

i Short-term/ six-month/ one-year part-time entrepreneurship training.

ii Mentorship support on regular basis.

iii Facilitation in a variety of areas including technology development, ideation, creativity, design thinking, fund raising, financial management, cash-flow management, new venture planning, business development, product development, social entrepreneurship, product costing, marketing, brand-development, human resource management as well as law and regulations impacting a business.

iv Institute may also link the start-ups to other seed-fund providers/ angel funds/ venture funds or itself may set up seed-fund once the incubation activities mature.



v License institute IPR as discussed in section *Product Ownership Rights for Technologies Developed at Institute*.

j. In return of the services and facilities, institute may take 2% to 9.5% equity/ stake in the start-up/ company, based on brand used, faculty contribution, support provided and use of institute's IPR (a limit of 9.5% is suggested so that institute has no legal liability arising out of startup. The institute should normally take much lower equity share, unless its full-time faculty/ staff have substantial shares). Other factors for consideration should be space, infrastructure, mentorship support, seed funds, support for accounts, legal, patents etc.

- For staff and faculty, institute can take no-more than 20% of shares that staff / faculty takes while drawing full salary from the institution; however, this share will be within the 9.5% cap of company shares, listed above.

- No restriction on shares that faculty / staff can take, as long as they do not spend more than 20% of office time on the start-up in advisory or consultative role and do not compromise with their existing academic and administrative work / duties. In case the faculty/ staff holds the executive or managerial position for more than three months in a start-up, then they will go on sabbatical/ leave without pay/ earned leave.

- In case of compulsory equity model, Start-up may be given a cooling period of 3 months to use incubation services on rental basis to take a final decision based on satisfaction of services offered by the institute/incubator. In that case, during the cooling period, institute cannot force start-up to issue equity on the first day of granting incubation support.

k. The institute would also provide services based on mixture of equity, fee-based and/ or zero payment model. So, a start-up may choose to avail only the support, not seed funding, by the institute on rental basis.

l. Institute could extend this start-up facility to alumni of the institute as well as outsiders.

m. Participation in start-up related activities needs to be considered as a legitimate activity of faculty in addition to teaching, R&D projects, industrial consultancy and management duties and must be considered while evaluating the annual performance of the faculty. Every faculty may be encouraged to mentor at least one start-up.

n. Product development and commercialization as well as participating and nurturing of start-ups would now be added to a bucket of faculty-duties and each faculty would choose



a mix and match of these activities (in addition to minimum required teaching and guidance) and then respective faculty are evaluated accordingly for their performance and promotion.

o. Institutions might also need to update/change/revise performance evaluation policies for faculty and staff as stated above.

p. Institute to ensure that at no stage any liability accrue to it because of any activity of any start-up.

16. Creating Innovation Pipeline and Pathways for Entrepreneurs

a. To ensure exposure of maximum students to innovation and pre incubation activities at their early stage and to support the pathway from ideation to innovation to market, mechanisms should be devised at institution level.

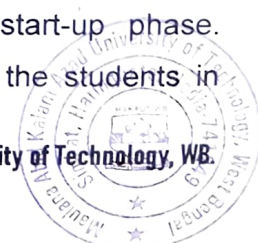
i. Spreading awareness among students, faculty and staff about the value of entrepreneurship and its role in career development or employability should be a part of the institutional entrepreneurial agenda.

ii. Students/ staff to be taught that innovation (technology, process or business innovation) is a mechanism to solve the problems of the society and consumers. Entrepreneurs should innovate with focus on the market niche.

iii. Students to be encouraged to develop entrepreneurial mind set through experiential learning by exposing them to training in cognitive skills (e.g. design thinking, critical thinking, etc.), by inviting first generation local entrepreneurs or experts to address young minds. Initiatives like idea and innovation competitions, hackathons, workshops, boot camps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition should be routinely organized.

iv. To prepare the students for creating the start up through the education, integration of education activities with enterprise-related activities to be done.

b. The institute to link their start-ups and companies with wider entrepreneurial ecosystem and by providing support to students who show potential, in pre-start-up phase. Connecting student entrepreneurs with real life entrepreneurs will help the students in





understanding real challenges which may be faced by them while going through the innovation funnel and will increase the probability of success.

c. The institute should establish Institution's Innovation Councils (IICs) as per the guidelines of MHRD's Innovation Cell and allocate appropriate budget for its activities. IICs should guide institutions in conducting various activities related to innovation, start-up and entrepreneurship development. Collective and concentrated efforts should be undertaken to identify, scout, acknowledge, support and reward proven student ideas and innovations and to further facilitate their entrepreneurial journey.

d. For strengthening the innovation funnel of the institute, access to financing must be opened for the potential entrepreneurs.

i. Networking events must be organized to create a platform for the budding entrepreneurs to meet investors and pitch their ideas.

ii. Provide business incubation facilities: premises at subsidised cost. Laboratories, research facilities, IT services, training, mentoring, etc. should be accessible to the new start-ups.

iii. A culture to be promoted to understand that money is not FREE and is risk capital. The entrepreneur must utilize these funds and return. While funding is taking risk on the entrepreneur, it is an obligation of the entrepreneur to make every effort possible to prove that the funding agency did right in funding him/ her.

e. Institute must develop a ready reckoner of Innovation Tool Kit, which must be kept on the homepage on institute's website to answer the doubts and queries of the innovators and enlisting the facilities available at the institute.

17. Norms for Faculty Start-ups

a. For better coordination of the entrepreneurial activities, norms for faculty to do start-ups to be created by the institutes. Only those technologies should be taken for faculty start-ups which originate from within the same institute.





- i. Role of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the start-up.
 - ii. Institutes should work on developing a policy on 'conflict of interests' to ensure that the regular duties of the faculty don't suffer owing to his/her involvement in the start-up activities.
 - iii. Faculty start-up may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs.
- b. In case the faculty/ staff holds the executive or managerial position for more than three months in a start-up, they will go on sabbatical/ leave without pay/ utilize existing leave.
 - c. Faculty must clearly separate and distinguish on-going research at the institute from the work conducted at the start-up/ company.
 - d. In case of selection of a faculty start up by an outside national or international accelerator, a maximum leave (as sabbatical/ existing leave/ unpaid leave/ casual leave/ earned leave) of one semester/ year (or even more depending upon the decision of review committee constituted by the institute) may be permitted to the faculty.
 - e. Faculty must not accept gifts from the start-up.
 - f. Faculty must not involve research staff or other staff of institute in activities at the start-up and vice-versa.
 - g. Human subject related research in start-up to get clearance from ethics committee of the institution.

18. 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 activity, IPR is to be jointly owned by inventors and the institute.
- i. Inventors and institute could together license the product / IPR to any commercial organisation, with inventors having the primary say. License fees could be either / or a mix of

- 1. Upfront fees or one-time technology transfer fees



2. Royalty as a percentage of sale-price

3. Shares in the company licensing the product

ii. An institute may not be allowed to hold the equity as per the current statute, so SPV may be requested to hold equity on their behalf.

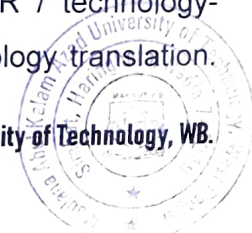
iii. If one or more of the inventors wish to incubate a company and license the product to this company, the royalties would be no more than 4% of sale price, preferably 1 to 2%, unless it is pure software product. If it is shares in the company, shares will again be 1% to 4%. For a pure software product licensing, there may be a revenue sharing to be mutually decided between the institute and the incubated company.

b. On the other hand, if product/ IPR is developed by innovators not using any institute 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.

c. If there is a dispute in ownership, a minimum five membered committee consisting of two faculty members (having developed sufficient IPR and translated to commercialisation), two of the institute's alumni/ industry experts (having experience in technology commercialisation) and one legal advisor with experience in IPR, will examine the issue after meeting the inventors and help them settle this, hopefully to everybody's satisfaction. Institute can use alumni/ faculty of other institutes as members, if they cannot find sufficiently experienced alumni / faculty of their own.

d. Institute IPR cell or incubation center will only be a coordinator and facilitator for providing services to faculty, staff and students. They will have no say on how the invention is carried out, how it is patented or how it is to be licensed. If institute is to pay for patent filing, they can have a committee which can examine whether the IPR is worth patenting. The committee should consist of faculty who have experience and excelled in technology translation. If inventors are using their own funds or non-institute funds, then they alone should have a say in patenting.

e. All institute's decision-making body with respect to incubation / IPR / technology-licensing will consist of faculty and experts who have excelled in technology translation.



Other faculty in the department / institute will have no say, including heads of department, heads of institutes, deans or registrars.

f. Interdisciplinary research and publication on start-up and entrepreneurship should be promoted by the institutions.

19. Periodic assessment

TBI will evaluate the performance of Incubatee/incubatee companies periodically. Incubatee companies will submit information to TBI on quarterly basis in a prescribed format. The companies may also be subject to an annual assessment by a committee of experts. A company which has taken seed loan will have to submit additional information as may be asked by TBI. The un-disbursed portion of the seed loan will be adjusted subject to the performance of the company. Incubatee/Incubatee companies will have to submit their annual reports each year within a period of 2 months from the date of annual closing of accounts.

20. Information Submission

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

21. Consideration :

In lieu of support and services to be provided by TBI, the incubatee companies will be subject to consideration on following accounts to the extent applicable:

- Monthly rent/ facilities charge at discounted rate for physical infrastructure to be paid to TBI.
- Consideration in the form of equity and/or revenue sharing:



- ♣ A liability free equity of 10% in the company for a period of 10 years. Against this equity, the institute shall permit the use of IP developed within Institute by the founding members and students.
- ♣ In case the institute provides loan to the company, institutes' rules will apply for repayment / additional equity holding.
- Consideration as per usage of departmental laboratory facilities to be given to TBI.

The equity holding by TBI for infrastructure and IP to be worked out . The percentage of the equity holding of TBI shall be maintained by issuing additional shares or diluting the shares of the Promoters or in any other manner till the Company exits from the TBI or the Company and Promoters raise investment from an Angel Investor, Venture Capital Fund or any other source. If the company fails to raise investment from an Angel Investor, Venture Capital Fund or any other source for a period of ten years from the date of the last issuance of shares in favour of TBI, TBI will have a right to sell its holding to the promoters of the Company at a value which will be higher of book value and fair value, and promoters of the Company will be bound to buy the shares from TBI as stated above. Investment for the purpose of this section means an investment received in form of equity by the Company from any sources other than its promoters the value of which as well as premium thereon are at least three times more than paid up capital and premium amount respectively. The above will be subject to change from time to time by TBI. The equity shall be issued in favour TBI.

22.Tenure in TBI

Incubatee/Incubatee Companies will be permitted to stay in TBI, to begin with, for a period of 36 months. A nominal monthly charge will be levied to a Incubatee/ Incubatee company for the period of first 36 months. TBI may, at its own discretion, permit companies to extend their stay for a maximum period of another 24 months. Companies will have to pay the charge at the prevailing market rate for the extended period, which would be for:

- Office space
- Internet connection
- Electricity charges including air-conditioning
- Any other facility as may be provided at that time





If a company is provided with specialised capital equipment, rent on the same will be decided on a case-by-case basis. This would, however be finalised prior to approval of a proposal for admission to BI or at the time of procurement of the equipment as the case may be.

Current students, researchers, faculty and staffs of MAKAUT are waived off from paying such charges. Pass out students of University Institute not employed may be permitted to continue with TBI for a period of three years after passing out without giving any charges.

23. Exit (Graduation)

Incubatee/Incubatee companies will leave the incubator under the following circumstances:

1. Raising substantial investment from angel investor / Venture Capital Fund / any other investor– Rs. 2 crores or more.
 2. Completion of stay for thirty six months, unless the stay is extended by TBI.
 3. Underperformance or unviability of the Business proposition: criteria for the same will be decided and applied by TBI on the case to case basis.
 4. Irresolvable disputes between promoters/ founders. TCGTBI will decide the position or point when disputes are deemed to be irresolvable.
 5. When the number of employees of the company exceeds 20.
 6. When the annual revenues of the company exceeds Rs. 2 crores or when a company achieves a Profit Before Tax of Rs.1 crore.
 7. When the company enters in an acquisition, merger or amalgamation deal or reorganisation deal resulting substantially a change in the profile of the company, its promoters, directors, shareholders, products or Business plans, or when a company plans for a public issue.
 8. Change in promoters'/ founders' team without concurrence of TBI.
 9. Any other reasons which TBI may find it necessary for an incubatee company to leave TBI.
- Notwithstanding anything written elsewhere, TCGTBI's decision in connection with the exit of an incubatee company shall be final and shall not be disputed by any incubatee company.



24. Conflicts of interest and confidentiality of information:

When a person plays two separate roles in two different positions and he/ she uses one position for his/ her personal benefit in the other role, a situation leading to conflict of interest arises. TBI endeavours to draw a line between appropriate and inappropriate interactions among its board members, employees, mentors, consultants, affiliates, incubatee companies, their employees, persons connected to them or their promoters, employees and staff, various service providers and suppliers. Conflicts between private interests and official responsibilities of all stakeholders must be handled in a transparent manner, and TBI considers the full voluntary disclosure as the best mechanism for managing conflicts of interest.

Since situations leading to conflicts of interests are inevitable, based on full disclosure of relevant information by the concerned parties, and discouraging their influence on decisions and activities to avoid personal benefit to them, all stakeholders related to TBI and incubate/incubatee companies are made aware that no one should use his/ her position in one role for the personal gains in the other role, and when necessary, explicit permission of relevant stakeholder may be obtained. Appropriate judgement should be applied by all concerned parties while assessing the genuineness of conflicting interests. This also deals with maintenance of confidentiality of proprietary information. A committee may be set up by TBI to resolve any dispute over such situation causing conflicts of interests.

25. Agreements: The following agreements are required to be signed by the incubatee companies to the extent applicable:

- Service agreement: Between TBI & an Incubatee/incubatee company for admission of the company in TBI.
- Equity agreement: Between TBI, an Incubatee/incubatee company and its Promoters for TBI's equity holding in the incubatee company.
- Transfer of technology Agreement/ Technology License Agreement: Between MAKAUT, & an Incubatee/incubatee company for transfer of technology from MAKAUT in favour of Incubatee/incubatee companies.
- Loan Agreement: Between TBI & Incubatee/Incubatee Company on sanction of seed loan to the incubatee company.



- Usage of Facilities at Host / Partner Institute : Between Host / Partner Institute & an Incubatee/incubatee company for usage of institutional facilities / resources by the Incubatee/incubatee company as per the prevailing policy of Host / Partner Institute .

26. Dispute Resolution

26A. Mediation

In the event of a dispute on any of the IP related matters or the interpretation of the provisions of This Policy, the matter shall be initially referred to the TBI and it shall investigate the matter thoroughly within a given time frame and with priority. Wherever a settlement is desirable, the TBI Cell shall take all efforts to settle the matter through mediation. If the dispute in question is not one that can be settled through mediation, it shall recommend appropriate remedies to the Vice-Chancellor of the University for Urgent Decision.

26B. Jurisdiction

Any disputes arising from the terms and conditions of any Innovation, Incubation and Start-up-related agreement entered into by the university shall be subject to the jurisdiction of the District Court , Nadia, W.B. which has territorial jurisdiction over the place in which the university is located.

27. Document Change Process

The requisition for Document change to be forwarded to TBI Cell as per the format at Annexure -1. TBI Cell after evaluating the merit of the change request will forward their recommendation to Vice Chancellor for approval. Accordingly, the change in document will be incorporated by the TBI Cell.

28. Disclaimer:

The Incubatee/incubatee company will understand and acknowledge that TBI intends to provide supports and services to the Company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies developed in the Institute to





commercialization by incubating and supporting new enterprises. It is understood that by agreeing to provide various supports and services, TBI does not undertake responsibility for:

- Ensuring success of an Incubatee/incubatee company, its products/ process/ services or marketability.
- Ensuring quality of support and services provided by TBI to the complete satisfaction of the Incubatee/ incubatee companies or their promoters/ founders.
- Ensuring quality of services of the consultants engaged by the Incubatee/incubatee companies through TBI/MAKAUT network. Incubatee companies will have to apply their judgements before getting in to a relationship with them. The Incubatee/incubatee companies agree that TBI/MAKAUT or their employees shall not be held liable for any reason on account of the above.





Annexure – 1

Document Change Request

Doc. Change Request Ref No. Date.....

Name of the Person.....

Department.....

Sl. No.	Date	Document Version & Revision no.	Clause & Sub- clause no.	For	Proposed	Objective





Annexure-2

Invention/Innovation Disclosure Format

1. Title of the invention:

2. Name of Inventors:

Sl. No.	Employee code/Student Registration No./Other Identification No.	Name	Position	Department	E.Mail & Mobile

3. Brief description of the invention: (How this invention relates to new products, service, processes, systems, machines, compositions of matter etc.)

4. Detailed description of the invention

4.1 State of prior art

(a) Existing state of the art?

(b) Literature search relating to this invention? [Please include a copy of the resulting documentation, and reprints of publications.]

(c) Patent search relating to this invention? [Please include a copy of the resulting documentation, and reprints of patent documents: if a computer database search has been resorted to, please give the web site details and the Key Words used in the search.]

4.2 Description: (Describe the invention so that other faculty who are knowledgeable in the field can evaluate its technical and commercial merits.)

4.3 Novelty: (Highlight the features described above that make the invention novel.)

4.4 Inventiveness: (Are the novel features inventive based on 4.1(a) above; and, if so how?)

4.5 Advantages (over comparable inventions or practices):

4.6 Testing: (Has the invention been tested experimentally? If so details of experimental data to be supplied.)

5. Funding and support

5.1. Was there significant use of Institute equipment and facilities? Yes/No





5.2. Was the invention supported by research grants/contract from external sources? Yes/No;

If YES, please give details:

(a) Name of Sponsor:

(b) Grant/contract no. :

(c) Period of grant/ contract :

(d) Principal investigator and co-investigator: (Even if they are not inventors within the purview of this document and will not share the credit and royalties)

(e) Has the sponsor been informed of the invention? (State whether required under grant/contract award conditions)

(f) Was the work done under any other agreement? Give details.

6. Information for protection of IPR: conception and disclosure (Accurate data is required as prior disclosure may affect possibility of obtaining patent rights.)

Description	Date	References/comments
Date of conception of this invention/innovation & Documentation Reference, if any.		
Has this invention/innovation presented in Public seminars / discussions?		
Please provide the anticipated date of submission for publication or communication for presentation at seminar/conference etc.		
Is the invention/innovation in practice?		

7. Commercial potential

7.1 Possible uses or application areas or products that may embody some aspects of the technology:

7.2 List of probable users of the technology (class of industries/organizations or target companies):

7.3 List of probable organizations who may be interested in technology transfer (target industries or companies or other organization):

7.4 Potential marketability including commercial suggestions:

8. Prior disclosure and possible intent:

8.1 Has the invention been disclosed to industry representatives or other potential beneficiaries?

8.2 Has any commercial organization shown interest in this invention? Give details.





9. Development Stage: What is the current stage of development of the invention as it relates to commercial utilization and marketability: Conceived/ partially developed/ fully developed

10. Potential for international patent: Does the invention have significant commercial potential in foreign countries? If so where? Give details

11. Google patent search report:

11.1 List the key words for patent search:

11.2 Summary of patent search report: Sl. No Patent No. and title of the patent relevant to the present invention obtained from Google patent search Brief description of the patent Novelty justification of the present invention

12. Declaration: I/We declare that all statements made herein are true to the best of my/our knowledge. I/We hereby agree to hold the right of intellectual property of this invention jointly with Maulana Abul Kalam Azad University of Technology (MAKAUT), W.B. MAKAUT will share any royalty income derived from the invention with the inventor(s) according to the IP policy of the Institute in force. Intellectual Property of this invention will be protected by Maulana Abul Kalam Azad University of Technology (MAKAUT), W.B, from time to time based on its merit and commercial viability.

Note:

(1) A patent confers the right upon an inventor to commercially exploit an invention for a limited period of time. Patent can be lost by disclosure of the details of an invention to the public before the filling of a patent. Unlike copyright, patent is not an automatic right. To obtain a patent, the proposed invention should be novel (not published elsewhere), inventive (not obvious to persons familiar with the state of art) and industrially applicable (should have utility). Once the patent is sealed, the patentee can sue anyone who attempts to exploit the patented invention without the consent of the patentee.

(2) This document should be prepared with due care. The formal patent application will be prepared only from the information provided herein.

(3) The completed disclosure form with annexures should be submitted to: The Chairman, IPR Cell, Maulana Abul Kalam Azad University of Technology (MAKAUT), W.B.

