

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY
(Established by H.P. State Legislature vide Act No. 14 of 2002)



**Technology Incubation & Entrepreneurship
Development Cell
(TIEDC)**

Innovation and Entrepreneurship Policy

2022



**Jaypee University of Information Technology,
Waknaghat (HP) - 173234**

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1. Preface

Entrepreneurship programs have been a challenge in the Indian context due to a lack of information regarding the business prospects in various technology-driven sectors. Additionally, there has been a lack of awareness regarding the support systems for startups and innovative projects from different Government agencies. Therefore, there is a need to create awareness among the youth, looking for opportunities to explore their full potential by setting up their business ventures. In November 2016, the All India Council of Technical Education (AICTE) released a Startup Policy document for AICTE-approved institutions, to address the need for the inculcation of innovation and entrepreneurial culture in Higher Education Institutions (HEIs). The policy primarily focused on guiding the AICTE-approved institutions in implementing the 'Startup Action Plan' of the Government of India.

Following the Government guidelines, an initiative was taken by Jaypee University of Information Technology (JUIT) and a board in the name of Technology Incubation and Entrepreneurship Development Cell (TIEDC) which came into existence in Dec 2016 to promote entrepreneurial activities to support faculty, staff, and students to participate in innovation and entrepreneurship (I&E) related activities in the university and to encourage them for startups and entrepreneurship as a career option.

2. Vision & Mission

- **Vision**

To aid in the growth of our society by enabling entrepreneurs with integrity & sustainability and to encourage individual ability and creativity.

- **Mission**

To be the leader in enabling & facilitating entrepreneurs, supporting the sparks of budding entrepreneurs, and manifesting the spirit and energy of youth from ideation to startup.

3. Objectives

- To provide an entrepreneurial eco-system, inducing an entrepreneurial mindset into youths to contribute towards market expansion and job creation.

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- To promote linkage between the university, industries, R&D institutions, and financial institutions.
- To conduct entrepreneurship programs and workshops in the university to develop entrepreneurship and innovation skills among the youths.
- To help budding entrepreneurs acquire the necessary managerial skills to run their business venture.

4. Eligibility for Incubation Facilities

The following are eligible for availing the facilities of the incubation center if they fulfill the eligibility criteria mentioned in this policy.

- a) Students of university
- b) Faculty members
- c) Staff of university

5. Thrust Areas of Innovations and Startups

- a) **Biotechnology & Bioinformatics:** Industrial biotechnology, Medical biotechnology, Food Processing, Plant Tissue Culture and Bio-resource Technology, Infectious Diseases, Bioinformatics, etc.
- b) **Civil Engineering:** Environment sustainability, Sanitation, climate change, Potable Water, Waste to Value, Traffic Management, Rain Water Harvesting, slope stability, etc.
- c) **Computer Science & Engineering and Information Technology:** Artificial Intelligence, Internet of Things, Big Data Analysis, Machine Learning, Informatics and Health Care, Natural Language Processing, Sentiment Analysis, Deep Learning, Computer Vision, Cybersecurity, Cloud Computing, Fog Computing, Precision Agriculture, Industry 4.0/5.0, Website Development, Mobile Application Development, Vehicular Networks, etc.

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- d) Electronics and Communication Engineering: Innovation related to the Internet of Things, Robotics and Automation, etc.

6. Nurturing Innovations and Startups

The incubation policy will cover incubation facilities for the students, faculties, staff, and others as mentioned in Section 4. The following section defines the various norms, facilities, and guidelines for all startups willing to work under the incubation center of the university (TIEDC).

6.1 General Guidelines

- a) If any staff, faculty, or student wants to apply for incubation support for his/her innovative project/idea/startup, he/she has to submit a start-up application form (**Annexure 1**). The application will be reviewed by the internal review committee and if considered, the candidate will be called for presentation in front of the screening committee. After approval, the candidate will be eligible to avail of facilities provided by the incubation center for a startup. Further, the candidate needs to submit bi-monthly progress (**Annexure 2**) to the incubation center.
- b) All accepted applicants are supposed to give a joining report at the time of joining the incubation center.
- c) All startups/innovative proposals availing the facilities of incubation centers as per Section 4 (a, b, and c) have to follow terms and disclaimers for the incubatees at TIEDC, JUIT (Annexure 3 and 4).
- d) In case of dispute in ownership, a minimum five-membered committee consisting of two faculty members (having developed sufficient IPR and translated to commercialization), two of the institute's alumni/ industry experts (having experience in technology

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commercialization), and one legal advisor with experience in IPR, will examine the issue after meeting the inventors and help them to settle the dispute.

- e) The period of incubation will be one year or the period of commercialization of the startup whichever is earlier, however, if any incubate/startup needs an extension in time, they may ask from the same incubation center.

6.2 Norms for Students

- a) All startups working in the incubation center/university have to abide by the rules and guidelines of the university.
- b) The student/student teams, who apply to the incubator for incubation support and if duly accepted by the incubation center may be given 30% attendance every semester.
- c) Students will be encouraged to take on new and innovative projects.
- d) Students of the university will be encouraged to take part in various innovative and entrepreneurial events /workshops. They will be financially supported by an incubation center to take part in such events outside of the university. The financial support will depend upon the availability of the funds.
- e) The students working on startups will be allowed to take online subjects (MOOCs) as per the maximum limit of online subjects offered for a particular degree course as per university norms.
- f) The students will be encouraged to do internships/apprenticeships with already-established start-ups. This may be waived off for students who are setting up their startups in the incubation center. However, they have to submit the progress report duly approved by the mentors.
- g) Students who are working on their startup at an early stage will be encouraged to convert their work into project work in the final year.
- h) University may grant students official leave of a semester/year break (depending upon the decision of the review committee constituted by the institute) to work on their startups and re-join academics to complete his/her four-year degree program, but in any case, he/she must complete all requirements of degree within 6 years of joining the program.

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This period of 6 years will include any leave availed during entrepreneurship. To avail of leaves, written consent from his/her parent will be required.

6.3 Norms for Faculty and Staff

- a) University will ensure that the regular duties of the faculty/staff do not suffer owing to his/her involvement in the startup activities.
- b) Faculty/staff startup may consist of faculty members alone or with students or with faculty of other institutes/colleges/universities or with alumni or with other entrepreneurs.
- c) In case of selection of a faculty startup 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 university) may be permitted to the faculty.
- d) Faculty must distinguish ongoing research work at the university from the work conducted at the startup/company.
- e) The role of faculty may vary from being an owner/direct promoter, mentor, consultant, or as on-board member of the startup.
- f) In case the faculty/staff holds the executive or managerial position for more than three months in a startup company, they should be on sabbatical /leave without pay/ or utilize existing leaves.

6.4 Facilitation of Startups /Technology Development

- a) JUIT will provide an infrastructure to support innovative and startup-related activities. The university has dedicated space for incubation, discussions, sharing thoughts, ideas etc. Space is fully air-conditioned and available 24X7 access with a seating capacity of 40. Space has plug-and-play Infrastructure along with the latest computers with internet connectivity and printing facilities.
- b) University will allow the startups to have the access to the laboratories of various departments and other basic amenities.
- c) TIEDC will provide access to the pool of mentors and technology experts during their stay in the incubation center to all startups. In return, the university may take 2% to 9.5% equity/stake in the startup/company, mutually agreed upon at the time of inception of the startup, based on its brand value, faculty contribution, the support provided, and use of

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IPR. The return will be taken after a cooling down period of 2 years. This period of 2 years will start after the commercialization of the startup and at that time, the startup will also have the option to buy back its equity at the market rate from the incubation center. The profit sharing will end after a maximum period of 5 years from the ending of the cooling period, i.e., 7 years from the stage of commercialization.

- d) Apart from physical infrastructure as stated above, the university will help the startups/companies in networking and showcasing their technologies, meeting with TIEDC visitors, and using IPR facilities.
- e) University will help in getting the seed funds for the development of the prototype and commercialization of the product from various agencies (e.g. angel investors, venture capitalists, etc.).
- f) The incubation center will also provide support for accounts, legal consulting, company formation, IPRs, etc. based on a charge.
- g) The university has its own IPR Cell. In the case of product patenting rights, the IPR policy of the university will be applicable.
- h) To achieve better engagement of staff in entrepreneurial activities, a constant upskilling of the staff will be developed.
- i) Guest lecturers of alumni and other subject experts will be conducted for strategic advice and to bring in skills that are not available internally. Faculty of different departments of the university have to work in coherence and cross-departmental linkages should be strengthened through interdisciplinary teaching and research so that maximum utilization of internal resources can be made.
- j) Faculty and staff will be encouraged to do courses and FDPs on innovation, entrepreneurship management, and venture development, wherever permitted by corresponding statutory authorities.

7. Working of TIEDC

For the smooth functioning of the innovation cell and its various activities, TIEDC follows the protocols as described below:

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7.1 Board of TIEDC

For the smooth conducting of various activities of TIEDC, the board has a committee of five members:

1. Prof. Ashish Kumar, Chairman, TIEDC
Nodal Officer, Incubation Centre
Professor, Department of Civil Engineering
2. Prof. Shruti Jain, Member, TIEDC
Associate Dean (Innovation)
3. Dr. Nishant Jain, Member, TIEDC
Assistant Professor
Department of Electronics and Communication Engineering
4. Dr. Ekta Gandotra, Member, TIEDC
Assistant Professor,
Department of Computer Science & Engineering and Information Technology
5. Dr. Deepak Gupta, Member, TIEDC
Assistant Professor
Department of Computer Science & Engineering and Information Technology

7.2 Internal Review and Mentoring Committee

To review the startup proposals received by the incubation centre and to provide mentorship to the startups, an internal committee is formed that consists of our esteemed faculty members with different domain knowledge. The committee is revised every year and nominations are invited from the desirous faculties. The details of the committee is available at https://www.juit.ac.in/tiedc_InternalReview.

7.3 Composition of Screening Committee

A screening committee was constituted on August 1, 2017, to evaluate the projects. The committee was revised on Sept 29, 2018, and August 3, 2022. The committee will screen proposals received from eligible applicants as defined under Section 4 (a, b, and c).

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JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY WAKNAGHAT

August 3, 2022

JUIT/WKG/REGR/2022-23/062

NOTIFICATION SCREENING COMMITTEE FOR EMPANELLED INCUBATOR

1. As approved by the Pro-Chancellor the Revised Screening Committee for Empanelled Incubator Centre of JUIT shall be as under:-

S.No.	Illustration	Members
1.	Executive Head of the EMPANELLED INCUBATOR (Ex-Officio Chairperson)	Prof (Dr) Rajendra Kumar Sharma, Vice Chancellor, JUIT Wagnaghat
2.	One representative of the Government of HP's promoter agency, in present case representative of Directorate of Industries (Member)	One representative, Dept. of Industries, Shimla, H.P.
3.	One representative of the Industry/Industry association (Member)	Prof B R Mehta, Director (RID), JUIT, 62, Noida
4.	One representative of the financial institutions (Members)	Prof D K Rai, Dean (AR), JUIT, 62, Noida
5.	Representative from the academic community of the Host Institution (Member 1)	Dr. Hemant Sood, Associate Professor, Dept of BT&BI, JUIT, Wagnaghat
6.	Representative from the academic community of the Host Institution (Member 2)	Dr Nishant Jain, Asst. Professor, Dept of ECE, JUIT, Wagnaghat
7.	R&D Expert (Member 1)	Dr Shruti Jain, Prof & Associate Dean (Innovation), Dept of ECE, JUIT, Wagnaghat
8.	R&D Expert (Member 2)	Dr Deepak Gupta, Asst. Professor, Dept of CSE & IT, JUIT, Wagnaghat
9.	Empanelled Incubation Manager (Member-Secretary)	Prof Ashish Kumar, Prof & HOD, Dept of Civil Engineering, JUIT, Wagnaghat

2. The operation of the Empanelled Incubator shall be governed by the Screening Committee:-


Registrar & Dean of Students

- Sic: 1. Vice Chancellor, JUIT
2. Prof B R Mehta, Director (RID), JUIT, Noida
3. Prof D K Rai, Dean (AR), JUIT, Noida
4. Dr Shruti Jain
5. Dr Hemant Sood
6. Dr Nishant Jain
7. Dr Deepak Gupta
8. Prof. Ashish Kumar - Rep of Dept of Industries may kindly be intormed.

Annexure 1

Format for Project proposal

1(a)	Applicant Details Please submit detailed biodata along with proposal.	Name: Address: Contact No: Email: Qualification: Two References:
2.	Details of Team Members (Name, address, phone numbers, email, roles and responsibilities)	
3.	Is your startup registered as a company?	Yes / No
(a)	If Yes, provide the following details:	
	i) Type of Company (Sole Proprietorship, Partnership, LLP, Pvt Ltd., any other)	
	ii) Registered Name of the Company (if registered)	
	iii) Registration No.	
	iv) Pan No. / CIN Number / GST Number	
	v) UAM	
	vi) Registered Address of the Company (if registered)	
	vii) Website Link (if available)	
	viii) Details of Operations in HP	
	ix) Links to Social Media Handles (if available)	
4.	Project Title	
5.	Project Summary (300-500 Words)	

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6.	Product Model	
	i) Problem Identification. (Briefly discuss how you identified the problem. Did you conducted some preliminary survey in this regard?)	
	ii) Pain Point Address (A pain point is a specific problem that prospective customers of your business are experiencing. In other words, you can think of pain points as problems, plain and simple.)	
	iii) Market Potential (Is your idea has market potential. Have you performed some preliminary work?)	
	iv) Target Customer Segments (Who are your potential/target customers/ consumers?)	
	v) Impact for Society/Customer. (What impact do you think on the society if your idea is implemented?)	
	vi) Existing Technology in the Market (If there is any competitor in the market available working on the same technology?)	
	vii) Proposed Solution (value proposition). (What solutions do you propose for the problems identified by you?)	
	viii) Main Features of the Proposed Solution.	
7.	Operating Model	
	i) How these features better than the features offered by direct and indirectly competing products in the market?	
	ii) Marketing Strategy (How would the target customer get to know about the product?)	
	iii) How would target customer order the product?	
	iv) How would the product be delivered to the target customer?	
	v) How would the payment be collected?	
	vi) How would the target customer be provided post sale services?	
8.	Total Cost and Revenue Model	

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9.	Job Creation Potential	
10.	Technology Innovation	
11.	Current Project Status (How much work has been done? Please provide brief summary.)	
12.	Any Other Detail	

I hereby declare that

- (a) All information provided by me is true to the best of my knowledge and understanding.
- (b) I have not hidden any material fact/information that will affect our eligibility/selection as incubatee.

Signature of Applicant:

Date:

Place:

Annexure 2
Format for Monthly Progress Report

Name of Incubatee (s):
 Company/Project Name:
 Date of Joining:
 Progress Report for the Month:
 Date of Submission of Progress Report:
 Stage of Idea:

Expectations	Details
Objectives for the Reporting Month	
Work Done in Reporting Month* * Also enclose two-page description of your work	
% Work Done in the Reporting Month	
Work Proposed for the Next Month	
Comments from the Mentor (s)	

Signature of Incubatee (s):

(Name & Date)

Recommendation & (1) Satisfactory/Non-Satisfactory (2) Satisfactory/Non-Satisfactory

Signature of Mentors:

(Name & Date)

(To be filled by TIEDC)

Annexure 3

Terms and Disclaimer for the Incubatees at TIEDC, JUIT

- 1) Incubation Centre/Incubator Cell/Technology Incubation and Entrepreneurship Cell (TIEDC) is an independent entity of JUIT, working in the premises of JUIT.
- 2) In the document university/institute means Jaypee University of Information Technology, Wagnaghat (HP).
- 3) TIEDC does not take any responsibility of any false statement and information made by the applicant/incubatee/team members/startup company in the startup proposal/ to screening committee members during presentation/during the incubation period. Although we take higher standard of scrutiny on the basis of technology expertise on theoretical grounds. Applicant/incubatee/team members/startup company will be solely responsible for any false/misleading statement/act in reference to startup.
- 4) The applicant should submit joining letter along with a resume, a copy of aadhar card, passport size photo (soft and hard copy) while joining.
- 5) An incubatee must send all the information to official email of TIEDC (i.e. tiedc@mail.juit.ac.in). TIEDC will not be responsible for any delay in the 'possession of information' sent at other email ids.
- 6) If during the incubation any member in the team of startup is added or withdrawn, the same should be inform to the incubation centre.
- 7) In case of any dispute among the team members of the startup, it will be sole responsibility of the registered incubatee to inform the incubation centre and to continue the startup.
- 8) If any incubatee wants to work in the any laboratory of the JUIT, he/she has to take written permission from Head of the Institution through Chairman TIEDC and Head of the Department concerned.
- 9) Any incubatee visiting the mentor/incubator facilities should make proper entry in the register maintained at TIEDC and at the entrance of the JUIT.
- 10) The incubatee has to follow the rules and regulations of the incubation centre (TIEDC) as well as JUIT if he/she opts to work at the incubator facility.

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- 11) As soon as an incubatee receive any correspondence from TIEDC, he/she needs to reply to that correspondence in two working days, otherwise the TIEDC will not be responsible in delay of dispatch of their information.
- 12) The incubatees must attend call for presentation of idea/official meetings/conferences and other events organized/directed by TIEDC. The right of exemption to attend these events is reserved with TIEDC depending upon invitation and justification.
- 13) The improvement made in the context of your project should be forwarded to TIEDC after getting approval from the mentor.
- 14) The incubatee should visit personally /contact through video conferencing on regular basis in order to show his/her progress bimonthly.
- 15) The incubatee should be present atleast 7 days in the incubation centre. He/she should keep the record of his/her meeting with mentors and should submit the same along with bimonthly progress report.
- 16) The incubator has the right to reject any applicant based on their performance/ non-responsive behaviour and breaching of terms.
- 17) The incubatee should acknowledge TIEDC, JUIT, Wagnaghat in all promotional activities, website, mobile apps, leaflets, posters, etc. (may display the logo) throughout the incubation period and after completion.
- 18) The incubatee should submit a final report on completion/leaving the TIEDC.
- 19) Even after completion of the incubation period/launching of startup, he/she is required to attend all the meetings/conferences for which he/she is advised by incubation centre.
- 20) We (TIEDC) are not liable to inform about any edits/or updates in disclaimer, however a timely circular will be initiated by the incubation centre time to time, we advise the incubatees to visit TIEDC website on regular basis for updates.
- 21) In case of any dispute, the final decision of screening committee (as per policy document) would be implemented.

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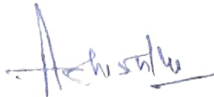
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Annexure 4

Rules and Regulations for the TIEDC Members at JUIT

- 1) TIEDC members must sign in and out of the TIEDC.
- 2) Use of tobacco/liquor in any form is not allowed inside the TIEDC and a strict action will be taken against those indulging in such activities. They may be even debarred from using the TIEDC facilities in future.
- 3) Landline telephones are NOT for personal use and should be used judiciously.
- 4) Use of cell phone is not permitted in TIEDC. Therefore, kindly SWITCH OFF your cell phone before you enter TIEDC. If you need it, please take it to the hallway.
- 5) TIEDC members should behave in a professional manner and be courteous in their communication at all times. All facilities and instruments made available to the incubatees/other users should be used on a professional level. No obnoxious or belligerent behavior will be tolerated.
- 6) Use of the instruments should be proper and in accordance with the manufacturer's instructions.
- 7) Excessive use of paper and materials may require reimbursement to the lab. Paper being discarded should be placed in a recycle container.
- 8) Software may only be installed by IT Department. No personal or cracked version of software should be installed. We promote experimentation, however, the permission from the university authorities is needed to do the same.
- 9) Don't modify operating system, system files or any installed software.
- 10) For any hardware or software related problems, please contact TIEDC Head.
- 11) Any failure to follow aforementioned TIEDC rules may result in the loss of your TIEDC privileges.

Date: 31.10.2022



Prof. Ashish Kumar
Coordinator NISP & Chairman TIEDC, JUIT



Prof. R K Sharma
Vice Chancellor, JUIT 31/10/2022