

Guidelines for Utilization of Grant at Institute Level Under Student Startup and Innovation Policy (SSIP), Government of Gujarat

With a primary objective to create an integrated, state-wide, university-based innovation ecosystem to support innovations and ideas of young students and provide a conducive environment for optimum harnessing of their creative pursuit the Government of Gujarat has pioneered to implement the Student Startup & Innovation Policy (SSIP).

As per the provisions of the policy, funding support has been provided for capacity building initiatives to be undertaken at universities and institutes of higher education, fund are also provided for sensitization of students regarding innovation and entrepreneurship, prototyping of ideas and innovations, IPR and allied efforts.

These guidelines are provided for sensible utilization of Grant-in-Aid allocated for the various activities under SSIP such as, setting up innovation council/cell, developing pre-incubation process, sensitization of students for innovation and start-up, award/recognition for students, prototype development support, patent filing, mentoring, Industry interactions etc.

It is essential to ensure that the Grant-in-Aid received by a Institute are used only for the stipulated purpose. Institute receiving Grant-in-Aid under SSIP should form Institute level committees as listed below for smooth implementation and functioning to achieve objectives of SSIP:

1. Institute Level SSIP Committee:

- This committee will supervise all the activities under SSIP mandate.
- This committee should meet every month or whenever need arises to review the applications received for extending various support.
- The committee may include domain experts as members whenever need arises.
- Organizational Structure of this committee shall be as follows:

Sr. No.	Designation	Nomination
1.	Institute Head/ Principal	Chairperson
2.	Industry Expert (Industrialist/ innovator/ Investor)	Member
3.	Industry Expert/ Alumni (having own Startup/ Patent/ Innovation/ Industry)	Member
4.	Finance Expert (CA/ CS)	Member
5.	Academic Expert (two members)	Member
6.	Startup ecosystem expert	Member
7.	Institute SSIP Coordinator	Member Secretary



2. IPR Scrutiny Committee:

- The IPR Scrutiny Committee will select a project which is having the potential to reach the IP filing stage.
- The members of IPR Scrutiny Committee will sign a non-disclosure agreement with the Institute.
- The IPR Scrutiny Committee shall have Organizational Structure as follows:

Sr. No.	Designation	Nomination
1.	Institute Head/ Principal	Chairperson
2.	Technical Expert/s	Member
3.	IPR Expert; having minimum three-year experience in the field of IPR.	Member
4.	SSIP Coordinator	Member Secretary

Expenditure for various activities under SSIP at Institute level should be carried out as per following directives:

Sr. no.	Budget Head	Annual Limit	Remarks
1.	Workshops/ Events/ conferences/ Training Program/ any other item as per SSIP	As per MoU And Not more than Rs. 150/- per Participant per event	<ul style="list-style-type: none">• SSIP expenditure should not exceed Rs. 25,000/- for a single event.• The expenditure limit suggested above should include expenses for travel of external experts, contingency, kits for participants and all miscellaneous expenses. Any kind of additional expenditure for such events under SSIP should be borne by Institute.
2.	Setting up Common Innovation Centre, Tinkering Lab, Fab Lab and/or Basic Prototyping facility	As per MoU	This may include expenditure on equipment / machines/ 3 D printers as well as consumables for running these equipment. However, this grant cannot be used for buying Computers/ Computer peripherals /Printers/ cell phones/ Laptop/ Tablet/ Fax /Xerox machines/ projectors etc.
3.	Administrative expenses	Up to Rs. 200,000/-	The SSIP Cell can procure the services for assistive work under this head but no Part Time/ Full Time hiring/ recruitment will be done
4.	Documentation/Pu blication/ Dissemination including reprography charges	Up to Rs. 100,000/-	Expenditure for documentation, printing material related to SSIP activity, manuals & literature, books, journals and reprography may be included under this head.
5.	IPR Support	Up to Rs. 500,000/-	Average Rs. 25,000/- per national patent filing including government fees. For requirements more than Rs. 25,000/- recommendation to be made before the State Level SSIP Committee.

			Separate guidelines regarding IPR related activities provided at end of this document may be referred.
6.	PoC Support	Up to Rs.2,000,000/-	Projects that are at PoC level or beyond can be provided maximum financial support @ average Rupees Two Lakh. • Institute level SSIP Committee should approve worthiness of project/s to be supported.
7.	Virtual Incubation/ Mentoring and allied support for Professional services at Institute level	Not more than Rs 200,000/- per year	Expenditure under this head may include charges for consultancy fees to avail professional services such as Legal Services, CA, CS, certified surveyor and/or services of any other certified technical professionals. This will not include payment to any person who is employed or engaged by the Government/ Concerned Institute in any capacity. Not more than Rs. 50,000/- should be paid to a single mentor in a year in any case.
8.	Academic Interventions/ Course development/ course execution/ Pedagogic interventions	As per MoU	Only the activities as mentioned in the MoU will be covered. No Honorarium shall be paid to any person who is employed by the Government/ Concerned Institute in any capacity.

For the expenses under above listed budget heads, delegation of financial power shall be as follows:

- Expenditure up to Rs. 50,000/- can be approved by the institute head.
- Expenditure more than Rs 50,000/- & less than Rs. 200,000/- can be approved by the Institute level committee.
- Purchases should be made by inviting competitive offers only.
- For single Expenditure more than Rs. 200,000/- Open tendering process should be adopted.

Expenditure guidelines for the projects that are granted support for PoC/ Prototyping:

- Projects that are at PoC/Prototyping level can be provided average financial support up to Rupees Two Lakh.
- Below mentioned directives should be followed for the expenditure related to activities involving development of PoC/ Prototype in a particular project.



Table-2			
Sr. no.	Project related Expenditure	Maximum Limit Per Project	Remarks
1.	Consumables/ Purchase/ Procurement of raw material/ Minor works/ Professional services	Up to 75% of sanctioned amount for the project and not exceeding Rs. 200,000/- per project.	Projects that are selected for PoC/ Prototyping support can utilized maximum up to 75% (not exceeding Rs. two lakh) of the sanctioned amount for the purpose of Consumables/ Purchase/ Procurement/ Minor works such as carpentry, fabrication, plumbing, masonry, electrical works etc.
2.	Mentoring Support / Professional services	Up to 25% of the sanctioned amount for the project and not exceeding Rs. 50,000	Projects that are provided financial support for PoC/ Prototyping can utilize maximum up to 25% and not exceeding Rs. 50,000/- of the sanctioned amount towards payment for the professional services such product design, testing etc. whatsoever that they require to avail for development of Prototype/PoC This would involve payments for job work only and no Part Time/Full Time hiring of manpower shall be done by the institute. This will not include payment to any person who is employed or engaged by the Government/ Concerned Institute in any capacity.

- A) The Institute Level SSIP Committee shall decide on the project to be taken up for support. Not more than Rs 2 lakh should be sanctioned for each project. However, if the nature of the project so demands, a higher amount can be recommended by the institution for decision to the State level Committee.**
- B) The total sanctioned amount for all projects in a year should not exceed Rs 20 lakh.**
- C) The Innovator team shall submit a monthly report to the committee through the mentor/team leader and also update the same on the State SSIP MIS Portal and support should be continued only if satisfactory progress is being made.**
- D) No amount should be sanctioned for a project, until the Innovator/Team has already worked on the project for at least three months.**
- E) The PoC grant sanctioned by the SSIP committee of the Grantee Institute to the students/innovators team is as an assistance to the students/innovators. The amount should be released in 4 instalments to Innovators team.**
- F) A format of Utilization Certificate as attached at Annexure-I herewith should be signed by the faculty mentor, SSIP Coordinator, Head of department, and Head of Institute, certifying that the amount spent by the students/innovators is for the stated purpose.**



IPR expenditure guidelines:

1. Each Institute should have an IPR cell/ centre to facilitate IPR related activities.
2. IPR cell/ centre to process the information and shall get internal approvals of the Institute Level SSIP Committee of the Institute
3. The Innovator may be provided help of a consultant to apply for IPR. Only DIPP recognized consultants can be assigned IPR related consultancy work at DIPP approved rates.
4. IPR cell/ centre has to follow up with the status of the applications.
5. In case of any queries/ objections are raised against the application, the IPR cell/ centre in consultation with the innovator/ creator/ applicant has to facilitate suitable response.
6. Once the registration certificate is obtained, the IPR cell/ centre has to inform about the same to the applicant/ innovator/ creator.
7. The IPR cell/ centre has to facilitate the applicant/ innovator/ creator in promoting the product for commercialization.

Guidelines for Mentoring Support:

Mentor:

Any person who is having substantial exposure of Research & Development/ Innovation/ Entrepreneurship/ Product Design/ Domain Expertise in industry or academia can be considered 'Mentor'.

Procedure to avail mentoring support:

Mentoring support shall be availed on need basis at different levels as explained below:

Sr. no.	Level	Remark
1.	Group Mentoring Services (Mentoring to a collective group of innovators)	<ul style="list-style-type: none">• No honorarium should be paid at this level• Only travel (economy class) & accommodation expenses of the mentor can be paid
2.	Institute Level Mentoring Services	<ul style="list-style-type: none">• At institute level mentoring services can be availed as per guidelines provided in Item 7 of the Table-1.• Institute shall have panel of mentors.
3.	Individual Project Mentoring Services	<ul style="list-style-type: none">• No honorarium shall be paid for initial two sessions in a period not exceeding two months.• After two sessions if project team member/s feel it is desirable to continue the mentoring services from the agency/person, then it can be extended as per guidelines provide in Item 2 of the Table-2 after approval from the Institute Level Committee.



State Level SSIP Committee:

- This committee will oversee general functioning of SSIP activities at selected Universities/Institutes, also whenever, support greater than prescribed limits is required such proposals will be placed before this committee for the mandate.
- Decisions in this committee will be taken in Quorum, wherein, 50% of member attendance is essential.
- Organizational Structure of this committee shall be as follows:

Sr. no.	Designation	Nomination
1.	Director Technical Education	Chairperson
2.	Director Higher Education	Co-Chairperson
3.	Registrar Gujarat University	Member
4.	Registrar Gujarat Technological University	Member
5.	Nominated Industry Expert	Member
6.	Invited Domain Expert/s	Member
7.	Representative from local incubation/ Startup Ecosystem	Member
8.	Coordinator-State SSIP Cell (Jt-CEO, GKS)	Member Secretary



Annexure-I

Utilization Certificate from Innovator

(To be Submitted Quarterly to SSIP Coordinator)

Subject: Utilization certificate for Assistance for PoC project under SSIP grant.

Project Title :
Project ID :
Department :
Grant Sanctioned :
Sanction Order No :
Name of Applicants (List out all the students working on this project):

The following is the list of items/services procured with original invoices attached for the purpose of SSIP PoC project at Name of Institute. We certify that this amount has been spent for the purpose it was meant.

Sr. No.	Name and details of Item/Service	Quantity procured	Amount Paid
1			
2			
Total			

Yours sincerely,

Innovator

Faculty Mentor

Encl. Print out of online prices/ Market Survey report /Inquiry Quotes Received

