

## **Guidelines for Utilization of Grant at University Level Under Student Start-up 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, fund are also provided for sensitisation 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 University is used only for the stipulated purpose. University receiving Grant-in-Aid under SSIP should form University level committees as listed below for smooth implementation and functioning to achieve objectives of SSIP:

### **1. University 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.
- Organisational Structure of this committee shall be as follows:

<b>Sr. no.</b>	<b>Designation</b>	<b>Nomination</b>
1.	VC/Director/ Head of the University	Chairperson
2.	Industry Expert (Industrialist/ innovator/ Investor)	Member
3.	Alumni (having own Startup/ Patent/ Innovation/ Industry)	Member
4.	Finance Expert	Member
5.	Academic Expert (two members)	Member
6.	University 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 University.

The IPR Scrutiny Committee shall have Organisational Structure as follows:

Sr. no.	Designation	Nomination
1.	VC	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 University level should be carried out as per following directives:**

Table-1			
Sr. no	Budget Head	Annual Limit	Remarks
1.	Workshops/ Events/hackathon/ conferences/ Training Program/ start-up, innovation fest/co-curricular efforts 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"> <li>• SSIP expenditure should not exceed Rs. 50,000/- for a single event.</li> <li>• The expenditure limit suggested above should include expenses for travel of external experts, contingency, kits for participants and all miscellaneous expenses.</li> </ul> Any kind of additional expenditure for such events under SSIP should be borne by University.
2.	Setting up Common student Innovation Centre, testing facility, Tinkering Lab, Fab Lab and/ co working space , Basic Prototyping facility, industry-academia linkages,	As per MoU	This may include expenditure on equipment / machines/ 3 D printers as well as consumables for running these equipments. However, this grant cannot be used for buying Computers/ Computer peripherals /Printers/ cell phones/ Laptop/ Tablet/ Fax /Xerox machines/ projectors etc.
3.	Administrative expenses/ Student Innovation & entrepreneurship council	As per MoU	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/Publication/tool kit/student start-up manual/ Dissemination including reprography charges	As per MoU	Expenditure for documentation, printing material related to SSIP activity, manuals & literature, books, journals and reprography may be included under this head.
5.	IPR Support	As per MoU	Average Rs. 25,000/- per national patent filing including government

			<p>fees. For requirements more than Rs. 25,000/- recommendation to be made before the State Level SSIP Committee.</p> <p>Separate guidelines regarding IPR related activities provided at end of this document may be referred. Awareness and capacity building programs will be as per events/workshop norms.</p>
6.	PoC Support/pre seed grants	As per MoU	<p>Projects that are at PoC level or beyond can be provided maximum financial support @ average Rupees Two Lakh.</p> <ul style="list-style-type: none"> <li>University level SSIP Committee should approve worthiness of project/s to be supported.</li> </ul>
7.	Virtual Incubation/ recognition & reward /Mentoring and allied support for Professional services at University level	As per MoU	<p>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.</p> <p><b>This will not include payment to any person who is employed or engaged by the Government/ concerned University/ Concerned Institute in any capacity.</b></p> <p>Not more than Rs. 50,000/- should be paid to a single mentor in a year in any case.</p>
8.	Academic Interventions/ Course development/ course execution/ Pedagogic interventions like MOOCs, external support linkages, new courses, programs, learning tools, best practice deployment, entrepreneurship subjects & research in this domain, start-up literacy programs	As per MoU	<p>Only the activities as mentioned in the <b>MoU</b> will be covered.</p> <p><b>No Honorarium shall be paid to any person who is employed by the Government/ Concerned University/ Concerned Institute in any capacity.</b></p>
9.	Technology Platform	As per MoU	<p>The grant can be utilized for the purpose of procuring/developing various technology tools like patent analysis software and similar things for innovation/start-up support, creating web portal, ICT based collaboration tool for managing the entire operation of university innovation &amp; start-up activities, create technical animations, allied learning</p>



			material, Various design and other tools or similar soft common resources which students, innovators, start-ups can use effectively.
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**For the expenses under above listed budget heads, delegation of financial power shall be as follows:**

- Expenditure up to Rs. 100,000/- can be approved by the University head.
- Expenditure more than Rs 100,000/- & above can be approved by the University 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.
- Only those projects that are not getting support elsewhere should be selected.
- University can also take up students from affiliated colleges that have not received SSIP Grant.

Below mentioned directives should be followed for the expenditure related to activities involving development of PoC/ Prototype in a particular project.

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 be 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	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

		and not exceeding Rs. 50,000	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 University. <b>This will not include payment to any person who is employed or engaged by the Government/ concerned University/ Concerned Institute in any capacity.</b>
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- A) The University 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 be as per the MoU.**
- 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 University 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 University Level SSIP Committee of the University.
3. The Innovator may be provided help of a consultant to apply for IPR. Only DIPP recognized consultants/IPR supporting agencies/ registered patent agents/Govt. organizations which cater IPR facilitation can be assigned IPR related consultancy work at DIPP approved rates as annexed
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.
8. Once the innovator graduates out from the university, it's the IPR cell which has to maintain the process and record while dealing with the IP office keeping the innovators in loop.
9. IPR cell in university will adhere to the state student IPR policy/guidelines and maintain best possible ethical standards while supporting student innovators/start-ups
10. SSIP cell at state level will give additional guidelines on how to set up IPR cell and execute it along with necessary handholding.

**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:

<b>Table-3</b>		
Sr. no.	Level	Remark
1.	Group Mentoring Services (Mentoring to a collective group of innovators)	<ul style="list-style-type: none"> <li>• No honorarium should be paid at this level</li> <li>• Only travel (economy class) &amp; accomodation expenses of the mentor can be paid.</li> </ul>
2.	University Level Mentoring Services	<ul style="list-style-type: none"> <li>• At University level mentoring services can be availed as per guidelines provided in Item 7 of the Table-1.</li> <li>• University shall have panel of mentors.</li> </ul>
3.	Individual Project Mentoring Services	<ul style="list-style-type: none"> <li>• No honorarium shall be paid for initial two sessions in a period not exceeding two months.</li> <li>• 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 University Level Committee.</li> </ul>



### Guideline for Student Innovation & entrepreneurship council.

- As per the SSIP Mandate every university in the state will set up a Student Innovation & Startup/Entrepreneurship Council which will primarily try to instil the necessary culture through student activities and participation. It will work with the University Level SSIP Committee /Coordinators and other university authorities to plan and execute various interventions. This council will make efforts in;
  - a) Building overall ecosystem
  - b) IPR related efforts
  - c) Developing innovation pipeline/pre incubation
  - d) taking agenda of student start-ups across affiliating institutes in hub and spoke manner
  - e) Collaboration with external stakeholders and co-design various initiatives
  - f) Set up multilayer innovation/start-up support process like at university level/regional level (if required) and at affiliating college level.
- The key objective of this council is to keep youth and students at the center of the university ecosystem where they will not only be the end beneficiary but also they will participate in micro-policy/activity design and implementation.
- Through this council which will be chaired by VC and have other advising authorities from within university and outside experts, students will take creative part in design, develop and deploy various programs in sync with the mandate of SSIP. A detailed guideline about setting up and executing the council will be provided by State SSIP Cell separately and also handhold /build capacity of universities to achieve better impact.

### Guideline for Awards

<b>Table-4</b>			
Sr. no.	Budget Head	Maximum Annual Limit	Remarks
1.	Awards/Recognition/Exposure	As per MoU	<ul style="list-style-type: none"> <li>• Student innovators should be encouraged and inspired through the activity of awards, recognition or exposure. Innovators from within and outside concerned university can apply for award/appreciation</li> <li>• Travel expense of outstanding student innovators may also be supported to provide them better exposure to new technologies &amp; ideas. Also travel support may be provided to such student innovators to demonstrate their innovations at state or national level events for better recognition.</li> <li>• University Level SSIP Committee should approve worthiness of project/s and/or awardees.</li> </ul>



## Guideline for Course Development/pedagogic interventions

<b>Table-5</b>			
Sr. no.	Budget Head	Maximum Annual Limit	Remarks
1.	Course Development /Pedagogic interventions	As per MoU	<ul style="list-style-type: none"> <li>• Universities may utilize grant towards development of virtual courses such as MOOC to outreach large scale audience.</li> <li>• New courses may be developed to provide real life learning opportunities to students.</li> <li>• Such courses will be approved by the University Level SSIP Committee before implementation.</li> <li>• No honorarium can be given to internal staff for developing the program.</li> </ul>

### 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.
- Organisational 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

### Note:

- Universities are required to put their own resources as additional budget apart from state SSIP contribution (matching or more both for public & private universities) for the SSIP mandate. When university add additional resources than SSIP grant then they can spend it as per university norm or similar ways under particular objective as mentioned in the MOU.
- In case of any specific exemption required and permissible, concerned university should bring it to the notice of SSIP cell and take prior approval for the same.





**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

