INNOVATION AND
ENTREPRENEURSHIP POLICY

**INSTITUTION'S
INNOVATION
COUNCIL**
(Ministry of Education Initiative)

AICTE

THE ASSAM KAZIRANGA UNIVERSITY
JORHAT

KAZIRANGA™
UNIVERSITY
KNOWLEDGE & BEYOND

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PREPARED BY: SV	REVIEWED BY: PGR	APPROVED BY: VC

RECORD OF REVISIONS

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1	00	1/03/2022		

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1. Introduction

1.1 The Assam Kaziranga University has a good innovation and entrepreneurship track record. In order to create a more robust and well-coordinated entrepreneurial ecosystem in the University, it is necessary to bring about greater synergy between the various schools, departments, experts and support services working towards the cause of innovation and entrepreneurship. Towards this end, a unified organization designated as "KU Centre for Innovation, Entrepreneurship, and Incubation" at the University level is constituted under the Chairmanship of the Vice Chancellor. All activities related to Innovation and Entrepreneurship are expected to be undertaken under the framework of this organization. However, this framework will not limit the innovativeness, creativity, and initiative of members of the University. On the contrary, it will enhance effectiveness of execution and eliminate infructuous, repetitive, activities, duplication, and rework.

1.2 Innovation and Entrepreneurship policy for the Assam Kaziranga University outlines provisions for creating a complete eco-system for innovation and entrepreneurship. All activities related to Innovation and Entrepreneurship will be coordinated by KU Centre for Innovation, Entrepreneurship, and Incubation through the following three divisions:

(a) Institution's Innovation Council (KU-IIC)

(b) Startup Promotion Centre (SPC)

(c) University Incubator (UI)

1.3 The above divisions will work under respective heads and in close coordination with each other for maximization of resource utilization and achievement of intended objectives. The organogram indicating the divisions is placed at enclosure.

1.4 The Vice Chancellor of the University is the Chairman of the KU Centre for Innovation, Entrepreneurship, and Incubation (KU-CIEI). The Vice Chancellor will appoint a Vice Chairman and the heads for the three divisions. The Heads of the divisions shall co-opt

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members as necessary and promulgate the list of members from time to time, as necessary.

1.5   This policy lays down the functions, responsibilities of the three divisions and also the resources and provisions at their disposal for the discharging the same.

2   Institution's Innovation Council (KU-IIC)

2.1   Ministry of Education (MoE), Govt. of India has established 'MoE's Innovation Cell (MIC)' to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs)' across selected HEIs. A network of these IICs will be established to promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campuses.

2.2   KU-IIC will spearhead all innovation related activities both within the university and partnering/associated/mentee institutions in the region. KU-IIC will broad base the innovation ecosystem by reaching out to all faculty and students by way of a variety of activities aimed at promoting an innovation and entrepreneurial culture.

2.3   Functions of Institution's Innovation Council (KU-IIC)

(a) To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bound fashion.
(b) Identify and reward innovations and share success stories.
(c) Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
(d) Network with peers and national entrepreneurship development organizations.
(e) Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
(f) Organize Hackathons, idea competition, mini challenges etc. with the involvement of industries.

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(g) Prepare institute for Atal Ranking of Institutions on Innovation Achievements Framework.

(h) Develop better Cognitive Ability for Students.

(i) Establish Function Ecosystem for Scouting Ideas and Pre-incubation of Ideas.

(j) Facilitate smooth transition of ideas/proposals/business plans to the Start Up Promotion Centre.

(k) Any other activities as directed by MIC/MoE or the Chairman, KU-CIEL.

3 Startup Promotion Centre

3.1 Startup Promotion Centre is constituted to process startup ideas generated at IIC level or submitted directly by faculty members or students to generate firm business proposals that can be pursued further.

3.2 Such ideas or proposals will be formally submitted to the Head, Startup Promotion Centre through the President, IIC. The Head in turn may convene a committee of suitable experts from within and outside the University to evaluate the proposals and accept/seek modifications or clarifications and dispose of the cases appropriately within reasonable time.

3.3 Functions of Startup Promotion Centre

(a) Evaluate all proposals submitted by students, faculty from the University, other partner institutions, non-partner institutions and freelancers. The personnel from non-partner institutions and freelancers desirous of submitting proposals should do so with the approval of the Registrar of the University.

(b) Co-opt external members industry, financial institutions, and alumni in entrepreneurship.

(c) Maintain a database of proposals and follow up actions.

(d) Create and maintain a panel of experts for mentoring.

(e) Create and maintain a panel of subject matter experts.

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(f) Convene meetings with the startup proposers, have experts monitor progress, and identify and implement necessary measures to accelerate the progress.

(g) Assist in preparing business plans and project reports to obtain equity or debt capital and loans from financial companies. Support of suitable experts for the same within the University and empaneled list may be solicited for the same.

(h) Assist in identifying investors and funding agencies to support the startup.

(i) Forward proposals for incubation to Head, University Incubator.

(j) Develop and publish procedures and formats for the above activities.

(k) Any other activities as directed by the Chairman, KU-CIEI.

4 University Incubator

4.1 University Incubator is a central facility having co-working spaces for startup teams who have launched their ventures and need incubation assistance. The central facility will be provided with office space including conference rooms with necessary lighting, air-conditioning, internet connectivity and other office equipment. The Incubator may also make use of the other technical and logistic infrastructure of the University with due permissions from respective authorities.

4.2 Functions of University Incubator

(a) Review the proposals received from Head, Startup Promotion Centre with the help of a panel of experts duly constituted with the approval of the Chairman, KU-CIEI.

(b) Provide co-working space with necessary facilities for the approved startups after entering into an agreement with them. The agreements should include scope of support to be provided by the incubator, fees payable to the incubator, IPR, stakes/shares and other safety, statutory and regulatory provisions.

(c) Create and maintain a panel of experts for mentoring.

(d) Create and maintain a panel of subject matter experts.

(e) Liaise with mentors, regulatory bodies, investors, and financial institutions for support required for the startups to go to market.

(f) Convene meetings with the startup proposers, have experts monitor progress, and identify and implement necessary measures to accelerate the progress.

(g) Review readiness for launch in the market.

(h) Prepare reports on all incubatees from time to time and also final report on launch or pre-closure of ventures.

(i) Maintain record/account of IPR, shares and other financial transactions.

(j) Develop and publish procedures and formats for the above activities.

(k) Apply for funding from government bodies/CSR for setting up/supporting incubator(s).

(l) Any other activities as directed by the Chairman, KU-CIEI.

4.3 In case an incubator is set up with specific funding from the government or through CSR, the same will be administered as separate entities or as specified in the scheme documents.

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                        ┌─────────────────────┐
                        │      Chairman       │
                        │   Vice Chancellor   │
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                        ┌─────────────────────┐
                        │    Vice Chairman    │
                        └─────────────────────┘
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┌──────────────────┐   ┌──────────────────┐   ┌──────────────────┐
│ Head Innovation  │   │   Head Startup   │   │  Head Incubation │
│  IIC President   │   │                  │   │                  │
└──────────────────┘   └──────────────────┘   └──────────────────┘
          │                                              │
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┌──────────────────────┐                     ┌──────────────────────┐
│   Members of IIC     │                     │  Manager Incubator   │
│   Vice President     │                     └──────────────────────┘
│     Convenor         │                         ┌──────┴──────┐
│ Innovation activity  │                         ▼             ▼
│    Coordinator       │                  ┌────────────┐ ┌────────────┐
│    Internship        │                  │  Subject   │ │  External  │
│    Coordinator       │                  │   Mater    │ │  Members   │
│  Startup activity    │                  │  Experts   │ └────────────┘
│    coordinator       │                  └────────────┘
│  IRP activity        │
│    coordinator       │
│  ARIIA coordinator   │
│   NIRF coordinator   │
│  Social media        │
│    coordinator       │
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Members of IIC
Vice President
Convenor
Innovation activity Coordinator
Internship Coordinator
Startup activity coordinator
IRP activity coordinator
ARIIA coordinator
NIRF coordinator
Social media coordinator

Industry Representative
Start-up Company

Bank Representative
From any Nationalised Bank

Alumni Representative
Association with Start-ups

Subject Mater Experts

External Members

Industry Representative
Start-up Company

Bank Representative
From any Nationalised Bank

Alumni Representative
Association with Start-ups

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