

चौधरी चरण सिंह विश्वविद्यालय, मेरठ।

Chaudhary Charan Singh University, Meerut



Ref. No -P.A./4995

Date: 01-02-2022

To,

The Principals,
All affiliated Colleges,
C.C.S. University, Meerut.

Sir/ Madam,

The University has established a "Startup Cell & Incubation Centre" (SCIC) in the University Campus. It is a step towards "Aatm Nirbhar Bharat" & Skill India" Schemes of Indian Government, as also the implementation of Startup Policy of UP Government. Brief details of SCIC are given in Appendix A.

In this regard, all affiliated colleges of C.C.S. University, Meerut are expected to set up one "Institute's Innovation Centre" (IIC).

The guidelines of IIC are given on the website of Ministry of Education (<https://iic.mic.gov.in/>). For ready reference some guidelines are given in Appendix B.

You are requested to kindly to set up one "Institute's Innovation Centre" (IIC) in your college/HEI and inform the undersigned in 10 days from this letter.

Copy to:-

- 01- SVC for information to Hon'ble Vice Chancellor.
- 02- PVC, Ch. Charan Singh University, Meerut.
- 03- Incharge website.


Registrar


Registrar

Appendix A

Establishment of Startup Cell And Incubation Center in C.C.S. Univeristy Campus

The Executive Council of Chaudhary Charan Singh University, Meerut in its meeting dated 26.11.2021 vide resolution no. 18(17) and dated 22.01.2022 vide resolution no. 11(6) established a “Startup Cell & Incubation Centre” (SCIC) of the University.

A) Aim

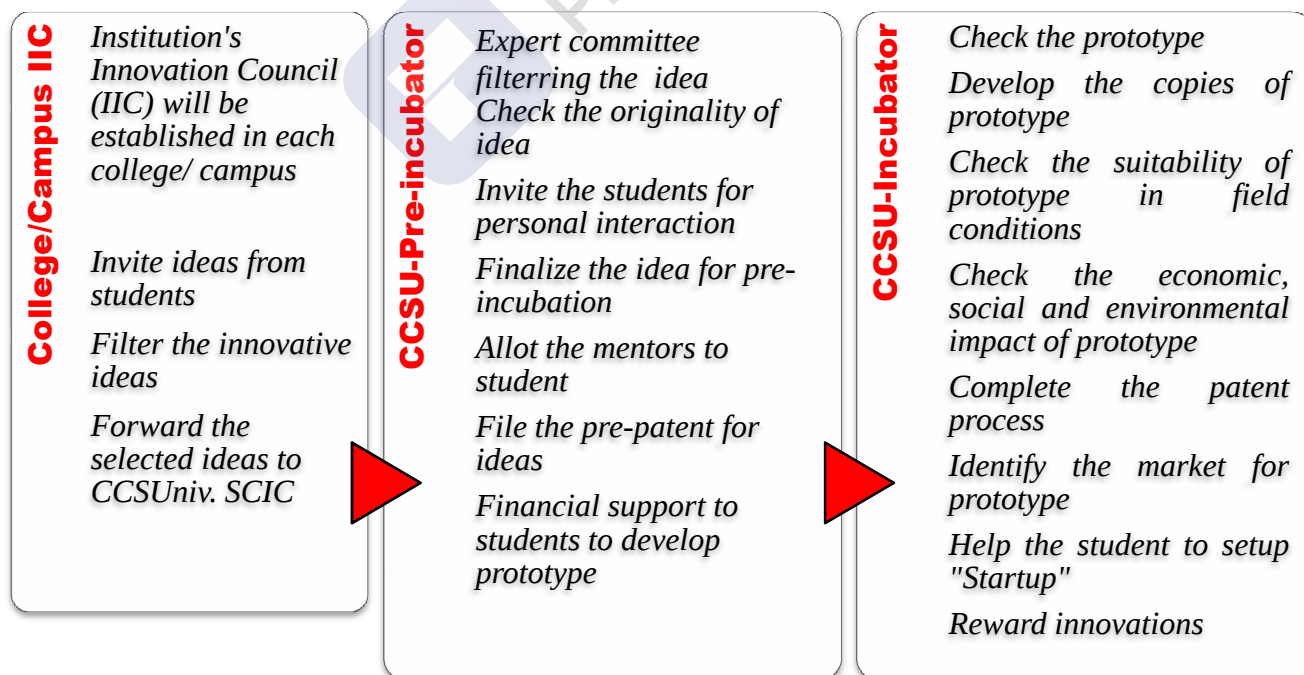
The goal of SCIC at CCS University is to promote and support technology based entrepreneurship spirit among the students, research scholars and faculty members of the University campus and affiliated colleges. It shall help them to execute the ideas into products, processes or services for the benefits of society as well as industry.

B) Functions

University SCIC will host various workshops, speaker sessions, innovative games, competitions for aspiring and visionary entrepreneurs and support them by providing necessary resources such as seed funding, mentoring, consultancy and networking.

C) Process Flow for an Idea (from start up to incubation)

In each college affiliated to CCS University and in the University campus, there will be one “Institute’s Innovation Council” (IIC). The IIC shall be established on the guidelines of Ministry of Education, Government of India. The ideas from IIC will be sent to SCIC.



Plan Execution at IIC

These activities can be carried out at institution or college level:

1. Workshop for all the students to ignite them about 'why startups and how to generate an idea for that' (Idea Formation).
2. Prepare the List of interested students and form the groups for students:
(Interested student's list can be prepared through google-form)
3. Form the groups of students as per their domain/field/subfield.
4. Then a pool of academicians/experts can be prepared for mentoring them according to the interests of students.
5. Conduction of a workshop for students so that they may be able to learn-
 - Idea generation (check the feasibility, producibility and scalability of their product/service)
 - Skill development program.
 - Idea validation
 - Categorize the idea(product/service/technology)
 - How to test it.
 - How to search the market for it/ and how to test
 - Govt scheme (like special session for different segments conducted by govt representatives)
6. Invite the idea of students and filter for incubation cell SCIC.

Pre-Incubation

When the student is ready with idea/plan which is validated at college level and/or University level then:

-For Screening, the expert committee at University level will check the originality, feasibility, viability and scalability of the plan.

-Valid ideas will be finalized for prototyping and mentorship will be decided.

-Mentors may be outsourced to start the work for feasible idea and getting the productivity of their idea.

(Mentors may be called from DSIT, DST, skill development of Govt, industry experts, consultants.)

- Students with their prototypes may be encouraged to participate in events/competitions/bootcamps organized by other institutions/colleges/universities, to share their Business idea, and idea validation in market. (students can be given financial support if the committee/ panel finds it fit)

-Special sessions/workshops can be conducted for Learning about How to make Business - proposal , idea validation and how to get it approved, through seniors/ experts/ Faculty. The program can be of two to three weeks (or more as per the requirement) long.

-The process of pre-patenting will be started.

SCIC at Univesity

The University has established a "Startup Cell & Incubation Centre" (SCIC) in the University Campus. In SCIC industry experts, investors may be invited for seminars, workshops and consultation.

(Students may be included in Team/task force as well for smooth conduct)

Institution's Innovation Council/ Cell (IIC)

All affiliated colleges/ HEIs of CCS University may register themselves on <https://iic.mic.gov.in/signup>. Please visit <https://iic.mic.gov.in> for more details.

Major Focus of IIC

- To create a vibrant local innovation ecosystem.
- Start-up supporting mechanism in HEIs.
- Prepare institute for Atal Ranking of institutions on innovation achievements framework.
- Establish function ecosystem for scouting ideas.
- Develop better cognitive ability among students.
- Introduction of Semester Based IIC Activities

Functions of IIC

- To conduct Innovation, IPR and entrepreneurship-related activities prescribed by CCSU in time bound fashion.
- Conduct Awareness programmes for students on Innovation, IPR and Startups.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.
- To develop Annual Calendar Plan for IICs.
- Invite innovative ideas from students, filter them and forward selected ideas to the CCSU incubator.

Structure of IIC:

IIC constituted as per guidelines of MoE as mentioned below

1. Faculty Representation: Faculty representation can be from teaching and non-teaching staff. One faculty can have multiple roles in IIC council.

1.1. President –Faculty representative will be nominated by Head of the Institute.

1.1.1 Vice President

1.2. Convenor - Preferably Incubation in charge of institute or Faculty with Entrepreneurship Experience or Interest.

1.3. Innovation activity coordinator

1.4. Start-up activity coordinator

1.5. Internship coordinator

1.6. IPR activity coordinator

1.7. Social Media Coordinator

1.8. ARIIA Coordinator(optional)

1.9. NIRF coordinator(optional)

1.10. Members – No limit

- 2. Expert Representation:** Members (Minimum 3 representative from following)
 - 2.1. IP Expert/ Patent Expert**
 - 2.2. Startup / Alumni entrepreneur**
 - 2.3. Expert from nearby Industry/ Industry association/ Ecosystem Enablers**
 - 2.4. FI/Bank/Investor/Angel Investor/VC**
 - 2.5. Nearby Incubation Centre**
- 3. Student Representation:** will help Faculty coordinators to carry out various activities.
 - 3.1. Innovation coordinator** –Up to 10 Members
 - 3.2. Startup coordinator** –Up to 10 Members
 - 3.3. Internship coordinator** –Up to 10 Members
 - 3.4. IPR coordinator** –Up to 10 Members
 - 3.5. Social Media coordinator** –Up to 10 Members
 - 3.6. General Members-** No Limit

Roles and Responsibility of IIC council & members

1.1. President: -

- The President will constitute the IIC council and appoint its members. He/She is responsible for ensuring that Quarterly Council Meeting is planned effectively. Conduct Council Meeting in accordance with prescribed rules and that matters are dealt with in an orderly, efficient manner.
- He/ She will lead the IIC Council.
- He/ She will have the IIC portal Login ID and will be the custodian of IIC portal login and data/ reports uploaded therein.
- He/ She will call the meetings, set meeting agenda and will monitor the deliverable.
- He/ She will be the main point of contact with MHRD Innovation Cell.
- He/ She will respond to all communication from IIC National Coordination team (MHRD Innovation Cell) and will be responsible to ensure decent performance of IIC.
- He/ She will coordinate with MHRD innovation cell and responsible for all the IIC activities in the institute.
- He/ She will ensure Institution's participation in IIC calendar activity and take lead in the institution driven activities (own initiatives).
- He/ She will ensure the effective implementation of IIC activities with the help of Convenor.
- He could change the council members as per the decision taken in council meetings and update the information on portal.
- *He/ She will be responsible for submitting the monthly progress/activity reports on the IIC portal.*

1.1.1 Vice President:-

- It is an Honorary post for a senior expert representative from Industry/Ecosystem enablers. He/She can be from faculty representative as well in case no experts are available.

1.2. Convenor: -

- The Convenor will work in close coordination with IIC president and will provide help wherever required for smooth conduction of activities.

- He/ She will ensure the participation in the meeting and will prepare the meeting agenda at least 10 days prior to meeting with the inputs from all valuable council members and President.
- He/ She will ensure that the internal examination dates would not interfere with the IIC activities and coordinate with all departments to ensure the same.
- He/ She will collect the inputs from all the members of the council at regular interval, especially external members for better planning of IIC activities and effective delivery of results.

Faculty Member/Faculty representatives/ Non teaching staff: -

- Following members will work in close coordination with President and Convener to develop a comprehensive ecosystem of innovation and synergy in efforts to boost entrepreneurship. They will work as per the responsibilities assigned in council meeting.

1.3. Innovation activity coordinator -

- Will work to promote innovation related activities on campus or as mandated in IIC council meeting.

1.4. Start-up activity coordinator -

- Will work to boost startup generation among students and related activities or as mandated in IIC council meeting.

1.5. Internship coordinator -

- Will work to arrange student internships in startups, so to expose them with startup ecosystem in India, real-life challenges in startup and their success stories or as mandated in IIC council meeting.

1.6. IPR activity coordinator -

- To promote awareness about IPRs and conduct related activities on campus or as mandated in IIC council meeting.

1.7. Social Media Coordinator -

- Will create and manage IIC page/account on Facebook, Twitter and YouTube and other relevant social media platforms. He / She will be responsible for posting all the relevant information about council meeting resolution and action plan, IIC activities and follow/tag MIC/IIC page and posts on these platforms. He/ She will also ensure that all students follow MIC/IIC page/account on social media to get first-hand information.

Format for IIC page name: “IIC *Institute Name*” e.g. IIC XYZ.

Accounts to follow: Like/Follow, share, subscribe and promote MIC accounts-

Facebook: <https://www.facebook.com/mhrdInnovation>

Twitter: https://twitter.com/mhrd_innovation

YouTube: <https://www.youtube.com/mhrdinnovationcell>

1.8. ARIIA Coordinator(Optional) - Coordinate for ARIIA related activities.

1.9. NIRF coordinator (Optional)- Coordinate for NIRF related activities.

1.10. Members – No limit

2.1. IP Expert/ Patent Expert:

- Patent expert could be any registered patent agent/lawyer or the subject matter expert/faculty who have sufficient years of experience in the IPR domain.

- He/ She would suggest points related to patent and technology transfer in the council meeting.
- He/ She would also play a key role in the IPR workshops scheduled in the IIC calendar with in that institute.

2.2. Startup / Alumni entrepreneur:

- Alumni network of any institution is the most valuable resource of any Institution. The role of alumni entrepreneur is to guide not only the council in the matters of startup ecosystem but to also guide the students of the institution. He/ She can share his success story as an entrepreneur/innovator.

2.3. Expert from nearby Industry/ Industry association/ Ecosystem Enablers :

- He/ She will attend the council meeting on regular basis (quarterly).
- Technical Expert would play the role of mentor/guide to the institute students.
- He/ She will help in organizing institute level idea Competition/Hackathon by suggesting suitable problem statements or theme.
- He/ She will give his inputs in council meetings about the latest trends in technologies and feasibility of the idea/point discussed.

2.4. FI/Bank/Investor/Angel Investor/VC :

- He/ She will attend the council meeting on regular basis (quarterly).
- His/ Her role is to give information about loan schemes, grant and investments regarding startup and entrepreneurship.
- He/ She will also arrange meetings with investors/sponsor for the events organized by the institute based on the IIC calendar/guidelines.

2.5. Expert from Nearby Incubation Center:

- He/ She will attend the general council meeting on regular basis (quarterly).
- He/ She will help the IIC in conducting idea workshops/ competition/ Hackathon/ bootcamps etc.
- He/ She will also help the IIC in identifying ideas from IIC events and provide mentoring, incubation guidance and business network support.

3. Student Representative -

- Student coordinators will act as a medium of communication between IIC and institute students. He/ She will understand the concept, idea and method of participation in IIC activities and disseminate it to all the students. He/ She will act as a volunteer for IIC programs and will support respective faculty coordinators.
- **Special Invitee:**
 - President can nominate any person as a special invitee in IIC council meetings. Special Invitee could be any eminent person in the field of academics/industry/research/innovation etc.