



SAL
EDUCATION

**SAL Innovation and Startup Policy
(SISP)**

For “Students & Faculty Members”

Cognian
Incubation & Research Centre

(Associated with National Innovation Startup Policy-2019)

2021-22

ABOUT CAMPUS - SAL EDUCATION

SAL Education was established under the patronage of Adarsh Foundation. Over the years, SAL Education has grown into a marvellous academic foundation in India covering sundry areas of academic interests, and alluring an equally diverse faculty and student body.

Today SAL Education is one of the top ranking institutes in India. It has experienced enormous modifications since its inception. From its humble beginning in 2009, today it has developed into major educational institution imparting finest quality education on its campus.

The campus provides an atmosphere that encourages the learners to grow. With the powerful presence in various fields of study, the campus reaches out to the colossal fraternity of students consummating their aspirations and helping them to achieve their goals.

Students at SAL Education are motivated to take an internship at the companies. SAL Education tries to develop a consummate student who possesses a balance of academic and co-curricular accomplishments.

PREFACE

In 2018, the COGNIAN, Incubation and Startup Centre established with the power and support of SSIP, GOG, has also been approved by Industries Commissionerate, Government of Gujarat as a Nodal Institute and started functioning to address the need of inculcation of innovation and entrepreneurial culture in SAL Education Group of Institutions and nearby area in Gujarat. Gradually, Cognian has emerged as one of the most effective incubation centre in Ahmedabad and hosting many prestigious schemes from SSIP with large number of start-ups graduated and working in physical mode of incubation. With long felt need for streamlining the growth in innovative ventures of the students. The policy primarily focused on guiding the functioning Cognian with association of NISP – National Startup Innovation Policy 2019. With release of national Innovation and Startup Policy for students and faculty (NISP) in 2019, Cognian, SAL Education has compiled and aligned its own policy.

ABOUT COGNIAN

SAL Education Campus is the first education group in Gujarat to acquire internationally acclaimed QS Rating. It has also been approved by Industries Commissionerate, Government of Gujarat as a Nodal Institute for establishing & operating Cognian, Incubation & Research Centre under u/s 8 of Companies Act, 2013. It is also powered by Student StartUp and Innovation Policy, Government of Gujarat.



❖ **Cognian, Incubation & Research Centre**

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INDEX

| <u><i>Sr. No.</i></u> | <u><i>Descriptions of Content</i></u> | <u><i>Page No.</i></u> |
|-----------------------|---|------------------------|
| | About Campus - SAL Education | I |
| | Preface | II |
| | About COGNIAN | III |
| | Index | VI |
| 1. | Vision and Mission | 1 |
| 2. | Strategies and Governance | 2 |
| 3. | Startups Enabling Institutional Infrastructure | 3 |
| 4. | Nurturing Innovations and Startups | 5 |
| 5. | IP and Product Ownership Rights for Technologies Developed at Institute | 6 |
| 6. | Organizational Capacity, Human Resources and Incentives | 7 |
| 7. | Creating Innovation Channel and Pathways for Entrepreneurs at Institute Level | 8 |
| 8. | Norms for Faculty Startup | 10 |
| 9. | Pedagogy and Learning Interventions for Entrepreneurship Development | 13 |
| 10. | Collaboration, Co-creation, Business Relationships and Knowledge Exchange | 14 |
| 11. | Entrepreneurial Impact Assessment | 15 |
| 12. | Review of the Policy | 16 |
| 13. | Way Forward | 17 |
| | Annexure-A | 18 |
| | Annexure-B | 19 |
| | Annexure-C | 20 |
| | Annexure-D | 22 |

1. VISION & MISSION

- Vision: To make and develop COGNIAN, SAL Education as the one of the bests Startup hub by providing all the necessary facilitation and support to the startup entrepreneurship.

- Mission:
 - ❖ To nurture startup culture, encourage the youth as well as faculties to actively consider entrepreneurship as their consideration to produce more employment and facilities for the society.
 - ❖ To support and strengthen startup.
 - ❖ Provide all necessary facilities to incubates for their startup to grow till business and then after also if necessary.
 - ❖ To continuously provide enabling mechanisms to startups, through training and skill development, capacity building, networking, access to knowledge and support services, etc.
 - ❖ To provide appropriate infrastructure support required to enable startups to set up and grow rapidly.
 - ❖ To create a platform for accessing multiple avenue that provide financial support to startups.
 - ❖ Growth of the startups would be largely sector-agnostic, it would be appropriate to give added focus to area particularly suitable.
 - ❖ Entrepreneurship development activities and initiatives that enable suitable and inclusive socioeconomic development and leverage the natural resources, human skills and their strength areas.
 - ❖ Innovative ideas, new business domains and sectors that have high future growth potential would be encouraged thrust areas like IT, Education, Health, Science, Environment, Agriculture, Biotechnology, etc.
 - ❖ Particular encouragement to sectors and capabilities that can catalyse growth across multiple industries or can have a multiplier effect.

2. STRATEGIES AND GOVERNANCE

With the help of Innovation and Startup Policy, COGNIAN, SAL Education intends to create an ecosystem that can generate an entrepreneur in every family. To facilitate development of an entrepreneurial ecosystem in SAL Education, specific objectives and associated performance indicators shall be defined for assessment.

For expediting the decision making, hierarchical barriers should be minimized, and individual autonomy to be given to each incubator and COGNIAN Centre in SAL Education.

Research / activities in Startups where different and interdisciplinary subjects are involved, clearance from respective ethics committee of SAL education should be obtained.

Attempts will be made by COGNIAN, SAL Education to raise funds from diverse sources such as State and Central - DST, Startup India, Industrial Commissionerate Invest etc. and nongovernment sources.

The Cognian, SAL Education may link the Startups with National/International fund providers and allow the Startups to take up corporate research projects to generate revenue.

COGNIAN, SAL Education will also work with industries/ Venture Capitalist / Govt. institutions to setup a **“Student Startup Fund”** to support outstanding Startups.

Resource mobilisation plans will be made for supporting pre-incubation, incubation infrastructure and other facilities. A sustainable financial strategy should be defined in order to reduce the organizational constraints to work on the entrepreneurial agenda. COGNIAN will provide infrastructure and facilitate to promote innovation and startups related activities.

3. STARTUPS ENABLING INSTITUTIONAL INFRASTRUCTURE

COGNIAN, SAL Education enabling institutional infrastructure for startups and provide co-working space.

a. Pre-incubation facility

- Startups to be enrolled will be provided Pre-incubation facility.
- Each team to have a faculty member as mentor.
- This is a support system for students to “test” their ideas.
- They will be given time of 6 months to validate their ideas.
- Pre-incubatees will get space in the incubator or any other dept. or laboratory to establish their proof of concept.
- Institute to provide seed fund if possible.
- Pre-incubation Centre will be accessible to all interested students and faculty startups.
- Pre-incubation Centre to conduct “Ideation Festivals/ Hackathons” at regular intervals to encourage students to generate and nurture innovation.
- Pre-incubatees to undergo training in COGNIAN Incubation Centres to understand more about innovation and entrepreneurship.

b. Incubation Centers

- After completing Pre-incubation phase, Pre-incubatees to register as Incubate in the Incubator COGNIAN.
- After their innovative ideas are validated, they can register a Startup, and may register their firm as incorporation.
- Eligibility criteria: Students who have completed pre-incubation, Alumni of the Institute, regular faculty, individuals partnered with Faculty.
- Upon admission in the incubation centre, the following facilities will be offered to the incubate companies on chargeable basis as decided by the institute:
 - Office space
 - Computers
 - Printer
 - Internet connection
 - Standard Furniture as decided by COGNIAN.
 - Basic and advanced instruments of COGNIAN.
 - Laboratories
 - Library
 - Meeting and conference rooms with tele or video conferencing facilities
 - Internal Support: Incubatee will be supported with student interns if desired, to meet their Technical/Marketing/Sales requirements, etc.

c. Mentoring and Advisory Services

- One of the objectives of Incubation is to utilize the technical expertise and lab infrastructure of COGNIAN. Thus, every incubatee that is offered incubation has to select one faculty from SAL Education who shall act as mentor for the incubatee and guide the startup on product development.

- Specialized or experienced mentors to be made available to the incubatees to assist with particular strategies or to provide project oriented consultation.
- Institution will associate with professionals for accounting, IP, legal and management expertise on a part-time basis.
- Industry Mentor: COGNIAN, SAL Education will create a database of mentors/experts.
- In return of the services and facilities provided to the members outside SAL Education (including SAL Education Alumni), 2 to 5 percentage of equity/stake in the Startup will be taken by SAL Education for a duration will be decided by the authority of the campus and will be notify.
- Other factors for consideration will be space, infrastructure, mentorship support, seed-funds, support for accounts, legal, patents etc.
- The Technical Mentor Committee will consist of experienced and qualified professionals from specific industry, leading bankers, seasoned venture capitalists, academicians and successful alumni entrepreneurs providing mentorship on technical issues.

4. NURTURING INNOVATION AND STARTUPS

For better harmonization of the entrepreneurial accomplishments, norms for students / alumni / any grant seeker to work for startups is created by the COGNIAN, SAL Education and will be updated accordingly as per necessities.

COGNIAN has established processes and mechanisms for easy creation and nurturing of Start-ups/enterprises by students, staff (including temporary or project staff), faculty, alumni and potential start up applicants even from outside the institutions.

Cognian will define their processes and will ensure to achieve the following:

Incubation support: Pre-incubation & Incubation facility to start ups by students, staff and faculty for mutually acceptable time-frame.

Cognian will be allowed to take IPR license on the developed technology on easy term, either in terms of equity in the venture and/ or license fees and/ or royalty to obviate the early stage financial burden.

Cognian may allow their students / staff to work on their innovative projects and setting up start-ups (including Social Start-ups) or work as intern / part-time in start-ups (incubated in any recognized Incubators) while studying / working with due approval of competent authority. Student Entrepreneurs may earn credits for working on innovative prototypes/Business Models.

Cognian will develop clear guidelines to formalize this mechanism. Student inventors may also be allowed to opt for start-up in place of their mini project/ major project, seminars, summer trainings. The area in which student wants to initiate a start-up may be interdisciplinary or multidisciplinary. However, the student must describe how they will separate and clearly distinguish their ongoing research activities as a student from the work being conducted at the start up.

Students who are under incubation, but are pursuing some entrepreneurial ventures while studying will be allowed to use their address in the institute to register their firm with due permission from the Director and committee of Cognian, SAL Education.

5. IP AND PRODUCT OWNERSHIP RIGHTS FOR TECHNOLOGIES DEVELOPED AT INSTITUTE

A separate IPR policy is in place for addressing the guidelines and issues regarding Product Ownership Rights for Technologies Developed at Institute. Students who are developing and demonstrating proof of concepts of their ideas in minor and major project exhibitions, inter-institute competitions, hackathons etc. are facilitated in COGNIAN Incubator to convert their PoCs into MVPs.

Evaluation of Intellectual Property will be done by the IPRC (Intellectual Property Right Committee). IPRC will assist various departments of the SAL Education in all matters relating to intellectual property. Among other responsibilities, the IPRC will help various departments to secure protection for intellectual property where appropriate and will review infringements, maintain central databases and files of patent applications, issued patents, trademarks and copyrights, licenses and agreements, coordinate with various departments in negotiating and preparing license and other agreements and review and approve as to form all agreements relating to intellectual property.

IPR committee will invite subject experts as and when required. Evaluation of IP means:

- Determining the ownership of IP and who made the intellectual contribution.
- Determining whether an IP is innovative and qualifies the eligibility so given under respective statute in India or foreign countries.
- Determining whether the IP has a reasonable chance for commercialization.

6. ORGANIZATIONAL CAPACITY, HUMAN RESOURCES AND INCENTIVES

COGNIAN will ensure that some of the relevant faculty members with prior exposure and interest should be deputed for training to promote innovation and entrepreneurial.

To achieve better engagement of staff in entrepreneurial activities, SAL Education policy on career development of staff should be developed with constant upskilling.

Faculty and departments of the SAL Education will work in coherence and cross-departmental linkages will be strengthened through shared faculty, cross-faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.

Periodically some external subject matter experts such as guest lecturers or alumni can be engaged for strategic advice and bringing in skills which are not available internally.

Faculty and staff will be encouraged to do courses on innovation, entrepreneurship management and venture development.

In order to attract and retain right people, SAL Education will develop academic and non-academic incentives and reward mechanisms for all staff and stakeholders that actively contribute and support entrepreneurship agenda and activities.

The recognition of the stakeholders may include offering use of facilities and services, strategy for shared risk, as guest teachers, fellowships, associateships, etc.

A performance matrix will be developed and used for evaluation of annual performance.

7. CREATING INNOVATION CHANNEL AND PATHWAYS FOR ENTREPRENEURS AT INSTITUTE LEVEL

For better harmonization of the entrepreneurial accomplishments, norms for students / alumni / any grant seeker to work for startups is created by the COGNIAN, SAL Education and will be updated accordingly as per necessities. Following are the guidelines defined and approved by the Institute NISP Committee as SISP (SAL Innovation and Startup Policy) for reference and ease of exertion:

1. Any individual or group can register their startup for incubation facilitates that individual may be or not the alumni of the SAL Campus, but should apply before completion of 5 years of graduation.
2. Startup enthusiastic can write us on: cognian@sal.edu.in, and for seeking support the startup and utilizing facilities of incubation centre, can apply on:

https://docs.google.com/forms/d/e/1FAIpQLSdtrSigjvcACN0b4Sp9E_rCdbWiuseQL4s2OyLes5mBB9cu4g/viewform?usp=sf_link

or on:

<https://forms.gle/z4qBAfxLw1ndDjdk7>

3. For receiving funding, startups are required to pass two internal and one external expert review committee.
4. After successful clearance of the external expert committee, startups will be eligible for funding.
5. Startup should be registered long for 2 years and should complete prototype before completion of this timeline.
6. All the registered startups will be initially provided maximum up to 2 lakh fund for the prototype development in four instalments after reviewing their progress from their progress report.
7. After each instalments, all the startups must be submitted their progress report with 3 to 5 photographs.
8. Selected startups should submit three quotations for each item to be procure.
9. From all three quotations, L1 (lower 1) should be considered for procurement.
10. For other than L1 quotations, startup can request for the same; but decision will be considered given by authority of NISP/SISP/SSIP COGNIAN Committee.
11. Rules to be followed by startup for quotations submission, as mentioned in Annexure – A
12. Bill should be submitted after each procurement with mentioned google sheet and progress report.
13. Rules for the Bill submission is mentioned in Annexure – B.
14. For funding, team should choose one team representative in whose account, amount will be credited.
15. For choosing a team representative, team should submit Affidavit.
16. Instructions and Format of the affidavit is mentioned in Annexure-C.
17. Every startup should be asked for the timeline and milestone of their startup that should be settled according to the fund disbursed or vice versa.

18. Mentoring will be provided to each startup as per requirement of the field of the innovation.
19. Time to time evaluation can be done as per settled milestone for each startup.
20. Co-working space will be provided to each startup considering maybe with or without nominal fees so as to boost them towards work completion, rules for the co-working space is mentioned in the Annexure - D.
21. After completion of all the funding instalments, startup should complete their prototype within 2 months.
22. That prototype will be evaluated by the expert technical committee.
23. A Prototype, to be a market product should have minimum 1 to 10% innovation or may add value added services to sustain in the market.
24. A startup, which cannot fulfil the claimed criteria or can't succeed in the prototype development phase will be washout.

§. NORMS FOR FACULTY STARTUP

For better synchronization of the commercial activities, norms for faculty grant seeker to work for startups is created by the COGNIAN, SAL Education and will be updated accordingly as per necessities. Following are the guidelines defined and approved by the Institute NISP Committee as SISP (SAL Innovation and Startup Policy) for reference and ease of exertion.

Norms for Faculty Startup from SAL Education:

1. SAL Education encourage and enable their faculty members, researchers and students to involve in startups in various capacities while in professional employment with the institute. Such measures encourage translation of inventions and innovations into commercial products for the larger good of the society.
2. In many instances, such startups are often established in campuses of institutions due to their special needs and resource requirements such as domain expertise, specialized facilities and knowhow.
3. Faculty members and students at SAL Education too are continuously engaged in several cutting-edge research areas. However, most of these research outcomes may/may not get translated into commercial products, benefiting the society in general, due to several reasons. To promote entrepreneurship among faculty members, COGNIAN in line with the best practices of other institutes of higher learning across the world, encourages faculty members and students to undertake entrepreneurship-related activities.
4. The objective of supporting entrepreneurship is to encourage participation of faculty members and students in commercial ventures, companies or similar entities with equity participation as an additional dimension to their existing roles as faculty members or students.
5. SAL Education encourages its faculty members and students to engage in businesses that are direct results of the research activities at campus. With a view to permitting and enabling the faculty members, research scholars and students to set up and involve in startups set up both at the campuses as well as outside the campuses.
6. COGNIAN, SAL Education may consider the following guidelines for the same:
 - i. Faculty should work on 'conflict of interests' (The inventor(s) are required to disclose any conflict of interest or potential conflict of interest. If the inventor(s) and/or their immediate family have a stake in a licensee or potential licensee company then they are required to disclose the stake they and/or their immediate family have in the company. Under these circumstances, it must be ensured by the inventor(s) that their entrepreneurial activities do not have an adverse impact on inventor(s) teaching, research and any other institutional responsibilities.) to ensure that the regular duties of the faculty don't suffer owing to his/her involvement in the startup activities.
 - ii. Faculty startup may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs.
 - iii. Any permanent faculty member or staff on duty or on leave, faculty on tenure, research associates, post-doctoral fellows and students having live registration, will

- be permitted to involve with startups either on a full or part-time basis as promoter/advisor/consultant/any other approved role.
- iv. An SAL Education staff as defined above will be permitted to use specified physical and/or intellectual resources (e.g. laboratory and workshop equipment, laboratory instrument, IT resources and assistance of other SAL Staff) of SAL Education.
 - v. The definition of startup considered for the purpose of this document will be as per the prevailing notifications of the Government of India from time to time. The current definition of startup is an entity that is headquartered in India, which was incorporated less than ten years ago and has an annual turnover less than Rs. 100 crores.
 - vi. The startup formed by the faculty member/staff /student would be promoted by the individuals and not by SAL Education.
 - vii. It has also to be ensured that no reputational or financial liabilities accrue to SAL Education, and the equity stake of SAL Education (as agreed in the agreement between COGNIAN, SAL Education and the firm registered) in the company is protected.
7. Participation in startup related activities will be considered as a legitimate activity of faculty members in addition to teaching, conducting research, guiding researchers, providing industrial consultancy and completing management duties. The same will be considered while evaluating the annual performance of faculty members. Each faculty member is encouraged to mentor at least one startup.
 8. It should be noted however that the Faculty of SAL Education encouraged to startup should take all possible steps to ensure that his/her duties and responsibilities over all other activities regardless of the nature of his/her engagement with the startup. His/her engagement with the startup during regular work hours or on leave would be subject to the prior approval from the Institute's competent authorities. The faculty member/student has to take prior permission from the Institute before associating with any business venture or starting a new venture, through a proper application process.
 9. In case the faculty/ staff holds the executive or managerial position for more than three months in a startup, they will go on sabbatical/ leave without pay/ utilize existing leave.
 10. Faculty must clearly separate and distinguish on-going research at the institute from the work conducted at the startup/ company.
 11. In case of selection of a faculty start up 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 institute) may be permitted to the faculty.
 12. Faculty must not accept gifts from the startup.
 13. Faculty must not involve research staff or other staff of institute in activities at the startup and vice-versa.
 14. Human subject related research in startup should get clearance from ethics committee of the institution.
 15. Other guidelines for the faculty startup will be applicable as mentioned in chapter- 7. Creating Innovation Channel and Pathways for Entrepreneurs at Institute Level.
 16. COGNIAN will explore provision of accommodation to the entrepreneurs within the campus for some period of time.
 17. SAL Education may allow faculty and staff to take off for a semester / year (or even more depending upon the decision of review committee constituted by the Institute) as

sabbatical/ unpaid leave/ earned leave for working on startup and come back and may consider allowing use of its resource to faculty/students/staff wishing to establish start up as a fulltime effort. The seniority and other academic benefits during such period may be preserved for such staff or faculty.

9. PEDAGOGY AND LEARNING INTERVENTIONS FOR ENTREPRENEURSHIP DEVELOPMENT

Diversified approach should be adopted to produce desirable learning outcomes, which will include cross disciplinary learning using mentors, labs, case studies, games, etc. in place of traditional lecture-based delivery.

Student clubs/ bodies/ departments will be created for organizing competitions, boot camps, workshops, awards, etc. These bodies will be involved in SAL Education strategy planning to ensure enhancement of the student's thinking and responding ability.

SAL Education will start annual 'INNOVATION & ENTREPRENEURSHIP AWARD' to recognize outstanding ideas, successful enterprises and contributors for promoting innovation and enterprises ecosystem within the Institute under COGNIAN.

For creating awareness among the students, the teaching methods will include case studies on business failure and real-life experience reports by startups.

Innovation champions will be nominated from within the students/ faculty/ staff for each department/ stream of study.

Entrepreneurship education is be imparted by GTU to students at curricular/ co-curricular/ extracurricular level through elective/ short term or long-term courses on innovation, entrepreneurship and venture development. Validated learning outcomes will be made available to the students.

Integration of expertise of the external stakeholders will be done in the entrepreneurship education to evolve a culture of collaboration and engagement with external environment.

Industry linkages will be leveraged for conducting research and survey on trends in technology, research, innovation, and market intelligence.

Sensitization of students will be done for their understanding on expected learning outcomes.

Student innovators, startups, experts must be engaged in the dialogue process while developing the strategy so that it becomes need based.

Customized teaching and training materials will be developed for startups.

It must be noted that not everyone can become an entrepreneur. The entrepreneur is a leader, who would convert an innovation successfully into a product, others may join the leader and work for the startup.

10. COLLABORATION, CO-CREATION, BUSINESS RELATIONSHIPS AND KNOWLEDGE EXCHANGE

Stakeholder engagement will be given prime importance in the entrepreneurial agenda of the Institute. SAL Education will find potential partners, resource organizations, micro, small and medium sized enterprises (MSMEs), social enterprises, schools, alumni, professional bodies and entrepreneurs to support entrepreneurship and co-design the programs.

To encourage co-creation, bi-directional flow/ exchange of knowledge and people will be ensured between institutes/ organisations such as incubators, software technology parks of India and science parks, etc.

SAL Education will organize networking events for better engagement of collaborators and will open up the opportunities for staff, faculty and students to allow constant flow of ideas and knowledge through meetings, workshops, space for collaboration and lectures etc.

Mechanism will be developed by the SAL Education to capitalize on the knowledge gained through these collaborations.

Guidelines for forming and managing the relationships with external stakeholders including private industries will develop.

Knowledge exchange through collaboration and partnership will be made a part of COGNIAN and SAL Education will provide support mechanisms and guidance for creating, managing and coordinating these relationships.

Through formal and informal mechanisms such as internships, teaching and research exchange programmes, clubs, social gatherings, etc., faculty, staff and students of the SAL Education will be given the opportunities to connect with their external environment.

Single Point of Contact (SPOC) mechanism will be created in the SAL Education for the students, faculty, collaborators, partners and other stakeholders to ensure access to information.

Mechanisms will be devised to ensure maximum exploitation of entrepreneurial opportunities with industrial and commercial collaborators.

Knowledge management will be done through development of innovation knowledge platform using in-house COGNIAN capabilities.

11. ENTREPRENEURIAL IMPACT ASSESSMENT

Impact assessment of Institute entrepreneurial initiatives such as pre-incubation, incubation, entrepreneurship education will be performed regularly using well defined evaluation parameters.

Monitoring and evaluation of knowledge exchange initiatives, engagement of all departments and faculty in the entrepreneurial teaching and learning will be assessed.

Number of start-ups created, support system provided at the institute level and satisfaction of participants, new business relationships created that will be recorded and used for impact assessment.

Impact will also be measured for the support system provided to the student entrepreneurs, faculty and staff for pre-incubation, incubation, IPR protection, industry linkages, exposure to entrepreneurial ecosystem, etc.

Formulation of strategy and impact assessment will go hand in hand. The information on impact of the activities will be actively used while developing and reviewing the entrepreneurial strategy.

Impact assessment for measuring the success will be in terms of sustainable social, financial and technological impact in the market. For innovations at pre-commercial stage, development of sustainable enterprise model is critical.

Commercial success is the only measure in long run.

12. REVIEW OF THE POLICY

Considering the feedback from assessment team which is the reflection of impact of the existing policy, Director and Institute Head of the SAL Education shall organize the review committee meeting and finalize the recommendations of the review committee.

13. WAY FORWARD

Successful implementation of the 'SAL Innovation and Startup Policy' for students and faculty is the main objective. In order to achieve this, full-fledged support of all the academic, non - academic and supporting departments will be important. The roadmap suggested through this document is 'broad guidelines' and this policy document is supported by previously existing policy documents on innovation and entrepreneurship council, IPR, Industry-Institute interaction and research and development and might be updated as per requirement found by the NISP Committee accordingly.

Annexure – A

Instructions for Quotations

- For expenses below 10,000 INR (incl. of GST)
 - In this case it is not mandatory (although advisable) to provide formal quotation but 3 quotations should be submitted. You are supposed to share the **competitive costs** for the requested material, and update the excel sheet. Along with that you are supposed to get the rough receipts, or screenshots if online, and get it reviewed by your mentor.
 - A verbal confirmation should be taken from the vendor that the costs shared are valid and would not vary for the next 20 to 30 days within which the teams are supposed to make the purchases.
- For expenses above 10,000 INR (incl. of GST)
 - It is mandatory to have at least 3 valid quotations in the below suggested format and upload them in the relevant folder.
 - The quotation should have Logo and Company Details of the vendors. Address of the company/office of the vendor, Stamp of the vendor, Signature of the Vendor.
 - In case of online purchase, screenshot of the product from the respective portal would be valid. And in case of major fluctuation in the cost while purchase, concerned authorities should be made aware.
 - The quotations should be clear with all the possible terms and conditions including:
 - **Validity of the quotation** (Ideally you should request the vendor that the validity of the quotation should be 30 days, within which you would easily receive the approval of the quotation and get approval for purchase)
 - **Payment** (Ideally you should request the vendor that the payment will be made against the delivery, and not in advance)
 - **Delivery** (Ideally the delivery should be done at the time of payment or within the next 3-4days)
 - **Details of Taxes involved in the quotation** (Should include the details of the taxes involved in the quotation and the quotation should compulsorily be inclusive of GST)
 - **Warranty** (Warranty details of the equipment if any, which can be helpful while damage in the product)
 - **Replacement Guarantee** (Ideally a guarantee of 3 days to 1 week should be given for verifying the equipment, if found faulty should be replaced with working equipment at the vendor's expense)
- General Instructions for Quotations
 - The quotation/competitive cost sheet should be made against Team representative. Should be verified by a field mentor, and duly signed.
 - The quotation should include the GSTIN number of the vendor.
 - Name the scanned copies of the quotation as "**Quotation _ [Sr. No. of Quotation Set] _ [Sr. No. of Quotation]**" (ex. For 1st set of quotations you would have 3 files Quotation_1_1, Quotation_1_2 and Quotation_1_3). Upload scanned copies of the quotations on drive.
 - Once the approval is received upon the quotation, mail would be sent to your team representative on which quotation is selected. Based upon which the further purchase is to be made.

Annexure – B

Instructions for Bill/ Invoice

- For Expenses under 5000 INR
 - The bills should be acquired based upon the approved quotation (you would receive mail after review of your quotations) of selected vendor for purchase.
 - In case if valid bill is not possible for the vendor to give for small purchases, a receipt with stamp and signature of the vendor will be allowed.
- For Expenses above 5000 INR
 - A GST based valid bill/invoice is mandatory.
 - Bill should be against team representative.
 - Bill should include the Logo and Company Details (with address) with Stamp and Signature of the vendor/company.
 - Should include the item names and amount paid by the team inclusive of the GST.
- General Instructions
 - Ideally prefer by paying through Cheque or NEFT to Vendor
 - Name the scanned copies of the bills/ invoice as "**Bill_[Sr. No. of Bill Set]**" (ex. For 1st set of bills you have put up, name should be Bill_1). Upload scanned copies of the bills on Drive.
 - Once the bills are approved you would be summoned at COGNIAN Incubation and Research Centre, SAL Education, Ahmedabad, to receive the check against the bill, only when all the uploaded quotations and bills for that transaction are submitted.

Annexure – C

Instructions for Affidavit Preparation

- Modify (Name of Applicant) with your name as per Aadhar Card of respective applicants.
- Address would be your permanent address as per your Aadhar Card or the address proof you are carrying.
- You can modify the no. of applicants based upon the no. of team members in the team. If there are 5 team members the affidavit will have all the details of 5 applicants in the first paragraph and their individual signatures in the end.
- Modify (Project Name) with the name of your Project, through which you have registered under COGNIAN.
- Carefully discuss and nominate a representative for future financial communication, and mention the nominated representative in the line "**And unanimously we nominate (Name of Applicant) to be our team representative, for receiving the funds under the COGNIAN grant through SAL Education.**" of the affidavit.
- Ideally the cost for the affidavits is approx. 150-200 INR excluding the Stamp Paper Cost. You can get it prepared through any of your nearest notary place. Ideally choose a place which is comfortable for all the team members to reach. This cost would be borne by the team.
- Documents that everyone will be required to carry while going for the notarisation process:
 - 2 Passport Size Photograph
 - ID proof - Aadhar Card/ Driving License/Election Card/Passport

Affidavit for Nomination of Representative

[To be executed on Rs. 20 Non-Judicial Stamp paper]

We (Name of Applicant 1), aged (Age of Applicant 1), student/alumni of (Name of College), resident of (Residential Address of Applicant 1); (Name of Applicant 2), aged (Age of Applicant 2), student/alumni of (Name of College) resident of (Residential Address of Applicant 2); (Name of Applicant 3), aged (Age of Applicant 3), student/alumni of (Name of College), resident of (Residential Address of Applicant 3); do solemnly swear and sincerely state as under:-

That together as a team we are working on a project, namely (Project Name) and everyone holds equal legal rights against it. And unanimously we nominate (Name of Applicant) to be our team representative, for receiving the funds under the SISP grant through COGNIAN, SAL Education.

Once the funds have been disbursed by COGNIAN; fully or partially, to the team representative (Name of Applicant), COGNIAN does not hold any legal liability towards any dispute, conflict of interest within the team or with any stakeholder and has full rights to revoke or hold the disbursement of funds in case of unsatisfactory progress.

The validity of this Affidavit is limited to receive the SISP funds within the mandated period only, nor does it signifies any form of superiority or creates an association of applicants for purposes other than for receiving the SISP funds through COGNIAN, SAL Education.

We declare that the above provided information are true and factual and all the applicants agree to comply over the above suggested terms.

Signature of the Deponents:

(Name of Applicant 1): (Signature of Applicant 1)

(Name of Applicant 2): (Signature of Applicant 2)

(Name of Applicant 3): (Signature of Applicant 3)

Place:

Date:

Annexure – D

SAL EDUCATION

SAL INNOVATION AND STARTUP POLICY

Project Progress Report

Domain of Application:

Report Duration: to

Name of Institute of Team:

Team Leader Details:

Name:
Email:
Contact No:
Gender:

Faculty Guide Details

Name:
Email:
Contact No:

Team Member Details (name, email, contact, gender)

- 1.
- 2.
- 3.

Sanction Amount:

Fund Disbursed:

Fund Utilized:

| Sr. No | Name and details of items/services | Quantity procured | Amount Paid |
|--------|------------------------------------|-------------------|-------------|
| | | | |
| | | | |
| | | | |
| Total | | | |

Is Patent Filed for this Project?

Project Description (300 words Max):

Status of Project:

Future Plan:

Any Achievement of this Project (if any)

Photos/Screen shots of Project (Max 5 Pic)