



SAL EDUCATION

STUDENT STARTUP AND INNOVATION POLICY 2.0

COGNIAN

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For better harmonization of the entrepreneurial accomplishments, norms for students / alumni / any grant seeker to work for startups is created at COGNIAN, SAL Education as a part of **Student Startup and Innovation Policy (SSIP) 2.0** and the policy will be updated accordingly as per necessities. Following are the guidelines of executing SSIP 2.0 to be register under COGNIAN Incubation & Research Center, SAL Education:

- a. **Any individual or group** can register their startup for incubation facilitates that individual may be or not the alumni of the SAL Education Campus, but should apply up to the age of **35 years**, who is:
 - a. A school student of Foundational/Preparatory/Middle/Secondary level (Up to Class 12)
 - b. A Diploma / Vocational / Undergraduate / Postgraduate / Doctoral student or an alumna / alumnus
 - c. Any dropout from school / institute / university.
(Required to submit Age/Identity proof like Aadhar Card, etc.)
- b. Startup enthusiastic can **write us** on: cognian@sal.edu.in, and for seeking support for their startup and utilizing facilities of incubation centre, can **apply** on:
https://docs.google.com/forms/d/e/1FAIpQLSdtrSlgjcACN0b4Sp9E_rCdbWiuseQL4s2OyLes5mBB9cu4g/viewform?usp=sf_link
or on:
<https://forms.gle/z4qBAfxLw1ndDjdk7>
- c. For receiving funding, startups are required to pass two internal and one external expert-review committee.
- d. After successful clearance of the external expert committee, startups will be eligible for funding.
- e. Startup should be registered long for approx. 2 years and should complete prototype before completion of this timeline.
- f. All the registered startups will be initially provided maximum up to **2.5 lakh** per PoC/Prototype /Innovation for the prototype development in 2 to 3 instalments after reviewing their progress from their progress report and **IP Support** up to **100%** of expenses.
- g. After each instalment, all the startups must be submitted their progress report with 3 to 5 photographs.
- h. Selected startups should submit **3 Quotations** for each item to be procure.
- i. From all 3 quotations, L1 (lower 1) should be considered for procurement.
- j. For other than L1 quotations, startup can request for the same; but decision will be considered given by authority of SSIP Committee/SSIP Coordinator.
- k. Rules to be followed by startup for **Quotation** submission, as mentioned in **Annexure – A**.
- l. Bill should be submitted after each procurement with mentioned google sheet and progress report.
- m. Rules for the **Bill** submission is mentioned in **Annexure – B**.

- n. For funding, team should choose one team representative in whose account, amount will be credited.
- o. For choosing a **Team Representative**, team should submit Declaration duly signed by each team members and mentor/s of the team.
- p. Instructions and Format of the **Declaration** is mentioned in **Annexure-C**.
- q. Every startup should submit the **timeline and milestone** of their startup that should be settled according to the fund disbursed or vice versa.
- r. Mentoring will be provided to each startup under SSIP policy as per requirement of the field of the innovation.
- s. Time to time evaluation can be done as per settled milestone for each startup.
- t. **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**.
- u. After completion of all the funding instalments, startup should complete their prototype within 2 months.
- v. Format of the **Progress Report** is mentioned in **Annexure – E**.
- w. That prototype will be evaluated by the expert technical committee.
- x. 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.
- y. A startup, which cannot fulfil the claimed criteria or can't succeed in the prototype development phase will be washout.
- z. Terms and conditions may be varying according to suggestions and enforcement for improvement by the SSIP committee/coordinator.

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)Abc**. Upload scanned copies of the bills on Drive.
 - Once the bills are approved you would be summoned at COGNIAN Incubation and Research Center, 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 Declaration 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 Declaration 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 SAL SSIP.
- 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 SSIP grant through COGNIAN, SAL Education.**" of the Declaration.
- Documents that everyone will be required to carry with Declaration letter:
 - **2 Passport Size Photograph**
 - **ID proof - Aadhar Card/ Driving License/Election Card/Passport**



Declaration for Nomination of Representative

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 SSIP grant through COGNIAN, SAL Education.

Once the funds have been disbursed by COGNIAN, SAL Education; fully or partially, to the team representative (Name of Applicant), COGNIAN, SAL Education 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 Declaration is limited to receive the SSIP funds within the mandated period only, nor does it signify any form of superiority or creates an association of applicants for purposes other than for receiving the SSIP 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 Mentor 1): (Signature of Mentor 1)

(Name of Mentor 2): (Signature of Mentor 2)

Place:

Date:

Annexure - D

Instructions for Co-working Space at COGNIAN:

- If startup seek and request for the co-working space, COGNIAN will provide co-working space to each startup.
- Facilities will cover utilization of seating desk and chair, drinking water, Washroom, startup can utilize facilities and devices available at tinkering lab, Mentorship, Library, Financial Assistance, Innovation & Entrepreneurship Cell, Design Lab, Fabrication Lab, Automation Lab, Intellectual Property Cell, High Speed Internet, Computers & Peripherals.
- Rules maybe vary, which will be intimated to each startup that solely depends on the decision taken by the Head of the Institute and committee members.
- The nominal chargers can be charged for co-working space in future, if decided by the SSIP Committee and Institute Head, for boosting the work of startup.
- For any immense damage to facility equipment, Institute may charge to that startup team for that particular damage.

Annexure – E

STUDENT STARTUP AND INNOVATION 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)

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COGNIAN INCUBATION & RESEARCH CENTER

Contact List of SSIP & IPR Committee Members

<u>Sr. No.</u>	<u>Designation</u>	<u>Nomination</u>	<u>Nominated Faculties</u>	<u>E-mail Address</u>
1	Campus Director	Chair Person	Dr. Rupesh Vasani	rupeshvasani@yahoo.co.uk
2	Institute Head	Member Secretary	Dr. Bhavna Soni	bhavna.soni@sal.edu.in
3	Industry Expert	Member	Mr. Harsh Patel, NPM Machinery, Changodar, Ahmedabad. / Mr. Ravi Patel, Aastha Enterprise, Kathwada, Ahmedabad.	1288harsh@gmail.com patelravi778@gmail.com
4	Industry Expert / Alumni	Member	Mr. Kandarp Patel/ Mr. Kushal Sitapata (AI Doctor)	kandarp2602@gmail.com; ksitapara8@gmail.com
5	Finance Expert	Member	Mr. Sanjay Upadhyay	sejal_upadhyay@yahoo.com
6	Academic Expert	Member	Asst. Prof. Riddhesh Yagnik/ Asst. Prof. Krishna Hingrajiya	riddhesh.yagnik@sal.edu.in; krishna.hingrajiya@sal.edu.in
7	Technical Expert/s	Member	Dr. Harshit Bhavsar Asst. Prof. Pulkit Thaker Asst. Prof. Ketankumar G Patel Asst. Prof. Pratik Patel Asst. Prof. Viral Shah Asst. Prof. Dixit M Patel	harshit.bhavsar@sal.edu.in; pulkit.thaker@sal.edu.in; ketan.patel@sal.edu.in; Pratik.patel@sal.edu.in; viral.sah@sal.edu.in; dixit.patel@sal.edu.in
8	IPR Expert; having 3 years of experience in IPR field.	Member	Asst. Prof. Dhavalkumar B Prajapati	dhaval.prajapati@sal.edu.in
9	Startup Eco-System Expert	Member	Dr. Harshit Bhavsar/ Asst. Prof. Alpa Oza/ Asst. Prof. Mikin Dagli	harshit.bhavsar@sal.edu.in; alpa.oza@sal.edu.in; mikin.dagli@sal.edu.in
10	Institution SSIP Coordinator	Member Secretary	Asst. Prof. Dhavalkumar B Prajapati / Asst. Prof. Ketankumar G Patel	dhaval.prajapati@sal.edu.in; ketan.patel@sal.edu.in
