

# Standard Operating procedure to facilitate Entrepreneurship and startups

**Reference:**

Clause No. 3 of DIT University Innovation, Incubation and Startup Policy for Students, Faculty and staff.

REG/2014/079/07/2020/113 dated 28 July 2020



## Standard Operating Manual to facilitate entrepreneurship and startups

### Purpose:

To facilitate faculties, students and staff for entrepreneurship and startup.

### Scope:

This operating procedure defines the process for facilitation of faculties, students and staff working and involved in entrepreneurship and startup related activities with DIT-Technology Business Incubator, Dehradun as per guidelines provided in DIT Innovation and startup policy (Clause No. 3 Nurturing Innovations and Startups).

### Responsibilities:

It is the responsibility of Head (CIIES)/ Associate Head (CIIES) to facilitate entrepreneurship and startup through effective implementation of this process among students, faculties and staffs within DIT University, Dehradun.

### Process:

1. DIT University may allow students / staff to work on their innovative projects, setting up start-ups or work as intern / part-time in start-ups incubated in DIT-TBI while studying / working. Student Entrepreneurs may earn credits for working on innovative prototypes/Business Models with CIIES. Student inventors may also be allowed to opt for start-up in place of their mini project/ major project, seminars, summer trainings. The above mentioned facilities can be availed subject to his/her proposed work recommended by the Director (CIIES) and Director/Dean/Head of the concerned Department/school and approved by the Vice-Chancellor. They will consider the merit of proposed work, equivalence with the concerned course, for the recommendation.
2. DIT University students/faculties/staff who are incubated with DIT-Technology Business Incubator (DIT-TBI) for start-ups, will be allowed to use their address in the institute to register their company with due written permission from the Director (CIIES), Registrar with final approval of Vice Chancellor of DIT University in advance in the attached format Annexure 1.
3. A student working on Startup/incubation program with CIIES will be provided relaxation in attendance up to 25% for his regular classes over and above maximum permissible absence, subject to Prior approval of the Vice-Chancellor or Pro Vice Chancellor (on the recommendation of Director CIIES), before the start of the examination. Attendance certificate will be issued by CIIES office.
4. After completion of one-year study of the respective courses, student can apply for a trimester/semester/term break (maximum one year) over and above the maximum permissible duration of the programme to work on their start-up and rejoin academics for completion of the



course. The Dean Academic Affairs, Director (CIIES) and Director/Dean/Head of the concerned Department/school shall recommend proposal and review performance of the student startup including to give appropriate academic credits to them. Final decision will be taken by the Vice Chancellor.

5. An Alumni or a non-hosteller student or external entrepreneur working in incubation center under CIIES may request limited period accommodation, i.e. maximum of six months on the recommendation of the Director (CIIES) and approval of the Vice-Chancellor. Hostel accommodation may be provided to the candidate subject to availability and payment of lodging and boarding fee as per the rules.
6. Faculty, Students and External startup founders wish to use space of DIT Technology Business Incubator for developing his startup ideas, may request for co-working space as per the format Annexure-2. Request will be evaluated and forwarded through Director (CIIES) to Vice Chancellor for final approval.
7. DIT University may allow faculty and staff to take off for a semester / year as sabbatical/ unpaid leave/ earned leave for working on startup under CIIES and come back with recommendation of Director (CIIES) and approval of Vice Chancellor in the format Annexure-3. The seniority and other academic benefits during such period may be preserved for such staff or faculty.
8. Participation in startup related activities such as promoting/ nurturing Innovation, IPR, Incubation, Entrepreneurship and Start-up, National Innovation Startup Policy implementation, Mentoring Start-ups/ Ideas under CIIES shall be considered as a legitimate activity of faculty in addition to teaching, R&D projects, industrial consultancy and management duties and will be considered while evaluating the annual performance of the faculty. Every faculty may be encouraged to mentor at least one startup. Product development and commercialization as well as participating and nurturing of startups would now be added to a bucket of faculty-duties and each faculty would choose a mix and match of these activities (in addition to minimum required teaching and guidance) and then respective faculty are evaluated accordingly for their performance and promotion.
9. University might also decide to update/change/revise performance evaluation policies for faculty and staff to promote Innovation, Entrepreneurship and Start-up.

**Expected Outcome:**

- This will support and encourages DIT University students, faculties and staffs for and startup entrepreneurship ecosystem.
- It will provide significant impact of establishing new and relevant startups to fulfill the needs of the society and are valuable for developing the economy in of Country.
- It will foster a startup culture with in the University.



**Approval Request for use of University Address for Start-up Company under CIIES**

1	Name of Start-up		2	GST Number of Start-up (if applicable)	
3	Name of Primary Founder		4	University ID of Primary Founder (if applicable)	
5	Name of Secondary Founder (if, any)		6	University ID of Secondary Founder (if applicable)	
7	Name of Faculty Mentor (if any)		8	University ID of Faculty Mentor (if any)	
9	Permanent Postal Address Details of Primary founder				
10	AADHAAR number of Primary Founder		11	PAN Card Number of Primary Founder	
12	Permanent Postal Address Details of Secondary Founder				
13	AADHAAR number of Secondary Founder		14	PAN Card Number of Secondary Founder	

Brief Explanation about the Start-up (50 Words) -

I \_\_\_\_\_ hereby understand that on behalf of the start-up \_\_\_\_\_, I wish to use the institute incubation unit address for all further business and financial concerns in regard to the above-mentioned start-up. I solely take responsibility as the Primary Founder of this Start-up to make sure all business and financial dealings done through this address shall always be upheld in accordance with the reputation of the institute and legal framework (as per the law of the land). Also, all details provided by me are authentic and genuine for the record purpose.

Date:

Place:

Signature & Full Name of Primary Founder

**Recommendations**

**Director (CIIES)**

**Registrar**

**Vice Chancellor**

\* Attach a copy of Permanent Address Proof, PAN Card, Aadhaar Card for all the founders of the start-up

\*\* Attached Annexures as per need



### Approval Request for Co-working space under DIT- TBI

1	Name of Start-up		2	Startup Registration Number (if applicable)	
3	Name of Primary Founder		4	University ID of Primary Founder (if applicable)	
5	Name of Secondary Founder (if, any)		6	University ID of Secondary Founder (if applicable)	
7	Name of Faculty Mentor (if any)		8	University ID of Faculty Mentor (if any)	
9	Permanent Postal Address Details of Primary founder				
10	AADHAAR number of Primary Founder		11	PAN Card Number of Primary Founder	
12	Permanent Postal Address Details of Secondary Founder				
13	AADHAAR number of Secondary Founder		14	PAN Card Number of Secondary Founder	

Brief Explanation of the Start-up and requirements (50 Words) -

I \_\_\_\_\_ hereby understand that on behalf of the start-up \_\_\_\_\_, I wish to use Co-working space of the DIT- TBI as per the rules and regulations of the DIT University and DIT- TBI. I solely take responsibility as the Primary Founder of this Start-up to make sure shall always be upheld in accordance with the reputation of the institute and legal framework. Also, all details provided by me are authentic and genuine for the record purpose. As per the instructions of DIT University/ DIT-TBI, I will vacate the Co-working space without any objection/ claim. I shall be responsible for any damage to the DIT University/ TBI property, furniture and electronics/ electrical gadgets etc. I will take full responsibility of my team to follow all discipline and decorum of the university. I agree to sign a separate commercial agreement with DIT- TBI, as required.

Date:

Place:

Signature & Full Name of Primary Founder

**Observations/Recommendation:**

Director (CIIES)

Registrar

Vice Chancellor



\* Attach a copy of Permanent Address Proof, PAN Card, Aadhaar Card for all the founders of the start-up

\*\* Attached Annexures as per need

**Approval of Sabbatical Leave for Faculty member involved in Start-up activity under CIIES**

1.	Name of Faculty Member		2.	Designation	
3.	School		4.	Department	
5.	University ID		6.	Period of Sabbatical Leave	
7.	Role in the Start-up				
8.	Area of Specialization				
9.	Problem statement and Solution of the Start-up (in 50 words)				
10.	Activities to be done in the Start-up by the faculty member				

I \_\_\_\_\_ hereby understand that on behalf of the start-up \_\_\_\_\_, I shall be wishing to use the Sabbatical leave facility in the University and dedicate my time towards nurturing the start up. I shall abide by all rules and policies of the University.

Date: -  
Member

Place: -

Signature & Full name of Faculty

\* Attached Annexures as per need

\*\* Attach a copy of Permanent Address Proof, PAN Card, Aadhaar Card.

Observations & Recommendations by the Committee -

(HoD/Dean/Director)

Dean (Faculty Affairs)

Director (CIIES)

Vice Chancellor

