

## Abstract

The Innovation and Start-up policy 2022 for Utkal University will enable the institute to actively engage students, alumni, faculty and staff members in innovation and entrepreneurship related activities. The Policy is designed to create and nurture entrepreneurial ecosystem within the institute and amalgamate the same within the academic curriculum/system. This framework will also help in bringing in uniformity, in line with MoE guidelines, for managing IPR ownership, technology licensing and start-up policy

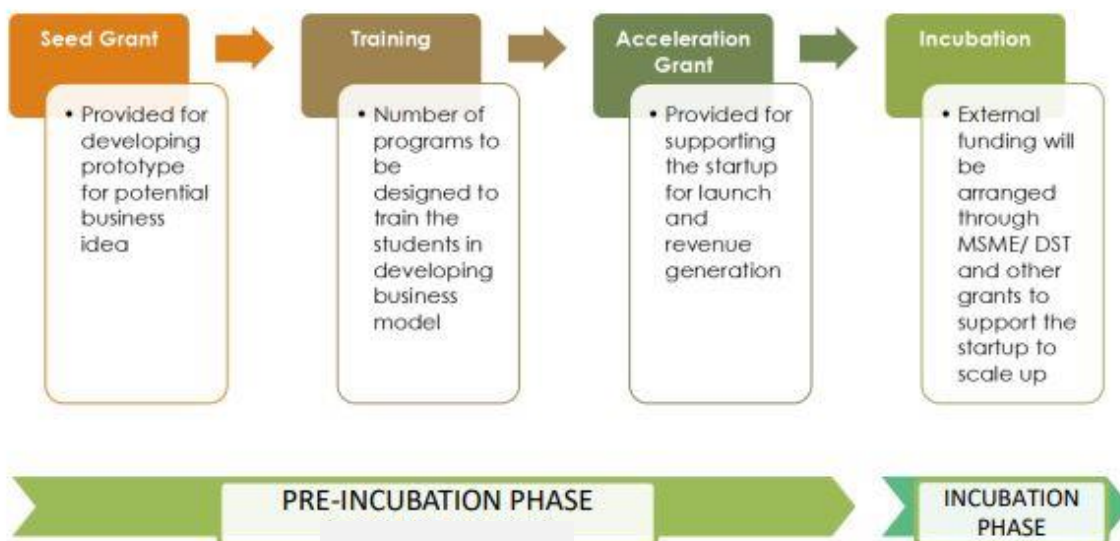
## Incubation Policy

Utkal University has constituted Utkal Centre for Innovation & Incubation Foundation (UCIIF) in the Institute. UCIIF-Utkal University has a mission to “promote, innovative, knowledge based and socially transforming start-ups by harnessing young minds”. UCIIF-Utkal University was formed in September 2021 under the leadership of Hon’ble Vice Chancellor, Utkal University. It aims to inculcate the spirit of innovation and entrepreneurship amongst the students, encourage and support innovations through guidance, mentorship and support. All stakeholders of Utkal University will be encouraged to take up innovative projects with possibility of commercialization.

The core objective of this scheme is to identify, nurture and support entrepreneurs aspiring to evolve business models on the domains of **Agri-Tech, Food Processing, Agri Business, Social Entrepreneurship, Biotechnology & Pharmacy**. Utkal University is committed to strengthening and supporting entrepreneurs whose startups aim to have a larger and cascading impact on the societal growth. Start-up Eco-system will also be strengthened through institutionalized mentoring, organizing knowledge sessions on different subjects under the aegis of Capacity Building Initiatives and connecting the Startups to investors, thereby enabling the growth of promising Business Models within institutional framework.

The Incubation Policy of Utkal University has been framed by UCIIF-Utkal University, which gives essential guidelines for supporting innovative ideas of students/faculty/staff of Utkal University from idea to prototyping and launch as a startup.

To promote entrepreneurship environment among students in Utkal University and to support them to take their ideas to working prototypes, a support system has been designed as outlined below:



The following support system has been designed for Pre-incubation phase:

### **A. Seed Grant:**

It will be provided to student ideas to develop prototype for potential business idea. An amount up to a certain amount as decided by the University as Seed Grant will be allocated. The amount will be allocated against individual idea.

### **B. Training:**

During this phase students with sincere willingness to opt entrepreneurship as a career option will be provided with expert lectures/ training workshops/ exposure visits/ participation in various competition across the country with an objective to inculcate an entrepreneurial mindset. In addition, students who have successfully demonstrated a working prototype model will be taught making a business model so as to pitch their model before experts. A part of this objective will also be accomplished through entrepreneurship courses being offered at Utkal University. All the faculty members who are directly or indirectly involved in Startup ecosystem of Utkal University will also be supported for upgradation of their skillset through FDPs,

exposure visits etc. In order to promote the above-mentioned objectives, the following support activities will be encouraged for such students and Faculties:

- I. Organizing Awareness, Workshop, Seminars, Training programs etc. related to promote Innovation, IPR and Entrepreneurship Development
- II. Participation in National and International Level Innovation and Start-up Events/Competitions/Hackathons etc.
- III. Short Term Certificate Courses, Regular Academic Programs and Courses offered at Institute on Innovation, IPR and Entrepreneurship Development for Students, Faculties (FDPs) and Startups.
- IV. Networking visits and exploring co-incubation partnership opportunities through interested faculties.
- V. Online courses by faculties to get experience in Innovation Design, IPR, Business Modelling, Entrepreneurship Development, Startup, etc.
- VI. Patent filing of Innovative Technologies with Institute having joint ownership.

### **C. Acceleration Grant:**

During this phase students who have successfully demonstrated a working prototype and the product/service has promising Business Model, will be promoted. An amount up to Rs. 50 thousand as Acceleration Grant will be allocated against individual idea.

## **Resource Mobilisation**

For supporting pre-incubation and incubation infrastructure and facilities, the following resources and financial support is planned.

- a. The institute is committed to provide all support for developing a culture of innovation and entrepreneurship. A separate head will be allocated in the annual budget of the institute for funding and supporting innovation and startups related activities through creation of a 'Innovation Fund' as recommended by National Innovation and Startup policy 2019, MHRD (MoE). This fund can be resourced from both—the Institute funds and external funding agencies.
- b. Options of all sources of external funds from government (state and central) such as DST, DBT, MHRD, AICTE, TDB, TIFAC, BIRAC, DSIR, CSIR, NRDC, NSTEDB, Startup

India, Invest India, MeitY, MSDE, MSME, etc. and non-government sources should be encouraged.

- c. Efforts will be made to approach private and corporate sectors to get funds under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013.
- d. Institute may also raise funds through sponsorships and donations. Institute should actively engage alumni networks for promoting Innovation & Entrepreneurship activities.

## Startup Eligibility

Applicants are eligible for start-up facility at UCIIIF-Utkal University provided its stakeholders or partners are from one of the following categories:

- a. Student of Utkal University
- b. Alumni of Utkal University
- c. Faculty member of Utkal University
- d. Non-teaching staff of Utkal University
- e. Any outside applicant having relevant ideas as per the mandate of UCIIIF-Utkal University

All proposals from any of the above categories of applicants will be approved based on the screening by UCIIIF-Utkal University.

## Startup Admission Process

The applicants will be evaluated by UCIIIF-Utkal University for further screening and selection as per the following steps.

- I. The application should include a detailed Business Plan. The business plan must cover all aspects including: Startup description, value proposition, products and services, market and competition analysis, revenue model, milestones and timelines, development and marketing plan, organizational structure, core team, risk analysis, funding requirements and projected financials. Applicants may give additional information as they think would help in the assessment of their proposal.
- II. If the initial evaluation of the business plan/ executive summary is positive, UCIIIF-Utkal University will arrange a meeting with the startup founders, during which the startup will

be expected to make a presentation before the experts. After the presentation, a final decision will be made regarding the acceptance of the start-up for incubation.

- III. Agreement: The admitted startup has to enter into an agreement with UCIF-Utkal University. Format of Agreement will be provided by UCIF-Utkal University.

## **Infrastructure Support**

Upon admission to incubation center, the following infrastructural facilities will be offered to the incubatee companies on an individual basis, apart from a set of shared/ common infrastructure mentioned hereinafter.

- a. Office Space
- b. Internet Connection
- c. Access to computing facilities

Besides, Utkal University will facilitate the startups to access departmental laboratories and other resources in the institute. Access to departmental resources will be possible through UCIF-Utkal University, which will coordinate with the concerned departments. Further usage of such resources shall be in conformity with the policies of Utkal University. The charges for institutional resources may be waived-off for the students/faculty/staff of Utkal University, but will be applicable for any outside incubatee as per the institute norms. Apart from the specific infrastructures as stated above, Lab and all other facilities such as Meeting/ Conference Room, Teleconferencing, Recreation and Rejuvenation Facilities, Cafeteria etc. will be shared by all startups.

## **Faculty/ Staff member engagement with Startups**

Utkal University may allow faculty / staff members to work on their innovative projects and setting up startups (including Social Startups) or work part-time in startups (incubated in any recognized HEIs/Incubators) while working. Role of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the startup.

## **A. Full Time Engagement of Faculty/Staff in Startups**

- I. Utkal University will allow the faculty and staff member to take off for a semester / year (or even more depending upon the recommendation of HoD and final approval from VC, Utkal University, as on sabbatical/unpaid leave for working on startups and re-join. Institution will consider allowing use of its resources to faculty/staff wishing to establish a startup as a full-time effort. The seniority and other academic benefits during such period may be preserved for such staff or faculty members.
- II. Alternatively, they can devote full time by keeping lien with Utkal University.
- III. Compensation offered to the faculty member through shares and/or cash, must be declared by the faculty/staff member to Utkal University.
- IV. On re-joining Utkal University after sabbatical / EOL, if he / she is involved as a consultant or any other form other than a mentor or shareholder after sabbatical / EOL, rules applicable will be same as that of part-time.

## **B. Part Time Engagement of Faculty/Staff in Startups**

- I. The faculty/staff members desirous of part-time engagement with the Startup should apply to Chairman, PGC. The Chairman, PGC will recommend the eligible cases to the VC, Utkal University for approval.
- II. Members can participate in a Start-up on a part time basis as long as they do not spend more than 20% of office time on the startup in advisory or consultative role and do not compromise with their existing academic and administrative work / duties.
- III. Other short-term leaves benefit of the faculty such as casual leave/ earned leave/ special casual leave will be allowed to be availed by the faculty for any Startup related activity such as exposure visit/ mentorship/ Networking visits/ attending Startup events etc. at any time in the year provided adequate alternative arrangement is made by faculty to perform regular duties.
- IV. The teaching load of the faculty actively involved in Startup related activities may be reduced or adjusted to facilitate such work. Such a faculty member may be allowed to take one working day every week to work on their own startups for a specified duration with the recommendation of Chairman, PGC, and final approval from VC, Utkal University. The regular duties should be adjusted by Institute/ Department to facilitate such activity.

- V. The faculty member/staff can hold shares of the Start-up company for the engagement with the company; however, such a faculty cannot hold the Full Time Positions in the startup.
- VI. The faculty member will offer 10% (or as decided by UCIIF-Utkal University) of the shares/revenue offered to them to UCIIF-Utkal University.

However, the above provisions (i to iv) shall be subject to the rules applicable to the employees of Utkal University.

## **Research Scholars / Students involvement**

- a) Utkal University may allow students to work on their innovative projects and setting up startups (including Social Startups) or work as interns/part-time in startups (incubated in any recognized HEIs/Incubators) while studying.
- b) Student inventors may also be allowed to opt for startup in place of their mini project/ major project, seminars, summer trainings etc. The area in which a student wants to initiate a startup may be interdisciplinary or multidisciplinary with team members from various departments depending on the need of the project.
- c) The credit points as per the industrial training credits may be awarded to students working for startups as per the rules and regulations of Utkal University.

### **A. Full time engagement in Startups**

- I. A research scholar/ student can approach HoD for granting permission to take special leave for a semester or an additional period to work for a startup on a full-time basis. Such scrutinized proposal shall be forwarded by the HoD to Chairman, PG Council for consideration and further approvals (if needed).
- II. The HoD will coordinate for the approval through proper channel, post student's registration. This may be treated as withdrawal under permission from Utkal University for the specified period for which such special leave is formally granted and the student will not get the scholarship for this duration.
- III. The Research Scholar/ Student on returning must satisfy all norms (as per the ordinance of Utkal University) to earn a degree.

## **B. Part Time engagement in Startups**

- I. A research scholar / student can seek permission from Chairman, PG Council to work for a start-up on a part-time basis. Students who are pursuing some entrepreneurial ventures while studying should be allowed to use institute address to register their company with due permission from the Chairman, PG Council.
- II. Interdisciplinary startups will be promoted and the students will be allowed to take their mini/ major projects from any subject area as per the need of the Startup. The team for such projects may involve students from various disciplines as per the need of the Startup and will also be allowed to opt for a competent supervisor/mentor from within or outside the Department/ Institute.
- III. Attendance relaxation up to 25% may be provided (i.e. 75% attendance) to the student entrepreneur. Additional relaxation up to 25% (over the existing minimum attendance norms) may be provided by special recommendation from Chairman, PG Council with approval of the senate or as per the provisions of the respective academic ordinances.

## **Product Ownership Rights for Technologies Developed at UCIF-Utkal**

- a. When institute facilities/funds are used substantially or when IPR is developed as a part of curriculum/ academic/pre-incubation activity, IPR is to be jointly owned by inventors and the institute as per the prevailing IPR policy of Utkal University.
- b. For the startups pre-incubated at UCIF-Utkal University and subsequently incubated at the UCIF-Utkal University will hold equity on behalf of Utkal University. For such students the IPR norms will be applicable as per the IPR policy of UCIF-Utkal University.
- c. On the other hand, if product/ IPR is developed by innovators not using any institute resources and facilities, outside office hours (for staff and faculty) or not as a part of curriculum by student, then product/ IPR will be entirely owned by inventors in proportion to the contributions made by them. In this case, inventors can decide to license the technology to third parties or use the technology the way they deem fit.
- d. If there is a dispute in ownership, a committee constituted by VC, Utkal University will examine the issue after meeting the inventors and help them settle this.



## **Pedagogy and learning Interventions for Entrepreneurship Development**

To help imbibe attitude and aptitude for entrepreneurship and innovative and creative thinking, a multipronged approach should be adopted including cross disciplinary learning using mentors, labs, case studies, games, etc. in place of traditional lecture-based delivery. In addition, the following activities are planned to promote startup culture through various forums.

- a. Student clubs/ bodies/ departments should organize competitions, bootcamps, workshops, training programs etc. These bodies should redefine their activities to orient them towards Innovation and Entrepreneurship. The vision and mission of Institute and strategy planning should be made to orient all stakeholders towards startup culture.
- b. Institute will plan to recognize various stakeholders by providing “Innovation & Entrepreneurship Awards in each category” to recognize outstanding ideas, successful enterprises, best mentors for their contributions in promoting innovation and the entrepreneurial ecosystem within the institute.
- c. Best innovators will be nominated from the students for each department/stream of study in each academic year.
- d. In the beginning of the academic year, Innovation and Entrepreneurship Cells will conduct an induction programme about the importance of I&E so that freshers are made aware of the entrepreneurial agenda of the institute and available support system.
- e. Regular sensitization, motivation activities will be organized to develop innovation and startup mindset among student, faculty and staff members.

## **Conflict of Interest**

Certain situations leading to the conflict of interests are explained herein below. However, the list is not exhaustive, and hence situations having actual or potentials for conflicts of interest though not covered in this document may also come under conflict of interest.

- a. An Utkal University member is able to influence a departmental decision for acquisition of laboratory and other equipment which could benefit an incubatee company in which he/ she is an interested person.
- b. An Utkal University member in a position to make use of the suppliers and service providers of Utkal University for undue advantage of an incubatee company in which he/ she is an interested person.

- c. An Utkal University member in a position to circumvent prevailing policies for making use of Utkal University's facilities for the benefit of an incubatee company in which he/ she is an interested person.
- d. An Utkal University member procures consultancy assignments or other business in the name of Utkal University and outsources them to the startup in which he/ she is an interested person.
- e. Use of Utkal University students or employees to perform work for a startup without any compensation when the work is not related in any way for their academic pursuits.
- f. When a startup, its promoters, employees and staff or any interested person acts in manner to benefit the incubatee company at the disadvantage of Utkal University
- g. A person who is interested in one startup and involved in a decision-making process also affecting other incubatee companies leads to a situation of conflict of interest.
- h. When Utkal University members are neglecting their respective commitments to Utkal University for their association with startups.
- i. Utkal University employees and associates are in position to use sensitive information pertaining to startups for their personal advantage.
- j. Conflict of interest of any sort not limited to blood relations, spouse, etc. should be avoided
- k. Vice Chancellor, Utkal University shall be the final authority for resolution of conflicts. In case of any violation, the appropriate action may be taken by Vice Chancellor, Utkal University based on the recommendation by a suitable committee formed by the Vice Chancellor, Utkal University

## Exit

Startup should leave the incubator under the following circumstances

- a. Completion of stay for 36 months, unless the stay is extended by UCIIIF-Utkal University
- b. Under performance of the startup: Criteria for the same will be decided and applied by UCIIIF-Utkal University on a case-to-case basis
- c. A startup may exit at any time with a prior notice of 3 months and after clearance of all dues from UCIIIF-Utkal University and Utkal University