

Student Start-up and Innovation Policy (SSIP 2.0)

Implementation Guidelines for Educational Institutions

1. Guidelines for the Beneficiaries

- Beneficiaries are required to submit project proposal in the prescribed format.
- Potential innovators and Start-up from non-grantee institutions and schools will be mapped to nearby SSIP grantee university, through which they will be able to avail policy benefits.
- Beneficiaries selected through Innovation clubs may be able to apply for PoC/Prototype and / or IP support through the mapped Grantees.
- Projects that are at PoC/Prototyping level can be provided maximum financial support up to Rupees 2.50 Lakh.

2. Guidelines for the Educational Institutions

It is essential to ensure that the Grant-in-Aid received by educational institutions are used only for the stipulated purpose. educational institutions receiving Grant-in-Aid under SSIP 2.0 should form educational institutions Level SSIP Scrutiny Committee as listed below for smooth implementation and functioning to achieve objectives of SSIP 2.0:

2.1 Educational Institutions Level SSIP Scrutiny Committee:

- The PoC & IPR Scrutiny Committee will select a project which is having the potential.
- This committee will supervise all the activities under SSIP mandate.
- This committee should meet every month or whenever need arises to review the applications received for extending various support.
- The committee may include domain experts as members whenever need arises.
- Organizational Structure of this committee shall be as follows:

Sr. No.	Designation	Nomination
1.	Educational Institutions Head	Chairperson
2.	Industry Expert (Industrialist/ innovator/ Investor)	Member

3.	Industry Expert/ Alumni (having own Startup/ Patent/ Innovation/ Industry)	Member
4.	Finance Expert (CA/ CS)	Member
5.	Academic Expert (two members)-Invited	Member
6.	Technical Expert/ IPR Expert	Member
7.	IPR Expert	Member
8.	Startup ecosystem expert	Member
9.	Institutions SSIP Coordinator	Member Secretary

2.2 Financial Guidelines

- Creation of Separate SSIP interest bearing bank account for SIF (and GMF if applicable)
- First instalment of the SSIP grant will be released only after signing MoU and deposition of respective GMF contribution in the same bank account.
- The expenditure made by the innovators against the disbursed grant should be monitored and reconciled at the end of every quarter end by the University/ Institutions. These details should be entered in the digital portal/COGENT portal on quarterly basis.

2.3 Expenditure Guidelines

- Procurement of the equipment/parts/services for PoC/Prototype development, through competitive bidding and/or by providing “reasonable rate certificate” by the competent authority of the University /Institutions.
- Procurement for laboratory/infrastructure development through GeM or as per the State Government Procurement Policy guidelines.

Expenditure for various activities under SSIP 2.0 at Educational Institution level should be carried out as per following directives:

Sr. no.	Budget Head	Annual Limit	Remarks
1.	PoC Support	70% (SIF and GMF)	1. Maximum Rs. 2.50 Lacs per PoC/Prototype 2. Educational Institutions Level SSIP Scrutiny Committee should approve the worthiness of project/s to be supported.

2.	IPR Support		Educational Institutions Level SSIP Scrutiny Committee should approve the worthiness of project/s to be supported.																	
			<table border="1"> <thead> <tr> <th>Type of IPR</th> <th>Support Provisioned (Up to)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Patents</td> <td>INR 75,000 for Domestic,</td> </tr> <tr> <td>INR 1.5 Lakh for other countries</td> </tr> <tr> <td>Copyrights</td> <td>INR 8,000</td> </tr> <tr> <td>Trademarks</td> <td>INR 12,500</td> </tr> <tr> <td>International Registration of Marks</td> <td>INR 50,000</td> </tr> <tr> <td>Industrial Design</td> <td>INR 9,000</td> </tr> <tr> <td>Plant Variety Registry</td> <td>INR 33,000</td> </tr> <tr> <td>Semiconductor Integrated Circuits Layout-Design Registry (SICLDR)</td> <td>INR 15,000</td> </tr> </tbody> </table>	Type of IPR	Support Provisioned (Up to)	Patents	INR 75,000 for Domestic,	INR 1.5 Lakh for other countries	Copyrights	INR 8,000	Trademarks	INR 12,500	International Registration of Marks	INR 50,000	Industrial Design	INR 9,000	Plant Variety Registry	INR 33,000	Semiconductor Integrated Circuits Layout-Design Registry (SICLDR)	INR 15,000
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3.	Others	30% (SIF and GMF)	The fund may be utilized for programmes, pedagogical interventions, events, special endeavours, setting up pre-incubation/incubation centres, basic infrastructure, mentoring and others.																	

- SSIP grantee shall ensure grant disbursements within 45-60 days and ensure entire PoC/Prototype grant be disbursed in maximum 2-3 installments based on the progress.

2.4 For the expenses under above listed budget heads, delegation of financial power shall be as follows:

- Expenditure up to Rs. 50,000/- can be approved by the Educational Institutions head.
- Expenditure more than Rs 50,000/- & less than Rs. 200,000/- can be approved by the Educational Institutions level committee.

- Purchases should be made by inviting competitive offers only.
- For single Expenditure more than Rs. 200,000/- Open tendering process should be adopted.

2.5 Expenditure guidelines for the projects that are granted support for PoC/ Prototyping:

- A) The Educational Institutions Level SSIP Scrutiny Committee shall decide on the project to be taken up for support. Not more than Rs 2.50 lakh should be sanctioned for each project. However, if the nature of the project demands so, a higher amount can be recommended by the Educational Institutions for decision to the State Level Committee.
- B) The Innovator team shall submit a monthly report to the committee through the mentor/team leader and, also update the same on the State SSIP 2.0 MIS Portal/Cogent Portal and support should be continued only if satisfactory progress is being made.
- C) The PoC grant sanctioned by the SSIP committee of the Grantee Educational Institutions to the students/innovators team is as an assistance to the students/innovators. The number of instalments and the quantum of each instalment should be finalized by the SSIP Committee of Grantee Institute. However, the number of instalments should not exceed three.
- D) A format of Utilization Certificate as attached at Annexure-I herewith should be signed by the faculty mentor and submit to SSIP Coordinator, Head of department, and Head of Institute, certifying that the amount spent by the students/innovators are for the stated purpose.

2.6 IPR guidelines:

1. IPR cell/ centre to process the information and shall get internal approvals of the Educational Institutions Level SSIP Scrutiny Committee of the Educational Institutions.
2. The Innovator may be provided help from a consultant to apply for IPR. Only DIPP recognized consultants can be assigned IPR related consultancy work at DIPP approved rates.
3. IPR cell/ centre must follow up with the status of the applications.

4. In case any queries/ objections are raised against the application, the IPR cell/ centre in consultation with the innovator/ creator/ applicant must facilitate a suitable response.
5. Once the registration certificate is obtained, the IPR cell/ centre must inform about the same to the applicant/ innovator/ creator.
6. The IPR cell/ centre must facilitate the applicant/ innovator/ creator in promoting the product for commercialization.

2.7 Guidelines for Mentoring Support:

Mentor: Any person who is having substantial exposure to Research & Development/ Innovation/ Entrepreneurship/ Product Design/ Domain Expertise in industry or academia can be considered 'Mentor'.

3. Guideline for PMU

- All PMUs to carry out large scale awareness programs (physical/virtual) periodically for maximum outreach. This should reflect in the COGENT/Digital portal
- Group mentoring sessions by relevant domain expert may be arranged at educational institution level.
- Utilization of fund allocated to develop pre-incubation facilities and assist students in IP filing, developing PoCs, prototypes and other innovation related activities.
- Formation of committees to scrutinize and evaluate PoC/Prototype and IPR proposals.
- Systematic mechanism for creating awareness, outreach, and development of infrastructure.
- Each PMU will implement and monitor the goals assigned to respective Grantee.

Utilization Certificate from Innovator

(To be Submitted Quarterly to SSIP Coordinator)

Subject: Utilization certificate for Assistance for PoC project under SSIP 2.0 grant.

Project Title :

Project ID :

Department :

Grant Sanctioned :

Sanction Order No :

Name of Applicants (List out all the students working on this project):

The following is the list of items/services purchased with original invoices attached for the purpose of SSIP 2.0 PoC project at Name of Institute. We certify that this amount has been spent for the purpose it was meant.

Sr.	Name and details of Item/Service	Quantity procured	Amount Paid
1			
2			
Total			

Yours sincerely,

Innovator

Faculty Mentor

Encl. Print out of online prices/ Market Survey report /Inquiry Quotes Received