

I&E Policy -2024
Chandigarh Colleges of Technology CGC,
LANDRAN
Version: 2.0

Approved Vide Agenda
Items of Stakeholders
Meeting Date: 27.03.2024



Version	2.0 This version presents the I & E Policy in a much readable format and presents the policy for startups
Pages	10
Previous Version	1.0

I&E Policy

1. Introduction

Chandigarh College of Technology, Landran has become the most sought-after destination for higher education in the region. It embarked on a mission to bridge the gap between inquisitive minds and affordable quality education. It has since diversified its offerings encompassing many programs across seven domains: Engineering, Biotechnology, Computer Application, Graphics & Web Technology, Multimedia Management, Pharmacy, Commerce, Design, Bachelor of Science, and Hotel Management. RISE is the integral part of CCT, Landran, which aims to create a world-class startup ecosystem in the state through strategic investment and policy interventions leveraging the robust innovation climate in the state of Punjab. RISE has central fully functional state of art Incubation facility supported by Atal Community Innovation Centre (ACIC), AIM, NITI Aayog (Govt. of India) and also recognized to be as HEI- MSME for building strong startup ecosystem in the region.

ACIC RISE Association and incubator hosted by RISE Department of CCT, Landran, aims to nurture **Innovation and Entrepreneurship** culture in Semi-urban and Rural India. Incubation Centre, RISE will provide necessary infrastructure, prototype development support, research assistance, help in getting funding, business consulting assistance, mentoring and guidance to make their idea into a successful venture. The proposed Innovation and Incubation policy will be applicable for all startups, incubates under RISE & HEI-MSME.

1.1 Goals:

- Stimulate the growth of services based and technology based startups including product startups.
- Achieve creation of direct and indirect new employments in the sector.
- Mobilize funding for investment in startups through Government intervention alone, by leveraging the Funds
- Facilitate generation of Innovative Technology solutions with a social impact in sectors like Health care, Food Security, Clean environment and Education for all etc.

1.2 Strategies:

Innovation is second nature to man. This policy document recognizes the fact that the seeds of entrepreneurship and the innate ability to innovate must be nurtured in academic institutions. In order to boost entrepreneurship among the students of different colleges of CCT Landran, we provide following support services to the incubated startups:

- Technology development
- IPR Support
- Legal Services

- Accounting Services
- Marketing
- Event registration
- One on One mentoring
- Co working space
- High speed internet access etc.

If a student wish to avail the startup (Innovation & Entrepreneurship) support services listed above, the student can connect with the department of research and development through their head of the departments and follow the following process for enrolment in the following flagship incubation programs being offered at Chandigarh College of Technology.

1. Launch pad –Pre Incubation Program
2. Envision – Incubation Program

1.3 Launch pad Pre Incubation Program – A three month program for idea stage startups:

Launch pad Pre Incubation Program is a 3-month program designed to help startups move from concept to Minimum Viable Product (MVP). As part of the program, Potential entrepreneurs get access to workshops, one-on-one interactions with mentors and experts, networking and reviews that can help take your startup to the next level by building more clarity and being customer-focused. At the end of 3 months, founders also get a chance to pitch for incubation.

1.3.1 Eligibility Criteria

- Co-founders of idea or early-stage venture can avail.
- Students and working professionals with startup aspirations or product ideas.
- Individual and team participation is allowed.

1.3.2 Program Highlights

- Knowledge sessions
- Domain expertise support
- Access to Co-working Space & advanced Labs
- IPR & Legal Support
- Industry Connect
- Opportunity to be considered for the incubation program
- After successfully completing our program, Participants / Founders / Co-Founders will receive a certificate of participation



1.4 Envision Incubation Program – An Eleven month program for PoC ready and early traction startups:

Envision Incubation Program offers curated support for founders supporting the needs of market exposure, knowledge, networks and access to opportunities at the right time. Founders who go through the program will be able to build their skills and abilities and accelerate the startup's growth to the market. The program aims to nurture innovative and scalable solutions which have the capacity to solve pressing issues making them sustainable and investable.

Program Duration: 11 Months



Program Benefits:

- Access to co-working space & labs
- Access to RISE network
- Mentorship from successful entrepreneurs/ industry experts
- Capacity building workshops by industry experts

- Hands on support from RISE in building Operational and financial model
- Industry connect
- Access to Investors/Angels/Venture Capitalists
- Demo Day

1.5 Process for enrollment to Pre-incubation/Incubation Program

- Idea submission by potential incubatees.
- Idea will be selected based on their novelty and potential.
- Students/Individual or team/incubatees will pitch before the selection committee.
- Selection will be done by incubation cell after gaining clarity about goal, purpose, market potential etc.
- The incubation process will start from registration and then allotment of facilities.
- The startup Committee/ faculty members/Alumni/Experts will act as mentor throughout the incubation.

2. Thrust Areas for Incubation

CCT, Landran will support students and innovators who are having an idea with high impact and which has very good opportunity to be a successful startup. Any Individual / group of people (students or general public or mix of the two) can initially propose an idea with prime features as mentioned below:

(a) Innovativeness (b) Commercial viability (c) Technical feasibility (d) Social sensibility (e) Scalability

CCT, Landran accepts ideas from diverse domains as mentioned below

- Drone Technology
- Cloud Computing
- IBM Business Analytics
- AI for Youth
- Advanced Manufacturing
- Advanced Antenna & Radiating System
- Virtual Instrumentation
- CISCO Network Academy
- Internet of Things
- Centre of Excellence for Simulation
- Cyber Security
- Molecular Research
- Molecular Pharmacology
- Modern Pharmaceuticals
- Drug Regulatory Affairs
- Central Instrumentation Laboratory (CIL)
- Hotel Management / Hospitalist.

These focus areas may be changed by the department/college from time to time.

3. Creating Innovation Pipeline and Pathways for Entrepreneurs at CCT, Landran

- To encourage faculty and students to have a better exposure to innovation and pre incubation activities at their early stage and to support the pathway from Think, design to build.
- The institution will focus on spreading awareness among the faculty, research scholars, staff and students about the importance of entrepreneurship in career growth and enhancement of employability.
- The faculty and students will be taught to be aware about – how to empathize with the need of the society and people; and engage in technological innovation that will help in solving problems of the society and consumers as end users.
- Creating opportunity to expose the students to experiential learning and training on cognitive skills such as critical thinking, creativity, design thinking, etc.
- Initiatives like interaction with local entrepreneurs, participating of students in ideation and innovation related competitions, Hackathon, boot camps, conferences, workshops, exhibitions, expert mentoring, exposure to real life situations and challenges, etc., will be supportive in skill development.
- Innovation and Entrepreneurship Awareness workshops and campaign are to be regularly organized for the benefit of the students and community at large.
- Training and support facilities by RISE shall be extended to enable the faculty and students to realize their entrepreneurial dreams as potential entrepreneurs.
- In case the faculty/staff hold the executive or managerial position for more than three months in a startup, they will go on sabbatical leave without pay/ utilize existing leave.
- Faculty must clearly separate and distinguish on-going research at the institute from the work conducted at the startup/company.

4. Seed Grant

- RISE's Incubation Centre may provide seed grant of upto Rs. 80,000/-, subject to the availability of funds/ grants/ schemes meant for this purpose.
- Seed Grant will be sanctioned only to the registered companies and shall be based on merits of each company.
- Promoters / founders whose companies are not registered at the time of application shall not be eligible to apply for seed grant until their companies are incorporated. Further, admission to incubator shall not automatically entitle the companies to seed grant.
- A company desirous of getting seed grant may submit an application for seed fund. Sanction of seed grant will be decided based on the eligibility criteria as decided by RISE. It would be also subject to the terms stipulated under specific grant or scheme as the case may be. Though seed grant may be sanctioned, disbursement shall be linked to the milestones. One of the criteria for approval of the seed grant will be to help the company reach a level of maturity in terms of product development or go-to-market stage.
- Preference will be given to companies with strong commitment and contribution from their promoters.
- RISE will have sole discretion to sanction or reject an application for seed grant and the decision of RISE in this regard shall be final.
- RISE is not bound to give any reason in case an application for seed grant is rejected.

5. RISE Infrastructure

Upon admission to RISE Incubator, the following infrastructural facilities will be offered to the incubatee companies on an individual basis, along with a set of shared/ common infrastructure mentioned herein under:

- Office space: Company specific
- Internet connection

Apart from company specific infrastructure as stated above, RISE will provide certain facilities be shared by all incubatee companies which would include:

- File Server
- Fax machine
- Laser Printer
- Photocopier
- Scanner
- Shredder
- Teleconferencing facilities as available. The usage of this facility will be paid by incubates as per the rate fixed by RISE, time to time.
- Meeting/Conference room with projection equipment
- RISE Library facilities
- Pantry facilities
- Common secretarial pool/staff (depending on availability of such staff with incubator)

6. Infrastructure of the Host / Partner Institution

RISE will facilitate the incubatee companies to access departmental laboratories and other resources of Chandigarh College of Technology, Landran or at its partner institute for their specific requirements. Access to institutional resources is possible as per extant rules of the Institutes, after observing necessary formalities and on payment of required fees. Usage of such resources should be with permission of the concerned department to avoid conflict with departmental activities and objectives. The consideration payable to SRC (System Restoration Charges) for usage of departmental resources will generally be in the form of cash (payable by cheque or demand draft), though RISE may recommend to the institute for acceptance of consideration in the form of equity. However, decision as to whether to accept such consideration in form of equity will be solely rest with the Institute. Augmentation of resources in the department on account of such usage shall be the properties of the concerned department. Irrespective of requirements of departmental facilities for usage, all incubatee companies will primarily locate at incubator.

7. Other Services

Apart from physical infrastructure as stated above, incubator intends to create certain other supports and services which would include but not limited to:

- Pool of mentors, experts in technology, legal, financial and related matters, with or without consideration,
- Organizing events to help companies in networking and showcasing their technologies,

- Meetings with visitors of Chandigarh College of Technology, Landran (such as alumni, Venture Capitalists, industry professionals).

Incubatee companies can avail of the above support and services when offered by RISE. In addition, RISE will also build up information and knowledge pool to be useful generically for start-up companies. RISE will coordinate with department of Human Resources Development, Chandigarh College of Technology Landran, on management education and training programmes designed for start-up companies.

8. Periodic Assessment

RISE will evaluate the performance of incubatee companies periodically. Incubatee companies will submit information on quarterly basis in a prescribed format. The companies may also be subject to an annual assessment by a committee comprising of external experts. A company which has taken seed grant will have to submit additional information as may be asked. The un-disbursed portion of the seed grant will be adjusted subject to the performance of the company. Incubatee companies will have to submit their annual reports each year within a period of 2 months from the date of annual closing of accounts.

9. Information Submission

Incubatee companies will submit information about all material changes or developments taking place in their companies from time to time. Such information could be (but not limited to) change in name of the company, change in business or product profile, change in directors, promoters or shareholders, acquisition of a new office, additional equity or debt investments. RISE may require incubatee companies to submit other information as it deems fit. Prior concurrence of RISE should be obtained for effecting such changes.

10. Consideration

In lieu of support and services to be provided by RISE, Chandigarh College of Technology, Landran, the incubatee companies will be subject to consideration on following accounts to the extent applicable:

- Monthly rent/ facilities charges of Rs. 6000/- for physical infrastructure to be paid to ACIC RISE Association.
- Consideration in the form of equity and/or revenue sharing: A liability free equity of 2% in the company for a period of 10 years. Against this equity, the institute shall permit the use of IP developed within Chandigarh College of Technology by the founding members and students.
- In case the institute provides Grant to the company, institutes' rules will apply for repayment / additional equity holding.
- RISE, CCT Landran reserves the right to claim 2% (Plus taxes as applicable) of the funds raised through the active support of RISE as fund raising success fee.
- Consideration as per SRC policy for usage of departmental laboratory facilities to be given to Chandigarh College of Technology, Landran.

The equity holding by RISE for infrastructure and IP will be up 2%. The percentage of the equity holding of RISE shall be maintained by issuing additional shares or diluting the shares of the

Promoters or in any other manner till the Company exits from the incubator or the Company and Promoters raise investment from an Angel Investor, Venture Capital Fund or any other source. If the company fails to raise investment from an Angel Investor, Venture Capital Fund or any other source for a period of ten years from the date of the last issuance of shares in favour of RISE and RISE will have a right to sell its holding to the promoters of the Company at a value which will be higher of book value and fair value, and promoters of the Company will be bound to buy the shares from RISE as stated above. Investment for the purpose of this section means an investment received in form of equity by the Company from any sources other than its promoters the value of which as well as premium thereon are at least three times more than paid up capital and premium amount respectively. The above will be subject to change from time to time by RISE, Chandigarh College of Technology, Landran. The equity shall be issued in favour RISE, CCT Landran.

11. Tenure in RISE (Incubator)

Companies will be permitted to stay in incubator, to begin with, for a period of 36 months. A nominal monthly charge will be levied to a company for the period of first 36 months. RISE incubator may, at its own discretion, permit companies to extend their stay for a maximum period of another 24 months. Companies will have to pay the charge at the prevailing market rate for the extended period, which would be for:

- Office space
- Internet connection
- Electricity charges including air-conditioning
- Any other facility as may be provided at that time

If a company is provided with specialized capital equipment, rent on the same will be decided on a case-by-case basis. This would, however be finalized prior to approval of a proposal for admission to incubator or at the time of procurement of the equipment as the case may be.

12. Exit Policy

An incubate company will leave the incubator under the following circumstances:

- The incubation period of 11 months after which the startup would have to make payments for all its compliances/ services provided by RISE Department that include rent for co-working space, electricity usages, etc.
- RISE Department has the right to ask the startup to exit in case of any indiscipline or violation of rules.
- RISE Department reserve the rights to claim 2% (plus taxes as applicable) of the funds raised through the active support of incubator as fund raising success fee even after the exit.
- Also the above clause pertains in case of any type of seed funding/VC funds/Angel Investment rose from the govt. or non govt. organization through the active support of RISE Department.
- Underperformance or non-viability of business proposition as decided by RISE Department on case to case basis.
- When the company enters in an acquisition, merger or amalgamation deal or reorganization deal resulting in a substantial change in the profile of the company, its promoters, directors, shareholders, products or business plan.
- Change in promoters'/founders' team without concurrence of RISE Department.

- Any change of more than 50% of equity ownership would require a prior approval of RISE Department
- Any other reason for which RISE Department may find it necessary for an incubate company to leave.
- Not with standing anything written elsewhere, RISE's decision in connection with the exit of an incubate company shall be final and shall not be disputed by any incubate company.

13. Graduation

Incubatee companies will leave the Incubator under the following circumstances

- Raising substantial investment from Angel Investor/Venture capital fund/any other investors - Rs 2 crore or more
- Completion of stay for 36 months, unless the stay is extended by RISE Deptt.
- When annual revenue of the company exceeds 2 crores or when company achieves a profit before tax of Rs 1 crores

14. Conflicts of interest and confidentiality of information:

When a person plays two separate roles in two different positions and he/ she uses one position for his/her personal benefit in the other role, a situation leading to conflict of interest arises. RISE endeavors to draw a line between appropriate and inappropriate interactions among its board members, employees, mentors, consultants, affiliates, incubatee companies, their employees, persons connected to them or their promoters, employees and staff, various service providers and suppliers. Conflicts between private interests and official responsibilities of all stakeholders must be handled in a transparent manner, and RISE incubator considers the full voluntary disclosure as the best mechanism for managing conflicts of interest. Since situations leading to conflicts of interests are inevitable, a transparent policy, based on full disclosure of relevant information by the concerned parties, and discouraging their influence on decisions and activities to avoid personal benefit to them, will be appended by RISE. The policy is not exhaustive, and hence situations having potentials for conflicts of interest though not covered in the policy will nonetheless be subject to the policy. The policy makes all stakeholders related to RISE and incubatee companies aware that no one should use his/ her position in one role for the personal gains in the other role, and when necessary, explicit permission of relevant stakeholder may be obtained. Appropriate judgment should be applied by all concerned parties while assessing the genuineness of conflicting interests.

This policy also deals with maintenance of confidentiality of proprietary information.

A committee may be set up by RISE to resolve any dispute over such situation causing conflicts of interests.

15. Disclaimer:

The incubatee company will understand and acknowledge that RISE intends to provide supports and services to the company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies developed in the Institute to commercialization by incubating and supporting new enterprises. It is understood that by agreeing to provide various supports and services, RISE does not undertake responsibility for:

- Ensuring success of an incubatee company, its products/ process/ services or marketability.

- Ensuring quality of support and services provided by RISE incubator to the complete satisfaction of the incubatee companies or their promoters/ founders.
- Ensuring quality of services of the consultants engaged by the incubatee companies through RISE, Chandigarh College of Technology, Landran network. Incubatee companies will have to apply their judgments before getting in to a relationship with them.

The incubatee companies agree that RISE, Chandigarh College of Technology, Landran or their employees shall not be held liable for any reason on account of the above.

16. Agreements

The following agreements are required to be signed by the incubate companies to the extent applicable:

16.1 Service agreement

Between RISE and incubatee company for admission of the company.

16.2 Equity agreement

Between RISE, incubatee company and its promoters for holding equity in the incubatee company.

16.3 Transfer of technology Agreement/ Technology License Agreement

Between Chandigarh College of Technology Landran & an incubatee company for transfer of technology from Chandigarh College of Technology, Landran in favour of incubatee companies.

16.4 Grant Agreement

Between RISE (Incubator) and incubatee on sanctioning of seed grant to the incubatee.

16.5 Usage of Facilities at Host / Partner Institute

Between Host / Partner Institute & an incubate company for usage of institutional facilities / resources by the incubatee company as per the prevailing policy of Host / Partner Institute.



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