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NOTICE
FINAL APPROVAL ABOUT
SKNSCOE Innovation and Entrepreneurship Policy

Ministry of Human Resource Development's Innovation Cell is promoting the innovation and Start-up programs across nation through Higher Education Institutes. AICTE is heading this endeavor and has provided the "National Innovation and Startup Policy 2019" as a guidingframe work to envision an educational system to orient towards startups and entrepreneurship opportunities for students, staff and faculties. The guidelines provide ways to Indian HEIs for developing entrepreneurial agenda, managing Intellectual Property Rights (TPR) ownership, technology licensing and equity sharing in Startups or enterprises established by faculty and students.

In this regard a committee was constituted at the institute which included internal experts as well as the experts from industries. The committee has finalized the institute policy by conducting a series of meetings with a due consideration to the suggestions invited from Alumni/ experts regarding policy formulation. Thus, I hereby publish the final policy document of SKNSCOE Innovation and Entrepreneurship Policy. To access the policy document click on the following link

<https://sknscoe.ac.in/nisp.php>

All Head of the Departments are informed herewith to notify the policy on the department notice board and offer due publicity among the faculty, staff and students. I appeal all the stakeholders to avail maximum benefit of this policy to inculcate the culture of Innovation and Entrepreneurship.




Dr. K. J. Karande
Principal



SKN SINHGAD COLLEGE OF ENGINEERING PANDHARPUR

INNOVATION AND ENTERPRENUERSHIP POLICY

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Vision

We are committed to transform SKNSCOE, as a leading technological institute in India which offers a dynamic learning environment with value based education through self learning and innovative thinking in students.

Mission

SKN Sinhgad College of Engineering offers a unique culture to enhance Self Esteem, Team Spirit, and Life Skills of students to match the need of fast changing world. The institute focuses on self learning abilities; Project based Learning's through well-defined curricular and co-curricular activities.

Preamble

In 2019, The Ministry of Human Resource Development released a National Innovation and Startup Policy for students and faculty of Higher Education Institutions (HEIs). The policy primarily focused to actively engage students, faculties in innovation and entrepreneurship related activities. This framework will also facilitate the Ministry of Human Resource Development in bringing uniformity across HEIs in terms of Intellectual Property ownership management, technology licensing and institutional Startup policy, thus enabling creation of a robust innovation and Start up ecosystem across all HEIs.

Innovation and Entrepreneurship must emerge as one of the focal points of today's education system with focus on creation of economic hubs so that the nation aspires to become a ten trillion-dollar economy in the near future. To achieve this milestone, systems and mechanisms must be evolved to convert the present



demographic dividends into high quality technical human resources, which could eventually create wealth generation hubs through Startups and entrepreneurship.

SKNSCOE established Centre for Innovation, Incubation and Entrepreneurship (CIIE) in 2019. CIIE is dedicated to promote innovation and Entrepreneurship. It is a pedestal to help knowledge driven enterprises to establish and prosper under organized scientific guidance. It also facilitates swift commercialization of a product based on sophisticated technology. The main objective of the CIIE is to produce successful firms that will leave the program financially viable and freestanding. These incubators "graduates" create job, commercialize new technologies, and strengthen national economies. Incubator tenants not only benefit from business and technical assistance, they also benefit from official affiliation with the incubator, a supportive community with an entrepreneurial environment, direct link to entrepreneurs, immediate networking and commercial opportunities with other tenant firms. The Ecosystem CIIE aims to coordinate, synergize and leverage the various strands of excellence driving innovation and entrepreneurship in a thriving ecosystem consisting of research at the cutting edge of science and technology, a highly successful body facilitating industrial interactions, and incubation in sectors such as rural technologies, industrial solutions and social impact. CIIE supports staff, students, alumni, faculty, and R&D partners, in creating successful business ventures that can translate benefits from technology and knowledge innovations to the society at large.

SKNSCOE Venture Pre-Incubation and Incubation Program

Understanding societal needs and considering global trends in higher technological education, SKNSCOE is bound to encourage entrepreneurship amongst its faculty members, research scholars, and post-graduate as well as undergraduate students. The commercialization of technology developed at the Institute due to these incubation initiatives will benefit to both the Institute as well as society at large.



To excel startup building activity SKNSCOE will help to establish dialog between incubators, co-working spaces, laboratory spaces, access to technology and testing facilities and utilities, growth funds, business advisory support, networking and linkages.

SKNSCOE Venture Pre-Incubation Program

To Excel Pre-incubation activity at SKNSCOE, advice regarding appropriate training programs on entrepreneurship, incubation facilities, services, grants and other funding programs, fundraising process, etc. will be provided. As well as networking opportunities and connections with the entrepreneurs both within and outside the alumni network will be provided. Faculty members, researchers and students will be motivated to work on validating their ideas for technical feasibility and market viability before approaching incubators and/or investors to overcome risk of failure.

SKNSCOE Venture Incubation Program - Phase 1

To attain the needs of Incubation program, incubation space of at least 5,000 square feet of built-up at SKNSCOE, Korti. Activity will be initiated by SKNSCOE by:

- Setting up SKNSCOE Venture Incubator (SKNSCOE-Vi) as an independent entity either as a Section 8 company under The Companies Act, 2013 (previously Section 25 company under The Companies Act, 1956) or as a Society under Society Registration Act, 1860 in later phase.
- Setting pre-incubation/incubation cell using its own small laboratory spaces across the Institute to incubate startups by its faculty members, research scholars and students to commercialize technologies and intellectual property (IP) developed at SKNSCOE labs.



Incubators approaching will incorporate a SKNSCOE-Vi before seeking any assistance under this Incubation Program. However, in exceptional circumstances, SKNSCOE may

permit the faculty member/student to initiate incubation without the incorporation in which case the same will be required to be achieved within predefined period of six months of incubation.

It is proposed that SKNSCOE would consider partnering with the other incubators considering interest of faculty members, research scholars and students as well as specific facilities at the incubator.

SKNSCOE could also provide incubation support to external startups in which faculty members, research scholars or students are associated as consultants or mentors.

SKNSCOE Venture Incubation Program - Phase 2

SKNSCOE would will propose to setting up a proper Incubation Centre as an independent facility of the "SKNSCOE Venture Incubator" with a minimum 10,000 square feet built-up area or then prevailing to incubate startups by its faculty members, research scholars and students to commercialize technologies and intellectual property (IP) developed at SKNSCOE laboratories. SKNSCOE could also provide incubation support to external startups in which faculty members, research scholars or students are associated as consultants or mentors. As well it will facilitate incubators with common functional facilities like

- ❖ Office and operational space
- ❖ Permission to use laboratories and equipment
- ❖ Advice on Intellectual Property protection and commercial transactions
- ❖ Business and financial structuring advice



❖ Mentoring and networking support

- ❖ Advice on fund raising
- ❖ Logistics support
- ❖ Monitoring and reporting
- ❖ Permission to use the brand of SKNSCOE-Vi

SKNSCOE-Vi could outsource some of the above services to external consultants, advisors and vendors on a case to case basis.

SKNSCOE-Vi can allow the startup to use its facilities and services for a period of three years from the date of formal approval extendable to a maximum period of five years from the date of formal approval on a selective basis if such extension and support is warranted.

The SKNSCOE-Vi Board will formulate rules for the functioning of the startup at SKNSCOE-Vi which will cover extent of period stay allowed and conditions under which the startup will have to exit the SKNSCOE-Vi before the completion of the contacted maximum period of three or five years, as the

It will also formulate rules regarding the holding period, valuation and disposal of equity shares held by SKNSCOE-Vi.

ICT Centre for Innovation and Technology Transfer

It is desired to transfer emerging technology from institute to the service or manufacturing sector. It also important to enhance the competitiveness of the private sector through access to results of institute's innovative research. It is also ensure that institute R&D results are made available to society through their commercialization. IP



rights have become a widely used tool to promote institute-industry partnerships as they can provide the necessary incentives to facilitate effective technology transfer.

The activity of technology transfer within institute or some times within universities are generally best served through the establishment of a dedicated office. Their tasks may be

broader, including not just technology transfer but any interaction or contractual relation with the private sector. The advantage of having an office that is specialized in technology transfer is that it enables institute to professionalize the activity of technology transfer. A Technology Transfer Office may be internal to the institution or may be a separate agency, foundation or institute-owned company.

Mission of ICT Centre for Innovation and Technology Transfer

To be an effective interface with the industry to promote and sustain commercialization of innovations, patents and technologies developed at the institute for mutual benefits.

Constitution of the ICT Centre for Innovation and Technology Transfer

To begin with, the ICT Centre for Innovation and Technology Transfer will be structured as an office under ICT. While under ICT, a committee consisting of the Vice Chancellor, a faculty member and one eminent person nominated by the Governing Council / Board shall have the overall authority for running the ICT Centre for Innovation and Technology Transfer.

The Committee shall identify a suitable professional to be appointed as Head/ COO – ICT Centre for Innovation and Technology Transfer. He/she shall be responsible for the day-to- day operations and assist the Committee for smooth management of the Centre.



Technology transfer professionals are the main liaison between industry and academia. As the main connection for these industry-institute relationships, the Centre will need to be headed by an experienced professional with the following skill sets –

- Relationship-building to establish industry-academia partnerships.
- Strategic planning to assess commercial potential.
- Commercial acumen and communication skills to promote new technologies.
- Legal and regulatory skills to negotiate licenses and commercialize patents.
- Entrepreneurial mind-set to develop spin-off companies.

The Centre will have a minimum support staff for day-to-day operations. Any other accounting, legal and secretarial services may be outsourced on contract basis.

Charter of ICT Centre for Innovation and Technology Transfer

- Devise innovative ways to create partnerships and linkages for ICT with businesses and the wider community to enable knowledge transfer for the common good.
- License Intellectual Property Rights (IPR) to corporates.
- Raise funds for research.
- Foster technology development, technical consultancy, collaborative R&D, organize industry site visits, professional HR development and other training programs.
- Enable sponsorships for organizing/participation in conferences/events.
- Organize short-term courses on emerging technologies for both the Institute and the industry.

Norms for Student and Faculty Startups

Norms for Student Start up



An Innovation and the conversion of inventions into products that serve the public are deeply entrenched in Sinhgad Innovation Cell and we have benefited greatly from it. SKN Sinhgad College of Engineering is caring of faculty and students becoming inventors and start-up.

SKNSCOE has setting up a committee and working committees (Dean Academic, Head of Department, Dean R&D, EDC-In-Charge, Senior faculty) for following students related issues as per guidelines given by new education policy (NEP) 2020.

- Allowing students to setup Startup (Social and tech and non-tech) or working part-time for the startup while studying/working as intern
- Allowing students to earn credit for working on Innovative prototypes/business Models.
- Student Innovators/entrepreneurs may allowed to opt for startup in place mini project /major project, seminar and summer training etc.
- Allow student entrepreneurs to take a semester break/year break to work for their startup
- Allowing student entrepreneurs/innovators to sit for the examination. (Institute need to set up minimum attendance and after reviewed by committee on case to case basis).
- Allowing Student entrepreneurs to use the address of Hostel (or) pre-incubation and (or) incubation unit to register their venture while studying at HEI.

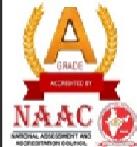
In addition, SKN Sinhgad College of Engineering is steadfast to avoiding either superficial or actual conflict of interest matters with respect to start-ups. When licensing SKN Sinhgad College of Engineering intellectual property to a start-up, both Sinhgad Innovation Cell and its entrepreneurs have responsibilities to optimize technology transfer and alleviate conflict of interest (COI).

SKN Sinhgad College of Engineering makes licensing judgements based on its professional decision about how to achieve the best potential assistance to the public, without inappropriate influence from internal or external parties.



To meritoriously transfer the technology in a neutral way:

- Indian Patent Office, markets all Sinhgad technology to confirm fair and open access to potential licensees.
- Start-ups should not accept or be supposed as receiving preferential treatment.
- Student inventors (or faculty) involved in a start-up may not negotiate with the Institute on behalf of the company unless they are on leave from Sinhgad Innovation Cell.
- If, after thorough marketing, Indian Patent Office determines that an inventor-affiliated company is the appropriate licensee, Indian Patent Office documents its marketing efforts and summarizes the rationale for its licensing decision.
- If the inventor is at Sinhgad Innovation Cell, the inventor's Academic Dean and the Dean Research and Development will review any actions that present a potential conflict of interest.
- The inventor must disclose any financial interest (consulting fees and/or stock options) in the start-up to the Deans.
- Student inventors must describe,
 1. how they will separate and clearly distinguish their on-going activities as students (e.g., thesis research) from work being conducted at the company; and
 2. measures that will allow them to avoid all use of Stanford facilities and personnel for company purposes (e.g., availability of off-campus office or R&D space and support personnel). Ideally, the separation between Sinhgad Innovation Cell and the company will occur contemporaneously to any formal option or license agreement. However, in some cases, a transition period of up to 1 year might be acceptable.



3. If fund and (or) resource of SKNCSOE used substantially, then IPR should be made jointly by Institute and inventor and license together and revenue sharing among the parties.
4. If any one of inventor want to start a startup based on the technology developed as above, then it can be licensed to inventor with royalty would be no more than 4% of sales price, preferably 1-2%, unless it is pure software product.
5. If it is in form of shares, then it will again between 1-4%. In case software share divide is based on mutually decided between the institute/incubation unit and incubate company.
6. On any dispute on IPR ownership and revenue sharing and licensing, then a five member committee (Principal, Dean R&D, EDC-Cell In charge, Dean PG Programs and Concern Head of Department) setup at HEI will look into the matter and recommend.

Indian Patent Office may proceed with the licensing only if all conflicts are deemed manageable by the cognizant Dean and the Dean of Research. Indian Patent Office options and licensing agreements may be exclusive or non-exclusive depending on what is most suitable for achieving technology transfer and the best possible benefit to the public.

Options and licenses

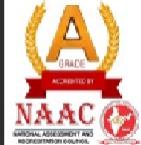
An option agreement is often used to reserve rights in a technology so that the company can begin exploring funding opportunities in order to actually acquire the rights in question. A start-up company sometimes prefers to take an option to a license rather than an outright license itself. Indian Patent Office may grant options for any time period up to one year in duration, most often in 6-month increments. Inventors are



required to stop initiating new work on the technology at Sinhgad Innovation Cell (that is, using Institute resources) when the technology is either licensed to a company or has been optioned to a company. Subject to conflict of interest review, the final separation between a company and Sinhgad Innovation Cell may take up to 12 months, the period to be determined on a case-by-case basis. Since it may take several months to wind down ongoing research, it is important that inventors plan accordingly and begin the wind-down of the Sinhgad Innovation Cell activities before either the licensing or optioning takes place.

It's important for inventors to understand that this policy covering options and licenses is intended to enable inventors to succeed in translating their technologies into use without jeopardizing the mission or funding status of Sinhgad Innovation Cell. Sinhgad Innovation Cell has a rich history of translating inventions, and these practices are designed to build on that strong base.

- Facility should be accessible to 24x7 to student, staff and faculty of all discipline and department across the institute.
- Provision and streamline relevant services and mentoring support through pre-incubation/incubation units in-return for fees, equity sharing (or) zero payment basis.
- In return of services offered (Space, Infrastructure, mentorship, seed fund, accountant and legal and patent support) and use of facilities at institute/incubation unit may take 2-9.5% equity/ stake in the startup/company incubated.
- In case of compulsory equity model, startup may be given a cooling period of 3 months to use the incubation services on rental basis to take final decision.



Norms for Faculty Start ups

Universities the world over encourage and enable their faculty members, researchers and students to involve in startups in various capacities while in professional employment with the university/institute. Faculty-Associated Start-up (Start-ups) is defined as a company where the original intellectual property originates with the faculty, where the faculty is a founder and has a significant equity position in the company, and often has an influential role in determining the direction of the company (Reference). Entrepreneurial activity must be balanced by careful review of the proposed relationships, which may or may not be allowed. These relationships may require active management to assure openness in research, academic freedom for trainees, and clear understanding about how conflicts of interest are to be managed.

For SKNSCOE staff and faculty, institute can take no-more than 20% of shares that staff / faculty takes while drawing full salary from the institution; however, this share will be within the 9.5% cap of company shares, listed above. No restriction on shares that faculty / staff can take, 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.

In case the faculty/ staff holds the executive or managerial position for more than three months in a startup, then they will go on sabbatical/ leave without pay/ earned leave.

SKNSCOE is committed to avoiding either perceived or actual conflict of interest issues with respect to faculty Start-ups.

SKSCOE Responsibilities



Indian Patent Office makes licensing decisions based on its professional judgment about technology transfer to achieve the best possible benefit to the public, without undue influence from internal or external parties.

Indian Patent Office takes several steps to effectively transfer the technology while managing conflict of interest. First, Indian Patent Office markets all SKNSCOE technology to ensure fair and open access to potential licensees – faculty Start-ups should not receive or be perceived as receiving preferential treatment. Second, SKNSCOE faculty/ employees are not allowed to represent the potential licensee and must not negotiate directly with Indian Patent Office. Third, Indian Patent Office licensing agreements may be exclusive or non-exclusive depending on what is most suitable for a given technology. Finally, the faculty member's HOD (Head of Department) and the Dean of R&D must review any actions that present a potential conflict of interest, specifically:

- If, after thorough marketing, Indian Patent Office determines that a faculty-affiliated company is the appropriate licensee, then it documents its marketing results and summarizes the rationale for its licensing decision for HOD/Dean R & D.
- The faculty member must disclose any interest (consulting fees and/or stock options) in the Start-up to the HOD/Dean R & D.
- The faculty member must agree to separate University responsibilities from company responsibilities according to the criteria listed under Faculty Responsibilities.
- Indian Patent Office may proceed with licensing only if the conflict is deemed manageable by the HOD /Dean of R&D (based on the faculty member's plan for separating responsibilities).

Faculty Responsibilities



Faculty members are responsible for separating University duties for research and education from personal financial interests in the company.

Faculty must

- Separate and clearly distinguish on-going SKNSCOE Institute research from work being conducted at the company.
- Limit consulting for the company to a maximum of 13 days/ Per Semester, as per SKNSCOE Institute policy.
- Serve only in advisory or consultative roles at the company [as opposed to managerial roles or titles (e.g., CTO) suggesting management responsibility].
- Take a leave of absence if engaging in a management role.

Faculty must not

- Negotiate with the SKNSCOE Institute on behalf of the company.
- Receive gifts or sponsored research from the company.
- Involve research staff or other SKNSCOE staff in activities at the company. Company personnel cannot be affiliated with the SKNSCOE.
- Involve company personnel in SKNSCOE Institute research.
- Involve current students in company activities. If a student asks to take a leave of absence to participate in the company, the student should be referred to the HOD (Head of Department/Dean R&D) who will review the request and offer independent advice.
- Involve junior faculty that they supervise in company activities. Even if the faculty member does not have a supervisory role, he or she should avoid situations in which junior faculty might feel expected to be involved in the company.
- Use SKNSCOE Institute facilities for company purposes.
- Undertake human subject research at the University as PI/protocol director.



- Supervise faculty who are PI/protocol directors for human subjects research related to the company.

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Many times, the faculty member wishes to continue to do research at SKNSCOE Institute in the area of interest to their Start-up. SKNSCOE Institute is particularly concerned that resources will be used to benefit the company, especially new companies that do not have their own facilities or many employees (i.e., the “virtual” company). SKNSCOE Institute should not be the research or development arm of a Start-up. If a new follow-on or improvement invention is developed after the original dominating technology has been licensed to the Start-up, Indian Patent Office will still market it to all potentially interested parties. Exclusive licenses will not always be granted to the Startup, even if there is no other interest. In cases where the original technology dominates the subsequent developments, sometimes a nonexclusive license will suffice. If, in the interest of effective technology transfer, it is reasonable to grant an exclusive license to the follow-on technology, the exclusivity may be mitigated by a shorter term of exclusivity, limited field of use, increased diligence, etc. Any new license is subject to conflict of interest review and approval.

Option and License Agreements to Faculty Start-ups:

Faculty inventors are expected to wind down ongoing research in the particular area that is going to be commercialized by the faculty inventor's Start-up. COI offices will also review this wind-down with inventors, and it will become part of the record.

An option agreement is often used to reserve rights in a technology so that the company can begin exploring funding opportunities in order to actually acquire the rights in question. A start-up company sometimes prefers to take an option to a license, rather



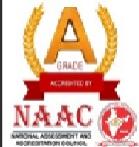
than an outright license itself. Indian Patent Office may grant options for any time period up to one year in duration, most often in 6-month increments. Inventors are required to stop initiating new work on the technology at Stanford (that is, using University resources) when the technology is either licensed to a company or has been optioned to a company. Subject to conflict of interest review, the final separation between a company and SKNSCOE may take up to 12 months, the period to be determined on a case-by-case basis. Since it may take several months to wind down ongoing research, it is important that inventors plan accordingly and begin the wind-down of the Stanford activities before either the licensing or optioning takes place.

It's important for inventors to understand that this policy covering options and licenses is intended to enable inventors to succeed in translating their technologies into use without jeopardizing the mission or funding status of SKNSCOE.

6. Conflict of Interest:

SKNSCOE endeavours to draw a line between appropriate and inappropriate interactions among its board members, Faculty members, 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 SKNSCOE considers the full voluntary disclosure as the best mechanism for managing conflicts of interest. Any significant, direct or indirect, financial interests held

by SKNSCOE employees in any of companies supported by SKNSCOE could involve possible conflict of interests. Persons associated with SKNSCOE in various capacities other than for employment may also face situations leading to conflict of interests.



The avoidance of such conflict is important to the integrity and philosophy of SKNSCOE.

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.

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 SKNSCOE, SKNSCOE 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 judgement should be applied by all concerned parties while assessing the genuineness of conflicting interests.

Conflict of interest guidelines policy and operating guidelines of SKNSCOE, if any, must be reviewed and followed by all faculty, employees and students of SKNSCOE who aspire to set up a company to be incubated in SKNSCOE. A key requirement for them is that care must be taken to separate clearly and cleanly the personal financial aspects of the entrepreneurial activities from their respective roles, duties and responsibilities in SKNSCOE. On admission in the Incubator, such entrepreneurial activities should not be confused with assigned duties of SKNSCOE. The use of University facilities and equipment must be free from unauthorized or conflicting uses and must be compensated for as per the policies of SKNSCOE. Appropriate judgment should be applied by all concerned parties while assessing the genuineness of conflicting interests. A committee may be set up by SKNSCOE to resolve any dispute over such situation causing conflicts of interests.

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




Dr. K. J. Karande
Principal