



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

Accredited by NAAC as 'A++' ❖ Approved by AICTE ❖ ISO 9001-2015 Certified

Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.

Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in

Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

POLICY:

INDUSTRY – INSTITUTE – **ENTREPRENEURSHIP AND START-UP**

(Version 1.0)

KLEEF

CREATED IN MARCH 2020



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Table of Contents

		Contents	Page No
1		Policy Name	4
2		Application & Commencement	4
3		Definitions	4
4		Vision	6
5		Mission	6
6		Objectives	6
7		Powers and Functions	6
7	1	Powers	7
	2	Functions	7
8		Officers to Execute the Policy	7
9		Officers: Eligibility	7
10		Dean	8
	1	Appointment	8
	2	Tenure	8
11		Associate Dean	8
	1	Appoinement	8
	2	Tenure	8
12		Terms of appointment & Termination	9
	3	Duties & Responsibilities: Dean	9
13		Associate Dean	11
	1	Duties & Responsibilities	11
14		Supporting Staff for Dean's Office	11
	1	Appointment	11



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	2	Tenure	11
15		Committees (if any), Formation, Powers and Functions	11
	1	Committees	11
	2	Formation	11
	3	Powers	12
	4	Functions	12
	5	Start-Up Evaluation Committee	12
	1	Formation	12
	6	Powers	13
	7	Functions	13
16		Quorum (Boards & Committees) and other meeting formalities	13
17		Termination	14
18		Budget	14
	1	Statement of Income/Expenditure	14
	2	Utilisation of Budget	14
	3	Heads of accounts for Expenditure	14
19		Processes & Related procedures	15
	1	Plan & Conduct various training programs	15
20		Startup Idea Selection, Scrutiny and Approval (Startup Entry)	15
21		Incubate Startup Team and facilitate them with necessary infrastructural support (Incubation Process)	15
22		Company Incorporation/IP Protection	15
23		Performance Measure (Exit Process)	16
24		Best Practices	16
		Annexure 1 Statement of Income/Expenditure	17
		Annexure 2 Processes & Related procedures	19



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1			<p>Policy Name:</p> <p>Industry – Institute – Entrepreneurship and Startup Policy</p>
2			<p>Application and Commencement</p> <p>1 These Rules, Ordinances and Regulations as applicable shall be called Academic Policy Rules created under UGC (Institutions Deemed To be Universities) Regulations 2019.</p> <p>2 These Rules shall apply to every Department of KLEF and it's off campuses.</p> <p>3 These Rules, Ordinances and Regulations shall come into force from the date of approval by the Academic Council and the BOM of the University.</p> <p>4 No Rule, Ordinance and Regulation shall be altered or amended by any authority of the University which would be in conflict with or detrimental to the provisions of UGC (Institutions Deemed To be Universities) Regulations 2019.</p>
3			<p>Definitions:</p> <p>1 <u>AICTE National INNOVATION and STARTUP Policy 2019:</u> The 'National Student and Faculty Startup policy 2019' is a guiding framework to envision an educational system oriented towards start ups and entrepreneurship opportunities for student and faculties.</p> <p>2 <u>Entrepreneur:</u> A person who sets up a business or businesses, taking on financial risks in the hope of profit.</p> <p>3 <u>Entrepreneurship:</u> It is the process of designing, launching and running a new business, which is often initially a small business.</p> <p>4 <u>Startup:</u> A startup is a company or project initiated by an entrepreneur to seek, effectively develop, and validate a scalable business model</p> <p>5 <u>Innovation:</u> A new idea, creative thoughts, new imaginations in form of device or</p>



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		method". It is often also viewed as the application of better solutions that meet new requirements, unarticulated needs, or existing market needs.
6		<u>Intellectual Property (IP):</u> It refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce.
7		<u>Venture:</u> A business venture is a new business that is formed with a plan and expectation that financial gain will follow.
8		<u>Hackathon:</u> It is a design sprint-like event in which computer programmers and others involved in software development, including graphic designers, interface designers, project managers, and others, often including domain experts, collaborate intensively on software/Hardware projects
9		<u>Investor:</u> A person or other entity (such as a firm or mutual fund) who commits capital with the expectation of receiving financial returns
10		<u>Venture Capitalist:</u> A venture capitalist (VC) is a private equity investor that provides capital to companies exhibiting high growth potential in exchange for an equity stake. This could be funding startup ventures or supporting small companies that wish to expand but do not have access to equities markets
11		<u>SEED Money:</u> Sometimes known as seed funding or seed capital, is a form of securities offering in which an investor invests capital in a startup company in exchange for an equity stake or convertible note stake in the company.
12		<u>Incubation:</u> It is defined as a process of unconscious recombination of thought elements that were stimulated through conscious work at one point in time, resulting in novel ideas at some later point in time.
13		<u>Ideation/Bootcamp:</u> Ideation is the process where stakeholders generate ideas and solutions through sessions such as sketching, prototyping, brainstorming, with possible idea.
14		<u>Incubatee:</u>



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		Incubatee means any stakeholder from the group of Students, Alumni or external who wish to become an entrepreneur with the support extended by Incubation center located with in the premises of University campus with the support/grant offering through Government schemes like DST TBI/Meity TIDE/MSME IC or any other relavant grants
4		Vision
		To be a globally renowned Incubation Center
5		Mission
		To nurture independent entrepreneurs by inoculating grass root level innovations through highly conducive entrepreneurial eco system with emphasis on innovation, incubation & entrepreneurship that inculcate startup ventures creation competent of becoming part of the fortune list of companies
6		Objectives:
	1	To foster the entrepreneurial culture among the students, faculty, staff and alumni of KLEF University & other stake holders (external incubatee) by consistent training and motivation and to prepare them as next generation enterprerus
	2	To identify various opportunities in different sectors of business and inculcate the entrepreneurial competencies among enthusistic entrants required to start a business in the particular sector.
	3	To organize awareness campaigns, ideation programs, boocamps, Hackathons & other traning programmes relevant to Innovation & Entrepreneurship to bring out skills required among the students, faculty and all other stakehodlers to make them competent entrepreneurs
	4	To be a resource pool of all incubation services pertaining to fudning, mentoring, investment and other networking services
	5	To assure launch of Startup ventures by incubatees through various incubation programs offering by incubation centre
7		Powers and functions
		The Policy shall have the following powers and functions, namely;



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1		Powers	
			The advisory committee has the Power to amend the policy with the approval of BOM.
2		Functions	
	1		To establish a mechanism for monitoring the functioning of all startup ventures and generate standard templates to facilitate reporting and archiving of different forms of information including agreement (MoU) between Incubator and startup ventures
	2		To encourage student, faculty, alumni and external startup ventures with necessary infrastructure support including basic office setup and funding opportunities
	3		To collaborate with any other university, research institution, industry association, professional association or any other organization in India or overseas and undertake commercialization of technologies
	4		To promote cross-disciplinary research among student and faculty of all departments for development of new product innovations
	5		To submit data on Innovations, Entrepreneurship, Startups and other parameters as per the norms specified by NAAC, ARIIA, NIRF and other accredited bodies
	6		To plan, schedule and conduct various programs as per the specifications and road map mentioned by government agencies
	7		To pursue any other objective as may be approved by the Board of Management.
8		Officers to execute the Policy	
	1		The Dean - Startup, Innovation & Incubation / Entrepreneurship (School of Entrepreneurship)
	2		Associate Dean(s) - Startup, Innovation & Incubation / Entrepreneurship
9		Officers: Eligibility	
	1		Dean: A Professor who has Doctoral Degree with at least 15 years of teaching or research experience.



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	3		Associate Dean: Should have Master's Degree with at least 8 years of teaching or research experience.
10			Dean:
	1		Appointment:
	1		KLEF shall call for applications from all eligible candidates who are interested and then interviewed by the selection committee. The Vice-Chancellor on the recommendations of a selection committee shall appoint the Dean. The selection committee shall consist of
	2		Vice-Chancellor or Pro Vice Chancellor in his absence - Chairperson
	3		One expert in the relevant field nominated by the Chancellor.
	4		One nominee of the Board of Management.
	5		Senior most professor of the University
	2		Tenure: 3 years from the date of appointment
11			Associate Dean
	1		Appointment
			KLEF shall call for applications from all eligible candidates who are interested and then interviewed by the selection committee. The Vice-Chancellor on the recommendations of a selection committee shall appoint the Associate Dean. The selection committee shall consist of
	1		The Pro Vice – Chancellor or his nominee not below the rank of Professor – Chairperson
	2		One expert in the relevant field nominated by the Vice Chancellor.
	3		One nominee of the Board of Management.
	2		Tenure: 3 years from the date of appointment
12			Terms of of appointment and Termination
	1		The emoluments, eligibility, experience and other terms and conditions of service of the Associate Dean & regional staff shall be decided by the Board of Management



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2		A person shall be disqualified for being a chairman / member, if he is of unsound mind and to be punished for indulging in or promoting unfair practice.
3		Duties & Responsibilities: Dean
	1	To work on long term policy and strategy for promotion of Innovation & Startup culture in the university institutions, conducted colleges, community colleges, (STI/C)'s, university schools, research centres, specialized studies centres and other recognized institutions; Exercise such other powers and perform such other duties, as prescribed by or under this Rules, Regulations or Ordinances or assigned to him by the Vice-Chancellor and Pro-Vice- Chancellor, from time to time;
	2	To advise and encourage the faculty/students to take up innovation & startup in emerging areas at individual and group level and be the principal officer who shall lead and provide vision to the Centre for Innovation, Startups, Incubation/Entrepreneurship with his dynamism and Entrepreneurship
	3	To promote inter-disciplinary research programmes by co-ordinating amongst teachers and also to make and articulate policies for sharing of research, innovation & startup and development infrastructure
	4	To encourage the university institutions, conducted colleges, community colleges, (STI/C)'s, university schools, research centres, specialized studies centres and other recognized centers to hold research, innovation & startup seminars in all disciplines for faculty & students
	5	To plan, schedule & conduct ideation programs, Hackathons and startup fest events and identify the sources of funds and prepare annual programmes of activities of the Centre for Innovation, Startups, Incubation/Entrepreneurship and review the same periodically;
	6	To Plan Infrastructural needs and highlighting the same to management to provide required facilities to Student and faculty community with the support of Brand Factory establishment
	7	To collect ideas through events conducted & assess the viability of the ideas through an expert committee and establish huge database for reference
	8	To encourage students to convert their start-up ideas towards venture creation and aware them with company registration act and establish a system so as to guide and help young entrepreneurs in operational, legal, business model creation and financial support;



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		9	To conduct & organize mentorship & accelerating programs to elevate existing startups to grow further
		10	To Encourage Faculty & Student community to apply for IPR with respect to their Start-Ups & Innovations and establish a system to support protection of intellectual property rights at national and global level
		11	To work on creation of research and development towards innovation & startup data base for work done in university schools / departments, colleges and recognized institutions in a stand-alone mode or as group activity or in collaboration with industries and other research and development laboratories
		12	To make efforts and also assist the teachers, university schools / departments, colleges and recognized institutions to raise the funds for research, innovation & startup activities
		13	To work out the budget for research, innovation & startup activities of the university
		14	To mobilize money/funding from the industry for enhancing research, innovation & startup activities
		15	To work on long-term policies and strategies for creating synergy between researchers and industries resulting into promotion of knowledge and technology transfer and productive conversion of research
		16	To encourage industries to promote, adopt and participate in the basic and applied research projects
		17	To establish central research laboratories with the help of participation of national and international industries;
		18	To establish and linkages with National research laboratories and work closely with them;
		19	To undertake any other task as may be assigned by the university authorities to carry out the objectives of the Board for Innovation, Startups, Incubation/Entrepreneurship
13			Associate Dean (s): Innovation, Startup, Incubation / Entrepreneurship:
	1		Duties & Responsibilities:
			An Associate Dean shall work under the directions of the Dean and do all such works as assigned to him by the Dean.



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14			Supporting Staff for Deans Office:
	1		Appointment: The necessary supporting staff as required for the functioning of Dean Office shall be recruited by Dean (F&SA) and will be deputed by the Registrar.
	2		Tenure : 3 Years
15			Committees (if any), Formation, Powers and Functions
	1		Committees:
	1		Startup/IIE Advisory Committee (Board of Directors and nominated members)
	2		Startup evaluation Committee
	2		Formation
	1		The Startup/IIE Advisory committee is constituted as per the norms prescribed by any government policy like AICTE Innovation and Startup Policy & which prescribe that one of the Directors of company (entity for incubation center operations) shall be the Chair person. The other nominees of the team are constituted as shown below:
	2		A Director of a Company nominated by the VC
	3		CEO of the Incubator
	4		Coordinator, Manager & other senior employees of Incubator
	5		One or Two Senior officials (Pro Vice Chancellor or above from University)
	6		Three to eight industrial experts representing different cadres from different disciplines. shall be suggested by the Dean (Placements & Progression)
	7		One or two nominees from government funding agencies TBI/MeitY/MSME.
	8		One student nominee from Startup company incubated
	9		One representative from Alumni as startup company



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3		Powers
	1	The Startup/IIE advisory committee will advise for smooth conduction of activities in the incubation center. Its role is advisory in nature. The Advisory committee makes suggestions/ recommendations including SEED fund grants & other startup relevant issues and to take effective steps for enhancing and development of startup/entrepreneurial ecosystem and mainly focus on measures taken towards generating income and self sustainability of incubation center.
4		Functions
	1	The Startup/IIE advisory committee shall meet once in a six months. The committee is apprised of various initiatives emerging towards attainment of good number of startup ventures and icnome generation for Incubation center from students, faculty, and stakeholders’.
		Feedback from stake holders about the services offered by the Incubation Center. Identifying & reporting the corrective measures for resolving various issues
		New initiatives that improves income for IC
		that produce good number of quality startup ventures
		that enhance visibility of Incubation center
		that improves productivity of Incubation center
		that increase healthy competition among the startup ventures
		That brings transparency
		Recommondation of Budget Approvals
5		Startup Evaluation Committee
	1	Formation
		CEO of the Incubation center will be Chairman of the committee
	2	Coordinator & Incubation Manager of Incubation center
	3	By invitation Tow to Five nominated by CEO from the pool of Mentros represented from Industry/Startup ecosystem
6		Powers



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		Startup Evaluation Committee do not have any powers. Their role is to select the best ideas/suggestions from applicants of students, faculty and external stakeholders to recommend the team to the next phase of incubation process
	7	Functions
		The meetings are held monthly and discuss various issues pertaining to startup ideas/innovations. Based on the deliberations and subsequent interview teams are nominated for next level phase of incubation facility primarily funding/grant from various resources.
		To recommend Startup grants to Advisory Committee for implementation
		To monitor the operations of Startups teams and recording them as per the norms and guidelines and put them for audit purpose
16		Quorum (Boards & Committees) and other meeting formalities
	1	The Quorum constitutes one third of the total number of members of the any Board / Committee. In the absence of Quorum, the committee will wait for half an hour, subsequent to which the Board / Committee meeting will be continued.
	2	At least two meetings are held every year as per the academic calender.
	3	When the Chairperson so provided for is absent and no provision is made for any other person to preside, the members present shall elect a person from amongst themselves to preside at the meeting;
	4	All items, questions, matters or proposals on the agenda shall be decided by a majority of votes of members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote. The secretary, if not a member, shall have the right to participate in the deliberations but shall not have the right to vote.
	5	Any member such as subject experts, Industry experts, academicians, eminent personalities as required may be coopted by the Chairman of the Board as may be required in addition to the listed members.
17		Termination of membership:
		A person shall be disqualified for being a chairman / member, if he is of unsound mind and to be punished for indulging in or promoting unfair



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		practice.
18		<p>Budget</p> <p>The department shall prepare budget proposals for all heads of accounts and get it approved from finance committee. (Table 1)</p>

Table I (Annexure 1 Statement of Income/Expenditure)

Income				Expenditure			
Previous Year income Heads of Accounts	Amount in Laks	Current Year income Heads of Accounts	Amount in Laks	Previous Year expenditure Heads of Accounts	Amount in Laks	Current Year expenditure Heads of Accounts	Amount in Laks
Annexure 1 Statement of Income/Expenditure							
Total Income				Total Expenditure			

	2	<p>Utilisation of Budget</p> <p>All expenditure shall be made as per the provisions of the budget.</p> <p>No deviations have to be permitted. If deviations are required, prior approval of the Finance Committee shall be required</p> <p>Utilisation certificate is to be submitted to the finance department before the end of the financial year.</p>
	3	Heads of accounts for Expenditure: Refer to Annexure-1
	1	Journals and Magazines Subscriptions
	2	Printing and Stationery
	3	Infrastructure Maintenance
	4	Equipment & development expenses
	5	Other Expenditure



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19			Processes & Related procedures [Please refer to Annexure-2 – Processes & Related procedures]
	1		Plan & Conduct various training programs
		1	Plan & Conduct events & training programs as per the Academic Calendar/Calendar of events publishing by Incubation Center released through various grant/schemes
20			Startup Idea Selection, Scrutiny and Approval (Startup Entry)
	1		Invite Applications from Students, Faculty, Alumni & External Stakeholders/Applicants (Participated in the above training programs)
	2		Select from the list of Applicants with Viable Business Ideas (Vetting by Startup Evaluation Committee) Assessment
	3		Intimation & Approval of Acceptance Letter for next phase (Incubation Facility)
21			Incubate Startup Team and facilitate them with necessary infrastructural support (Incubation Process)
	1		Registration for Incubation Center (Chair) facility with initial requirements including space allotment including allotment of Mentors
	2		Call for proposals and Invite Applications for Seed fund from different sources (Internal/External) and allocate funds
	3		Signing MoU agreement as per the template
22			Company Incorporation/IP Protection
	1		Call for proposals to register for Company Incorporation (MCA or MSME) as Startup Venture and assign Accountant for audit
	2		Call for proposals to register for IP protection & Technology Commercialization
	3		Signing for MoU agreement as per the template
23			Performance Measure (Exit Process)



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	1		Call for Performance awards from startup teams (Assessment by startup Evaluation Committee)
	2		Announcement of best startup ventures of various categories including academic performance
24			Best Practices
	1		Providing 20% attendance for students in participation at various workshops/events on startup & entrepreneurship
	2		Providing Seed Fund up to 5 Lakhs
	3		Academic Integration of Startup with Practice school/Major Project work as per the Academic Rules & Regulations
	4		Increment for Patents for students/faculty



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Annexure 1 Statement of Income/Expenditure

Income				Expenditure			
Previous Year income Heads of Accounts	Amount in Laks	Current Year income Heads of Accounts	Amount in Laks	Previous Year expenditure Heads of Accounts	Amount in Laks	Current Year expenditure Heads of Accounts	Amount in Laks
Balance Carry forward	---	---	---	Salaries to Incubation Center staff (Workforce Team)	---	---	---
Grant Approved by Management towards Incubation Centre operations. List of Sub Items	---	---	---	Seed fund allocated to startups			
1. Recurring Expenses							
2. Operational Expenses							
3. Non Recurring Expenses							
4. Other							
Grant Released through MeitY Scheme (2020-2021) Item wise bifurcation with subitem list	---	---	---	Expenditure for Purchasing Equipment including lab & office			
Grant released through TBI Item wise bifurcation with subitem list	---	---	---	Expenditure for Space Furnsinment (If any)			
Grant released hrough MSME Item wise bifurcation with	---	---	---	Expenditure for Ideathons			



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subitem list							
Grant Released through ACIC scheme & Others Item wise bifurcation with subitem list	---	---	---	Expenditure for Events including Hackathons, Bootcamps, Workshops, IP Awareness & other events			
Income from Training programs conducted (Professional Events)	---	---	---	Expenditure for support services like MoU writeups, IP drafting & IP/patent filing			
Income from Consultancy (Incubation Centre)	---	---	---	Expenditure for Travel including international travel			
Income from Rental Space	---	---	---	Expenditure for Utility & Maintenance			
Income from Plant Utility	---	---	---	Expenditure for Journal Subscriptions			
Income from Shares & Technology Commercialization	---	---	---	Miscellaneous Expenses			
Income from Equity							
Income from other sources							
Total Income				Total Expenditure			



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Annexure-2 – Processes & Related procedures

Detailed Plan of Work:

Regular ideation events like Start-up weekend, Boot Camps, Ideation Fest etc will be conducted as per the Calendar of events proposed through various grants/schemes sanctioned to Incubation center along with events specifically defined by University. With one major Annual event Start-Up Rendezvous with participation from outside stakeholders will be conducted as per the list of calendar events, accordingly list of calendar events will be prepared and submitted for approval from Academic Council/BoM

Ideation events will be conducted for faculty & staff of KL University to show case their research outcomes through Faculty Development programmes and workshops

The facilities available in CIIE like library, activity space, computer lab, discussion rooms etc to be made available for the students if required as per the rules framed in MoA with KLU Incubation Center Tech Start Inc by the respective start-up

Competency development and skill development programmes will be conducted to all the students based on the necessity and requirement of their interest through regular seminars

Students who initiate start-up ventures will be encouraged through rewards like attendance accumulation against their participation in the events conducted by the CIIE

Workshops & seminars will be conducted for faculty to create awareness about ideation in the minds of the students and they will prepare students to think and develop innovative thinking leading to ideation and innovation

Online registration facility through KLU website for presenting ideas will be created and schedule of ideation events will be kept in that Web site

In-charge(s) to handle operations that associate regular communication with students will be identified and responsibility will be given to him to develop various maintenance & operational activities and calendar of events

Wide publicity for registrations will be initiated generously through digital marketing via face book, University IIE website, News Letter, and News Paper-print and electronic media & KLU TV etc

Students will be sent to outside events on Start-Up conducted by other Universities and visits will be arranged for outside facilitations and countries one per semester/year and accordingly CIIE will provide operational support other than monetary terms

Regular competition events will be conducted for the students in the domain specific sectors like Manufacturing, Design, and Product Development & IT related services. Special emphasis will be laid in the areas of environment, improvement in the lives of marginalized communities and women entrepreneurship.

Mentors belonging to financial, marketing, research & domain specific areas will be invited to foresee the submission of start-up ideas by the students of KLU



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Thrust areas will be identified where the University is strong and has expert faculty and advanced equipment.

Expert faculty within and out of the University will be identified as mentors

Workshops and guest lecturers will be organized to the students and faculty in domain specific areas mentioned above

Other stakeholders like outside college students will also be encouraged to collaborate with start-ups founded by KLU students & to come and work in the Incubation Center of KLU for implementation and funding for their start-ups as per the rules framed in the respective MoA with Tech Start Inc

Domain specific workshops and courses may be floated & will be focused for start-up establishment

Research outcome of KL University in different areas will be utilized suitably for Innovation and Incubation and Entrepreneurship and accordingly appropriate support will be taken from R&D department

Incubation Manager will be appointed and will be equipped with the knowledge of the process of starting a company i.e. registering with registration office, PAN registration, Bank Account and other related start-up company needs

The other supporting services will be made available like drafting, legal, accountancy, IPR and patenting to all the members of start-up community belonging to CIIE

I. Procedures :

1.1 Plan, Schedule & Conduct Ideation Programs & Start-Up Events and accordingly identify the sources of funds

- Prepare annual budget to conduct and organize Ideation programs, Start-Up Fest and other events on Entrepreneurial eco system
- Prepare the list of funding organizations and identify sources of funding to organize the events
- Apply for getting fund from various government agencies like DST & NIDHI to organize Start-Up Fest & Ideation events
- Plan & schedule Idea Generation campaigns & competitions, Boot camps of 4 to 5 per each semester, Start-Up fest events on yearly twice in line with academic calendar
- Organize departmental entrepreneurial events to promote domain specific ideation programs on key areas like IoT, Green Energy
- Organize regular workshops & Guest lectures on Entrepreneurial eco system and mega fest like Start-Up Rendezvous
- Recommend the students participated in Start-Up events for their attendance and for final approval from higher authorities
- Form a team of coordinators (from each engineering branch) & specialized people (Incubation & entrepreneurship Managers) to promote



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the Entrepreneurial activities in KLU through interactive sessions 4 to 5 times per semester

- Prepare a detailed report on list of events conducted like Ideation programs, Start-up fests, Awareness campaigns

Data & Forms:

1. Ideation programs & Start-Up Fest Events Details (Form 1.0)

2. Details of funding and amount spent for accounting purpose (Form 1.1)

2.1, 2.2 & 2.3 Invite Application Forms Collect Ideas through events conducted & assess the viability of the ideas through an Startup Evaluation Committee (Scrutiny & Approval for Incubation)

- Identify and prepare list of mentors and domain specific experts including external members
- Collect the ideas submitted by student and faculty members (Ideas collected through events conducted and on regular basis)
- Prepare a standard Idea Registration form with all the necessary fields and details
- Schedule & Organize expert committee meetings to assess the start-up proposals and verify its viability
- Maintain & record the database pertaining to various details of start-up proposals submitted by the students and faculty (a Database is already in place and need to be standardized as per the norms)
- Identify & Prepare sector based themes (database) and its scope to provide knowledge bank for Start-Up community
- Prepare a detailed list of Ideas submitted by students and faculty through Ideation programs, Start-up fests and Awareness campaigns and the same may be submitted to respective departments

Data & Forms: Details of the student & their team along with Idea description (Form 2.0)

3.1, 3.2 & 3.3. Encourage students to convert their start-up ideas with necessary infrastructural support and call for proposals to apply for Seed fund and encourage towards Start-Up Venture creation and aware them with Company Registration Act rules

- Collect Start-Up India policy documents given by Central Government of India and State Government of Andhra Pradesh
- Organize regular meetings with student community to create awareness about Start-up ventures who have already submitted their ideas and are interested in establishing ventures
- Organize regular awareness events to promote the benefits of start-up india initiation
- Promote the existing start-Up Venture details through KLU TV and KLU Web site
- Prepare a standard Start-Up venture form with all the necessary fields and details



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- **Collect and prepare the list of agencies who will help to create Start-Up ventures**
- **Prepare a detailed list of Start-Up ventures initiated by the students & faculty and the same may be submitted as per the format**
- **Prepare the template to allow agreement between Startup venture and incubatee**
- **Organize regular and periodical meetings with start-up student community to verify the status**
- **Monitor the progress and growth of the start-up companies to suggest preventive and corrective action to be considered**
- **Prepare a standard format to record the status of the start-ups**
- **Identify external mentors & internal mentors from different departments to guide and support the start-up companies and if possible create domain specific pool from the above team**
- **Plan Investor's meet once per month to monitor the status of existing start-up's and Mentor's meet on every fortnight to encourage budding entrepreneurs who need mentoring to grow further**
- **Identify and prepare the list agencies for getting funding through technology funding schemes**
- **Apply for funding through technology funding schemes against eligible start-ups**
- **Identify & prepare the list of government agencies or departments and private organizations who have exposure in innovation, incubation and entrepreneurship and initiate MoU (as per the format) with them (DST, ALEAP, DBT, DSIR, EDI Ahmedabad, Centre for Entrepreneurship development, NIMSMA, CII, Andhra Chamber of Commerce and industry federation, NGOs , etc)**
- **Prepare general MoA & MoU documents to be signed to see that start-Ups are operated through KLU and also with the above mentioned agencies**
- **Network with national and international level of organizations or departments with the above mentioned MoU**
- **A detailed report on the list of agencies where Collaboration is happened to ensure the support anticipated (Possible through MoU's)**
- **A detailed report on the list of Mentorship & Accerlating events conducted as per the format**

Data & Forms: Details of the Start-Up ventures along with Company Registration Details (Form 3.0)

1. Details of the Collaborations with all possible agencies (Entrepreneurship eco system) (Form 4.0)

2. Details of Mentorship & Accerlating events conducted (Form 4.1)

4.1, 4.2 & 4.3 Encourage Faculty & Student community to apply for IPR with respect to their Start-Ups & Innovations towards Technology Commercialization

- **Identify the list of start-ups that are eligible to be applied for patenting**



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- Identify the list of sponsored projects and faculty start-ups that are eligible to be applied for patenting
- Create awareness about patenting among the Start-Up students to think out of box
- Encourage and motivate the faculty and students to file every idea and invention as patents and tell them about benefits
- Identify the list of agencies and develop relationships with registration authorities for registration process of their patenting
- Monitor the state of the patents filed by the faculty & students
- Maintain & record the list of patents filed, granted, amount generated through patents, collaborative patents and research labs, number of students turned as technological Entrepreneurs
- Interact with every faculty and request them for considering any invention before publishing the same as an article
- Develop policies in terms of MoU so that intellectual properties and issues like Ownership, technology transfer can be handled case by case as and when required

Data & Forms:

1. Details of the Patents along with Registration Details (Form 5.0)

5.1 & 5.2 Performance Measures (Exit Process) Encourage Faculty & Student community to apply for IPR with respect to their Start-Ups & Innovations towards Technology Commercialization

- Call for application to Register for Startup Awards of various categories
- Identify the list of start-ups that are eligible
- Identify the list of startups with IP protection details and encourage with Incentives
- Prepare list of startups to be graduated

Policy:

Students & faculty who establish start up venture and actively engage & involve in Entrepreneurship/Start-up related events and files patents against their start-up may be given academic/professional benefits as mentioned below

1. Students who actively engage in Start-up events may be given attendance as academic benefit (Up to 20% of total academic calendar days may be given to encourage student community against their participation in CIIE activities)
2. Students with Innovative & best ideas will be encouraged & motivated towards start-up venture creation and accordingly academic benefits like attendance, project work & Practice school components will be offered
3. Up to 20% of total academic calendar days may be given to all the students against their participation in their Start-Up activities like marketing and promotional activities about their start-ups
4. Start-Up proposals can be converted to B. Tech Mini/Major project and a maximum of 4 students can be formed as a project batch/group



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5. Start-Up proposals can be converted to B. Tech 2nd year summer Interns and a maximum of 6 students can be formed as a project batch/group as per the academic rules and regulations

6. Maximum of Six Students against each start-up (registered companies) will be given an opportunity to convert their start-up work as Practice school component (Start-Ups that are growing will be given an opportunity) as per the academic rules and regulations and as per Practice school

7. Students of either B. Tech/M.Tech who involve against their Start-Up promotional activities including marketing, sales and other business related activities will be given R&D publication waiver against the Academic Regulation of “Compulsory Publication” with respect to final year Project work/Viva voce if students satisfy the following

a. A growth in Start-Up business activities/services

b. An increase in Financial/Monitory terms against half yearly/yearly

(A turnover of Rs. 5, 00, 000/- against monitory /business terms

8. Faculty with patents can be given Wiegthage in their performance appraisals

Supplementary Procedures & Policies:

A. Entrepreneurship @ University Level: Academic Benefits through Rewards for Student Entrepreneurs:

Appropriate credits will be given to the students such as equivalent certificate course(s) who successfully complete notified online courses on Entrepreneurship run by parent/outside institute and such courses will be considered as electives as per the academic rules and regulations

Students are allowed freely to choose electives on Entrepreneurship Course (modules) as Open elective as per the academic rules and regulations

Up to 20% attendance of total Academic Calendar days for all the courses including core & elective will be given every semester (subject to maximum of 5 semesters per student) to all the student members fulfilling the following

1. Maximum of 4 students of each Start-Up team

2. Certificate of Registration of the respective start-up company/venture under Company's act and as per the government policy (state/Central) or Certificate of domain registration of the respective business/e-commerce application (web site domain) to be submitted

3. Progress of the respective Start-Up venture/company will be evaluated by the committee represented by Director CIIE and student(s) team has to get appropriately the higher grade

4. Certification of appreciation from CIIE towards involvement in Start-Up related activities like Start-up Rendezvous conducted by the University to be submitted

Students will be permitted to undertake their industrial visits to Technology Business Incubators where additional facilities are being set up as part of their internship/practice school component



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Student Entrepreneurs working on a start up idea from first/second year of college will be permitted to convert their start up idea as their final year project component towards degree completion

Student(s) who establish start-up company during their study of first/second/third year of B.Tech, first/second year of BBA, B.Com or any other 3 year degree course of KL University and first year of M.Tech/M.B.A will be permitted to convert their start-up company equivalent to Practice School component towards their degree completion as per the guidelines of Practice School program fulfilling the following

- The respective student(s) must register their start-up company under companies act as per the guidelines and policies framed by State or Central Government
- The respective Start-Ups must be incubated at KL University only
- The respective Start-Up company must be in position of taking their business to the next level showing the business growth in terms of audited financial statements

A team of mentors along with subject experts of the respective domain formed by Director of CIIE may be allowed to conduct Viva Voce in either of Project work / Practice School component. Project Reports / Final Evaluation reports certified by the Director of CIIE may be approved as final evaluation reports towards degree completion

Students of either B.Tech/M.Tech who involve against their Start-Up promotional activities including marketing, sales and other business related activities will be given R&D publication waiver against the Academic Regulation of “Compulsory Publication” with respect to final year Project work/Viva voce if students satisfy the following

- a. A growth in Start-Up business activities/services
- b. An increase in Financial/Monitory terms against half yearly/yearly
(A turnover of Rs. 5, 00, 000/- against monitory /business terms)

B. International Start-up Culture and Exchange Programme:

An International start up culture will be set up to send the most brilliant start ups and the students to leading start up destinations around the world for obtaining global exposure at a young age. Selected faculty will also be sent for gaining international exposure about the start up culture in foreign universities. Similarly, tie ups will be set up to bring world class start ups to work alongside start ups in Andhra Pradesh & India for faster learning and cultural exchange

C. Enterprise Software & Device Testing Labs:

Based on the requirement, latest enterprise key software(s) required for testing and other purpose at incubation center will be initiated & accordingly recommended to management for procurement. These software and labs can be utilized by the startup companies in the incubation space at nominal charges as per the norms laid down in MoU/MoA with Tech Start Inc

D. Incubation & Infrastructure Facilities:

For Prototype development and idea implementation university facilities will be made available like department's labs, R&D Labs, open labs etc. along with KLU-CIIE facilities as per the norms framed in MoA by the respective start-up venture with Tech Start Inc



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Skill development courses on Entrepreneurship will be offered as part of the academic system to all the students of university and accordingly credits will be given as an equivalent certificate course

Proposals will be submitted to Ministry of Communication and Information Technology, Department of Electronics and Information Technology & any other central/state government agencies to establish as recognized Technology Incubation and Development of Entrepreneurs Centres in KLU campus with the aim of creating 100 start-ups per year

Tie ups with external incubators will be encouraged through different network programs towards commercialization of start-ups incubated at KL University incubation centre as per the rules framed in MoA by the respective start-up venture

Funding will be provided through Tech Start Inc, a virtual incubator & subsidiary of KL University. Accordingly MoU/MoA will be initiated that portrays the norms on various issues like funding, equity, start-up rights to be followed by the respective start-up with Tech Start Inc

Shared working office space with work stations, discussion & conference rooms, printing, scanning, photo copier, visitor lounges, restroom with in the university with receptionist, internet, telephone, power etc will be available to the entire start-up community of CIIE

University department/Research labs/equipment will be allowed & used by start-up teams based on their elementary needs and as mentioned in the respective MoA

Other university facilities like hostel/guest house/library etc will also be allowed & used by start-up teams based on their elementary needs and as per the rules and regulations laid down in the MoU/MoA of the respective Incubatee with Tech Start Inc

E. Exit Model:

The progress and evolution of any start-up venture initiated/incubated at KLU incubation centre will be examined and scrutinized as per the following guidelines

The maximum duration is 3 years from the date of Company Registration/Submission of Prototype for any start-up before it is eligible to be graduated

The identity of the Start-up will be lost once a start-up is inactive for a period of 6 months and such start-ups will be removed permanently from the list of active start up ventures

The progress of the start-up is assessed periodically to ensure whether start-up can be eligible to obtain the support for further time period

It is mandatory to go abide by the rules and regulations mentioned in the respective MoA ensued between start-up venture & Tech Start Inc – an Incubation Center of KL University to rationalize the issues with respect to Start-up rights, Patenting & etc.,

Files & Formats (Inline with Startup policy)

S. No.	File.	Name of the file	Contents to be	Format	Mapping	Remarks
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	No.		mentioned	Nos. / Report	with NBA/NAAC	
1	1.0	Ideation & Start-Up Events	Details of Start-Up Events Conducted	Form 1.0	NAAC 5.1.13 NAAC 7.2.1	NAAC NBA
2	1.1	Event based Budget Details	Details of Events & Budget	Form 1.1	---	University Purpose
3	2.0	Idea Registration	Details of Idea Submitted	Form 2.0	---	University Purpose
4	3.0	Start-Up Form	Details of Start-Up ventures	Form 3.0	NAAC 5.1.13 NBA 4.4, 7.3.17 NIRF3B 1.5	NAAC, NBA, NIRF
5	4.0	Collaborations	Details of Collaborations w.r.t. Entrepreneurship	Form 4.0	NAAC 5.1.13 NAAC 7.2.1	NAAC, NBA
6	4.1	Mentorship & Accerlating Events	Details of Mentorship & Accerlating Events	Form 4.1	NAAC 5.1.13	NAAC
7	5.0	Patents	Details of Patents filed and sanctioned	Form 5.0	NAAC 3.2.2 4.2.3e NBA 5.8.3 – 15M NIRF 2C-6M	NAAC, NBA, NIRF
8	6.0	Infrastructure	Details of Items (facilities) allotted to Start-up teams	Form 6.0	---	University Purpose
9	6.1	Incubation & Funding	Details of Seed fund allotted to start-up teams	Form 6.1	NAAC 5.1.13	NAAC
10	7.0	Membership Details	Details of IIE members (students & Faculty)	Form 7.0	---	University Purpose

IPR & CENTRE FOR INNOVATION, INCUBATION & ENTREPRENEURSHIP



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Form 1.0- Ideation & Start-Up Events

1. Event Name:	
2. Event Type:	
3. Starting Date:	Ending Date :
4. Starting Time:	Ending Time :
5. Venue:	
6. Resource Person(s):	1. 2. 3.
7. Mentor(s) details:	1. 2. 3.
8. Event Coordinator:	
9. Event Brief Details:	
10. Event To Be Shown:	Students/ Faculties/outers
11. Fees Applicable :Yes /No	12. If Yes Fees Amount:
13. Additional Remarks:	



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

Accredited by NAAC as 'A++' ♦ Approved by AICTE ♦ ISO 9001-2015 Certified

Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.

Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in

Admin Off: 29-38-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 886 - 2577715, Fax: +91-868-2577717.

Report to be submitted-Form 1.0

List Start-Up Events/Ideation Programs Conducted										
S. NO.	Event Name	Event Type	Starting Date	Ending Date	Venue	Resource Person(s)	Mentor(s) details	Event Coordinator	Fees Amount	Dept.



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Centre for Innovation, Incubation & Entrepreneurship

Form 1.1 – Budget (Event Based Budget)

Event Name		
Budget Allocated (Total Amount)		
Source of Budget		
If Grant (Attach Approval Letter and details of agency/Approval Letter)		
Date of approval:	Agency Name:	Amount approved:
Registration Fees Applicable	Yes/ No	
If Yes Fees Amount		
Details of Itemised Spending against Event (Enclose Bills & Vouchers)		
Additional Remarks:		



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Report to be submitted-Form 1.1

Budget Spent against Start-up/Ideation Programs Conducted

S NO	Event Name	Budget Allocated	Source of Budget	Date of approval:	Agency Name:	Amount approved:	Remarks

Form 2.0 Idea Registration			
1. Title of the Idea:			
2. Type of the Organization:	Individual/ Partnership		
3. Type of the Sector:	Manufacturing / Service		
4. Team members Details:	Member: I	Member: II	Member: III
a. Name :			
b. Registration No:	University Id NO	University Id NO	University Id NO
c. Department:			
d. Mobile Number:			
e. Mail id:			
f. Face book id:			
g. Address:	With Pin code	With Pm code	With Pin code
h. Occupation of Father:			
i. Occupation of Mother:			
j. Is your family into any business? (if Yes-specify):			
5. Business Idea (Description):			
6. 9.Details about Technology proposed(if any):			
7. 10.Are you member of CIIE?(Yes/No):	If Yes Mention Number & Date of Joining		
8. Additional Information:			

Report to be submitted-Form 2.0

Details of Idea(s) submitted (or Registered) by Students/Faculty							
S NO	Regd. No of the Student	Title of the Idea	Type of the Organization:	Type of the Sector	Idea Description	Other Team members (Regd. No's)	Department

For further details please contact: Director-KLU IIE, L-Block 5th Floor

CENTRE FOR INNOVATION, INCUBATION & ENTREPRENEURSHIP

Form 3.0 – Start Up Ventures

Form 3.0 – Start Up Ventures		
1. Name of the Start-Up & Regd. No		
2. Segment:		
3. Product /Service(s):		
4. Type of Organization:		
5. Registration Details:		
a. Registration Number:	b. TIN Number:	c. DIN Number:
6. Website Address:		
7. App Details:		
8. University ID No:	9. Department:	
10. Team Members Details:	Team Member : I	Team Member : II
a. Name:		
b. Position:		
c. Address:		
d. University ID Number:		
e. Department & Year of Study:		
f. Aadhar Card Number		
g. Pan Card Number		
h. Phone Number		
i. Cell Number:		
j. Email Address		

For further details please contact: Director-KLU IIE, L_ Block 5th Floor

k. Face Book/LinkedIn		
11. Business Plan Details:		
12. Budget Details:		
13. Amount of Internal Funding		
14. Internal Funding Details:		
15. Income Projection Details		
16. External Funding Details		
17. Customer Details:		
18. Turn over:		
19. MOU Date (University)		
20. . MOU Date (outsiders): Organization Name:		
21. . Venture Capital Requirement:		
22. Income Source Statement (past 3 to 6 months):		
23. Income Source Evidences Provided or Not:		
24. Is it Technology specific: YES/NO		
25. If YES Domain Area:		
26. Further Remarks:		

Report to be submitted-Form 3.0

Details of Start-Ups (Ventures) Initiated or Started by Student/Faculty										
S. NO.	Name of the Startup/ Regd. No	Segment	Product /Service(s)	Type of Organization	Amount of Internal Funding	Turn over	MOU Date	Venture Capital Requirement	Is Technology Specific	Department

For further details please contact: Director-KLU IIE, L Block 5th Floor

CENTRE FOR INNOVATION, INCUBATION & ENTREPRENEURSHIP

Form 4.0 COLLABORATION/MOU DETAILS (Collaboration between any two parties University, start-ups & agencies)	
1. First Party Name (Authorized person or persons with Designation)	
a. Name of the Organization:	
b. Type of Organization:	
c. Address of the person/Organization:	
d. Contact Details:	
2. Second Party Name (Authorized person or persons with Designation):	
a. Name of the Organization:	
b. Type of Organization:	
c. Address of the person/Organization:	
d. Contact Details:	

3. Title of MOU:	
4. Objectives of MOU: a. b. c.	
5. Duties & Responsibilities of Parties Concerned.	
6. Date :	
7. Duration of MOU:	
8. Regulations/Guidelines a. b. c. d. e.	
9. Citation from concerned Law:	
10. Witness or Witnesses Details:	
11. MoU is Enclosed: YES/NO	
12. Additional Remarks:	

Report to be submitted-Form 4.0

Details of Collaborations with Firms, Third party organizations & etc.,									
S NO	First Party Name	Name of the Organization	Type of Organization	Second Party Name	Name of the Organization	Type of Organization	Title of MOU	Duration of MOU with dates	Remarks

For further details please contact: Director-KLU IIE, L Block 5th Floor

Form 4.1 Mentorship, Accelerating Programs & Other Events Details		
Name of the Event:		
Objective or Purpose:		
Date(s): From:	To:	Time:
Venue:	Peacock(340) / Jasmine(180) / Rose(65) / Sunflower(75) /New Seminar Hall(400)	
Internal/External:	a. b. c.	
Target Audience:		
Expected Audience:		
Schedule:		
Resource Persons:	a. b. c.	
Angel Investors/Venture Capitalists:	a. b. c.	
Mentors:	a.	

b.

c.

Associates:

a.

b.

c.

Sponsoring Organization(s):

a.

b.

c.

Registration Fees :(internal)

a.

b.

c.

Registration Fees :(outsiders)

Proposed Budget:

Approved Budget:

Further Remarks:

Report to be Submitted-Form 4.1

Details of Mentorship/Accerlating Programs Conducted										
S NO	Name of the Event	Objective or Purpose	Date	Venue	Internal/External	Mentors	Associates	Sponsoring Organization	Fees	Remarks

For further details please contact: Director-KLU IIE, L Block 5th Floor

Form 5.0-Patents			
1. Applicant Name:			
2. Full Term (for 20 years) :		<input type="checkbox"/> Tick here	Short Term (10 years):
		<input type="checkbox"/> Tick here	
3. Address of the Applicant(s):			
Description	Applicant: I	Applicant :II	Applicant :III
a) Telephone:			
b) Cell:			
c) Aadhar No:			
d) Email:			
4. Legal Representative			
5. Address of Legal Representative			
Description	Applicant: I	Applicant :II	Applicant :III
a. Telephone:			
b. Cell:			
c. Aadhar No:			
d. Email			
6. Address for Communication (office)			
Description	Applicant: I	Applicant :II	Applicant :III
a. Name :			
b. Telephone:			
c. Cell:			
d. Email:			
7. Title of the Invention			

8. Inventors Details:		
Description	Inventor: I	Inventor: II
a. Member Name :		
b. Mobile umber:		
c. Mail id:		
d. Contact Details:		
9. Date of Earlier Application:		
10. Filing Date of Earlier Application		
11. Documents Enclosed:	1. 2. 3. 4.	
12. Additional Information: (Remarks)		

Report to be submitted-Form 5.0

Details of Patents Submitted by Faculty/Students							
S NO	Applicant Name/Regd . No	Full Term/Short Term	Inventors Details	Date of Application & Registration No.	Technology Description & Other Details	Legal Representative Details (If Any)	Department /Remarks

For further details please contact: Director-KLU IIE, L Block 5 Floor*

Form 6.0 Start-Up Allotment of Incubation Facilities
(Details of the Items assigned to Start-Up teams)

1. Start-Up Name:	
2. Item assigned: (List of Items like Cubicles, Computer and etc., allotted)	
3. Date of Allocation:	
4. Date of Termination:	
5. Additional Remarks:	

Report to be submitted-Form 6.0

Details of Items Purchased & Allocation								
S NO	Item Name	Date of Purchase	Quantity	Expiry Details	Start-Up Name	Item assigned	Date of Allocation	Date of Termination:

For further details please contact: Director-KLU IIE, L Block 5th Floor

CENTRE FOR INNOVATION, INCUBATION & ENTREPRENEURSHIP

Form 6.1 Seed Fund/Investment (Incubation Funding) Details	
1. Name of the Start-Up:	
2. Funding Amount Sanctioned/Approved:	
3. Name of the agency: (KLU/outside/Govt. agencies)	
4. Date of Approval:	
5. Is Approval Letter Enclosed:	Yes/No
6. Is MoU is exchanged: YES/NO	Yes/No
7. Phase wise Funding amount released/Spent:	Enclose Expenditure Statement
a. Phase1: b. Phase2: c. Phase3: d. Phase4: e. More :	
8. Itemized details: (Bills to be Enclosed)	
9. Additional Remarks:	

Report to be submitted-Form 6.1

Details of Fund & Allocation to Start-Up's							
S NO	Name of the Start-Up	Funding Amount Sanctioned/Approved	Name of the agency	Date of Approval	Is MoU is exchanged	Itemized details	Remarks

For further details please contact: Director-KLU IIE, L Block 5th Floor

CENTER FOR INNOVATION, INCUBATION & ENTREPRENEURSHIP

KL University

(Deemed to be University u/s 3 of the UGC Act, 1956)
5th Floor, CSE Block, Green Fields, Vaddeswaram, Guntur 522 502
Ph no: 0863-2399999; Gmail: director_iiie@kluniversity.in

Please submit the application form duly filled and signed in all respects to KLU
Center for Innovation, Incubation & Entrepreneurship, C_Block. Room No: 509

Payment Details (DD to be in favor of 'KL University' payable at Vijayawada)
Challan No: **Date:** **Bank:** **Amount:**

Affix passport
Size photo

Form 7.0 Membership Application Form

1. Name of the Applicant (in full & in capital letters)			2. University ID No:	
3. Program:	4. Branch:	5. Year of study:	6. Section:	
7. Date of Birth (dd/mm/yyyy)	8. Community OC / OBC/BC/SC/ST		9. Gender:	
10. Father's Name:		11. Father's Occupation:		
12. Educational Qualifications (Please attach copy of mark lists along with this form)				
Examination Attended	Year	Board/University	% of marks	Medium
Class X				
Intermediate				
13. Family background in Entrepreneurship/Business, If any (Add additional page, if required)				

For further details please contact: Associate Dean-KLU IIE, L_Block 5th Floor

14. Who inspired you to become an Entrepreneur?	
15. Role model:	
16. My idea of starting an enterprise (Add additional page, if required)	
17. How much time can you spare for IIE activities?	18. How would you like to contribute to KLU IIE activities?
19. My expectations from KLU IIE	
20. Address for communication:	21. Contact Details Mobile : Phone : E-mail :

I hereby undertake to obey and comply with all the rules and regulations of the KLU IIE. I further declare that the particulars/information given by me in this form is correct to the best of my knowledge. I will respect the privacy requirements of KLU IIE and will not disclose the information to others without authorization. I will respect other colleagues of KLU IIE and carry out the activities with full involvement, diligence, mutual respect and in a spirit of cooperation and collaboration.

Date

Signature of the Applicant

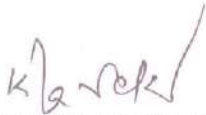
For Office use only

For further details please contact: Associate Dean-KLU IIE, L_Block 5th Floor

Report to be Submitted Form 7.0 (CIIE Membership)

Details of Student/Faculty Members (CIIE)

S NO	Regd. No of the Student	Name of the Student	Details of the Branch including year of study	Date of Joining	Goals/Objectives/ Background	Remarks	Membership Number	Department



Centre for Innovation Incubation & Entrepreneurship

Center for Innovation, Incubation & Entrepreneurship
Koneru Lakshmaiah Education Foundation
Vaddeswaram, Guntur Dist.,
Andhra Pradesh-522 502

For further details please contact: Associate Dean-KLU IIE, L_Block 5th Floor