

Guidelines for Nodal Institutions approved under for Scheme for Assistance for Startup/Innovation – 2015

- **Mandatory parameters for Nodal Institution:**
 - Separate seating arrangement for 20 persons
 - Minimum separate area of 5000 Square feet
 - Incubation centre must be available 16 hours per day including post office-hours
 - Meeting room, Seminar/AV Conference hall, Computers, Internet Network and basic related infrastructure
 - Concerned Subject experts and mentors
 - 2 full time Incubation Manager
 - Incubation Centre of particular Institutes/Universities/Private Incubation centers must register their incubation centre under Companies Act-2013, rule of Section 8, as ‘non-profit making company’ before their application approval as a Nodal Institutions
 - Applied Institute must have a minimum of 5 to 7 projects having strong business potential and commercial viability under their incubation centre at the time of their application for approval as Nodal Institutions
 - Separate Bank Account must be maintained by the Institute for use of grant issued by the Industries Commissionerate under the Start Up/Innovation Scheme
 - Approved Nodal Institutions have to promote the Startup/Innovation activity from their end; they must display on their official website that the Institute has been approved/recognized as a Nodal Institution under the Start-up/Innovation Scheme of the Government of Gujarat
 - Nodal Institutions will also allow innovators who are not academically associated with them to be a part of their Incubation Centre
 - Nodal Institutions will support the innovator by providing mentor services; if the Nodal Institution does not have mentoring facility, institute has to arrange for availing services of mentors from the industry/other place for the innovator
 - Any Startup/Innovator approaches Nodal Institute; NI will show expression of interest and revert him via email communication within 3-5 working days

- **Guidelines for forming a screening committee:**

- Every approved Nodal Institution must form a Screening Committee
- Nodal Institution must appoint 2 permanent members from the Institute itself
- As per the subject requirement of particular Innovative project, Nodal Institutions may invite 2 subject Experts and 1 financial expert in the Screening Committee
- The Screening Committee may comprise of minimum 5 members

- **Guidelines for Mentoring:**

- The assistance for mentoring services for innovative projects is being paid to the Nodal Institutions
- The assistance for mentoring services is Rs. 5.00 Lacs which is the amount paid annually to the Nodal Institutions
- The amount must be used for fees paid to the external experts' /Mentoring services, not to be used for the salaries/compensation of the faculties of the NIs supervising the projects
- The NI should encourage and pool in services of experts/mentors who are willing to provide services in honorary/voluntary capacity
- The assistance extended to the NI must be utilized optimally and economically based on rational and fair principle