

Shiv Nadar University, Delhi-NCR

Innovation & Entrepreneurship Policy (IEP)

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PREAMBLE

Shiv Nadar University, Delhi- NCR is a comprehensive, multidisciplinary, research-focused, and student-centric University offering a full range of academic programs at the undergraduate, postgraduate and doctoral level. Setup in 2011 as a gift to the nation by one of India's foremost entrepreneur Mr. Shiv Nadar, entrepreneurship runs in the DNA of the University. The University's goal is to become internationally recognized for the quality of its research and creative endeavors, working for improving quality of human life, generating new insights and expanding the boundaries of knowledge and creativity. In addition to offering courses related to innovation and entrepreneurship, the University aims to actively promote a culture of entrepreneurship among its Faculty, Staff and Students that enables them to pursue entrepreneurial opportunities for betterment of society.

A thirteen membered Expert Committee (EC) was constituted by Vice Chancellor, Shiv Nadar University, Delhi-NCR to formulate detailed guidelines for the **Shiv Nadar University Innovation and Entrepreneurship Policy (IEP)** covering various aspects related to innovation, startup and entrepreneurship management. The EC studied various provisions of the **National Innovation and Startup Policy (NISIP) 2019**, which provides an overarching framework to Higher Educational Institutes (HEIs) in creating an entrepreneurially enabling academic environment. After extensive deliberations on various facets for nurturing innovation and entrepreneurship ranging from Intellectual Property ownership, revenue sharing mechanisms, norms for technology transfer and commercialization, equity sharing, etc. the IEP has been made using a six-pillar framework –

- Programs
- People
- Infrastructure
- Process
- Visibility
- Impact

The IEP is a guiding framework to envision an educational ecosystem that leverages supportive resources, enabling infrastructure and facilitating policies towards creation of such an environment.

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1. OBJECTIVE

The objective of this policy is to internalize, operationalize and enhance the spirit of innovation and entrepreneurship among the Shiv Nadar University, Delhi- NCR community, especially its faculty, staff and students by adopting the key aspects of '**National Innovation and Startup Policy (NISP) 2019**'. The NISP 2019 guidelines have been suitably customized keeping in mind the institutional context, potential available resources and funding opportunities relevant to the University. This Innovation and Entrepreneurship Policy (IEP) outlines the pre-incubation, incubation and financial supports that will be facilitated by Shiv Nadar University, Delhi-NCR to its members for fulfilling their entrepreneurial aspirations.

2. SCOPE

This policy is applicable to all the schools, departments, centers and other academic/ non-academic entities of Shiv Nadar University, Delhi-NCR unless otherwise specified. It is applicable to all regular faculty, staff and students of the University.

3. GUIDELINES

The 'NISP 2019' policy for faculty and students is a guiding framework to envision an educational system oriented towards startups and entrepreneurship opportunities for student and faculties. Framed by a 15-member committee constituted by Ministry of Education, the guidelines provide ways to Indian Higher Education Institutes (HEIs) for developing an entrepreneurial agenda, managing Intellectual Property Rights (IPR) ownership, technology licensing and equity sharing in startups or enterprises established by faculty and students.

The definition of a startup considered for the purpose of this document will be as per the prevailing notifications of the Government of India from time to time. The current definition of startup is an entity that is headquartered in India, which was incorporated less than 10 years ago and has an annual turnover of less than ₹ 100 crores.

4. NORMS FOR FACULTY STARTUPS

The University encourages faculty members to develop and participate in startup related activities in addition to teaching, research, and other service components. It may also be noted that the faculty members should take all possible steps to ensure that there is no conflict of interest and their regular duties do not suffer owing to their involvement in the startup activities. Guidelines for resolving any conflict of interest have been outlined in **Annexure II**. The engagement with the startup during regular work hours or on leave would be subject to the prior approval from competent authorities as per laid down policies and procedures of the University. The faculty member(s) have to take prior permission from the University before associating with any startup activity through a proper application process as outlined in **Annexure III**.

For better coordination of the entrepreneurial activities, the University has laid down certain norms as provided below:

- i. Business ideas including technologies that originate within the University would be given priority for incubation and other institutional support. However, startups originating outside the University may associate directly with the University incubator.
- ii. Space may be provided in the incubation facility of the University or any other identified place.
- iii. Faculty startup may consist of faculty members alone, or with students, or with faculty of other institutes, or with alumni, or with other entrepreneurs.
- iv. The University would provide assistance in the form of pre-incubation and incubation space and resources for the same. Facilities provided by the University may be in combination, or singly, on the basis of fees for services, equity sharing and/or zero payment. Exact modalities regarding equity sharing in startups supported through University facilities will depend on the nature of services offered. Provisions in the NISP 2019 prescribe a range of 2% to 9.5% equity / stake in a startup / company that could be charged as incubation fees from availing startups for using the HEI brand, faculty contribution and other support provided, including use of institution's IPR. However the University encourages a lower equity share for its incubation services unless its full-time faculty have substantial shares in the startup. The policy thus recommends that the fees charged be kept at a moderate range of 3% to 4% of equity depending on space, infrastructure, mentorship support, seed-funds, support for accounts, legal, patents and other support provided.

- a. For faculty and staff, University can take no more than 20% of shares that staff / faculty takes while drawing full salary from the University (60% for Faculty. 20% for University, 20% for department of concerned Faculty); however, this share will be within the 9.5% cap of company shares listed above.
 - b. 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.
- v. The Faculty would be allowed to use specified physical and/or intellectual resources (e.g. laboratory and workshop equipment, laboratory instrument, IT resources etc.) as per prevailing rules of the University. However, faculty must not involve research staff or other staff those who are not directly engaged with the startup activities and vice-versa.
- vi. Role of faculty may vary from being an owner/direct promoter/mentor/consultant or as on-board member of the startup and is elaborated in Section 5.
- vii. IPR ownership of technologies developed using University resources is to be decided as per the IP Policy and is outlined in Section 7.
- viii. Faculty and staff are allowed to take break as unpaid leave/casual leave/earned leave etc. as per the University Leave Policy, for working on startups and should report back to University duty on completion of their startup engagement.
- ix. In case the faculty/staff holds an executive or managerial position for more than three months in a startup, they will go on sabbatical/leave without pay/utilize existing leave.
- x. Faculty must clearly separate and distinguish on-going research at the institute from the work conducted at the startup/company.
- xi. In case of selection of a faculty startup by an outside national or international accelerator, a maximum leave (as sabbatical/ existing leave/ unpaid leave/ casual leave/ earned leave) as per University policies may be permitted to the faculty.
- xii. The startup formed by members of University would be promoted by individuals and not by the University. It has also to be ensured that no reputational or financial liabilities accrue to the University, and the equity stake of University (as agreed in the agreement between University and the company) is protected.
- xiii. Faculty must not accept gifts from the startup.
- xiv. Human subject related research in startup should get clearance from the Institutional Ethics Committee (IEC) of the University.
- xv. For members assuming Board positions in startup, their Director Identification Number (DIN) is required to be submitted to the HR Office for record keeping

- xvi. Participation in entrepreneurship related activities shall be a recognised activity of Faculty in addition to teaching, working on research projects, industrial consultancy and management duties and will be considered while evaluating the annual performance of the faculty. Every faculty may be encouraged to mentor startups.

Though the above stated provisions are for Faculty members of Shiv Nadar University, Delhi-NCR, they can be suitably availed by its staff members.

a. MODE OF ENGAGEMENT WITH STARTUPS

University employees are allowed to participate in a startup on a part-time/full-time basis as per the following modes:

1. **Capital Investment by employee** – University employee may be involved in a startup by providing capital investment alone in return for shares with no other role, in which case there is no use of intellectual resources of the University. Such an investment will be treated as a private matter of the employee. The employee may however declare this to the University as a matter of good practice to avoid any conflict of interest situation.
2. **Part-time engagement** – The employee will seek prior approval from the University for engagement with a startup on a part-time basis. The part-time mode of engagement would be as per the Consultancy policy of the University with regard to time spent, consultancy charges/ fee etc.
3. **Full-time engagement** – The employee will seek prior approval from the University for full-time engagement with a startup in accordance with the prevailing leave rules.

5. NORMS FOR STUDENT ENGAGEMENT IN STARTUPS

The University encourages its students (UG, PG, Ph.D.) to participate in entrepreneurial endeavors by working on their innovative projects and setting up startups (including social startups) or work as intern / part-time in startups (incubated in any recognized HEIs/Incubators) while studying at the University. Students may also assist the University Faculty in their research work using University facilities resulting in entrepreneurial initiatives, in which case they can be joint owners of the IP as per University IPR Policy. These would be under the ambit of the existing academic policies.

For working on entrepreneurial initiatives (formative market research/prototyping/business model creation etc.), involved students may earn credits as appropriate under the University Academic Policy. Student inventors may also be allowed to opt for working in a startup in place of their mini / major project, seminars, summer training etc. to fulfil their degree requirements with approval from competent authority. The area in which a student wants to initiate a startup may be interdisciplinary or multidisciplinary. However, such students must describe how they will separate and clearly distinguish their ongoing research activities as a student from the work being conducted at the start up. Interested students need to submit their request of engaging with startup activities as per application form in **Annexure IV**. Following are the salient features of the student engagement in startup process:

- Students pursuing some entrepreneurial ventures that are under incubation while studying at Shiv Nadar University, Delhi NCR would be allowed to use their address in the University to register their company with due permission from the University.
- Students entrepreneurs with due permission from competent authority, may be allowed to sit for examinations, even if their attendance is less than the minimum permissible percentage.
- University will allow its students to take a semester/year break (or even more depending upon the decision of the review committee constituted by the University) to work on their startups and re-join academics to complete the course. A committee would be constituted by the University at the beginning of each term to look into such requests. The committee will make periodic reviews of the startup work done by students and based on the progress made it may consider giving appropriate credits for academics.
- For student entrepreneurs seeking academic credits for startup work, the University may explore processes to grant credits to such cases.
- Final year students can opt for placement holiday upto two years for pursuing startup work. During the period of placement holiday, University may find means to support such student startups.
- University will explore provision of accommodation to non-residential student entrepreneurs within its campus for some period of time during incubation.

6. PRODUCT OWNERSHIP RIGHTS FOR TECHNOLOGIES DEVELOPED AT UNIVERSITY

Market orientation is a major intent of all entrepreneurial initiatives undertaken at the University, and hence, it shall closely liaison with the private sector in exploring commercial potential of technologies developed internally. Commercialization of such internally developed technologies will be in sync with the University IP policy and may cover patents, copyrights, transfer of knowhow etc. Following are the broad ways of managing/commercializing the IP assets:

1. When University facilities/funds are used extensively or where IPR is developed as part of the curriculum/academic activity, IPR is to be jointly owned by inventors and the University and License Fees for technology commercialization may be either/or a mix of:
 - a. Upfront fees or one-time technology transfer fees
 - b. Royalty as a percentage of sale-price
 - c. Shares in the company licensing the product
2. As per current statute, University may not be permitted to keep equity in for-profit ventures and therefore, in compliance a Special Purpose Vehicle (SPV) such as the University incubator or any other registered facility may be requested to hold equity on University's behalf.
3. If one or more of the inventors wish to incubate a company and license the product to this company, the royalties would be no more than 4% of sale price, preferably 1 to 2%, unless it is pure software product. If it is shares in the company, shares will again be 1% to 4%. For a pure software product licensing, there may be a revenue sharing to be mutually decided between the University and the incubated company.
4. On the other hand, when the product/IPR is created by innovators who do not use any University facilities, outside of working hours (for staff and faculty) or not as part of a student's education, the product / IPR would be wholly owned by inventors in relation to the sacrifices made by them. In this situation, inventors may decide to license the technology to third parties or use the technology as they see fit.
5. If there is a dispute in ownership of technology, it will be referred to the IPR Committee of the University.
6. The IPR Committee or incubation center will only be a coordinator and facilitator for providing services to faculty, staff and students. They will have no say on how the invention is carried out, how it is patented or how it is to be licensed. If University is to pay for patent filing, they can have a committee which can examine whether the IPR is worth patenting. The committee should consist of faculty who have experience and excelled in technology translation. If inventors are using their own funds or non-University funds, then they alone should have a say in patenting.

7. PROCESS FOR INCUBATING STARTUPS

Interested entrepreneurs from the University community shall apply in the prescribed application form as per **Annexure III / IV** (as applicable) detailing support required from the University to the Expert/Approval Committee.

1. Approval for startup incubation will be given by the Approval Committee headed by the Dean of School of Management & Entrepreneurship, Shiv Nadar University or nominee of the Dean.
2. It is recommended that all University originated startups incubate at the University Incubator.
3. The Approval Committee shall provide a recommendation while the other processes including legal aspects would be handled by the University Incubator.

8. INFRASTRUCTURAL SUPPORT AND RESOURCES

The NISP 2019 has advised all HEIs to create facilities within their institution for supporting pre-incubation and Incubation/acceleration of startups by mobilizing resources from internal and external sources. Towards this direction, the University has created an entire ecosystem of startup facilities: Atal Incubation Centre (AIC), a Section 8 company funded by the NITI Aayog, Govt. of India; Dassault Systemes Center of Excellence for prototyping ideas; an IPR Committee to safeguard IP assets; enabling academic programs like 'Opportunity for Undergraduate Research' (OUR); various student clubs such as Entrepreneurship Cell (E-Cell), Inspiria, Finvest etc. These infrastructural facilities will be available 24X7 to the University community. Access to funds is often cited as the most critical bottleneck faced by budding entrepreneurs and University will facilitate investment in entrepreneurial activities as part of University's financial strategy. Following are the key points of resource allocation towards entrepreneurial initiatives:

1. University will work towards providing pre-incubation, incubation and financial support by creating an 'Innovation Fund'.
2. University encourages raising funds from diverse sources to reduce dependency on its internal funding through external partners such as DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, BIRAC, NSTDEB, NRDC, Startup India, Invest India, MeitY, MSDE, MSME etc. and non-government sources. Financial assistance can also be taken from corporate sector

under the Corporate Social Responsibility (CSR) clause of Section 135 of the Companies Act, 2013.

3. The unique OUR program provides the pre-Incubation grant to undergraduate students that integrates research and training in the conduct of research at the undergraduate level, across disciplines.

9. CREATING INNOVATION PIPELINE AND PATHWAYS FOR ENTREPRENEURS AT UNIVERSITY

To ensure exposure of maximum students to innovation and pre-incubation activities at their early stage of program of study and to support the pathway from ideation to innovation to market entry, mechanisms should be devised at University level. All innovation and incubation facilities at the University level should together build a roadmap to support entrepreneurs.

1. Spreading awareness among students, faculty and staff about the value of entrepreneurship and its role in career development or employability. The University has already created a number of student clubs that serve as platforms for enhancing the spirit of innovation and entrepreneurship. Some notable clubs who are expected to be at the forefront of the student entrepreneurship engagement are as following:
 - a) The E-Cell strives to provide a platform for students to create, innovate, improvise, incubate and realize their entrepreneurial dream. E-Cell closely works with the AIC and conducts workshops, seminars, events, and competitions throughout the year to promote and develop entrepreneurship skills and try to provide the best platform to get mentorship and skills to start their own startup journey.
 - b) 'Inspiria' is the student corporate entity of the University that was created with the purpose of enabling students to get a glimpse of the complex and intriguing world of business and entrepreneurship. The main motive of this student club is to act as a bridge between the campus and corporate life. Club 'Inspiria' will work towards popularizing entrepreneurship as a career option among the students.
 - c) Club 'Finvest' works towards spreading financial literacy and demystifying finance concepts and practices among students.
2. Students/staff should be sensitized that innovation (technology, process or business innovation) is a mechanism to solve the problems of the society and consumers. Entrepreneurs should innovate with focus on the market niche.

3. Students should be encouraged to develop entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills (e.g. design thinking, critical thinking, etc.), by inviting first generation local entrepreneurs or experts to address young minds. The University should routinely organise student events like idea and innovation competitions, hackathons, workshops, boot camps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition.
4. Prepare students for creating their startups through the education, integration of education activities with enterprise-related activities should be done.
5. University would link its startups and companies with a wider entrepreneurial ecosystem and by providing support to students who show potential, in the pre-startup phase. Connecting student entrepreneurs with real life entrepreneurs will help the students in understanding real challenges which may be faced by them while going through the innovation funnel and will increase the probability of success.
6. For strengthening the innovation funnel of the University, access to financing will be opened for the potential entrepreneurs. Networking events must be organized to create a platform for the budding entrepreneurs to meet investors and pitch their ideas.
7. University will work towards providing business incubation facilities like workspace, laboratories and other research facilities, IT services, training and mentoring at subsidized cost and easily accessible to the new startups.

10. COLLABORATION, CO-CREATION, BUSINESS RELATIONSHIPS AND KNOWLEDGE EXCHANGE

The vision of the IEP is in creating a thriving entrepreneurship culture that operates in collaboration with all stakeholders, internal and external. Stakeholder engagement should be given prime importance in the entrepreneurial agenda of the University and should be achieved in the following manner:

1. The University should find potential partners, resource organizations, micro, small and medium- sized enterprises (MSMEs), social enterprises, schools, alumni, professional bodies and entrepreneurs to support entrepreneurship and co-design its programs related to entrepreneurship.
2. Knowledge exchange through collaboration and partnership should be made a part of institutional policy and the University must provide support mechanisms and guidance for creating, managing and coordinating these relationships.

3. Through formal and informal mechanisms such as internships, teaching and research exchange programmes, clubs, social gatherings, etc., faculty, staff and students of the University would be given the opportunities to connect with their external environment.

11. IMPACT ASSESSMENT

1. Impact assessment of entrepreneurial initiatives such as pre-incubation, incubation, entrepreneurship education etc. should be performed regularly using well-defined evaluation parameters.
 - a. Monitoring and evaluation of knowledge exchange initiatives, engagement of all departments and faculty in the entrepreneurial teaching and learning should be assessed.
 - b. Number of startups created, support system provided at the institutional level and satisfaction of participants, new business relationships created by the institutes should be recorded and used for impact assessment.
 - c. Impact should also be measured for the support system provided by the institute to the student entrepreneurs, faculty and staff for pre-incubation, incubation, IPR protection, industry linkages, exposure to entrepreneurial ecosystem, etc.
2. Formulation of strategy and impact assessment should go hand in hand. The information on impact of the activities should be actively used while developing and reviewing the entrepreneurial strategy.
3. Impact assessment for measuring the success would be in terms of sustainable social, financial and technological impact in the market.

12. EXCEPTIONS

Any exceptions will be solely at the discretion of VC/ Executive Director.

AMENDMENT

The University may modify, change, amend, exclude or include any clause from time to time.

13. SETTLEMENT OF DISPUTES

Disputes arising out of matters relating to the IEP, if any, will be settled amicably through mutual discussions. The jurisdiction for any major dispute shall be the state of Uttar Pradesh.

ANNEXURE I

The Startup Approval Committee (SAC) will be responsible for evaluating proposals submitted by faculty or student for incubating or pre-incubating a startup company.

The SAC may comprise of the following members

1. Dean of School of Management & Entrepreneurship, Shiv Nadar University or nominee of the Dean – Chairperson
 2. CEO, University Incubator
 3. Dean / Associate Dean of Academics, Shiv Nadar University, Delhi-NCR and / or Director HR
 4. Subject Matter Expert
 5. Startup Founder/ Entrepreneur / Industry Expert
- The SAC may invite any subject matter expert deemed necessary to evaluate the proposal, as and when required.
 - The Dean/ Associate Dean of Research may also be invited to attend the meetings of the Committee on a need basis.
 - SAC may seek inputs from any external agency) to evaluate the business potential or market opportunity of the proposal.

The following are the suggested Terms and Reference of the Committee:

- To ensure that the proposal conforms to the University Innovation & Entrepreneurship Policy
- To evaluate the objectives of the startup and ensure its alignment with the vision of the University
- To ensure that the IP/know-how proposed to be used by the startup is unencumbered and is free to use by the startup;
- To approve use of IP (granted or filed), if any, by the startup for a limited period along with terms thereof;
- To note and approve the use of Shiv Nadar University, Delhi–NCR laboratory and infrastructural resources;
- To note and approve any potential conflict of interests in the proposal
- To note and approve individual's roles and responsibilities in the startup
- The tenure of the Committee will be for a period of two years.

- Once approved the SAC will also monitor the progress of the startup at periodic intervals to ensure that there are no institutional roadblocks.
- All decisions will be made in an open and transparent manner. SAC will hand hold applicants to navigate the processes, remove impediments and ensure that the startup succeed.

ANNEXURE II

Conflict of Interest Guidelines

Definition: A conflict of interest is a situation in which someone in a position of trust, such as a government official or an executive or director of a corporation, has competing professional or personal interests. Such competing interests can make it difficult to fulfil his or her duties impartially. Even if there is no evidence of improper actions, a conflict of interest can create an appearance of impropriety that can undermine the confidence in the ability of that person to act properly in his/her position. More generally, conflict of interest can be defined as any situation in which an individual or corporation (either private or governmental) is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit. The following are the most common forms of conflict of interest:

- Self-dealing, in which public and private interests collide, for example issues involving privately held business interests,
- Outside employment, in which the interests of one job contradict another,
- Family interests, in which a spouse, child, or other close relative is employed (or applies for employment) or where goods and services are purchased from such a relative or a firm controlled by relative. For this reason, many employment applications ask if one is related to a current employee. If this is the case, the relative then could rescue from any hiring decisions.
- Gift from friends who also do business with the person receiving the gifts. (Such gifts may include non-tangible things of value such as transportation and lodging.)

Typical mechanisms for handling conflict of interest:

- Avoidance: The best way to handle conflicts of interest is to avoid them entirely.
- Mitigations:
 - Disclosure: Those with potential conflicts of interest should regularly disclose relevant information to a designated authority so as to pre-empt any unintended conflicts, seek advice and provide transparency.
 - Commonly politicians and high-ranking government officials are required to disclose financial information- assets such as stock, debts such as loans, and/or corporate positions held, typically annually.

- Recusal: Those with a conflict of interest are (ethically) expected to recuse themselves from (i.e. abstain from) decisions where such a conflict exists. For example, if the governing board of government agency is considering hiring a consulting firm for some task, and one firm being considered has, as a partner, a close relative of one of the board's members, then that board member should not vote on which firm is to be selected. In fact, to minimize any conflict, the board member should not participate in any way in the Conflict of interest guidelines decision, including discussions. Judges recuse themselves from cases when personal conflicts of interest may arise. For example, if a judge has participated in a case previously as some other judicial role he/she is not allowed to try that case.
- Third party evaluations: Consider a situation where the owner of a majority of a publicly-held corporation decides to buy out the minority shareholders and take the corporation private. What is a fair price? Obviously it is improper (and, typically, illegal) for the majority owner to simply state a price and then have the (majority controlled) board of directors approve that price. What is typically done is to hire an independent firm (a third party), well qualified to evaluate such matters, to calculate a "fair price", which is then voted on by the minority shareholders. Third-party evaluations can also be used as a proof that transactions were in-fact fair ("arms-length")

General principles about dealing with conflicts of interest and commitment for Shiv Nadar University, Delhi-NCR Members:

Shiv Nadar University, Delhi-NCR researchers owe their primary professional allegiance to the University, and their primary commitment of the time and intellectual energies should be to the research and developmental programs of Shiv Nadar University, Delhi-NCR.

It is the policy of Shiv Nadar University, Delhi-NCR that its researchers and others acting on its behalf have the obligation to avoid ethical, legal, financial, or other conflicts of interest and to ensure that their activities and interests don not conflict with their obligations to Shiv Nadar University, Delhi-NCR or its welfare.

In this context, it is recommended that Shiv Nadar University, Delhi-NCR employees disclose all the possible situations that may result in a conflict of interest to the designated officer in the laboratory. The designated officer shall also advice individuals on conflict avoidance and/or management. Wherever required Shiv Nadar University, Delhi-NCR employees shall mitigate the

possibility of conflicts arising by recusing then from certain situations/ decisions or avoidance. Shiv Nadar University, Delhi-NCR employees should also report any breach of the conflict of interest or commitment policy without deliberate intention or knowledge to the designated officer in the laboratory.

ANNEXURE III

FACULTY STARTUP REQUEST APPROVAL FORM

This form is to be used by Shiv Nadar University, Delhi-NCR faculty to seek internal approval from the University prior to incubating a startup. This form should be submitted to the Expert/Approval Committee headed by the Dean, SME or their nominee for administrative processing.

Faculty Information

1	Name	
2	Employee Code	
3	Date of Birth	
4	Designation	
5	Department & School	
6	E Mail	
7	Mobile	

(Please attach another form if more than one faculty is involved. There is no upper cap for number of members involved in the startup.)

Other team members (students, external members)

A	Name	
B	Date of Birth	
C	Course/ Designation	
D	Affiliation	
E	Department & School	
F	E Mail	
G	Mobile	

(Please attach another form if more than one team member is involved)

Startup incorporation information

8	Name of the startup	
9	Corporate Identification Number	
10	Date of incorporation	
11(a)	Registered Address	
11(b)	Office Address	
12	Website URL (if available)	
13	Nature of relationship of the faculty with the startup	<ul style="list-style-type: none"><input type="radio"/> Promoter<input type="radio"/> Partner<input type="radio"/> Director<input type="radio"/> Non-executive advisory role (mentor, consultant)<input type="radio"/> Any other
14	Paid up capital (₹)	

15	Ownership structure (shareholding pattern in %						
	Equity %	Name	Individual or Institution	Educational qualification* (if individual)	Address	Nationality	Role, contribution
16	Management Structure						
	Name	Educational qualification* (if individual)	Address	Nationality	Role, contribution		
17	Please disclose relation or association among promoters, or with faculty member, if any						
18	Nature of startup entity			<ul style="list-style-type: none"> ○ Sole proprietorship ○ One Person Company (OPC) ○ Limited Liability Partnership (LLP) ○ Partnership Private Limited ○ Yet to be decided 			
19	Source of funding			<ul style="list-style-type: none"> ○ Government ○ Private ○ Bootstrapped (own sources – Family, Friends and Fools) ○ Others 			

Business and knowledgebase details of the startup

20	Domain area (sector) of startup	<ul style="list-style-type: none"> ○ Pharma & healthcare ○ Biotechnology ○ Advanced materials ○ AI/ML ○ Clean tech and energy ○ Others _____ (More than one option can be selected)
21	Please provide a brief description of the business and its objectives	
22	Benefits of the startup to market, consumers, society, etc	
23	Does the proposed startup make use of any knowledgebase or intellectual property of Shiv Nadar University, Delhi-	Yes/ No

	NCR? If yes, please provide information for (a) to (b) below	
	a) List of patents issued/patent applications	
	b) List of publications	
24	Does the proposed start up make use of any work/R&D outcome based on a funded or sponsored or collaborative work with an external agency? If yes, please provide information for S. No. (a) to (d) below	Yes/ No
	a) Name of the project	
	b) Name of the sponsor/collaborator/funding agency	
	c) Date of start and completion of project	
	d) Is any foreign partner involved? If yes, please provide details	Yes/ No
25	Does the proposed startup intend to make use of any of the Shiv Nadar University, Delhi-NCR resources?	
26	Place of Incubation	

Undertaking and self-declaration

I, _____, have read the institutional guidelines on Shiv Nadar University, Delhi-NCR Innovation & Entrepreneurship Policy (IEP), and I solemnly resolve that:

- My participation in M/s _____ (“startup”) shall be in my personal capacity and I shall not involve Shiv Nadar University, Delhi-NCR or claim any involvement of Shiv Nadar University, Delhi-NCR in any matters pertaining to the startup.
- The startup shall be solely responsible for any activities undertaken by me on the startup’s behalf including any liabilities that may arise from those activities.
- My primary responsibility will be towards Shiv Nadar University, Delhi-NCR and I shall abide by the instructions issued by the competent authority from time to time.
- I assure that my association with the startup shall not affect my existing academic and administrative work / duties in any manner.
- I understand my obligation to disclose, avoid and/or manage conflict of interest and commitment situations and will take active measures to avoid, mitigate and manage any issues relating to conflict of interest and commitment that may arise from my involvement with the startup.
- I understand that my involvement with the startup shall not automatically imply any transfer of IP/knowledgebase or offering of any services or resources (including manpower) from Shiv Nadar University, Delhi-NCR for free, or at concessional terms.
- I declare that the knowledgebase/IP of Shiv Nadar University, Delhi-NCR that will be used by the startup, where I have been involved as a researcher(inventor) is unencumbered / has been licensed to the startup company without any objection from the collaborating party/funding agency.

- I understand my obligation to disclose any honorarium, compensation, and/or reimbursement received by me from the startup.

The above disclosure is complete and truthful. The above facts are declared, understood and agreed by me.

Signature	
Name	
Place	
Date	

ANNEXURE IV

STUDENT STARTUP REQUEST APPROVAL FORM

Note: This form is to be used by students of Shiv Nadar University, Delhi- NCR to seek approval for opting to work on a startup as part of their academic project, or otherwise. This form should be submitted to the Expert/Approval Committee headed by the Dean, SME or their nominee for administrative processing.

Student-entrepreneur information

1	Name	
2	Date of Birth	
3	Nationality	
4	Program/ Course pursuing at Shiv Nadar University, Delhi- NCR	
5	Roll No	
6	PI/ Mentor	
7	E Mail	
8	Mobile	
9	Current address	
10	Names of other team members	

Business and proposed details of the startup

11	Domain area (sector) of startup	<ul style="list-style-type: none"><input type="radio"/> Pharma & healthcare<input type="radio"/> Biotechnology<input type="radio"/> Advanced materials<input type="radio"/> AI/ML<input type="radio"/> Clean tech and energy<input type="radio"/> Others _____ (More than one option can be selected)
12	Project description (Please attach a brief description of the objectives of proposed startup)	
13	Is the proposed place of incubation the University Incubator?	Yes/ No
14	Have you undertaken basic course on entrepreneurship? If yes, please mention details	Yes/No

Undertaking and self declaration

I, _____, have read the institutional guidelines on student startup policy, and I agree to abide by all the rules and regulations of Shiv Nadar University, Delhi-NCR.

Signature	
Name	
Place	
Date	

ANNEXURE V

SIX-PILLAR GUIDING FRAMEWORK

It has been outlined in the preamble of the IEP that the policy has been made covering a six-pillar framework. In this section the broad points of the six-pillars framework are outlined.

- **Program**

- IEP covers all academic initiatives, Schools, Departments and courses tied to innovation & entrepreneurship that are offered by the University. Unique aspects of the University curriculum like pre-incubation support for undergraduate research through Opportunities for Undergraduate Research, courses on Design Thinking and entrepreneurship at UG and PG level, various research work being undertaken by University Faculty and students have been specifically mapped in this policy document .
- To ensure there is a holistic and sustained and institutional supports to the spirit of innovation and entrepreneurship, the policy document articulates creation of innovation pipelines.

- **People**

- In the policy formulation, all major stakeholders have been outlined and covered in the IEP. Potential pitfalls of concern like declaration of conflict of interest, its remedial steps and possible legal reconciliations have been specified in the policy document.

- **Infrastructure**

- The IEP provides a coherent and comprehensive framework to leverage all ecosystem physical and intellectual resources to be used in a coordinated manner to enhance the spirit of entrepreneurship within the University setup.

- **Processes**

- The IEP clearly outlines the process of start-up application for its Faculty and Students, application process for academic breaks etc. Key decision makers along with their terms of reference has been specified in the process. This policy

document is to be seen in conjunction with other relevant University policies like Academic Policy, HR Policy, IP Policy etc.

- **Visibility**

- In its intent, the IEP is formulated to make the spirit of entrepreneurship visible within the University ecosystem and the policy aim to strengthen that by leverages existing student clubs, competitions, extra-curricular initiatives like student fests etc. the platforms for display of entrepreneurial intent. The IEP also encourages networking events among the University Incubator and other stakeholders through periodic events dedicated to the pursuit of entrepreneurship.

- **Impact**

- The policy outlines what is to be measured to assess the impact created by various initiatives of the University at periodic times. Specific parameters have to be identified in due course to measure the impact.

References

[National Innovation & Startup Policy 2019](#)