

## **Guideline for Formation and Function on IIC 2019-20**

### **I. About MHRD's Innovation Cell & AICTE:**

Ministry of Human Resource Development (MHRD) is addressing the challenges of building and streamlining innovation and entrepreneurship ecosystem in Higher Educational Institutions (HEIs) by setting up an Innovation Cell (MHRD's Innovation Cell in short MIC) at All India Council for Technical Education (AICTE), New Delhi. Major programs being implemented by MHRD's Innovation Cell and AICTE are Smart India Hackathon, National Student Start-up Policy, Atal Ranking of Institutions on Innovation Achievement (ARIIA) and Setting up Institutions Innovation Councils (IICs) in HEIs.

### **II. About Institution's Innovation Council (IIC):**

Institutions Innovation Council (IIC) at institute is a unique model based on Hub-Spoke and coherence approach to align with the innovation and entrepreneurship promotion and support programs are being organized by various departments and ensures round the year activities in campus for effective engagement, learning and practicing innovation and entrepreneurship among student and faculty community. Ideally, Institution Innovation Council is a faculty led but student centric body formed by the institute with active representation of entrepreneurial faculties, students and expert's representations from regional ecosystem enablers, pre-incubation and incubation centres within and outside the institute and work in synergy manner towards to provide platform to encourage, inspire and nurture young students by exposing them to new ideas and process of resulting in innovative activities & entrepreneurial in their formative years.

MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs)' across selected HEIs. A network of these IICs will be established to promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campuses. Institution Innovation Council plays an instrumental role in building and streamlining innovation and start-up ecosystem at institutional level. The operational model of IIC has inbuilt incentive system of measurement, rating, promoting and rewarding of best performing IICs and innovations coming out of IICs efforts to promote healthy competitions among institutions to build a strong and vibrant innovation and start-up ecosystem in campus.

### **III. IIC Platform and Network:**

Since the launch of IIC on November 2018, more than 950 HEIs have established IIC in their campus to drive innovation and start-up ecosystem, another 800 new IICs will setup in HEIs and join the network during the 2019-20 calendar year. In due course of time, IIC network has evolved as an efficient and effective platform to disseminate information, bringing convergence

and collaboration opportunities to IICs to strengthen the campus ecosystem further. IIC network is being centrally coordinated by MHRD's Innovation Cell and managed through a robust IIC portal with inbuilt features of flexible annual calendar plan for IICs to adopt, monthly reporting, performance measurement, benchmarking, quarterly rating, rewarding and promoting top performing IICs on regular basis.

#### IV. **About IIC2.0 and Features**

Currently, more than 950 IICs have been established in institutes across India. IICs are official but un-registered faculty-Experts-student councils assumed to be an improvised structural and functional aspects to undertake threshold activities round the year to generate awareness, trigger creative tendency, motivate to take a choice of entrepreneurship as career and promote innovation and start-up ecosystem, and culture among students and faculties in campus". IIC is objective to play in the area of Pre-Incubation sphere and establish strong connection with incubation sphere and bridging the gap between two, therefore, identifying, preparing and creating string pipeline of student & faculty innovations ready for commercialization through startup and enterprise mode which is generally lacking in HEIs.

**IIC2.0 is unique from other existing model to streamline and strengthening the Innovation and Startup ecosystem in campus based on following ways;**

- i. **Breaking isolation and enhance coherence and synergy** among departments, centers, units, student bodies at institute and derive expertise and resource from ecosystem enablers from outside the institute in a planned manner to promote and support innovation and startup programs in campus. IIC being a faculty-expert-student as core to IIC comprises representation from institute, industry, alumni, financial institutes, incubation unit intend **to give guidance and directional support** to council and student team to achieve desired result by **deriving support and expertise from member organizations and facilitating resource mobilization.**
- ii. IIC ensures **to overcome seasonality nature of functioning of EDC and other centers and ensures round the year activities in campus** to give multiple exposure opportunity for students and faculties to take part and understand the importance of Innovation, inculcating entrepreneurship skill and mindset and encouraging taking startup as an alternative career option. To make it happen, entrepreneurship and continuous exposure and support to make informed choice of entrepreneurship as an alternative career option.
- iii. To engage **key stakeholders (Student, Faculty an Institute) get engaged through in an effective manner and developing healthy competition among IICs to carry out round the year activities** in synchronization with other similar bodies such as incubation units and pre-incubation centers –start-up cell and IEDC units etc. an incentive system is in place. IIC portal is built with monitoring, evaluation and reward system by capturing the efforts being carried out at IIC/institute level, giving flexibility

with academic calendar, incorporating a rating/scoring and reward mechanism as an incentive system.

#### **V. Improvements and Features in IIC 2.0:**

During the implementation, following challenges pertain to various functional, structural and academic challenges have been encountered by IICs to carryout activities in campus such as;

1. **Brining Homogenization and addressing the challenge of non-synchronization of academic calendar** in higher educational institutes spread across the country leads to either missing or delayed conduct of prescribed annual calendar plan activities. To overcome this challenge, an annual calendar plan with more flexibility is being introduced as part of IIC2.0. Therefore, **Introduction of a Semester based approach for preparing and advising annual calendar plan for IICs** to take as direction for undertaking the activities. This will be better than linear mode of approach of annual calendar plan (Annexure-I). MIC will recommend IIC to develop/adopt learning modules with suggestive pointers as learning objectives for the prescribed annual calendar activities which will act as guidance for IIC to make preparation and implementation and follow-up phase. Learning module will bring more standardization and quality improvement in the activities delivered by IICs (Sample format attached as in Annexure II).
2. **Accommodating additional/other than activities related to innovation and entrepreneurship promotion and support** activities carried out by Institute in campus. Therefore, introduction of new ways of allocating score to IICs and Start (\*) to IICs by devising differential weightage system among the activities categorizing into three major types. IICs should have options to undertaking activities/events of its choice and capacity and resource and time availability. These activity categories are;
  - a. **IIC-MHRD Prescribed Annual Calendar Plan activities/Programs** - IIC has option to follow and choose the programs prescribed as in annual calendar plan to undertake the activities in campus. It is expecting that, institutes are in very beginning and *emerging phase* of ecosystem will follow the calendar plan vividly. Institutes gradually develop the capacity and move to a stage where they can lead and establish the ecosystem and doing these activities and more likely to lead and drive on their own way. IICs will be allowed to upload the reports for these activities in the portal and will be eligible to get score on quarterly basis. Up to 50% weightage can be allocated to those IICs on completion and submission of monthly reports through IIC portal.
  - b. **IIC Driven and Self-Directive Activities/Programs:** There are many institutes and IICs are with established ecosystem and they are called as *mavericks*. Maverick IICs are expected to follow the IIC calendar plan and also they organize many activities

on their own by aligning the resources and facilities at institute and or collaborate with other ecosystem enablers at regional and national and international level. IICs will be allowed to report these activities as the activities of IIC/institute and upload as part of monthly report submission in the portal and they will be eligible to get score on quarterly basis. Up to 50% weightage can be allocated to those IICs on completion and submission of monthly reports through IIC portal.

- c. **MIC Directive Activities/Events:** IIC-MHRD is going to launch and bring various programs for IICs on time to time to enhance the skill and mentoring capacity IIC members on ideation, innovation, entrepreneurship and startup, floating a task for IICs to accept and complete and also channelize the programs and schemes with various ministries through convergence, collaboration and connect approach. Those IICs those will get involve either by participating, nominating and offer hosting support will get certain weightage as categorized under participation in MIC Driven category. Up to 20% weightage can be allocated to those IICs on completion and submission of monthly reports through IIC portal.

### **3. Monthly Report Submission and Quarterly Score allocation and report generation:**

IICs will be encouraged to choose develop quarterly action plan for Institute and organize the activities by assigning different roles and responsibilities to council members and monitor the progress on quarterly basis. Based on submission of activities in a particular quarter, IICs will receive score and that will reflect in form of stars with shaded wings. Quarterly basis score and star rating system is attached as annexure III.

## **VI. Approach for IICs to Increasing Portfolio of Activities**

IIC may adopt approach of following “3C” principle in the process of devising short-term and quarterly action plan development.

- i. **Convergence:** Keeping in mind that, there are many programs/schemes is already in implementation by various central govt and state govt. agencies as major ecosystem enabler focusing to higher educational institutes. IIC is advised to align the activities of various centers and departments within the institute and also to explore and adopt convergence approach to devise short term assignments to direct these programs and pass benefits to students and faculties of IIC-institute.

- ii. **Collaboration:** IIC is also advised to devise new programs by collaborating with govt, non-govt, and private players where ultimate beneficiaries will be students and faculties of IIC-institute.
- iii. **Connect/Refer:** Connection and referring mode may be adopted to channelize the already devised programs by various agencies and they want to reach out and pass the benefit to students and faculties of IIC institute.

## VII. Constitution of IIC council

Institution's Innovation Council (IIC) 2.0 has representation of members from faculties, students and experts from regional ecosystem.

### **Faculty Representation:**

It is assumed that, head of institute will nominate a faculty as president of council. Ideally, a faculty with high enthusiasm and experience to lead the startup and innovation activities will be suggested to take the charge. Once President gets nominated, incumbent will get one month time till 31<sup>st</sup> August 2019 to get IIC formed and functioned. Following are the member representation in an IIC with division of work and reasonability as below.

- 1.1. **President** – Performed the role as Head of Council. Initiate, identify and form the council and assign the role and responsibility to members
- 1.2. **Convener** – Immediate point of contact and coordination. (preferably Incubation in charge of institute or Faculty with Entrepreneurship Experience or interest)
- 1.3. **Innovation activity coordinator (Faculty)** – Primary responsible for organising and coordinating after Innovation promotion activities and extend support to other activities.
- 1.4. **Start-up activity coordinator (Faculty)** - Primary responsible for organising and coordinating after Start-up promotion activities and extend support to other activities.
- 1.5. **Internship coordinator (Faculty)** - Primary responsible for organising and coordinating after Internship opportunity and engage student in Start-ups, innovation labs and incubation centre etc. to promote innovation activities and extend support to other activities.
- 1.6. **IPR activity coordinator (Faculty)** - Primary responsible for organising and coordinating after IPR mentoring, awareness opportunity to promote innovation activities and extend support to other activities.
- 1.7. **Social Media Coordinator (Faculty)** - Primary responsible for organising and coordinating after social media promotion and public relation and effectively communicating regarding various activities undertaken to promote innovation activities and extend support to other activities.
- 1.8. **ARIIA Coordinator (Faculty)** - Primary responsible for creating repository and advising on more innovation and startup activities in campus to increase the ranking in ARIIA and also extend support to other activities.
- 1.9. **NIRF coordinator (Faculty)** - Primary responsible for creating repository and advising on more innovation and Research activities in campus to increase the ranking in NIRF and also extend support to other activities.
- 1.10. **Members** – No limit

### 2. **Expert Representation:**

Council should have at least three member representations from external source preferably from regional and state level innovation and start-up ecosystem from any of the following bodies

- 2.1 IP Expert/ Patent Expert
- 2.2 Start-up / Alumni entrepreneur
- 2.3 Expert from nearby Industry/ Industry association/ Ecosystem Enablers
- 2.4 FI/Bank/Investor/Angel Investor/VC
- 2.5 Incubation Centre

**3. Student Representation: Student volunteers take this leadership role and offer coordination support to faculty leads for various activities in campus.**

- 3.1. Innovation coordinator –Up to 10 Members
- 3.2. Start-up coordinator –Up to 10 Members
- 3.3. Internship coordinator –Up to 10 Members
- 3.4. IPR coordinator –Up to 10 Members
- 3.5. Social Media coordinator –Up to 10 Members
- 3.6. General Members- No Limit

**All IICs are requested to like, follow and share their programs with social accounts of MHRD, MIC, AICTE:**

Facebook: <https://www.facebook.com/mhrdInnovation>

Twitter: [https://twitter.com/mhrd\\_innovation](https://twitter.com/mhrd_innovation)

YouTube: <https://www.youtube.com/mhrdinnovationcell>

**Dr. Abhay Jere, Chief Innovation Officer, Innovation Cell, MHRD:**

Twitter: <https://twitter.com/abhayjere>

Facebook: <https://www.facebook.com/abhay.jere.7>

Instagram: <https://www.instagram.com/jereabhay>

## Follow us

- Twitter
  - @DrRPNishank
  - @HRDMinistry
  - @mhrd\_innovation
  - @abhayjere
  - @AICTE\_INDIA
- Instagram
  - @rameshpokhriyalnisank\_bjp
  - @jereabhay
- Email: [iic.mhrd@aicte-india.org](mailto:iic.mhrd@aicte-india.org)
- Face book
  - @cmnishank
  - @abhayjere
  - @mhrdInnovation

### VIII. Function of Council -

Once council formed with assigned roles and responsibilities, each IIC has to prepare quarterly action plan and need to upload with minutes of meeting. Quarterly action plan need to prepare by taking actions or activities falling in to two major kind of activity category such as IIC annual calendar plan and self-driven activities. Self-driven activities are planned activities lined up in campus by aligning the planned activities of center and department, student bodies etc.

Each IIC to carryout following three point action agenda

- a. Resolution of formation of council
- b. Quarterly Action Plan Development and Progress Monitoring.
- c. Minutes of Meeting

## **Formation and Function of IIC**

### **Formation of Council**

- Representation from faculties, external experts and students
- Representation from Departments/Centre/Incubation systems at Institutes

### **Function of Council**

- **3 Point Agenda for Council Meeting**
    - Resolution
    - Declare duration of Semester
    - 1<sup>st</sup> Quarterly based action plan (1/2 Semester/Aug-Oct)
    - Minutes of meeting
  - **Conduct of council meeting on quarterly basis**
    - Progress monitoring
    - Action plan for next quarter (1/2 Semester/Nov - Jan)
    - Minutes of Meeting
-

## IX. Scoring and Reward Points

### Activities & Weightage & Score/Rating

#### Time Line:

- Introduction of IIC-2.0 to HEIs
- Addition of 800 new IICs to Network (July 2019 – New Academic Calendar)
- **Choice Based Activities for IICs:**
  - Annual Calendar Plan **For** IICs (50%)
  - Self Driven Activities **By** IICs (30%)
  - MIC Driven Programs **To** IICs (20%)
- **Centrally Driven MIC Programs for IICs**
  - Convergence
  - Collaboration
  - Connect/Referral
- **Campaigning & Awareness**
  - Orientation Workshops
  - Campaign on Social Media
  - Publish of Quarterly News Letters

Rating Starts from Zero & Gradually Reach to max five star with five wings each



Maximum Score						
Activity	Weightage in %	Q1	Q2	Q3	Q4	Total Score
IIC Annual Calendar Plan	50%	12.5	12.5	12.5	12.5	50
Self Driven Activities	30%	7.5	7.5	7.5	7.5	30
MIC Driven Programs	20%	5	5	5	5	20
<b>Total Score</b>		<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>100</b>

## Scoring and Rating System

Quarterly score		
Activity type	Quarterly Threshold Activities need to get	Quarterly Maximum score
Annual Calendar Plan For IICs	Minimum 3 activities/Quarter	12.5
Self Driven Activities By IICs	Minimum 3 Activities/Quarter	7.5
MIC Driven Programs To IICs	Participation as it declare on time to time	5

## Activities and Report Submission

