



Innovation and Incubation Centre

[Under the aegis of the School of Professional Studies]

GENERAL GUIDELINES 2023

Netaji Subhas Open University

DD-26, Sector-I, Salt Lake, Kokata-700064

(www.wbnsou.ac.in)

Innovation and Incubation Centre

Introduction:

The Innovation & Incubation Centre (IIC) is a platform focused on fostering & promoting the entrepreneurial skills of start-up enthusiasts by providing a healthy ecosystem. It is a space for new-age entrepreneurs and young minds to transform their innovative ideas into viable business propositions and to facilitate a platform for a budding entrepreneur to start a business venture with minimum risks. Incubators act as an integral part of the start-up ecosystem as they provide hand-holding support at the early stage of any business start-up. They may act as a catalyst for both regional as well as national economic development. The IIC was established with the concurrence of the 39th Academic Council meeting held on 13th March 2023 and approved by the competent authority of the university vide Memo No. Reg/0322 dated 14/3/2023 (as resolved in 15th CIQA meeting, Sl. No.18).

The following guidelines relating to the creation of a Centre under the aegis of the School of Professional Studies of Netaji Subhas Open University (NSOU) have been framed.

General Clauses :

1. The Centre will have the nomenclature of “***Innovation and Incubation Centre***”. The Centre will function under the aegis of the School of Professional Studies, as per stipulations laid down by the competent authority of NSOU from time to time. The Centre will operate on self-financing mode.

2. Mission of the Centre (IIC):

The Mission of the Centre is to work with learners of varied ages who would like to continue their education by taking up entrepreneurship development and training programmes. The basic objectives of these programmes are to focus on entrepreneurship and individual development.

The Innovation and Incubation Centre is expected to support budding entrepreneurs in developing their businesses, and business models especially in the initial stages. The centre may help the community grow with innovative ideas through training programs, mentor meets, seminars, workshops, skill development, interaction with industry experts, job fairs, product showcases, etc. In addition to that the ICC will have the facility to provide training in other domains/disciplines for the already trained persons engaged in various activities for the advancement of knowledge and further mobility in the workplace.

All such programmes will be delivered either through i) ICT based on-line mode, or ii) Contact mode or iii) Blending/ Hybrid mode i.e. combination of both (i) & (ii).

All the collaborative programmes carry a joint certification of the implementing partner along with the Innovation and Incubation Centre (IIC), NSOU.

3. The formation of the Centre (IIC) shall be as follows:

- (a) Vice-Chancellor, NSOU - Chairperson of the Centre.
- (b) Director, School of Professional Studies - Ex-Officio Coordinator of the Centre.
- (c) Registrar, NSOU (Member)
- (d) Finance Officer, NSOU (Member)
- (e) Vice-Chancellor shall nominate four (4) members in the following manner (for a period of three years from the date of the nomination):
 - i. One Assistant Coordinator from amongst the substantive faculty members of School of Professional Studies, NSOU (Member)
 - ii. One General Members from among the substantive faculty members of School

(Member)

- iii. One Treasurer from among the Commerce faculty of the School (Member)
- iv. One External Expert in the field of entrepreneurship and training etc. (Member)

4. Convening the meetings of the Centre (IIC):

The Centre will hold its General Meeting from time to time, preferably twice a year. The meeting will be convened by the Coordinator of the Centre. A summary statement of the activities of the Centre shall be reported to the next Academic Council meeting. $\frac{3}{4}$ members will constitute the quorum of the meeting.

5. The objectives of the Centre (IIC) :

- i) To offer various self-financed short-term training programmes preferably not exceeding the duration of 12 months. Such programmes may be designed in consultation with Experts Committees/ Training Advisory Committee duly constituted by the Centre and shall not involve the Examination department of NSOU.
- ii) To organize need based Training/Orientation/Refresher Programmes etc. for the trainers/ students.
- iii) To assist the potential students in creating a sustainable, scalable & profitable business model.
- iv) To create awareness among students and other sections of society regarding various aspects of entrepreneurship like new business prospects, government schemes for entrepreneurs, essentials for framing business plans and developing start-ups, etc.
- v) To guide in preparing project reports/ grant applications/reports etc.
- vi) To Create a strong network of mentors who would provide sector-specific knowledge & real-world practical guidance.
- vii) To provide training and mentorship to entrepreneurs.
- viii) To forge partnerships and networks with academia, industry, funding sources, and others for the start-ups to leverage.
- ix) Collaboration between the corporate sector and research institutions /academic institutions with aligned areas of focus.
- x) Collaboration between business chambers like BNCCI, BCCI, CII, etc.
- xi) To act as a focal point for external links and networks with local, regional, national and international organisations with an interest in lifelong learning and for engagement with local communities.
- xii) To promote collaborative partnerships with private enterprises (PPP model) for
 - a) conducting the short-term training programme
 - b) organizing/ attending Seminar/Conference/deliberations/proceedings
 - c) Research oriented work in the development of trade and commerce
 - d) Publication of Journals/Periodicals/Bulletins print or in ICT-enabled electronic media etc.

6. Financial Operation of the Centre (IIC)

- i) The Centre shall function on a self-sustaining basis.
- ii) The Centre shall have a separate Savings Bank account with Indian Bank, SaltLake City Branch and said account shall be operated by the Director of the School i.e. Coordinator and the Finance Officer/ Registrar as the joint signatories.
- iii) The financial procedures relating to Accounting & Budgetary issues of the Centre

shall be guided, in principle, by Finance Rules of NSOU that may be in vogue from time to time.

- iv) The account statements of the Centre shall be audited by duly qualified (FCA) auditor/audit firm.
- v) Donation: The Centre may raise donation from various trusts/societies/institutions/individuals interested in charity to academic or cultural fields of study without violating its broad objectives.

7. Website of the Centre

The Centre will launch and operate its own website (which may be linked to the NSOU web portal) to disseminate information about its activities and programmes.

8. Hiring of specialized services

The Centre may, as and when needed, engage the services of specialized professionals in its various collaborative activities purely on a term basis subject to the terms and conditions laid down by the Centre from time to time. The decision of the Centre in such engagement will be final.

9. IIC-Private Enterprise Publication Related Linkage

The Centre, shall, as and when required, enter into a Memorandum of Understanding (MoU) relating to collaborative activities/ training programme, research and publications with registered societies/ private enterprises/ institutions. All such MOU's will be worked out on case to case basis.

- i) The Coordinator of the Centre shall be the signatory to such contracts/ agreement.
- ii) The Centre shall promote publications in areas like curriculum-based course materials/reference books/ discipline or interdisciplinary edited volume/ contemporary issues/ allied subjects etc.
- iii) Terms and conditions of the copyright agreement for each publication shall be determined on the basis of mutual arrangements to be signed between the Centre and the private enterprise concerned.

10. IIC- Govt./ Quasi-Govt./ Autonomous Institution Linkage

- (a) The Centre shall, as and when required, forge strategic partnerships with Institutes of higher learning of International/ National and State levels in activities relating to the conduct of seminars/workshops/training programmes etc. as may be felt necessary for purposes of research and academic communications. For all such partnerships, the Coordinator of the Centre shall be the signatory to all forms of agreements, with the approval of the component authority of NSOU.
- (b) The Centre shall, in the organization of workshops/Seminar/Symposia/Conference, in various disciplines, education and training, be empowered to apply for Grant- in-Aid (GIA) to different Govt./quasi-Govt./ autonomous institutions/other funding agencies.

11. Signing of MoU

For all the agreements/MoU as has been described above shall be routed through the Chairperson of the Centre.

12. If, by reason of any provision of the aforesaid clauses, any difficulty arises in giving effect to these provisions, of legal or other nature, the Chairperson of the Centre shall refer such difficulty to the Competent Authority of the NSOU which may make such order or do such thing, not inconsistent with the provisions of these Clauses, as appears to it to be necessary or expedient for removing the difficulty. In all such cases the decision of the Centre shall be final.

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