

**ST BERCHMANS COLLEGE
(AUTONOMOUS)
CHANGANASSERY
INNOVATION AND START-UP POLICY**



Promulgated on 12th May, 2026

**Rev Prof (Dr) Teddy Kanjooparambil
Principal**

**INNOVATION AND START-UP POLICY FOR STUDENTS AND FACULTY
ST BERCHMANS COLLEGE, CHANGANACHERRY, KOTTAYAM, KERALA.**

Sl. No	Content	Page No.
1.	Introduction	3
2.	Guidelines of various areas in the Innovations and Start-up Policy of the institution	3
2.1	Strategies and Governance	3
2.2	Start-up Enabling Institutional Infrastructure	7
2.3	Nurturing Innovations and Start-ups	7
2.4	Product Ownership Rights for Technologies Developed at Centre	8
2.5	Organizational Capacity, Human Resources and Incentives	9
2.6	Creating Innovation Pathways for Entrepreneurs at Centre Level	9
2.7	Norms for Faculty Start-ups	10
2.8	Pedagogy and Learning Interventions for Entrepreneurship Development	10
2.9	Collaboration, Co-creation, Business Relationships, and Knowledge Exchange	11
2.10	Entrepreneurial Impact Assessment	11
3.	Amendment of the Innovation and Start-up Policy of the institution	12
4.	Conclusion	12
5.	Reference	12
	Appendices	
	Appendix 1- Glossary of terms	13
	Appendix 2- Details of Special Purpose Vehicle in the institution named Berchmans Centre of Innovation and Entrepreneurship (BCIE).	14
	Appendix 3-Application for incubation and start-up	17

**Innovation and Start-up Policy for Students and Faculty,
St Berchmans College, Changanassery, Kerala, India.**

1. INTRODUCTION

Innovation and entrepreneurship which are the focal points of the education system, are a part of the philosophy and culture of St Berchmans College, Changanacherry. Berchmans Centre of Innovation and Entrepreneurship (BCIE), is set up to promote innovation and entrepreneurship among students and faculty members. The Institution Innovation Council (IIC) and Innovation and Entrepreneurship Development Centre (IEDC) are the two wings of BCIE.

The innovation and start-up policy of the institution is framed with respect to the guidelines mentioned in the National Innovation and Start-up Policy (NISP)2019. The revised policy on Innovation and Start-ups of St Berchmans College, Changanacherry came into existence on 1st June 2023. This policy intends to guide the institution in promoting student-driven innovations and start-ups and to engage the students and faculty in innovation and entrepreneurship activities on campus. The policy shall be an integral part of the Institutional Development Plan.

2. GUIDELINES RELATED TO VARIOUS AREAS OF INNOVATION AND START-UP POLICY

The various facets of innovation and start-up policy of the institution are outlined with respect to the guidelines mentioned in the National Innovation and Start-up Policy (NISP)2019, in relation to various areas such as: Strategies and governance, Enabling institutional infrastructure for start-ups, Product ownership rights for technologies developed at the institute, Creating innovation pipeline and Pathways for entrepreneurs at institute level, Product ownership rights for technologies developed at the centre, Organizational capacity, Human resources and incentives, Creating innovation pathways for entrepreneurs at the centre level, Norms for faculty start-ups, Pedagogy and learning interventions for entrepreneurship development, Collaboration, Co-creation, Business Relationships, and Knowledge Exchange and Entrepreneurial Impact Assessment.

2.1. Strategies and Governance

2.1.1. Specific objectives are defined to facilitate the development of an entrepreneurial ecosystem through the inception of the Special Purpose Vehicle (SPV) in the institution named Berchmans Centre of Innovation and Entrepreneurship (BCIE).

2.1.2. Attempt for implementation of entrepreneurial vision at the institution is achieved through Vision and Mission statements.

2.1.3. Resource mobilisation: Resource mobilisation is worked out at the Institution for supporting pre-incubation, incubation infrastructure, and facilities. The institution and the SPV shall prepare a Memorandum of Understanding for facilitating the sharing of respective resources such as Mathematics lab, Computer lab, Science labs and Incubation Centre facilities. Resources can be mobilised from internal and external sources as approved by the Executive Committee of BCIE.

2.1.4. Financial strategies: Investment in entrepreneurial activities should be a part of the institutional financial strategy. A minimum of 1% fund of the total annual budget of the institution is allocated for funding and supporting innovation and start-up-related activities through the creation of a separate Head 'Innovation fund'. Funds are raised from diverse sources through state and central governments such as Kerala start up Mission, DST, AICTE, CSIR, MSME, CEDC, etc. and other Government and non-government sources. To support technology incubators, private and corporate sectors are approached to generate funds, under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013. Funding is also raised through sponsorships and donations. Institution need to actively engage in alumni networks for funding and promoting Innovation and Entrepreneurship. A sustainable financial

strategy is defined in order to reduce the organizational constraints to work on the entrepreneurial agenda.

2.1.5. The importance of innovation and entrepreneurial agenda should be made known across the institution and should be promoted at academic programs conducted in the institution such as conferences and workshops.

2.1.6. All the teaching departments of the Institution are affiliated with the SPV. Student and faculty start-up action plans are formulated along with well-defined short-term and long-term goals by each teaching department. The micro-action plan, short-term goals, and long-term goals regarding innovation and entrepreneurship should be developed by all the affiliated departments to accomplish the innovation and entrepreneurship policy objectives of the institution.

2.1.7. Product-to-market strategy for start-ups is developed by the Institution on case to case basis.

2.1.8. Opportunity is given for regional start-ups, and provision may be granted to extend the facilities of the BCIE for outsiders. The discretion of the management of the Institution is final in all aspects related to the use of resources of the centre by external bodies.

2.1.9. Active involvement of the Institution is directed towards defining strategic direction for local development. Strategic partnerships are developed using multilateral channels with innovation clusters. Institutional exchange programs, internships, and engaging inter-institutional and international faculties in teaching and research are promoted.

2.1.10. The Executive Committee

The Executive Committee is the apex body for the implementation of the innovation and start-up policy of the institution. The members of the Executive Committee shall be included in the constitution of various other committees such as :

1. Academic Review Committee,
2. Entrepreneurship Development Committee,
3. Finance Committee,
4. Business proposal screening and review Committee and
5. Legal Affairs Consultancy Cell.

2.1.10.1. Executive Committee: The Executive Committee of the BCIE includes-

1. Principal
2. Dean (Innovations)*
3. Bursar
4. IQAC Coordinator of the Institution
5. Institution Innovation Council (IIC) President
6. Institution Innovation Council (IIC) convenor
7. Innovation and Entrepreneurship Development Centre (IEDC) President
8. A representative from IIC (nominated by Principal)
9. A representative from IEDC (nominated by Principal)
10. Two experts from the industry
11. Two student representatives
12. In charge of the Career and Placement Cell
13. A representative from the college office

*Dean/Faculty of Innovations is the member secretary of the Executive Committee.

Responsibilities

The Executive Committee shall act as an advisory body for the implementation of the Innovation and Start-up Policy. The members of the Executive Committee shall be included in the constitution of various other committees

2.1.10.2. The name and contact details of the Executive Committee members are displayed on the website.

2.1.10.3. The Executive Committee meeting is chaired by the Principal. In the absence of the Principal, the Executive Committee meeting is chaired by the Dean who is in charge of Innovation and Entrepreneurship

2.1.10.4. The Executive Committee shall act as an advisory body for the implementation of the Innovation and Start-up Policy. The members of the Executive Committee shall be included in the constitution of various other committees such as the Academic Review Committee, Entrepreneurship Development Committee, Finance Committee, Business Proposal Screening and Review Committee Legal Affairs and Consultancy Cell.

2.1.11. Various sub-committees of the Executive Committee

The members of the Executive Committee shall be included in the constitution of various other committees such as the Academic Review Committee, Entrepreneurship Development Committee, Finance Committee, Business Proposal Screening and Review Committee Legal Affairs and Consultancy Cell.

2.1.11.1. The Academic Review Committee:

1. Principal,
 2. Dean (Innovations)
 3. IQAC Coordinator of the Institution
 4. Institution Innovation Council (IIC) President
 5. Institution Innovation Council (IIC) convenor
 6. Innovation and Entrepreneurship Development Centre (IEDC)President
 7. Executive committee member nominee of IIC
 8. Executive committee member nominee of IEDC
 9. A senior faculty or Dean is nominated as a member of this committee by the Principal.
 10. 'Special invitee' -As per the nature of the matter under consideration, the head of the department of the faculty or student who is being reviewed shall be invited as a 'Special invitee' to participate in the committee.
 11. In charge of the Career and Placement Cell
 12. Executive Committee representative from students(one)
- * IIC President shall be the member secretary.

Responsibilities

The decision on Intellectual Property rights and technology transfer is also taken by the Academic Review Committee.

2.1.11.2. Entrepreneurship Development Committee:

Nine members from the Executive Committee are included as members of this Entrepreneurship Development Committee.

1. Principal,
 2. Dean (Innovations)
 3. Institution Innovation Council (IIC) President
 4. Innovation and Entrepreneurship Development Centre (IEDC)President
 5. Executive committee member nominee of IIC
 6. Executive committee member nominee of IEDC
 7. Executive Committee representative from students(one)
 8. Executive Committee representative from industry (one)
 9. In charge of the Career and Placement Cell
- * IEDC coordinator shall be the member secretary.

Responsibilities

The Entrepreneurship Development Committee has an additional role in networking and developing strategic relationships with industries and partner institutions.

2.1.11.3. Finance Committee:

1. Principal,
 2. Dean (Innovations)
 3. Institution Innovation Council (IIC) President
 4. Innovation and Entrepreneurship Development Centre (IEDC) President
 5. Executive committee member nominee of IIC
 6. Executive committee member nominee of IEDC
 7. The Finance manager of the institution –The Bursar
 8. Executive Committee representative from the college office
 9. Executive Committee representative from students(one)
- * Innovation and Entrepreneurship Development Centre (IEDC) President shall be the member secretary

Responsibilities

The committee members are responsible for the audit of accounts, keeping a record of money flow, and reporting the financial transactions of the centre to the Executive Committee and management.

2.1.11.4. Business Proposal Screening and Review Committee:

Six members of the Executive Committee are included in this committee, one member being the member secretary.

1. Principal,
 2. Dean (Innovations)
 3. Institution Innovation Council (IIC) President
 4. Institution Innovation Council (IIC) convenor
 5. Innovation and Entrepreneurship Development Centre (IEDC) President
 5. Executive committee member nominee of IIC
 6. Executive committee member nominee of IEDC
- * Innovation and Entrepreneurship Development Centre (IEDC) President shall be the member secretary.

Responsibilities

The Committee has the right to invite experts from the industry related to the business proposal under consideration. The business proposal screening Committee deals with the evaluation of the feasibility of the submitted business proposals. The submitted applications are evaluated based on the following: Novelty of the idea, Compelling solution, Scalability potential and Expertise of the team. The business proposal screening and review Committee assess the progress of the business in the incubation centre.

2.1.11.5. Legal Affairs Consultancy Cell:

1. Principal,
 2. Dean (Innovations)
 3. Institution Innovation Council (IIC) President
 4. Innovation and Entrepreneurship Development Cell (IEDC) President
 5. Executive committee member nominee of IIC
 6. Executive committee member nominee of IEDC
- * Institution Innovation Council (IIC) convenor shall be the member secretary

Responsibilities

The committee members are responsible for evaluating proposals and providing consultation with legal experts regarding queries related to IPR, Technology transfer etc.

2.1.12. All the committees have to intervene at least once every six months and as deemed necessary or soon after an proposal for a startup is formally mad by a faculty/student..

2.1.13. The Committees/Cells are reconstituted once every two academic years.

2.1.14. The member secretary of the committee is responsible for keeping the minutes of the meeting.

2.1.15. Two-thirds of the total number of members shall constitute the quorum for the meeting of each committee. In the case of voting, the voting right is exclusively for the committee members.

2.2. Start-ups Enabling Institutional Infrastructure

2.2.1. Facilities are provided within the institution for supporting pre-incubation (e.g. Institution Innovation Council (IIC) as per the guidelines by the Ministry of Education Innovation Cell, Entrepreneurship Development Centre (IEDC), Young Innovators Programme (YIP), Student Clubs, etc.). Facilities are provided within the institution for supporting incubation by mobilising resources from internal and external sources.

2.2.2. Creation of pre-incubation and incubation facilities for nurturing innovations and start-ups of students and faculty members are undertaken. The development of an entrepreneurial ecosystem is facilitated in the institution through a Special Purpose Vehicle in the institution named Berchmans Centre of Innovation and Entrepreneurship (BCIE).

2.2.3. Pre-incubation facilities in Special Purpose Vehicle (SPV). The institution has earmarked the space and infrastructure for the activities of the Special Purpose Vehicle in the institution named Berchmans Centre of Innovation and Entrepreneurship (BCIE).

2.2.3.1. Pre-Incubation/Incubation facility in the centre is accessible from 9 am to 6 pm on all working days, to students, research scholars and faculty members of all disciplines and departments across the institution.

2.2.3.2. Consultancy services to alumni of the institution and potential start-up applicants even from outside the institutions, through incubation units in the centre, may be offered in return for fees.

2.2.3.3. Details of the Special Purpose Vehicle in the institution named Berchmans Centre of Innovation and Entrepreneurship (BCIE) such as objectives, vision, mission, thrust areas, major activities and services provided are mentioned in the appendix.

2.2.3.4. Applications for use of the Pre-Incubation/Incubation facility are invited twice during the academic year, in the month of August and in the month of January. The pro forma of the application is in the appendix.

2.3. Nurturing Innovations and Start-ups

2.3.1. Collective and concentrated efforts are made to identify, acknowledge, support, and reward innovative ideas of students and faculty and to facilitate their drive towards entrepreneurship.

2.3.2. The institution will facilitate the start-up activities (including social start-ups) / technology development by allowing students/ faculty to use the infrastructure and facilities of the centre for the mutually agreed period viz. Short-term/ part-time.

2.3.3. Provisions for entrepreneurship training and mentorship support on a regular basis would be provided for students and /or faculty members. Laboratories, research facilities, Information Technology services, training, and mentoring is made accessible to the new start-ups.

2.3.4. Facilitation is given in the centre for the creation and nurturing of Start-ups by graduate students, postgraduate students, doctoral and post-doctoral research scholars and faculty members. Facilitation is also given in the centre for alumni and for start-up applicants even

from outside the institutions at the discretion of the executive committee. Pre-incubation and incubation support are offered to all the selected start-ups for a mutually acceptable time frame.

2.3.5 Students and faculty members who intend to initiate a start-up, based on the technology developed by them or based on the technology owned by the institute, can approach the centre with their innovative ideas. A formal application has to be given in the month of August or January, requesting the use of centre for incubation and entrepreneurship. The pro forma of the application is attached in the Appendix. The Business Proposal Screening Committee analyses the applications and invites shortlisted applicants to present their proposals. The teams who are successful after the screening procedure are admitted to BCIE for incubation. The business proposal screening committee ensure the privacy and confidentiality of the innovative ideas presented.

2.3.6. The business proposal screening Committee deals with the evaluation of the feasibility of the submitted business proposals. The committee also review the progress of the business in the incubation centre.

2.3.7 Students and faculty members are allowed to take a license on the innovative idea or said technology in the easy term. The centre will allow licensing of IPR from the Institution to start-up in easy terms. The term may be either equity in the venture and/ or payment of license fees and/ or royalty, as per the mutually acceptable criteria.

2.3.7.1. In return for the services and facilities for the students, 2% equity/ stake in the start-up/ company, is availed by the institution based on brand used, contribution of faculty as a mentor, the support provided, and use of the institute's IPR as per the agreement between the unit and centre. Additional equity of 1%-2% may be further added for additional tenure spent in the centre. An equity stake of 1-2% shall be allotted to the mentors, in consideration of the support provided to the unit.

2.3.7.2. Faculty start-ups incubated through the centre shall allot an equity stake of 2% to the college, if they use the incubation support of the centre and infra structure facilities provided in the centre as per the agreement between the faculty and centre before initiation of the incubation, if they are forming a private limited company.

2.3.8. Students and faculty members will be allowed to work part-time for the start-up while studying or working after informing the Principal.

2.3.9. Student innovators are allowed to opt for start-up in place of their mini project/ major project. To get permission to opt for start-up in place of their mini project/ major project, the student innovator should be able to clearly distinguish and present their proposed and/or ongoing research activities as a student from the work being conducted at the start-up.

2.3.10. Students/faculty who are under incubation, but are pursuing some entrepreneurial ventures while studying may be allowed to use their address in the Institution to register their company with due permission from the institution and a formal application process using the application form given in the appendix.

2.3.11. Grant of a permissible percentage of attendance for appearing for the exam to student entrepreneurs working on innovative projects is considered depending upon the decision of the Academic committee. Students are allowed to take a semester/year break (depending upon the decision of the Academic committee) to work on their start-ups and re-join academics to complete the course.

2.3.12. Student/Faculty entrepreneurs working on innovative prototypes or business models are given due recognition. Annual 'Innovation Award' to be put forth to recognize outstanding ideas, for promoting innovation within the institute. 'Innovation Champions' to be nominated from within the students and faculty of each department with respect to activities related to innovation in the month of December. The innovative ideas should be processed by the centre as fresh applications if the respective students are interested.

2.3.13. Annual 'Entrepreneurship Award' instituted to recognise successful entrepreneurs in society, for motivating the enterprises' ecosystem within the institution.

2.3.14. Applicants under one application who are approved for incubation are considered as a 'unit' for incubation. The unit shall be allowed to use the infrastructure and resources of the institution for start-up-related activities as per MoU between the institution and the centre. The institution and the centre shall prepare a Memorandum of Understanding for facilitating the sharing of respective resources such as Mathematics lab, Computer lab and Science labs. The unit is allotted physical space in the centre, depending on the availability and recommendation of the Business proposal screening Committee.

2.3.15. Each unit is given a period of two years in the centre to be under incubation, which can be extended to half a year, subject to recommendations of the Business proposal screening and review committee.

2.3.16. Facilitation is provided for start-ups in different areas such as ideation, creativity, design thinking, business development, product development, brand development, marketing, social entrepreneurship, financial assistance and legal guidance.

2.3.17. The Centre facilitate linking the start-ups to seed-fund providers/ angel funds, as possible. The entrepreneur must utilize these funds and return them as per mutually agreed criteria. A start-up may choose not to avail of seed funding facility, but to avail the support of utilising the space and other services from the institute.

2.3.18. The unit has to contact the faculty member for being their mentor. The faculty members who are mentors of start-ups should give a forwarding and recommendation letter for the application of student start-ups.

2.3.19. Interdisciplinary research and publication on start-ups and entrepreneurship is promoted by the institutions.

2.3.20. The business proposal screening and review committee and finance committee should ensure that at no stage does any liability occur to the Institution because of any activity of any start-up.

2.4. Product Ownership Rights for Technologies Developed at the Institution

2.4.1. Centre will only be a coordinator and facilitator for providing services to faculty and students.

2.4.2. When facilities/funds of the institution are used substantially or when IPR is developed as a part of academic activity, IPR has to be jointly owned by innovators and the institute. As IPR is jointly owned by innovators and the institute, both innovators and institutions could together license the product / IPR to any commercial organisation.

2.4.3. If the product/ IPR is developed by innovators without using any facilities of the Institution and works related to the product/IPR are done outside office hours (for faculty) or works related to the product/IPR are done not as a part of the academics (for students), then the product/ IPR will be entirely owned by innovators in proportion to the contributions made by each of them. In this case, innovators can decide to license the technology to third parties or use the technology the way they deem fit.

2.4.4. If innovators are using their own funds or non-institutional funds, then they alone should decide on patenting.

2.4.5. Decision-making bodies with respect to all aspects of IPR / technology licensing of start-ups consist of the Academic Committee and selected experts who have excelled in technology translation.

2.5. Organizational Capacity, Human Resources, and Incentives

2.5.1. The staff members recruited for the centre have a strong innovation capacity, entrepreneurial aptitude, and industrial experience.

2.5.2. Faculty members with prior exposure and interest are deputed for training to promote innovation and entrepreneurship in the institution.

2.5.3. Faculty Development Programmes are conducted to empower faculty members to promote innovation and entrepreneurship among faculty members. Faculty members should be encouraged and given an opportunity to attend workshops and training programs aimed to enhance innovation and entrepreneurship.

2.5.4. Each faculty is encouraged to mentor start-ups. Participation in start-up-related activities is considered for evaluating the annual performance of the faculty in addition to teaching, management duties, Research and Development projects, and industrial consultancy.

2.6. Creating Innovation Pipeline and Pathways for Entrepreneurs at Institutional Level

2.6.1. Exposure of maximum students to innovation and pre-incubation activities at their early stage is ensured through training programmes and induction programmes.

2.6.2. The Institution has established Institution Innovation Council (IIC) as per the guidelines of MHRD's Innovation Cell and allocates an appropriate budget for its activities. IICs guide the Institution in conducting various activities related to innovation, start-ups, and entrepreneurship development. IEDC also conducts various activities related to entrepreneurship development in the institution. The mechanisms and pathway from ideation to innovation to market, mechanisms are devised at the institutional level through the activities of IIC and IEDC. A half-yearly plan of activities is to be designed ahead by the IIC and IEDC team well ahead.

2.6.3. Institution has developed a window related to Innovation and Entrepreneurship on the homepage of the institution's website to highlight the facilities of Berchmans Centre for Innovation and Entrepreneurship (BCIE), to enlist the opportunities available at BCIE and to inform the upcoming events related to innovation in the institution.

2.7. Norms for Faculty Start-ups

2.7.1. Government of India and Kerala is now promoting faculty startups. Mahatma Gandhi University as per the order No 8614/AD A1/2023/MGU, faculty members are encouraged to pursue entrepreneurial endeavours by starting their own startups without affecting their academic duties. Each faculty of St Berchmans College is encouraged to form or mentor start-ups. The role of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the start-up.

2.7.2. The faculty should ensure that the regular academic duties of the faculty is not affected owing to his/her involvement in the start-up activities.

2.7.3. Faculty start-ups may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs. If the co-founders of the start-up do not belong to the institution, the primary applicant and the correspondent for the start-up is the faculty member of this institution.

2.7.4. Faculty must not accept gifts from the start-up.

2.7.5. Faculty must not forcefully involve research staff or other staff of the Institution in activities at the start-up if their name is not mentioned as co-founder of the start-up in the application given for incubation and start-up in the centre.

2.8. Pedagogy and Learning Interventions for Entrepreneurship Development

2.8.1. A diversified approach in teaching is adopted to produce the desired learning outcomes. The teaching should include cross-disciplinary learning and interdisciplinary learning by using mentors, labs, case studies, games, etc. in place of traditional lecture-based knowledge delivery.

2.8.2. Applications for the Idea Hackathon' are invited in the month of June every year. Hackathon' is conducted in the month of July every year.

2.8.3. Innovation champions are nominated from within the students/ faculty of each department annually. Applications for the same are invited in the month of January every year.

2.8.4. Annual 'Innovation Awards' are placed to recognize outstanding ideas and successful enterprises for promoting innovation within the institute. Applications for the same 'Makeathon' are invited in the month of February every year. 'Makeathon' is conducted in the month of March every year

2.8.5. Annual "Entrepreneurship Awards" are instituted to recognise successful entrepreneurs in society, for motivating the enterprises' ecosystem within the institute.

2.8.6. Entrepreneurship education is imparted to students at curricular/ co-curricular/ extracurricular level through elective or short-term or long-term courses on innovation, and entrepreneurship. Each teaching department of the institution should take the initiative to enlighten the students on the scope of innovation, research and development in the respective discipline.

2.8.7. Research is to be done by students, research scholars and faculty members to identify social problems and societal needs. Feedback has to be taken from the community to understand the felt needs and problems and to develop innovative solutions for the same.

2.9. Collaboration, Co-creation, Business Relationships, and Knowledge Exchange

2.9.1. Stakeholder engagement is given prime importance in the entrepreneurial agenda of the centre.

2.9.2. The policy and guidelines for forming and managing the relationships with external stakeholders such as national and international institutes, industries, science parks, and techno parks, are developed in mutually agreeable criteria. There should be beneficial cooperation and exchange of academic knowledge between partner organisations by conducting joint workshops, joint seminars, joint publications, and joint research projects.

2.9.3. MoU should be created with partner organisations with respect to innovation and startup-related activities. Student and Faculty exchange programmes, Training programmes, Summer placements and Internships could be done in collaboration with partner institutions to facilitate innovation and entrepreneurship. Entrepreneur Development Cell shall initiate and execute MoU with partner organisations.

2.9.4. Knowledge management is done by the centre through the development of an innovative knowledge platform using the Information and Communication Technology (ICT) capabilities of the institution.

2.9.5. Knowledge exchange through collaboration and partnership should be made a part of institutional policy and institutes must provide support mechanisms and guidance for creating, managing, and coordinating these relationships.

2.9.6. Single Point of Contact mechanism is created in the Institution for the students, faculty, and other stakeholders to ensure access to accurate and reliable information on innovation and entrepreneurship.

2.10. Entrepreneurial Impact Assessment

2.10.1. Entrepreneurial initiatives of the institution such as pre-incubation, incubation, innovation, entrepreneurship education, and entrepreneurship should be assessed regularly using well-defined evaluation parameters.

2.10.2. The evaluation parameters of the impact assessment strategy are formulated by the Business proposal screening and review Committee. The annual assessment is done by analysing the following:

- The training programmes and activities related to incubation, innovation and entrepreneurship done in the institution,
- The training programmes and activities related to incubation, innovation and entrepreneurship attended by students and faculty in other institutions,

- Grants received from external agencies for innovation and entrepreneurship promotion activities,
- Collaboration and Mo U with partner institutions related to innovation and entrepreneurship promotion,
- Pre-incubation and incubation units in centre,
- Start-ups developed in centre,
- Recognition and Awards received for the centre or for students
- Recognition and Awards received for faculty related to innovation and entrepreneurship,
- New technology developed in centre,
- Patents created in institution,
- Publications related to innovation and entrepreneurship.

3.AMENDMENT OF THE POLICY

The Innovation and Start-up Policy of the institution is subject to annual review and amendments. A proposal to amend the policy is subject to discussion in the Executive Committee, followed by voting. Any amendment of the policy by the Executive Committee shall come into effect only after ratification by the academic council, SB College, Changanacherry. It is the responsibility of the stakeholders to update themselves from time to time on the amendments in the Innovation and Start-up Policy of the institution.

4. CONCLUSION

The Innovation and Start-up policy of the institution will enable the institution to actively support its students and faculty to participate in innovation and entrepreneurship-related activities. Effort has to be done by students, research scholars and faculty members to transform innovative ideas to start-ups.

5. REFERENCE

National Innovation and Startup Policy 2019 for students and faculty of Higher Education Institutions (A guiding framework for Higher Education Institutions), Ministry of Human Resource Management, Government of India, Mahatma Gandhi University Order No 8614/AD A1/2023/MGU.

APPENDIX-1
GLOSSARY OF TERMS

- 1.1. 'Policy' means the 'Innovation and Start-up Policy' of the college for facilitating and implementing National Innovation and Start-up Policy (NISP) 2019, for students and faculty of Higher Education Institutions.
- 1.2. 'Centre' means BCIE Berchmans Centre for Innovation and Entrepreneurship (BCIE), the Special Purpose Vehicle created to nurture an ecosystem to promote Innovation and Entrepreneurship in St Berchmans College, Changanacherry, Kerala.
- 1.3. 'Institution' means St Berchmans College, Changanacherry, Kerala.
- 1.4. 'College' means St Berchmans College, Changanacherry, Kerala.
- 1.5. 'Student entrepreneurs' means students of the college who are currently pursuing any study programme offered by the college
- 1.6. 'Faculty start-up' means start-ups incubated in the centre and owned by present teaching staff.
- 1.7. 'Partner institutions' means any higher education centres, corporate entities, industries, or incubation centres within and outside India, with which the centre has collaborated with an agreement for mutual sharing of manpower, knowledge and resources for the promotion of innovation and entrepreneurship.
- 1.8. Angel Fund -An angel investor is a wealthy individual who invests his or her personal capital and shares experiences, contacts, and mentors (as possible and required by the start-up in exchange for equity in that start-up). Angels are usually accredited investors.

APPENDIX-2
DETAILS OF SPECIAL PURPOSE VEHICLE (SPV)
BERCHMANS CENTRE OF INNOVATION AND ENTREPRENEURSHIP (BCIE)
Berchmans Centre of Innovation and Entrepreneurship (BCIE)
@St Berchmans College, Changanacherry

	Contents
1.	Introduction
2.	Objectives of Berchmans Centre of Innovation and Entrepreneurship (BCIE)
3.	Vision and Mission of Berchmans Centre of Innovation and Entrepreneurship (BCIE)
4.	Thrust Areas of Berchmans Centre of Innovation and Entrepreneurship (BCIE)
5.	Major Activities of Berchmans Centre of Innovation and Entrepreneurship(BCIE)
6.	Infrastructure and Services Provided in the Centre

Berchmans Centre of Innovation and Entrepreneurship (BCIE)
@ St Berchmans College, Changanacherry

1. Introduction

The development of an entrepreneurial ecosystem is facilitated in the institution through Special Purpose Vehicle in the institution named Berchmans Centre of Innovation and Entrepreneurship (BCIE).The Institution Innovation Council (IIC) and Innovation and Entrepreneurship Development Centre (IEDC) are the two wings of BCIE. The Start-up and Incubation Hub under the aegis of BCIE shall fulfil the Innovation and Entrepreneurship quest of various stakeholders of St. Berchmans College.

2. Objectives. of Berchmans Centre of Innovation and Entrepreneurship (BCIE)

- To build, restructure and strengthen the innovation and entrepreneurial ecosystem on campus.
- To be influential to accentuate the creative problem-solving and entrepreneurial mindset of students and faculty members.
- To find potential collaborators, micro, small and medium-sized enterprises (MSMEs), social enterprises, alumni, professional bodies, science parks. knowledge parks, and entrepreneurs to support entrepreneurship, and co-design the incubation and innovation ideas of students, research scholars, and faculty members.
- To promote strong intra-institutional partnerships and interinstitutional partnerships with ecosystem enablers and different stakeholders at regional, national, and international levels to promote innovation and entrepreneurship among students, research scholars, and faculty members.

3.Vision and Mission of Berchmans Centre of Innovation and Entrepreneurship

3.1. Vision of Berchmans Centre of Innovation and Entrepreneurship (BCIE)

Kindle a knowledge-based society and promote a knowledge economy, by enabling empowerment, developing tactics, and providing facilities for enhancing the promotion of innovation and entrepreneurship among students and faculty members, thus contributing to the sustainable development of the nation.

3.2. Mission of Berchmans Centre of Innovation and Entrepreneurship (BCIE)

Enable the creation of a robust innovation ecosystem across the institute and hold a distinctive place among higher education institutions.

Support innovators and entrepreneurial enterprises, by transforming innovative ideas into products, marketing and commercializing the innovation-based products in local and national markets.

4. Thrust Areas of Berchmans Centre of Innovation and Entrepreneurship (BCIE)

Given below is an indicative list only. New areas can be added.

Social entrepreneurship, Information and Communications Technology (ICT), Bio-Technology, Agribusiness, Clean-tech, Non-conventional energy, Food Technology and Production, Health-Tech, Fintech, Artificial Intelligence & Machine Learning, Block Chain, Robotics, Internet of Things (IoT), Research and Analysis, Service sectors, Speciality chemicals, Edu-Tech, Enviro-Tech

5. Major Activities of Berchmans Centre of Innovation and Entrepreneurship (BCIE)

- Create awareness among the students on innovation and entrepreneurship; and about the value of entrepreneurship and its role in employability and career development.
- Conduct an induction program about the importance of innovation and entrepreneurship to students, so that freshly inducted students are made aware of the entrepreneurial agenda of the institute and available support systems.
- Impart Entrepreneurship education to students at curricular/ co-curricular/ extracurricular level through elective/short-term or long-term courses on innovation, and entrepreneurship.
- Provide an opportunity for students to understand the real-life experience reports by start-ups.
- Create student bodies for organizing competitions, boot camps, workshops, awards, etc.
- Orient the students that innovation (technology, process, or business innovation) is a mechanism to solve the problems of society and consumers.
- Encourage the students to develop an entrepreneurial mindset through experiential learning by exposing them to cognitive skills training.
- Integrate the expertise of the external stakeholders in entrepreneurship education to evolve a culture of collaboration and engagement with the external environment.
- Provide opportunities for students to meet successful entrepreneurs. Case studies on business failures are to be elaborately discussed to make students imbibe that failure in attempts is just a part of life and is not a matter of social stigma.
- Facilitate innovation, incubation, entrepreneurship, and creation of successful ventures by faculty and students.
- Provide a support system to the student entrepreneurs/faculty for pre-incubation, incubation, IPR protection, industry linkages, and exposure to the entrepreneurial ecosystem.
- Annual 'Innovation Award' to recognize outstanding ideas, for promoting innovation within the institute.
- Nominate 'Innovation Champions' from within the students and faculty of each department with respect to activities related to innovation.
- Annual 'Entrepreneurship Award' to recognise successful entrepreneurs in society, for motivating the enterprises' ecosystem within the institute.
- Improve link with the industry by conducting research and survey on trends in marketing, technology, research, innovation, and market intelligence.
- Organise networking events to create a platform for budding entrepreneurs to meet investors and pitch their ideas.

- Organize networking events for better engagement of collaborators and to allow a flow of ideas and knowledge through meetings, lectures, and workshops.
- Encourage co-creation, bi-directional flow, or exchange of knowledge and human resources between other institutes, science parks, etc.

6. Infrastructure and Services Provided in Berchmans Centre of Innovation and Entrepreneurship (BCIE)

The centre is accessible from 9 am to 6 pm on all working days, to students, research scholars and faculty members of all disciplines and departments across the institution.

Office services

Meeting hall , Office space, Paid secretarial services such as Xeroxing and Printing

Business services

Facilitate conducting a feasibility study of the enterprise to get an idea of the market position and the technical and financial requirements of the enterprise.

Provide consultation in preparing an action plan for the enterprise, viz. Financial planning, and defining marketing strategies.

Assist in company formation and registration.

Technical services

Experienced human resources, Mathematics lab, Computer lab and Science labs

Training

The centre offers training to aspiring entrepreneurs on innovation and entrepreneurship.

Financial and Legal guidance

Assistance in finding appropriate local and international funding institutions for angel funding is given. Networking with agencies for legal guidance is provided.

APPENDIX-3
BERCHMANS CENTRE FOR INNOVATION AND ENTREPRENEURSHIP (BCIE)
ST BERCHMANS COLLEGE, CHANGANACHERRY
APPLICATION FOR INCUBATION / START-UP SUPPORT

1. Personal and institutional details

- Full name of applicant:
- Status: Student / Faculty / Research Scholar / Alumni / External Applicant
- Department / Programme / Affiliation:
- Register number / Employee ID / Admission number (if applicable):
- Period of study / service in the college:
- Year / Batch (for students or alumni):
- Area of specialization:
- Mobile number:
- Email:
- Residential address:
- Permanent address:

2. Proposed start-up details

- Proposed name of the start-up / company (if any):
- Focus area / sector:
- Title of the idea / venture:
- Brief description of the product, service, or solution (100–150 words):

3. Team details

- Name of primary applicant:
- Names of co-founders / team members and role:
- Whether co-founders are from St Berchmans College: Yes / No
- If yes, mention department / batch / affiliation briefly:

4. Problem and solution

- What problem, need, or opportunity have you identified?
- Who are the expected users / beneficiaries / customers?
- Why do you think this idea can succeed?

5. Stage of the venture

Tick one:

- Idea stage
- Prototype / pilot stage
- Seed / pre-revenue stage
- Growth stage

6. Need for incubation

- Why are you applying to BCIE?
- What support do you need from BCIE? (tick any)
 - Workspace / incubation space
 - Mentoring
 - Business consulting
 - Prototype / lab support
 - Marketing support
 - Funding linkage
 - IPR / legal guidance
 - Other:
- Briefly describe the assistance expected from BCIE:

7. Use of college resources / technology

- Do you plan to use the incubation centre / college facilities? Yes / No
- If yes, mention the facilities required:
- Do you require machinery / capital item / laboratory support? Yes / No
- If yes, mention briefly:
- Will the start-up use college-developed technology / institutional IPR? Yes / No
- If yes, give brief details:

8. Mentor details

- Do you have a mentor / collaborator? Yes / No
- If yes, name and designation of mentor:
- For student applications: faculty recommendation attached? Yes / No

9. Basic funding requirement

- Do you need any seed funding?
- Have you identified any seed funding need? Yes / No
- If yes, approximate amount required:
- Main purpose of the funding:

10. Initial validation

- Have you done any initial validation such as customer discussion, prototype, pilot, or survey? Yes / No
- If yes, mention the main finding briefly:

11. Declaration

I certify that the information given in this application is true to the best of my knowledge. I understand that application is required for initiating a start-up through the BCIE. I understand that submission of the application does not guarantee admission for incubation, if needed and that the proposal will be reviewed by the competent committee of BCIE in accordance with the institutional policy.

Name of applicant(s):

Signature:

Place:

Disclaimer:

Please do not delete or omit any portion of this application.

Please read the Innovation and Start-up policy of the institution before submitting the application.

Send hard copy of the filled application with the required supporting documents to:

Director

Berchmans Centre for Innovation and Entrepreneurship (BCIE),

St Berchmans College,

Changanacherry,

Kerala, India.