

Guidelines for Innovation and Entrepreneurship Development Centre (IEDC)

The Innovation and Entrepreneurship Development Centres (IEDC) are platforms set up mainly in Engineering, Arts & Science Colleges and Polytechnics with an aim to provide students an opportunity to innovate and experiment.

Kerala Startup Mission has set up IEDCs in 226 institutions across the State in 135 Engineering Colleges, 26 Arts & Science college, 52 Polytechnic colleges and 13 other colleges who are having requisite expertise and infrastructure which provides avenues for creative students to learn, collaborate and transform their innovative ideas into prototypes of viable products.

IEDCs works as the first launch pad for a student's entrepreneurial journey and provide them with access to cutting edge technology, world class infrastructure, high quality mentorship, early risk capital and external connects.

IEDCs act as common platforms in academic institutions to nurture innovation and entrepreneurship culture among student fraternity.

III. Objectives

- To promote an innovation driven entrepreneurship culture among the students
- To develop and promote commercially viable innovative product and solution from the students.
- To promote enterprise among budding technopreneurs and thereby creating more employment opportunities
- To bridge the gap between Industry and Academia

- To support the budding Entrepreneurs through Grants and to create an entrepreneurship flavor in the academic fraternity.

IV. Functions of IEDC

- To create a platform for the young brains to develop their skills and to give proper technological exposure
- To provide Technology & Management Skill Training to the students and Faculties in building their innovative product or solution.
- To create specialization hubs for promoting the culture of Entrepreneurship among the student communities
- To create awareness and interest among faculties and students through workshops and Hackathons
- To provide exposure to technology and entrepreneurship by providing Job opportunities and Internship in relevant Industry
- To motivate, support and mentor students for identification, development and commercialization of their innovative ideas
- To initiate targeted number of innovative student projects every year
- To organize Business Plan Competitions/Innovation Camps/ Hackathons with active involvement of industry and alumni
- To arrange interaction with entrepreneurs, bankers, professionals, potential customers and create a mentorship structure for student innovators

It is informed that all the below mentioned points are to be taken care of from the start of the academic year for the smooth and successful conduct of IEDC Programmes.

1. The Nodal Officer must be appointed for tenure of 3 years only, with the approval of Institution.

- The Nodal officer should be passionate in building an entrepreneurial ecosystem in their respective college and will be responsible for coordinating the activities of the concerned IEDC.
- He shall also attend an orientation session for Nodal officers 2 days conducted by Kerala Startup Mission.
- The Nodal officer should make sure that all the aspiring students get the chance to attend various programs in the college

The charge handover of Nodal Officer also must be informed immediately to the Kerala Startup Mission IEDC Team in the below mail id: teamiedc@startupmission.in

2. Each IEDC shall appoint an Assistant Nodal Officer (ANO): ANO shall be appointed along with nodal officer. In the absence of Nodal officer ANO shall be responsible in coordinating the activities of IEDC.

3. The IEDC Executive Committee must be constituted every year as per the IEDC guidelines and conduct meeting at the beginning and end of the academic year for charting and evaluating the programmes.

The Nodal officer must make sure that the formation of executive committee and the decisions

taken in the execom meeting must be intimated to the Nodal officer on time without fail.

4. The IEDC grant in aid must be operated in the Joint Account of Nodal Officer & Student Coordinator / Principal Nodal Officer in any nationalised bank and sent the Bank Account Details including Name, Branch, Account Number and IFSC Code of the bank to KSUM office for releasing grant in aid in future.

5. Each IEDC must adopt atleast 3 government schools for enhancing the technical capabilities and giving the exposure towards Science & Technology.

The nodal officer and the Executive committee members can scout the local problems which will pave the way to create a feasible technological solution.

6. Every year IEDC report should be prepared and should be sent to KSUM through Activity hub portal for accreditation process.

8. The authority (Principal/ Management) should provide an office space of minimum 500 Sq. ft area with sufficient furniture (Table, Chairs, Computers with Internet facility for providing working space for Startups from the Institution exclusively for IEDC.

9. Each IEDC is directed to keep the following registers and files.

- a. Activity Chart for Regular Programmes
- b. Project Register
- c. Minutes Book for Executive Committee Meeting.
- d. Ledger Book.
- e. Cash Book.
- f. Voucher File.
- g. Bank Pass book, Cheque book
- h. Audit Report file audited by Chartered Accountant.

10. It is strictly advised that the units shall send receipts for the grant received by return post with sign and seal of Principal. The next installment will be released only after the receiving duly signed receipt of the grants released.

11. The Audit Statement and Utilization Certificate which are to be signed by Nodal Officer and Principal, should be submitted on or before 15th December of each year.

12. **The grant will be released only if:-**

i. The accounts of the previous year are settled along with detailed report and after **verifying the details in Accreditation portal.**

ii. The enrolment list of the IEDC executive committee members of current year is submitted.

13 It must be made sure that the involvement and participation of the Nodal Officer and IEDC Volunteers in the programmes that are conducted by the KSUM and Government Of Kerala.

