

ITM SLS BARODA UNIVERSITY

IP Facilitation Center (IPFC)

Student Startup & Innovation Policy (SSIP 2.0)

Standard Operating Procedure for SSIP Research proposal



"Think Big... Think Beyond"

1. Students will discuss ideas/work/concepts with faculty mentor.
2. Proposal for POC/ Prototype should be prepared for a workable idea as per Research Proposal form (Annexure I).
3. Students need to submit the Research Proposal Form (Annexure I) along with necessary documents on email address ssip.coordinator@itmbu.ac.in through faculty mentor (from ITM SLS).
4. Teams have to present their proposals to the Scrutiny Committee .
5. When the proposal is accepted by Scrutiny Committee, students need to submit the Research Proposal (Annexure I), Undertaking form (Annexure II) & Bonafide certificate in hard copy and soft copy (in MS-Word) to SSIP Coordinator within 10 working days from confirmation.
6. Letter of Intent (LoI) will be issued to Scrutiny Committee approved teams. After 1 month, the team will submit a progress report & sanction order will be issued to the team.
7. Gem portal is preferable for any purchase related to POC/Prototype. However, the team can purchase material from anywhere with standard purchase procedure as per ITM SLS Baroda University (ITMBU) rules. (Inviting minimum three quotations)
A Mentor should note that purchase should be made at a reasonable cost/lowest bidder following standard purchase procedures as per ITMBU store rules.
8. All bills in original should be submitted with a bill submission form for reimbursement/ payment (Annexure III) and in the end, an utilization certificate (Annexure VII) should be submitted.
9. Payment will be done by the accounts section after due audit.
10. In case of closure/termination of the projects, the team and mentor will put a request to the SSIP Chairperson through SSIP Coordinator (Annexure IV) and submit the utilization certificate (Annexure VII)

11. To add/remove team member/s after sanctioning the project, the team and mentor will put a request to the SSIP Chairperson through SSIP Coordinator (Annexure V).
12. In case, to register a co-mentor from an organization other than ITM SLS Baroda University (for PoC/ Prototype registered/to be registered with SSIP, ITM SLS), students will make a request to the SSIP Chairperson through SSIP Coordinator with proper justification (Annexure VI).
13. SSIP chairperson will issue the Appointment order of co-mentor.