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તારીખ ....૨૭... MAY 2019

લેનાર .....  
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ગાંધીનગર સબ રજી. કચેરીના કાર્યાલયમાં  
સ્ટેમ્પ વેન્ડર સંબંધિત વસ્તુઓ વિહોલ  
લા. નં. ૧૩/૯૩  
સહી. ફ. ડી. ડી. ....

### MEMORANDUM OF UNDERSTANDING (MOU)

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made on 31<sup>st</sup> day of May, 2019 at Gandhinagar, Gujarat

#### BETWEEN

Gujarat Knowledge Society (GKS) having its registered office at Commissionerate of Technical Education, Block No.2, 3<sup>rd</sup> Floor, Karmayogi Bhavan, Sector -10A, Gandhinagar-382010, here after referred to as "GKS" as First Party,

#### AND

Government Polytechnic, Waghai Institute, located at, At-Rajendrapur, Ta-Waghai, Pin-394730, India herein after referred to as "GP, WAGHAI" as Second Party,

#### Whereas,

- i) GKS is a recognised nodal agency for implementation of the Student Start up and Innovation Policy (SSIP) of Government of Gujarat.
- ii) GP, WAGHAI is a recognised academic / technical / institute engaged in imparting knowledge in various disciplines through its establishment.



The Government of Gujarat under SSIP aims to create an integrated, state-wide, university-based innovation ecosystem to support innovations and ideas of young students and provide a conducive environment for optimum harnessing of their creative pursuit through GKS. For effective implementation of SSIP and to achieve its objectives (as listed below) GKS agrees for **conditional disbursement of grant** to GP, WAGHAI; wherein GP, WAGHAI agrees to do following:

### 1. Objectives of SSIP:

- a. Developing student centric Innovation and Pre-incubation Ecosystem for Students (IPIES).
- b. Creating environment for creativity to flourish and an end-to-end support system in educational institutions to allow ample support to ideas for better execution.
- c. Build internal capacity of educational institutions and key components of the innovation ecosystem to enable deployed processes to make sustainable impact at scale.
- d. Create pathways for mind to market by harnessing and handholding projects/research/ innovation/ ideas of students in Gujarat.
- e. Creating and facilitating sectoral and regional innovation efforts in state around educational institutions.
- f. Create a common platform to showcase, support and upscale innovations for motivating stakeholders as well as for an opportunity to create value for money and value for many.
- g. Leverage public system initiatives at state and central level, academia, industries and by other ecosystem stakeholders / domain experts and institutions to make an inclusive effort.

### 2. GP, WAGHAI agrees to pursue following interventions:

- a. Scout best innovation / projects annually that have potential to be taken further.
- b. Mobilise existing available resources for prototyping / IPR support with universities / state government and link such resources to students.
- c. Create basic IPR and prototyping support to student projects.
- d. Allow innovative students to utilise existing labs and workshops to develop proof of concept.
- e. Undertake culture building activities such as workshops, hackathons, etc. frequently.
- f. Involve existing local entrepreneurs and involve them in mentoring processes of students and innovators.
- g. Create miniature Do-It-Yourself (DIY) labs along with basic pre-incubation facility.
- h. Facilitate showcasing of innovators and student start ups through institute level events and activities such as cultural fests, tech fests, etc.
- i. Facilitate availing benefits provisioned under the India plan and other available benefits for student innovators.
- j. Through regular co-curricular activities, promote agenda of innovation and start ups as recommended in this policy.

12. Create IPR Cell.



### 3. Terms and Conditions of the grant/funding:

- a. GP, WAGHAI would be provided a total financial support in the form of Grant-in-aid of Rs.2 Lakh (Rupees Two lakh Only) for one year, which would be exclusively spent on the specified purpose for which it has been sanctioned within the stipulated time.
- b. The grant-in-aid would be spent as per the approved action plan included in the MoU and mutually agreed to in consultation between GKS and GP, WAGHAI.
- c. GP, WAGHAI shall maintain a separate interest bearing bank account for the funds to be disbursed by GKS. The interest earned on the grant money, would be reported to GKS and the same will be treated as a credit to GP, WAGHAI to be adjusted towards further instalments of the grant.
- d. The amount sanctioned during the first instalment will depend on the proposed and agreed expenditure as per the budget plan submitted by GP, WAGHAI.
- e. GP, WAGHAI shall register itself with Controller General of Accounts (CGA) and the Comptroller & Auditor General of India (CAG) at its discretion shall have the right to access the books of account for the grant received from the Government under SSIP.
- f. GP, WAGHAI will be required to submit CA certified Utilisation Certificates (UCs) of the grant at the end of each financial year as well as at the time of seeking further instalments of the grant, if any.
- g. Any unspent balance amount sanctioned by GKS would be either adjusted towards the grants-in-aid payable during the next instalment or refunded to the Govt. of Gujarat by means of an Account's Payee Demand Draft drawn in favour of "Gujarat Knowledge Society" payable at Gandhinagar.
- h. All the assets acquired or created out of the grant will be the property of the Govt. of Gujarat and should not be disposed-off or encumbered or utilised for purpose other than those for which the grant has been sanctioned without the prior authorization from GKS.
- i. GP, WAGHAI agrees to comply with guidelines issued by SSIP-GKS, Govt. of Gujarat from time to time for utilization of SSIP Grant.

### 4. Obligations of GP, WAGHAI:

- a. GP, WAGHAI agrees to accomplish proposed milestones as per it's application for SSIP grant; that are listed below:

#### Proposed Action plan and Milestones:

Sr. No	Milestone	Y-1	Y-2	Y-3	Total
1	Total Number of Students to be Outreached and Sensitized	500	500	500	1500
2	Total Number of Innovative Student Projects to be Supported	10	10	10	30
3	Total Number Innovations to be Supported at PoC Stage	5	5	5	15
4	Total Number of Patents to be Filed	1	1	1	3
5	Total Number of Student Start-ups to be Supported through interventions like:				
	5.1 Incubation space & facilities	1	1	1	3
	5.2 Seed Funding	0	0	0	0
	5.3 Prototyping grant	5	5	5	15

	5.4 Faculty/ alumni/Expert/mentoring	10	10	10	30
6	Total Number of Workshops/ Conferences/ Seminars/ Capacity Building Programs in SSIP Agenda	3	4	5	12

- b. GP, WAGHAI agrees to implement key initiatives that are proposed along with the application for SSIP grant; that are listed below:

**Planned Significant Initiatives to be taken:**

1	Organise seminar to create awareness among students about SSIP.
2	Establishment of SSIP Cell at Institute level.
3	Motivate student to identify real life problems.
4	Allocation of infrastructure for incubation centre with required facility.
5	Collaboration with industries for mentoring and guide students for innovation and research.
6	Develop Ecosystem for continuous evaluation of students work and provide road map for future work.
7	Help students to convert their sensitization to POC stage.
8	Arrangement of seminars for patent filling proces and government policy for patent filing.
9	Invitation to alumni/entrepreneur to share their experience and guide the students.
10	Industrial training and industrial visit to students.

- c. GP, WAGHAI agrees to adhere to budgetary provisions of the policy and the budget plan that was submitted along with the application:

**Budget Plan Submitted with the application:**

Proposed budget (In Rupees)					
Sr.	Component	Y-1	Y-2	Y-3	Total
1	Institute Contribution	0	0	0	0
2	SSIP Grant	200000	200000	200000	600000
3	Other Sources	0	0	0	0
	<b>Total</b>	<b>200000</b>	<b>200000</b>	<b>200000</b>	<b>600000</b>

(In Rupees)

Sr.	Intervention	Y-1	Y-2	Y-3	Total
1	Developing Institute innovation and startup council/ecosystem/Cell	15000	15000	15000	45000
2	Developing pre-incubation process	10000	10000	10000	30000
3	Co-working space/Pre-incubation facility/Common Innovation Centre	10000	10000	10000	30000
4	Activity/ Workshop/ Conference/ Capacity Building/ Awareness program	10000	10000	10000	30000
5	Awards/Recognition/Exposure	10000	10000	10000	30000
6	Technology Platforms/ICT portals	0	0	0	0
7	Virtual Incubation/Mentoring and allied support	0	0	0	0
8	Proof of Concept (PoC) and Prototyping support	100000	100000	100000	300000
9	Patent Filing support	25000	25000	25000	75000

10	Tinkering Lab/Fab Lab/Basic prototyping facility	20000	20000	20000	60000
11	Pedagogical Interventions/Courses/New Programs on Innovation and Entrepreneurship	0	0	0	0
12	Special Initiatives to promote student startups and innovations	0	0	0	0
13	Documentation/Publication/Dissemination	0	0	0	0
14	Any other/Administrative expenses	0	0	0	0
	<b>Total</b>	<b>200000</b>	<b>200000</b>	<b>200000</b>	<b>600000</b>

- d. GP, WAGHAI agrees to evolve a transparent system for selection of innovative ideas/projects to be supported.
- e. GP, WAGHAI agrees to enter into an appropriate agreement with the inventor within framework of policy and guidelines given from time to time by GKS-SSIP, Government of Gujarat.
- f. GP, WAGHAI agrees to invest sufficient additional amounts in promoting start ups and innovation eco system in the institute.
- g. GP, WAGHAI would provide the physical infrastructure/ civil work necessary for implementation of the above.
- h. GP, WAGHAI agrees that no civil work / construction and similar activities will be carried out from the funds provided by GKS under SSIP.

#### 5. Monitoring:

- a. GP, WAGHAI agrees to allow quarterly review based on a comparison of the proposed budget plan versus the actual physical and financial performance. The review shall also include performance audit and as well as financial audit.
- b. GP, WAGHAI understands that the release of grants after the first instalment and each subsequent instalment will be based on satisfactory implementation of SSIP objectives and performance to achieve the same.
- c. GP, WAGHAI understands that the concerned Government Officers or its authorized representatives may visit GP, WAGHAI periodically for ascertaining the progress of work and resolving any difficulties that might be encountered in the course of implementation of SSIP objectives.
- d. GP, WAGHAI agrees to represent itself through it's authorised representative/s whenever it is called for periodic review at GKS Office.
- e. GP, WAGHAI undertakes to participate in the programs and events of SSIP.

#### 6. Termination of Support and Penalty:

- a. GKS, Government of Gujarat, reserves the right to terminate support to GP, WAGHAI at any stage under SSIP, if it is convinced that the grant is not being utilized properly or that appropriate progress to achieve objectives of SSIP are not being made. The entire amount will be treated as a sunk investment and the assets acquired through the grant will be written-off by GKS.
- b. GP, WAGHAI agrees to repay/refund grant received under SSIP with interest from the date of disbursement if GKS, Government of Gujarat is convinced that the grant is not being utilized for the purpose mandated by SSIP, Government of Gujarat. GKS, Government of Gujarat, reserves the right to recover any such amount.
- c. In case of SFI/GIA, GKS can recover any such amount through the revenue recovery process of the government.

#### 7. Grievance redressal Mechanism

Grievance redressal will be addressed by SSIP Project Proposal Evaluation Committee.





## 8. General Conditions

- a. The MOU will be valid from the date of signing and it will be reviewed every year.
- b. GP, WAGHAI agrees to accommodate any changes that are made in the plan of action from time to time for the implementation of SSIP, Government of Gujarat.
- c. It is mandatory to acknowledge the SSIP support in all appropriate for a in media (both electronics and print), website, annual reports, publicity material, etc. in a visible manner.
- d. The MOU can be modified or revised from time to time with mutual consent of both the parties.
- e. The MOU has to be supported with the following documents:
  - i. Copy of affiliation letter to GP, WAGHAI by statutory body.
  - ii. Legal authority letter in the name of person who is signing MoU on behalf of University/Institute/ College.

Each of the undersigned signatories represent and warrant that he/ she is authorised to execute this arrangement on behalf of the party for whom he/ she signs and that no further authority or execution by any other person for such party is necessary.

To be signed by Representative of GKS and Representative of GP, WAGHAI

GKS	GP, WAGHAI
Name: Smt. Avantika Singh Aulakh, IAS	Name: <i>Chaudhari Hitesh R.</i>
Designation: CEO-GKS and Commissioner, Technical Education	Designation: <i>HOD Mechanical Engg.</i>
Date: <i>31/05/2019</i>	Date: <i>31/05/2019</i>
Sign & Seal: 	Sign & Seal: <i>[Signature]</i> 

Witness:

1.

*(A. Patel)*  
*(ND Patel)*

2.

*Chaudhari Jitendra L.*