Adoption of National Innovation and Start-up Policy (NISP) at Knowledge Institute of Technology (KIOT)

Action Items for September- November 2020

Nominated faculty are required to coordinate with the head of their institute and the committee constituted for the purpose, for completion of below mentioned action items by 15th Nov. 2020.

SN	Tasks/Assignments to Accomplish	Expected Output of the Assignment	Progress Status (Completed/ Under Progress/ Yet to be Initiated)
1.	Identification of experts (balanced mix of experts from within HEI and regional & national eco- system comprising alumni entrepreneurs, start- ups founders, incubation and pre-incubation units, representatives from I&E ecosystem enablers) to become part of the Innovation and Start-up Policy Formulation Committee at Institute level.	Ideally 7 to 11 experts to be identified	Completed
2.	Constitute a committee for formulating Innovation and Start-up Policy at Institute level with NISP coordinator as convenor of the committee.	Committee Formation and scheduling the meetings	Completed
3.	Conduct the first brainstorm session with experts of committee to identify and list the policy level issues, strength areas, weak areas, opportunities, and threats (SWOT) of I&E ecosystem at HEI level taking all major stakeholders into account and prioritize these issues (develop the problem tree as explained during the first training session).	Identify the list of policy gaps and issues which need interventions/actions through policy/guideline formation	Completed
4.	Conduct the second brainstorming session with experts of committee to deliberate upon the policy issues identified and prioritized during the first meeting and develop solution framework with action points/ thrust areas (develop the objective tree or policy logics as explained during the first training session) and also set Key Performance Indicators - KPIs to become part of monitoring & evaluation of I&E policy.	Formulate and list set of action points (categorise into long term, mid-term and short term actions points and classify based on resource consumption and time in months or years required to accomplish) along with KPIs to monitor and evaluate the Progress.	Completed
5.	Validate the policy issues identified and listed through the above exercises by interacting with key stakeholders such as student innovators, entrepreneurs, incubation units existing in the	Stakeholders analysis, validation of action items, and	Completed

	campus or in vicinity and develop a consensus on the action points planned for the intervention. Accordingly, conduct the survey or other technique; develop the base line for the Key Performance Indicators (KPIs) as starting point of I&E policy.	Base line survey of KPIs	
6.	Develop the action plan with clearly defined, vision/mission/goal and objectives to achieve in next 3 year or 5-year with set of activities/programs that you plan to conduct and the KPIs to measure it, the baseline value and fix realistic target for 3 or 5 year to achieve, annual targets, biannual milestones for each KPIs identified. (Above can be prepared in Gantt chart).	Develop the Gantt chart with list of program/ activities (long term, mid-term and short term) and timeline, KPIs, the base value and targets for each KPIs	Completed
7.	Drafting of I&E Policy document- While drafting all necessary care should be taken care to avoid copy and pasting and all the action items are designed & planned should follow the SMART principle (Specific, Measureable, Achievable, Realistic, and Timeline). Clarity should be there for resource mobilization strategy for each program/activity planned and adequate emphasis should be given for Monitoring & Evaluation with proper strategy. HEI may provision and plan for new schemes and programs if required. HEI should explore different avenues of resource mobilization and strategies.	1st Draft of I&E Policy and Review of the draft.	Completed
8.	Preparation of the final draft of I&E policy document, endorsement from committee & due diligence, vetting/ approval by board of studies (or) concerned competent authority before implementation.	Final draft and approval by board of studies	Completed
9.	Resource allocation for implementation with Implementation team formation, deployment and implementation of the I&E Policy with clarity in roles and reasonability.	Resource allocation and Team deployment	Completed
10	Institute may plan to organize orientation session for stakeholders such as students, staff and faculties with active involvement of top leaders of HEI.	Orientation Session for Stakeholders	Completed
11	Public access of information: Use of Social media, website, portal and other mode to reach out to stakeholders on regular basis. HEI is advised to place the I&E documents and programs and announcements regarding upcoming activities and achievements related to innovation,	Development of webpage and use of social media Tag MHRD's Innovation Cell and AICTE, Ministry of	Completed

IPR & Start-up/entrepreneurship for the public access by creating webpage and updating on regular basis. HEI may also plan to create repository of institute originated Innovations, IPR and Start-ups for public access.
 	
It is advised that, the webpage should contain at least below knowledge documents.
 	
  i. Innovation and Start-up policy document of the institute
  ii. NISP document of Ministry of Education's Innovation Cell.
  iii. Start-up Policy document of that concern State govt.
  iv. List of pre-incubation and incubation and IPR support facilities available for students, staff and faculty in the campus with point of contact and users' guidelines if any.
  v. Calendar of activities and highlighting the upcoming activities such as idea competitions, hackathons, workshops, etc. A calendar plan may be developed for the academic year 2020-21.
  vi. Upload the list of Regional Ecosystem enablers such as incubators, accelerators, mentoring agency, Angel funding, Govt. agencies with which either institute has collaboration or partnership or where students can be reached for any guidance or support.
  vii. List of IP support available to students and faculty in the institute or in vicinity or national level.
  viii. Displaying the achievements of student/faculty/alumni, innovators, student/faculty/alumni entrepreneurs, and alumni and incubated start-ups in campus at the regional, state, national and international in the area of innovation, IPR and Start-up.
	Education in Facebook and twitter	

Following this, a status form will be shared with all the nominated faculty to understand the current status of the initiatives taken by the institute for the NISP implementation. Those have completed the two training sessions conducted so far will shortly receive a certificate in this regard.

In case you have missed attending the training sessions, you may visit the following links:

Training Session 1: https://www.youtube.com/watch?v=gD4idxmCPfU
Training Session 2: https://www.youtube.com/watch?v=ntGm7GdlUc8

Presentations of these training sessions are also attached herewith for your reference. For any query reach us at startup@aicte-india.org or can call us as 011-29581317.

For any specific query please write to Shri Dipan Sahu, Asst. Innovation Director & National Coordinator, NISP, Innovation Cell of Ministry of Education & AICTE.

Thanks & regards.
NISP Implementation Team Innovation
Cell, Ministry of Education
All India Council of Technical Education