



GOVERNMENT OF TRIPURA
DIRECTORATE OF INFORMATION TECHNOLOGY

NEW GENERATION INNOVATION NETWORK
(NGIN)

OPERATIONAL GUIDELINES

IT BHAVAN
ITI Road, Indranagar, Agartala

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1. Background:

To support the start-up initiatives of Tripura, creation of an ecosystem that promotes innovation in educational institutions is one of the basic requirements.

Students are encouraged to identify local problems and address those using concepts of frugal innovation, and to develop appropriate technology-based solutions and working prototypes. It is also expected that the mentors assigned to the students help them to formulate a business model based on this new technology and encourage them to think like entrepreneurs.

Financial assistance for running the incubators and for student projects will be provided for smooth implementation of the scheme.

2. Short Title of the Scheme:

The Scheme shall be called “New Generation Innovation Network (NGIN)” for the students of different institutions of Tripura.

3. Objective of the Scheme:

1. The main objective of the scheme is to create an ecosystem that promotes innovation in educational institutions also to encourage students, research scholars and alumni to share their ideas to solve chosen.
2. Innovation center shall provide an ecosystem to convert the ideas into proof of concept and upgrade them to a level of commercial value.
3. After successful incubation, encourage and lead the teams towards setting up a business enterprise.

4. Implementation strategy

1. The Scheme shall be implemented in phased manner. Initially the scheme shall cover Technical Degree colleges and subsequently Polytechnic Institutes & Govt. general Degree College will be covered in phased manner.
2. The Scheme shall be implemented by Directorate of Information Technology in collaboration with Host Institute and fund available for Tripura IT/ITeS Start-up Scheme will be utilized for the Scheme NGIN.
3. Host Institute shall setup required infrastructure for the implementation of the scheme. DIT shall provide one time grant of **Rs. 10 lakh** to setup the infrastructure.

4. Institutions will be selected based on their infrastructure, quality of faculty and excellence in education

5. Duration of the Scheme

The duration of the scheme will be same as the duration of Tripura IT/ITeS Start-up Scheme (3 years). After that the institute will find other source of funding.

6. Eligibility Criteria

Host institute will be selected based on their infrastructure, quality of faculty and excellence in education by State level Committee.

6.1 Infrastructure:

Following minimum specified infrastructure to be made available in the Educational institutions:

1. Minimum 1000 sq. ft. carpet area in a location which is appropriate to host an incubation centre on college / institution campus.
2. 10 computers of latest configuration. (Minimum configurations Core i5 / i7; 5th Gen; 1Tb hard disk, 4GB / 6GB Ram, 3GHz. Monitor at least 21 inches).
3. Work spaces to accommodate up to 5 start project / team / start-ups simultaneously.
4. Well furnished incubation room with furniture's, AC and interior decoration.
5. Independent high-speed dedicated internet connection, uninterrupted power backup and Projection facility, Discussion & Meeting room to be made available on the college / institution campus.

6.2 Manpower

1. One dedicated manpower will need to be appointed as Start-up coordinator with the following qualification.
Minimum Qualification: Technical / Management graduate with at least 5 years of working experience in industry on sales/ Marketing.
2. Selection of minimum two mentors in specific areas of technology / specialization from the Faculty of the Host institute.

7. Selection Process:

All the Technical Institutes are eligible for this scheme. The application form will be collected with necessary documents from the Head of the Institution.

Polytechnic Institute & General Govt. Degree Colleges will be selected on the basis of number of IT related courses offered by the college and the strength of the student on those courses should be more than 100.

Format for application is provided in **Annexure-1**. The committee reviews all applications where NGIN centre could be established.

8. Process of Fund Disbursal

Host institute will be provided one time grant of Rs. 10 lakh to setup required infrastructure for the implementation of the scheme also provide the following expenses.

Operational Expenses:

- a. Each Educational Institute will get a funding of Rs. 5 Lakhs per year to be used towards operating expenditure for the maintenance.
- b. Operational Expenses Grant of Rs. 5 lakh per annum (released in phases of Rs. 2.5 lakhs at a time) shall be operated like revolving fund i.e. upon submission of audited utilization the next instalment could be claimed

Project Fund:

- a) Each Project/team will get a maximum funding of Rs. 1.00 lakhs and college will take up maximum of 5 projects in a year. Each project/idea selected by the host institute shall have to be approved by the State Level Committee.
- b) This fund can be used for
 - I. Procurement of raw materials to develop a prototype or working model to demonstrate the technology solution being suggested. The individual project costs must be estimated at time of application and changes will only be permitted upon approval of the State level Committee.
 - II. These funds cannot be used for procurement of new hardware like computers/laptops, pen drives, printers, scanners, calculators, cell phones, cameras, UPS etc. The new hardware is expected to be provided by the host institution. However if there is a critical need of an equipment which is not present on the inventory of the host institution, the same may be hired on rental

basis at an acceptable rate. Total rental of the equipment must not exceed 20% of the individual project cost.

- III. It will be responsibility of the Host Institution to ensure that appropriate procurement procedures and supporting documents be maintained and produced when asked for.
- IV. All the assets acquired or created from the grant shall be installed in the premises of the NGIN only and will not be placed in any other department/division of the host institute.
- V. NGIN would maintain a record of all the equipment procured. Assets acquired wholly or partially out of government grant, shall not be disposed without the prior approval of the State level committee. All equipment, hardware and the NGIN prototypes will be property of the NGIN and must be retained in the incubation center at all times.
- VI. Should there be a need to dispose any equipment, a written permission with reasons to do so must be submitted to Institute Level committee and a concurrence / clearance / permission must be obtained from State Level Innovation committee for the same.
- VII. Concerned officers of Government or its authorized representatives may visit the Host Institute for ascertaining the progress of work and attempt to resolve any difficulties that might be encountered by the students. All Project and Scheme related documents must be produced by Host Institute for inspection to the inspection committee / officers.
- VIII. DIT will have no responsibility in case any loss is caused to any life or property due to accident, fire or any other reasons. The Host Institute is required to take appropriate safety and insurance measures to safeguard against any loss to human life and property related to scheme. DIT will have no liability on account of any omission or commission of regulatory/statutory requirement by the scheme or its incubatees and their companies.
- IX. Host Institution should open a separate bank account in any nationalized bank to receive grants.
- X. Accounts must be kept properly with all supporting documents.

9. Monitoring and Evaluation:

Monitoring of the scheme will be done at two levels State level and Institution level. State level and Institution level monitoring will be done by State Level committee and Institute Level committee respectively.

The sanctioning authority in the institute must pay due regard to the following:

- i) Each Institute will enter into MoU with DIT.
- ii) Host Institute will also submit an indemnity bond. Indicative MoU is attached in Annexure-II.

Each Start-up student project must a lead by a project leader. The team must agree on deliverables and milestones as proposed in the Project proposal submitted by the team.

- c. **State Level Committee:** State Level Start-up Council will act as State level Committee for the selection, evaluation and monitoring of the scheme. The committee reviews all selected institutions where NGIN centre could be established.
- d. **Institute Level Committee:** An Institute Level Committee will be form in the host institute to monitor the implementation of the scheme and selection of the students.
- e. Institute Level Committee will be chaired by the Principal of the Institute. Senior Professor-Level faculty member shall be nominated as the College coordinator who will serve as member secretary and the Incubation Centre Manager shall be the convener.

This committee should have a minimum 10 members:

SL	Designation	Member
1	Principal	Chairman
2	College Coordinator	Member Secretary
3	Start-up Coordinator	Convener
4	Local successful entrepreneurs	Member
5	Academia Principals of local collages	Member
6	Head / Convener of Alumni cell	Member
7	Local representative of the Collegiate education department	Member

8	Local mentors in specific areas of technology/ specification	Member
9	All Head of the Departments	Invited member
10	Any other member as deemed fit	

Committee will meet periodically and review the progress of each project. This committee must constitute of members from academia, industry and Government and must initiate all steps not limited to implementation of scheme for promoting innovation in education and for developing an ecosystem where students are given the necessary resources and support to convert their ideas into proof of concept.

- f. Each Host Institute shall facilitate to showcase the prototypes and new technologies in appropriate forum to generate revenue and become a self-sufficient / independently functional unit post the funding support from the Government.
- g. Following minimum activities are expected to be conducted by the institution.
 1. Invited talks by Successful entrepreneurs – 2 per annum.
 2. Tech workshops on upcoming areas like IoT, Big Data Analytics, Cloud Computing, ESDM, Bioinformatics, etc. – 2 per annum.
- h. The NGIN Start-up coordinator must interact and promote innovation in academic setting and bring in flair of industry to the academic campus. The innovation could be in social enterprise, technical or non-technical domain. The Coordinator will report to and work with Head of the Host institution on a regular basis. Roles & Responsibilities of Incubation Centre Manager include:
 1. Running of the incubator program.
 2. Basic business coaching and assistance in business plan writing.
 3. Management and operations of the Incubation centre.
 4. Networking and fundraising for innovator groups.
 5. Conduct and coordinate various NGIN and related events etc.
 6. Monitoring of student innovative projects.
- i. Performance of each Institute and its NGIN incubator will be evaluated based on parameters described below.
 - i. Number of projects which have reached prototype stage.
 - ii. Number of IPs generated.
 - iii. Application of solution in the field.

- iv. Key Performance Indicators like:
 - a. Number of companies incorporated.
 - b. Conduct of actual business by student innovator teams.
 - c. Angel / Venture funding received for innovator groups.
 - d. Number of Independent Events conducted.

10. Removal of difficulties

The State level Committee will have the power to remove any difficulties that may arise during the implementation of the scheme

11. Other Terms and Conditions

- a. No right or claim for any grant under this scheme shall be deemed to have been conferred merely on the ground of provision in these guidelines. Implementation of various provisions covering the grants, concessions, etc. will be subject to the issue of detailed guidelines/statutory notifications, wherever necessary in respect of each item by the concerned Administrative Department.
- b. Doubts relating to interpretation of any term and/or dispute relating to the operation of any provision under this scheme shall have to be referred to the State Level Committee for clarification / resolution and the decision of Government in this regard shall be final and binding on all concerned.
- c. The Government may at any time amend any provision of this scheme.

12. NGIN Application Form

Institution Details		
Name		
Address		
Type of Institution	Government / Aided / Private	
Affiliating University		
Details of Management Committee Members		
Institution Profile		
Split of Number of Girl & Boy students		
Split of Number of Women and Men Faculty members		
Number of Departments		
Infrastructure		
Is there any space available(Minimum 1000 sq. ft. carpet area) in a Institute location for setup of incubation centre		
Internet Connectivity details in the Institute		
Power Support and arrangements details		
Faculty Details		
Details of Full-time Faculty		
Faculty with PhD		
Faculty with M.Tech / M.Phil		
Student Result & Placement Details		
Pass % with split of Distinction, 1st and 2nd Class		
Placement % with average CTC details		
Research Activities		
Number of Student research publications in last 1 year		
Number of Faculty research		

publications in last 1 year	
Number of Patents awarded in last 5 years	
Other Activity	
Number of National conferences, number of participants in each	
Number of International conferences, number of participants in each	
Details of the Principal	
Name	
Designation	
Academic Record	
Affiliating Department	
Research Details	