

अभिशासक परिषद् की छत्तीसवीं बैठक का
कार्यवृत्त

MINUTES OF THE 36th MEETING OF THE
BOARD OF GOVERNORS

26th OCTOBER, 2022



भारतीय प्रौद्योगिकी संस्थान मण्डी
कमांद- 175075, हिमाचल प्रदेश

Indian Institute of Technology Mandi
Kamand – 175075, Himachal Pradesh

**INDIAN INSTITUTE OF TECHNOLOGY MANDI
KAMAND, HIMACHAL PRADESH**



36th MEETING OF THE BOARD OF GOVERNORS

WEDNESDAY, OCTOBER 26, 2022

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INDIAN INSTITUTE OF TECHNOLOGY MANDI**Minutes of 36th Meeting of the Board of Governors held on 26th October, 2022 from 02:30 P.M. in the Conference Room, C. V. Raman Guest House, IIT Mandi.**

The following were present:

- | | | | |
|-----|--|-----------------|--|
| 1) | Prof. Prem Vrat
Chairperson, BoG IIT Mandi | Chairperson | |
| 2) | Prof. Laxmidhar Behera
Director, IIT Mandi | Member | |
| 3) | Dr. Pradeep Kumar Agrawal
Scientist, Directorate of Special Projects,
D.R.D.O. Hyderabad | Member | |
| 4) | Prof. Rahul Vaish
Professor & Dean (Academics)
School of Engineering, IIT Mandi | Member | |
| 5) | Prof. Suman Kalyan Pal
Professor & Chairperson
School of Basic Sciences, IIT Mandi | Member | |
| 6) | Prof. Rajeev Kumar
Dean (I & S), IIT Mandi | Special Invitee | } For item no. 36.1.2,
36.3.3, 36.3.4 &
36.3.5 |
| 7) | Dr. Venkata Krishnan
Dean (SRIC & IR), IIT Mandi | Special Invitee | } For item no. 36.3.1 |
| 8) | Dr. Viswanath Balakrishnan
Dean (F&A), IIT Mandi | Special Invitee | } For item no. 36.3.2 |
| 9) | Shri Parminder Jit
Assistant Registrar, Faculty Establishment &
Recruitment, IIT Mandi | Special Invitee | } For item no. 36.3.9 |
| 10) | Prof. Chayan K. Nandi
Dean (DORA), IIT Mandi | Special Invitee | } For item no. 36.3.10 |
| 11) | Dr. Puran Singh
Chairperson I/c, School of Management,
IIT Mandi | Special Invitee | } For item no. 36.3.12 |
| 12) | Dr. Samar Agnihotri
Chairperson, SCEE, IIT Mandi | Special Invitee | |
| 13) | Prof. Satinder K. Sharma
Registrar I/c and Dean (Faculty),
IIT Mandi | Secretary | |

Leave of absence has been granted to the following:

- | | |
|--|--------|
| 1) Principal Secretary (TE)
Govt. of H.P. | Member |
| 2) Shri Hemant Sood
Managing Director & Promoter
Findoc Financial Services Group Ludhiana | Member |
| 3) Shri Krishan Chandra Sharma
Site Head & Sr. Vice President
LUPIN Pharma Limited, Raisen, M.P. | Member |

The Chairperson welcomed all present at the meeting including the special invitees.

Thereafter, the Director welcomed all members including the special invitees.

The meeting started with the presentation of the School of Computing and Electrical Engineering (SCEE) presented by Dr. Samar Agnihotri, Chairperson – SCEE about the school providing a brief overview of the school, growth projections for the school for the next one year and the next five years, along with various initiatives that the school is undertaking to enhance its visibility and accelerate its growth. The Board appreciated the efforts and achievements of the school and suggested the following:

- Awards secured by Faculty may be quantified by numbers.
- Publications in the form of journals and conference proceedings details may be mentioned separately.
- The details of MS and Ph.D. scholars may be segregated.
- Monitoring of citation per faculty per year should be done.

Thereafter, the Director made a presentation on overall progress, development and new initiatives of the Institute including Young Graduate Meet and JTG/IEEE ITSoc summer school, School Camp on Robotics and Artificial Intelligence PRAYAS 1.0, IIT Mandi – Catalyst HST2022, KOICA funding, students intake and various MoUs signed by the Institute. Director also briefed the Board about his recent visit to the U. S. A. in August 2022. The U.S.A. visit opened up many new avenues of funding / donations for the Institute which are under process and would be completed soon. The Chairperson appreciated the initiatives and efforts taken by the Director.

BoG-36.1.0 PROCEDURAL

The Board took cognizance of comments of the Additional Secretary (Technical Education), MoE and Member, Board received vide letter no. 16-9/2018-TS.1 dated 26/10/2022, through email on the agenda items of 36th Board meeting and thereafter, the agenda items were taken up as follows:

Item No.: To confirm the minutes of the 35th meeting of the Board of Governors
BoG-36.1.1 held on 14/06/2022.

It was noted that the minutes of 35th meeting of the Board of Governors (BoG) held on 14/06/2022 were circulated and no comments have been

received. Therefore, the minutes of 35th meeting of the Board of Governors (BoG) meeting held on 14/06/2022 were confirmed, as circulated.

Item No. To note Action Taken Report (ATR) on the minutes of previous meetings of the Board of Governors (BoG).
BoG-36.1.2

Prof. Rajeev Kumar, Dean (I & S) presented the status of the ongoing works along with likely date of completion. The Board noted the concerns of the FC in delayed works and emphasized the need for levying penalty for delay, wherever applicable. Further, the suggestions of FC enclosed as **Annexure-A; Page No. 11** were also noted by the Board

With above observations, the Board noted the ATR.

BoG-36.2.0 ROUTINE MATTERS

Item No.: To ratify the decisions / actions taken by the Chairperson, Board of Governors on the recommendations of the Director/designated Committee, on behalf of the Board of Governors:
BoG-36.2.1

The Board perused the decisions and approvals accorded by the Chairperson, BoG.

On the matter regarding withdrawal of offer for the post of Assistant Registrar in r/o of Mr. Mayank Sharma, the Chairperson, BoG advised to issue caution to the officials involved in the said recruitment process. Also, to avoid any re-occurrence of such incidents, the Chairperson emphasized to strengthen the proper checking mechanism before the selection of the candidate.

Further, the Board thanked the Chairperson, BoG for the decisions and approvals and ratified the same.

Item No.: To note other developments at the Institute.

BoG-36.2.2

The Board noted the developments at the Institute and suggested the following:

(i) To report status of filling up of backlog vacancies in teaching cadre.

The Dean (Faculty) updated the Board about the status of filling up of backlog vacancies.

The Board noted the development and advised to expedite the recruitment process.

(vii) Updates from Internal Complaints Committee (ICC).

The Board noted the updates from the ICC. The Board also advised to develop a mechanism for quick redressal of the Grievances of the employees.

With these suggestions, the other matters as reported vide agenda item no. 36.2.2 were noted by the BoG.

BoG-36.3.0 MATTERS DISCUSSED / RECOMMENDED BY THE STATUTORY BODIES / COMMITTEES/FUNCTIONARIES

Item No.: **To consider the policy for Intellectual Property Rights (IPR) and Entrepreneurship.**
BoG-36.3.1

The Dean (SRIC & IR), special invitee presented the item before the Board and briefed the proposal.

The Board considered the recommendations of the Finance Committee (FC) and appreciated the proposed policies. After detailed deliberations, the Board approved the policy enclosed as **Annexure – B; Page No. 12 to 63.**

Item No.: **To discuss the Separate Audit Report (SAR) on final accounts of IIT Mandi for the F.Y. 2021-22.**
BoG-36.3.2

The Dean (F&A), special invitee presented the item before the Board.

The Board considered the recommendations of the FC and advised that the comments of the CAG should be complied. A procedure may be evolved to carry out the stock verification periodically so that the physical verification of stocks and assets including the library can be accomplished in a timely manner. Further, the internal audit mechanism should also be strengthened.

With these suggestions, the Board ratified / finalized the Separate Audit Report (SAR) on final accounts of IIT Mandi for the F.Y. 2021-22.

Item No.: **To consider the proposal for creation of hostel for married research scholar cum project employees.**
BoG-36.3.3

The Dean (I&S), special invitee presented the item before the Board.

The Board considered the recommendations of the FC. After detailed deliberations, the Board approved the creation of hostel for married research scholar cum project employees amounting to Rs. 10 Cr. from HEFA savings and to carry out the construction work through Construction Wing of IIT Mandi.

The Board further resolved to send the proposal to HEFA Board and Ministry of Education for approval, as per the advice of the Ministry.

Item No.: **To consider the Proposal for construction of road connecting north and south campuses of IIT Mandi.**
BoG-36.3.4

The Dean (I&S) special invitee presented the item before the Board.

The Board considered the recommendations of the FC and after detailed deliberations, the Board approved the estimate amounting to Rs. 30.82 crore and to take up construction through Construction Wing of IIT Mandi

by inviting separate tender for road and bridge work respectively. Funds of Rs. 29.5 crore is available under already sanctioned HEFA loan and balance can be arranged from IRG. As per the advice of the Ministry the proposal shall be sent to the HEFA board for approval.

Item No.: **To consider the proposal for construction of undergraduate student hostel to accommodate future expansion.**
BoG-36.3.5

The Dean (I&S) special invitee presented the item before the Board.

The Board noted the observations of the FC that IIT Mandi is left with no hostel facilities after the intake of new UG batch of 350 students. IIT Mandi is in an isolated location, hence new PG students have no option to stay outside the campus. Given the urgent situation, the Board approved the proposal amounting to Rs. 14.18 crore, as recommended by the FC.

Item No.: **To consider the proposal for re-organization of Academic Structure.**
BoG-36.3.6

The Dean (Academics), presented the item before the Board and briefed the proposal.

The Board appreciated the proposal and after discussion the Board suggested minor changes and resolved to approve the re-organization of the Academic Structure. After incorporating suggested changes, the approved Academic Structure is attached as **Annexure – C; Page No. 64 to 65.**

Item No.: **To consider the inclusion of Director or his nominee in the existing committee composition for Faculty Performance Review Process.**
BoG-36.3.7

The Dean (Faculty), presented the item before the Board and briefed the proposal.

Considering, the present number of full – time Professors at the Institute the Board resolved to defer the item with an advice to continue with the existing practice.

Item No.: **To consider the revision / inclusion of provision for per diem remuneration in approved guidelines for appointment of Honorary/ Visiting/ Adjunct/ Distinguished/ Emeritus/ Joint Practice Faculty Members.**
BoG-36.3.8

The Dean (Faculty), presented the item before the Board and briefed the proposal.

After brief discussion, the Board resolved to defer the agenda item with the advice to route the proposal through the Finance Committee (FC).

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Item No.: To consider the appointment of Senior Executive Officer at the Office of Dean Resource Generation and Alumni Relations (DORA).
BoG-36.3.10

The Dean (DORA), special invitee presented the item before the Board.

After detailed deliberations, the Board approved the proposal as suggested by the FC, which is enclosed as **Annexure-E; Page No. 67.**

Item No.: To consider the creation of a post of Law Officer in the Institute.
BoG-36.3.11

The Registrar i/c, presented the item before the Board.

After detailed discussions, the Board approved to utilize the vacant position of Assistant Registrar. The candidate having Law degree and relevant experience in legal matters should be preferred, as recommended by the Finance Committee

Item No.: To consider the creation of Senior Career and Placement (CnP) Cell
BoG-36.3.12 **Executive/ Placement Officer (MBA program).**

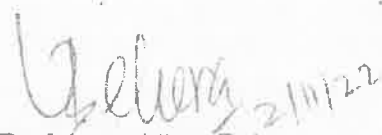
The Chairperson - School of Management i/c. special invitee presented the item before the Board


The Board recommended that an Institute level placement officer be recruited utilizing one of the approved position as per rules.

Item No.: Additional agenda placed on the table with the permission of the
BoG-36.3.13 **Chairman, if any.**

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Thereafter, the meeting concluded with a vote of thanks to the Chair.


Prof. Laxmidhar Behera
Director, IIT Mandi


Prof. Satinder K Sharma
Registrar i/c & Secretary, BoG


02-11-2022
Chairperson, Board of Governors

Item No. 32.2: Action Taken Report (ATR) on the minutes of previous meetings of the Finance Committee.

The Finance Committee suggested the following:

- Item No. 18.5** Erection work of 33kV outgoing side and control panel is pending rest of work has been completed. HPSEBL is demanding additional Rs. 33 lacs for same. As per 38th B&WC suggestion held on 14th Oct. 2022, meeting is being schedule with HPSEBL & justification for additional amount shall be obtained & if justified FC endorsed the view of B&WC and suggested that matter shall be brought as additional agenda in B&WC if justified, then to FC/BoG for consideration.
- Item No. 26.3** Work is 80% completed. NBCC has been asked to submit working programme of balance work indicating material and manpower to complete the balance work which shall be reviewed by IIT Mandi. NBCC has intimated that work shall be completed by 30th Nov., 2022. Reason for delay was necessity of retaining wall which was required to be constructed because of huge landslide from back side of building.
- Item No. 26.5** Proposal was withdrawn & alternate proposal presented in 38th B&WC held on 14th Oct., 2022, B&WC recommended the proposal for approval to FC/BoG. FC has considered the proposal and recommended for approval to BoG as agenda item in this meeting.
- Item No. 29.6** Proposal is being implemented in phase manner for 1st phase boundary along river in north campus & some part in south campus in length of 1200 meter has been considered at a cost of Rs. 1.08 Cr. Tender for same is being floated and shall be completed in 120 days from the date of award which shall likely be during Dec., 2022. Rest of work shall be taken up in other phases as per availability of funds.
- Item No. 29.7** Current proposal is withdrawn in view of observation of faculty members & because of shifting of site to more accessible location. New proposal is being worked out by internal planning & design cell. Likely budget shall be within previously sanction budget of Rs. 2.49 Cr. As per direction of FC, fresh proposal shall be put up to B&WC & thereafter to FC/BoG for consideration

Indian Institute of Technology Mandi



Intellectual Property Rights (IPR) Policy

Section 1: Introduction

1.1. Preamble:

Indian Institute of Technology Mandi (also referred to as IIT Mandi) is an academic Institute of National Importance set up with a vision of becoming a leader in science and technology education, knowledge creation and application. Its missions are to create an environment in which new ideas, innovations and forward thoughts can flourish, to create a knowledge base through team effort and individually for the benefit of society, and to foster the spirit of innovation among its members, which will solve problems of global and national importance, especially the ecologically fragile Himalayan region.

The Institute accepts the importance of innovation and facilitates the commercialization of novel innovations for public and private entities. The Intellectual Property Rights (IPR) Policy protects the rights of IIT Mandi's Inventor(s), i.e., faculty, students, alumni, project staff, supporting staff, visitors and others associated with the institute by giving them the option of acquiring intellectual property protection for a novel work or keeping it in the public domain. The policy promotes IIT Mandi's Vision and Mission by protecting and transferring breakthrough technologies. Using novel technologies' intellectual property rights, it encourages IIT Mandi faculty, students, and researchers to engage in technology transfer. This policy aims to safeguard, protect, and commercialize Institute-generated IP. The IP policy provide guidelines for commercializing IP generated to further strengthen Institute and member rights. All members of the Institute and associated parties must follow this IPR policy. This document also aims to resolve IP rights disputes with honor and respect for all parties. With an ever-changing IP scenario and societal perspective, the policy may be amended to meet the needs of the Institute, its members, and associated parties. The policy will be implemented by the Intellectual Property & Technology Transfer (IP & TT) cell reporting to Dean, Sponsored Research & Industrial Consultancy (SRIC).

1.2. Purpose

The information contained in this document pertains to an intellectual property rights (IPR) policy and associated administrative procedures designed to enable IIT Mandi to fulfil its primary responsibility of nurturing, inspiring, and encouraging creative activities in the field of science and technology in the broadest sense. The policy establishes standards to protect

the legitimate interests of faculty, students, alumni, project staff, supporting staff, IIT Mandi visitors, and others associated with the institute. It provides an administrative system for the ownership, control, and transfer of institute-developed and institute-owned intellectual property. The policy attempts to avoid conflicts between competing interests as much as possible.

1.3. Definitions:

The following terms will be used in the document with all of their meanings as per definitions provided below:

- a) **Institute:** Indian Institute of Technology Mandi, Himachal Pradesh or IIT Mandi
- b) **Member:** Faculty (of all types including teaching fellows), staff, postdoctoral fellows, students, alumni, visitors and others working in the institute. The members are privileged to make use of the infrastructural and/or intellectual resources of the Institute
- c) **Associated member:** Person belonging to above category with their nature of association with the Institute in contractual form or limited to a certain period.
- d) **Creator or inventor:** Member of the Institute or associated party responsible for creating an IP using Institute facility in any form.
- e) **Copyright:** Rights (exclusive) granted by law for a certain duration of time to a sole creator or group to publish or reproduce in any form his or her novel work.
- f) **Director:** Director of Indian Institute of Technology, Mandi
- g) **IP:** Intellectual Property - Any work created by intellectual efforts of the creator(s).
- h) **Patent:** Patent grant under rules or provision of Indian Patent Act.
- i) **Patentee:** A person or entity whose name is entered in the register of patent for a fixed duration of time as per Indian Patent Act as generator, inventor, or proprietor of the patent.
- j) **Revenue:** Any payment received as per agreement between Institute and paying party usually towards legal use of an IP through license.
- k) **Collaborator or third party:** External Organization or Individual who is not affiliated with IIT Mandi and engages in collaborative work with Institute's member(s) or associate member(s). Collaboration can be in-kind, monetary, or in the form of facility extension. The revenue generated by such IP or copyright material through collaborative work, will be subjected to a revenue sharing policy governed by the MOU between IIT Mandi and the party involved in collaboration.

l) **Agent:** Individuals or organizations hired by the Institute to perform specific tasks as determined by the IP & TT Cell.

m) **Ownership:** The entity that owns the intellectual property and copyrights.

n) **Exclusive Licensing (EL):** An exclusive license allows a licensor to share intellectual property with a licensee for a set period, with the licensor agreeing not to share the property with anyone else. However, the Institute will have a periodic review on the nature of usage of license. The assigned party must inform the IP & TT Cell of IIT Mandi towards the nature of utilization of the license.

o) **Non-Exclusive licensing:** In this case Institute will have the right on the nature of utilization of the license. This type of license will also be subject to periodic review towards nature of license utilization. The assigned party needs to take approval from IP & TT cell at every stage of utilization of the license.

1.4. Administration of IPR Policy:

1.4.1. Applicability:

This policy is applicable to all the Institute members and associate members, students, alumni, staff, etc. and their range of activities such as, but not limited to, teaching, research, distance education, continuing education program, consultancy, sponsored work, collaborative research (internal and external) and the range of inventions includes patentable subject matter, trademark/service mark, design registrations, and other related necessary confidential information. The evaluation of academic work related with the creation of intellectual property will be governed by the Institute norms, where applicable.

1.4.2. Implementation of IPR Policy:

The IP & TT Cell will be responsible for implementation of the IPR Policy and will report to Dean SRIC. The IP & TT cell's recommendations pertain to IP evaluation, assigning ownership, reasonability for commercialization of IP, IP filing support, licensing terms, and so on; and will be approved by Dean SRIC.

1.4.3. Administrative Mechanism:

All requests for IP filing and Institute support must be submitted to the IP & TT cell, which will facilitate subsequent action through a proper procedure. Prior to presenting the

invention to the IP & TT cell, the potential patentee must ascertain the patentability of the invention/work. The composition of the IP & TT cell will be as described below:

- 1) Coordinator, IP & TT Cell – Chairperson
- 2) Concerned School Chairperson – Member
- 3) Two experts (to be nominated by Dean SRIC)
- 4) Co-coordinator(s) of IP & TT cell
- 5) Assistant Registrar SRIC - Secretary

1.4.4. Powers to Amend IPR Policy:

The IIT Mandi Board of Governors will have the authority to modify or introduce a new IPR policy as deemed necessary. The changes or new policy shall apply to all faculty, students, project employees, support staff, and visitors. IIT Mandi, through its Director, will have the authority to create and modify administrative mechanism, administrative bodies and assign roles and responsibilities to various individuals/existing entities in order to adapt administrative procedures to changing conditions.

1.4.5. Appeal Procedure:

In the event of a dispute or grievance regarding the ownership of intellectual property, the processing of IP proposals, the procedures adopted for the implementation of the IPR policy, or the interpretation of the various clauses of the IPR policy, any aggrieved party may appeal to Dean SRIC. Efforts shall be made to amicably resolve the concerns of the aggrieved party through the Dean SRIC and IP & TT cell. If the appellant disagrees with the decision of Dean SRIC, he or she may appeal to the Director of IIT Mandi, whose decision will be final.

Section 2: Intellectual Property and its Ownership

Ownership:

The following parts pertain to the ownership rights of an IP under various conditions.

2.1. Ownership of patents, copyright on software, industrial design, layout design, new plant variety, etc.:

Case 1:

Intellectual property is owned by the Institute, if:

- a. It has been solely developed by the member using the Institute resources.
- b. It was produced with partial Institute funds/facilities and an external agency. If there is no prior approved agreement or memorandum of understanding between an external agency and the institute, then the institute will own all IP rights.
- c. It was created under any contract agreement, including work-for-hire, commissioned work, or outsourcing by the institution.
- d. It has been developed in accordance with a contract under which all rights and ownership have been transferred to the Institute.

Case 2:

Intellectual property is owned jointly by the Institute and other party, if:

- a. It was created with the assistance of external funding or collaborations. In such cases, the Institute (or the associated member(s)) and the collaborating or funding entity must engage into a prior agreement/MoU.
- b. It was created by an Institute member during his or her visit to a collaborating agency/firm/other Institute/lab/company. In such instances, the Institute (or affiliated member (s)) and the collaborating or sponsoring entity must engage into a prior agreement/MOU (s).

Note: A prior agreement or MoU must ensure that both parties, i.e., Institute and the other party, receive the benefits.

Case 3:

Intellectual property is owned by the inventor or jointly by the inventor and other party, if:

- a. None of the situations and conditions listed in Case 1 and Case 2 exist or occur.
- b. If the inventor's work for IPR is unrelated to his or her job with the Institute. It is also expected that any such work for which the inventor wishes to retain IP rights will be performed outside of the Institute's normal business hours.
- c. It should also be mentioned that if the inventor undertakes some work outside the Institute and his/her stay and/or any other expenses are covered by the Institute, then the work falls under Case 1 or Case 2.

Note:

1. The individual must normally use his or her finances to file for a patent. Depending on the prevailing circumstances, institute may extend support with the approval of the competent authority.
2. At any time, if any non-compliance related patent filing comes to the notice, appropriate action shall be taken in accordance with the institute norms and procedures.
3. Before leaving the institution, the inventor must assign the rights to the disclosed intellectual property to Institute and agree to the terms and circumstances for sharing any financial gains derived from the commercialization of such IP.
4. The Institute may obtain legal advice prior to filing a patent.
5. In addition to the provisions listed in the policy, Institute may, with the consent of the Competent Authority, insert other provisions.

2.2. Design Rights:

The design right for a created component (physical or graphical, of any size) is governed by the IP inventions policy outlined in this section (2.1.).

2.3. Trademark(s) / Service Mark(s):

The logo of the Institute would be the trademark of the Institute. It is to be noted that the logo of the Institute cannot be used on any of the private communication of any of the institute members. The Institute logo is permitted by default on official activities that are part

of the officially recognized bodies of the institute, web pages hosted on the institute domain, project websites and conference slides and reports in which institute is a project member or the member is from institute, and student theses. All other uses of the Institute logo and institute name, whether in full or in partial, require prior approval from the appropriate authority.

2.4. Copyright:

2.4.1. Ownership of copyright:

All copyrightable book publications, written, audio, and video material shall be transferred to the author, with the following exceptions:

- a. If the work is the result of sponsored research and/or a collaborative effort, then the copyright should be subject to a prior agreement between the parties involved. This agreement will be made in consent with the IP & TT cell.
- b. Institute shall own the copyright if the work is created using Institute resources.
- c. Institute shall own all intellectual property rights to works created within the framework of its distance learning or academic promotion program. However, the creator will be permitted to use the material in his or her professional capacity.
- d. Institute will retain ownership of any trademarks or service marks that it develops.

2.4.2. Evaluation of copyrightable academic work associated with IP creation:

This will be subject to the IP & TT cell of the Institute. Any agreement with an external agency that necessitates a delay in public disclosure for the purposes of intellectual property protection should typically not be in effect for more than three months after the Institute notifies the agency.

2.4.3. Relevant creations and ownership:

In accordance with this policy, Institute is assigned the title to any creations, including literary works, software, designs, music, cinematography, sound, and other rights covered by the Copyright Act of India 1956 and any amendments thereto, that are made using Institute resources. The Institute is the owner of all documents resulting from assigned work. Other examples include course outline documents, question papers, answer sheets, and a grade ranking sheet. At the time of submission to the Institute, all creations must ensure that the

inventors' agreement/acceptance is filled out and satisfied. This agreement would stipulate the proportional distribution of any profits derived from the commercialization of the aforementioned creation. In the absence of such an agreement, the clause on revenue sharing contained in this document shall apply.

2.4.4. Ownership exemptions:

The IP & TT cell reserves the right to modify these exemptions as needed. Copyright being present by default on any material being created, the policy provides the following ownership exemptions for various creations resulting from member(s) or associated member(s) of the Institute's personnel activities.

2.4.5. Teaching / Course material:

Institute acknowledges that the author is the owner of any teaching materials created during the author's engagement with or stay at Institute. As the majority of course content is created cumulatively, and to enable a wider usage and distribution of the teaching materials created, the Institute automatically receives a license to the copyright and all other rights of the content created by the creator for fair use in an academic or research context. Institute is not responsible for any content-related copyright violations committed by its employees. Authors are expected to exercise due diligence during content creation.

2.4.6. Online Courses:

The copyright clearances for online course materials and academic course materials are distinct. The content and materials created will be the property of the course designer. Note that the course creator, course instructor, and course coordinator may or may not be the same person. The course creator is expected to obtain the necessary copyright approval from the IP & TT cell for all course materials. The Institute owns the course structure, course outline, and promotional materials developed for any online course for any purpose. Institute is not responsible for any content-related copyright violations committed by its employees. The creator is expected to exercise due diligence during the content creation process.

2.4.7. Thesis:

This includes all UG, PG and Ph.D. theses and various forms of reports submitted by the students. For ownership of thesis, the policies will be governed by following rules:

- a) The student is the original author of the thesis, which is revised with the supervisor's contribution (s). Since the student has made a substantial contribution to his or her thesis, the copyright belongs to the student creator.
- b) The student creator and the relevant supervisor(s) can jointly hold ownership with prior agreement. If desired, the supervisor(s) can waive their joint ownership. For such exemptions, relevant approval will be made available.
- c) The Institute reserves the right to identify potential intellectual property generated by the submitted thesis and protect such identified IP prior to making the thesis accessible to the public. Institute is granted a non-exclusive, non-commercial license for the display and academic research use of the thesis.
- d) In the case of a thesis supported by external funding, the copyrights belong solely to IIT Mandi; however, the external supervisor(s) may be co-authors along with the IIT Mandi student(s) and thesis supervisor(s). In the absence of a specific agreement, the IP and Copyright policy of IIT Mandi will apply in these instances. This requires a non-disclosure agreement (NDA) between the parties involved.
- e) Where applicable, both the student(s) and the faculty supervisor(s) have the right of first refusal for any further adaptations and other derivative works that either party intends to create. They have three months from the date of the official request to exercise their right to decline. The official request should at a minimum include the identified adaptations.
- f) If no response is received within three months, it will be assumed that the presented proposal has been accepted. Either party may approach the IP & TT cell with a resolution proposal. Institute reserves the right to use the thesis for educational and research purposes regardless of any agreement.
- g) Unless a specific non-disclosure agreement exists with a third party, the institute has the automatic right to publish the thesis in soft and hard copies.

2.4.8. Articles, short notes, books and other printed material (both soft and hard copy):

The Institute promotes the dissemination of knowledge to a larger population. Therefore, the Institute will have no rights to such content. However, it is strictly prohibited

to display the Institute logo in any form on personal materials, online websites, cover pages, or social media pages without permission. For the Institute logo to be displayed on personal materials, online websites, cover pages, or social media pages, prior approval from the appropriate authority is required. In the event that multiple individuals or organizations contributed to the creation of Articles, Short notes, books, or other printed materials, the royalty will be shared. If the material is created under the instruction of the Institute, by a member of the Institute (or a member affiliated with the Institute), or by using a significant portion of the Institute's facilities, the copyright will exclusively remain with the Institute. Before publishing any material related to their research conducted at IIT Mandi, students must always obtain approval from their faculty advisor/supervisor.

The Institute has a strong desire to own its intellectual property creations (subjected to above conditions). All such IP shall be utilized for the Institute's, its members', and associated members' benefit. Institute will also credit the creator of all such intellectual property(s). IP & TT cell will determine the nature of the credit.

2.5. Disclosures:

- a) For all inventions produced at the Institute, the inventor(s) must disclose the creative work to the IP & TT cell as soon as possible using the Institute's Invention Disclosure Form (IDF) before approaching for patenting.
- b) Disclosure is a vital component of the IP protection procedure, as it formally documents claim of inventorship, the date of the invention, and other information about the invention. The inventor(s) must assign Institute the rights to the disclosed invention.
- c) For sponsored and/or collaborative activities, the contract provisions regarding disclosure of creative work apply.
- d) All Institute members and non-Institute members associated with any Institute activity shall treat as confidential all IP-related information disclosed to the IP & TT cell and/or whose rights have been assigned to the Institute, or whose rights rest with Institute personnel. This confidentiality shall be maintained until the date specified in the relevant contract, if any, between the parties involved, unless the information is in the public domain or is generally available to the public.
- e) In order to expedite and complete the procedural and legal formalities of IP protection, all inventors/creators of the Institute are required to sign such identified

documents and assist in empowering and enabling the Institute to fulfill these mandatory requirements within the prescribed time frame.

2.6. Assessment of Inventions / Innovations for protection

The Institute shall assess the patentability of the invention and make one of the following recommendations:

- a) The Institute will assume responsibility for the protection of the IP, in which case it will initiate the necessary processes.
- b) If the Institute does not assume responsibility for IP protection, the inventor(s) or creator(s) may choose to protect the IP on their own. Nonetheless, Institute shall retain ownership rights. In such cases, the revenue sharing clause presented in this document will govern the cost and revenue sharing. Inventor and Institute may enter into a separate, more specific agreement with the approval of the Director, IIT Mandi.
- c) Submission of IP applications in foreign nations: Within a reasonable timeframe of filing a complete IP application in India, the Institute shall determine, based on available information, whether protection of the invention in foreign countries is appropriate.
- d) If Institute chooses not to undertake such protection in any country requested by the inventor(s), the creator(s) may choose to protect the creative work independently. Nonetheless, Institute shall retain ownership rights. In such instances, Institute and the inventor / creator will enter into a separate agreement governing cost(s) and revenue sharing.

2.7. Renewal of IP Rights:

A decision regarding the annual renewal of IP rights will be determined by the IP & TT cell and will be approved by Dean SRIC. If IP & TT cell decides not to renew the IPR in any country, it may assign the IP rights in that country to the creator(s) based on a request from the creator(s) and an internal review. In all cases where IP rights in a particular country have been reassigned to the inventor(s), the Institute shall not be entitled to any share of profits earned through that IP in that country, with the exception of costs already incurred.

Section 3: IP Licensing and Agreements

The Institute understands both the commercial needs and the security and safety requirements in the form of intellectual property, particularly regarding ground-breaking technologies. The Institute works hard to strike a balance between the primary goal of disseminating and promoting academic and research findings and the primary requirement of meeting this critical requirement. This will ultimately result in the technologies that were developed either by the Institute itself or in conjunction with another party. The Institute shall strive to market its intellectual property and identify potential licensees. This procedure should be assisted by the inventor(s). The Institute may subcontract the commercialization of intellectual property to (Government/Private) Technology Management Agencies. The inventor(s) may also contact potential licensee(s) on their own during technology marketing discussions, while maintaining confidentiality and taking all necessary precautions not to affect the value of the IP through appropriate agreements, such as Non-Disclosure Agreements (NDA) with the approval of the competent authority.

3.1. Licensing types and provision of granting license:

The nature of the invention or innovation will determine the type of license granted. The following licensing Committee will make recommendations to Dean SRIC regarding licensing and other relevant matters for approval.

- 1) Coordinator, IP & TT Cell – Chairperson
- 2) Concerned School Chairperson – Member
- 3) Two experts (to be nominated by Dean SRIC)
- 4) Co-coordinator(s) of IP & TT cell
- 5) Assistant Registrar SRIC - Secretary

Licenses are defined as Exclusive and Non-Exclusive license:

3.1.1. Institute, as a Government of India funded institution, encourages non-exclusive licensing for the broader application of innovations developed at the Institute. Under specific circumstances, Institute may consider exclusive licensing. These exceptions are decided by the licensing committee.

3.1.2. In the case of platform-wide use of inventions/innovations and/or where significant resources/efforts must be expended by the licensee in order to use the IP, the Institute may consider granting an application- and/or region-specific or global exclusive license. The licensing committee will conduct due diligence, including but not limited to the business plan, business model, milestones, and usage plan of the IP in question, as well as other pertinent information as required, in order to determine the type of licensing to be provided.

3.1.3. Licenses are granted to businesses, not individuals. The license may be restricted to the IP in question and not its enhancements or modifications. The granted licenses are subject to periodic review, which includes the operational status and accessibility / availability of the utilized IP. The licensing committee reserves the right to extend, modify, or terminate the existing license type based on its review of licensing activities.

3.1.4. Non-Exclusive licensing is the favored method. Exceptions will be made based on the project's funding and any other pertinent requirements. The licensing committee will conduct periodic reviews of exclusive licenses, including but not limited to usage status, application and/or region-specific royalty generation for the continuation of such license agreements.

3.1.5. The licensing committee will have the authority to hire an external commercialization agency.

3.1.6. The licensing committee may recommend granting licensing rights to an incubated/ startup company. Once the appropriate License type is granted to an incubated company, they must honor the revenue split agreement with the incubator (if any). Failure to do so may result in the incubated company being blacklisted and subjected to appropriate action.

3.1.7. If the incubated/startup company is offered an exclusive license and fails to achieve commercial breakthrough within the allotted time, the startup will lose its exclusive license status.

3.2. License Exemptions

Institute may provide the exception on issuing of licensing rights subjected to following conditions:

3.2.1. In an event, the inventor(s) and an external party(ies) request the license of the same Institute-owned intellectual property at the same time, preference for licensing may be given to the inventor(s) based on the nature of the technology and other factors.

3.2.2. Regardless of the license provided, the Institute retains the right to research exemption and experimental use for patents, design rights, and fair use of copyrights and trademarks on an Institute-wide perpetual license in order to fulfill its fundamental academic and research objectives. This will include the right to publish, as well as the use of technical data, methods, products, and related services resulting from earlier research that has been licensed for the aforementioned activities.

3.2.3. In the case of inventions by its faculty, students, alumni, staff, visitors and others associated with the institute under lien/sabbatical/visit/internship, the Institute may exercise their right to access such intellectual property created for the sole purpose of academic work and research under license exemption and fair use, conducted within its jurisdiction. During their external stay, the stakeholders are encouraged to disclose the invention using an appropriate invention disclosure form.

3.3. Revenue Sharing

The net earnings from the commercialization of IP owned by Institute or in-case where license of the IP is given to an Institute member/external or internal member(s)/agents/users.

(a) The inventor(s)/creator(s) share would be declared annually (or as revenues are received), and disbursement would be made to the inventor(s)/creator(s), their legal heir, regardless of whether the inventor(s)/creators are affiliated with the Institute at the time of disbursement.

(b) The ratio of revenue sharing between the inventor(s) and the organization will be governed by subsection 3.3.1. IP protection costs will be included in the Institute and inventor license revenue sharing agreement(s). As the need arises or is brought to the attention of the institute's authorities, this revenue model may be modified with the approval of the Director.

3.3.1. Revenue sharing model:

For all cases the revenue generated by any type of IP or license will be as follows:

Case	Net earnings	Inventor(s) Share	Institute Share
1	Income generated from Licensing/ Technology Transfer/ royalty generated from/by the IP or any activity	60 %	40 %*

(a) The institute may consider accepting equity in the licensee company as part of the license fees. For such equity arrangements with the inventor, the institute shall make a case-by-case determination.

(b) The creator(s) share would be declared annually and distributed to the creator(s), their legal heir, regardless of whether the creators are affiliated with the Institute at the time of distribution.

(c) Co-creators of IP must sign a distribution of IP earnings agreement at the time of disclosure, which specifies the percentage distribution of IP earnings to each co-inventor. The Distribution of IP Earnings Agreement can be modified at any time by mutual consent of the inventors.

(d) Institute will always ensure and seek the protection of its and its members' rights in all circumstances. If it is determined that the rights of the Institute or its members have been violated in any way, the Institute reserves the right to take all appropriate legal action.

(e) Cost and revenue sharing will be governed by a separate agreement between the institute and the inventor/creator where applicable and when the institute reassigns IP rights to its creator(s) for any country(s). The inventors may modify the distribution of IP earnings agreement at any time by mutual consent, subject to approval from Dean SRIC.

The revenue sharing model and the associated clauses may be amended time to time based on the requirements with the approval of the Director. The requests for the same will be processed through IP & TT cell and Dean SRIC.

3.4. Infringements, Damages, Liability, and Indemnity Insurance

In any contract between the Institute and the licensee, the Institute shall seek indemnification from any legal proceedings, including but not limited to manufacturing

defects, production problems, design guarantee, upgrades, debug obligations, and created content. In addition, the policy supports the need to indemnify Institute personnel as stipulated in license agreements for sponsored research and consulting work. Institute shall retain the right to litigate infringements of its intellectual property and licenses.

3.5. Conflict of Interest

The inventor(s) must disclose any potential conflicts of interest when engaging in IP-related activities. If the inventor(s) and/or their immediate family have a financial interest in a licensee or potential licensee company, they are required to disclose this interest. A license issued by the Institute to a company in which the inventors have a stake, and a management position is subject to the approval of Dean SRIC in light of the aforementioned considerations. All members of the Institute are bound by the Institute's conflict of interest policy/guidelines, as applicable from time to time.

3.6. Jurisdiction

All agreements and forms to be signed by Institute will preferably have the jurisdiction of the courts in Himachal Pradesh and shall be governed by appropriate laws of India.

3.7. Agreement Procedure and Form Management:

The nature of the agreements made between different parties normally comes under following heads:

- a) Confidentiality Agreement / Non-Disclosure Agreement
- b) Consultation Agreement
- c) Evaluation Agreement
- d) Research and Development Agreement
- e) License Agreement
- f) Technology Transfer Agreement
- g) Alternative Dispute Resolution Agreement
- h) Collaborative MoU with University / Organization

Depending on the needs, additional agreements may be developed by adhering to proper procedures. Director, IIT Mandi is the approving authority for all the categories of agreements and these will be processed with the recommendation of Dean SRIC. The SRIC

section will facilitate the drafting of such agreements by providing templates and professional consulting services.

References:

1. IPR policy IIT Delhi
2. IPR policy IIT Kharagpur
3. IPR policy IRCC IIT Bombay
4. IPR policy IIT Kanpur
5. IPR policy and guidelines IIT Roorkee
6. IPR policy IIT Hyderabad
7. IPR policy IISc Bangalore

Enclosures:

1. Annexure 1 – Intellectual Property Disclosure Form
2. Annexure 2 – Intellectual Property Agreement with all Members/Associate Members of IIT Mandi

These annexures may be revised periodically depending upon the requirements with the approval of Dean SRIC as per the recommendations of IP & TT Cell.

Annexure 1
Intellectual Property Disclosure Form

Title of the invention:

Inventor(s) or Creator(s) who have contributed or conceived an essential element of the invention, either independently or jointly with others during evolution of the technology concept or reduction to practice:

Name: 1)2).....3).....

(Names of all the Inventor (s) or Creator(s) involved to be included)

Position:

(Mention current position in serial order as above)

School:

(Mention the School)

Phone:

(Corresponding Inventor)

Email:

(Corresponding Inventor)

Brief description of the invention: (Add separate sheets for answering all the points below as Annexure 1a, 1b ...)

How does this invention relate to new processes, machines, compositions of matter, etc.?
Please cover the following points:

(a) Describe the invention so that the other faculty of the Institute who are knowledgeable in the field can evaluate the technical and commercial merits of the technology.

(b) Is the proposed invention, an extension of your own previously published work? Provide complete information of such work along with the relevant NDA and MOU if applicable.

(c) What are the advantages of the present invention over the comparable inventions?

(d) Has the invention been tested experimentally? Are experimental data available? If yes kindly provide them along with this form.

(e) Has the invention been patented or protected under confidentiality agreement?

(Please provide additional sheets to elaborate and to attach sketches, drawings, photographs and other materials that help illustrate the description).

Commercial potential:

What are the:

(a) Possible uses/application areas and/or products you feel may embody aspects of your technology and

(b) Possible end-users

(c) Potential marketability including commercial suggestions viz.,

(1) Input required,

(2) Production capacity, where applicable,

(3) Raw material requirement,

(4) Transfer form,

(5) Target companies and countries,

(6) Economic viability and commercialization aspect,

(7) Potential long-term utilization and development.

(8) Societal impact

(Please provide as much information as possible; attach extra sheets as required)

Prior disclosure and possible intent:

Has the invention been disclosed to industry representatives or third parties? Has any commercial interest been shown in it and of what nature? Name of companies and specific individuals and their titles.

Product Development stage:

Give your inputs on the current stage of development of the product as it relates to its marketability (indicate appropriate response):

1. Current status of the TRL:
2. Initial (needs substantial work to bring market)
3. Design stage (Just experimental work is done)
4. Fabricated and Tested (could be brought to market with significant investment)
5. Of the shelf (could be brought to market with nominal investment)

Do you know of any other inventions that are congruent with this invention or in parallel with any of above stage?

Signature of Inventor(s) with date

I/We the undersigned, (*Names of all the inventors should be included*) -----
----- hereby certify that ----- (the "Work"; attach
additional sheet if necessary to accurately describe the work) was specially commissioned by
and is to be considered a "work made for hire" by IIT Mandi, herein after referred to as
Institute with address at Indian Institute of Technology, Mandi, Himachal Pradesh 175075,
India, and that IIT Mandi is entitled to all patent/copyright/trademark and all other
intellectual property rights thereto.

Without limiting the foregoing, for product (including all hardware, software, copyrightable
etc.) consideration, receipt of which is thereby acknowledged and in accordance with the
above entitlement of Institute to Intellectual Property generated by me/us, I/We hereby
assign and/or transfer to Institute, its successors and assign, absolutely and forever, all right,
title, and interest, throughout the world in and to the Work and each element thereof,
including but not limited to the copyright/patent/technology innovation contained therein.

I/(We) further agree that no copyright material assigned by me to the Institute under this
agreement shall be reproduced by me/us beyond that which falls under fair use, and I shall
retain only moral rights and licensing right awarded to me by Institute to this material. I/We
understand that any prior disclosure by myself, directly or indirectly, either during the period
of this work-for-hire agreement or after its termination, shall render me prosecutable as per
laws that may be in force at the time.

Inventor 1.

Signed this _____ day of _____ (month), _____ (year)

Name:

Address:

Inventor 2.

Signed this _____ day of _____ (month), _____ (year)

Name:

Address:

Annexure 2

Intellectual Property Agreement with all Members/Associate Members of IIT Mandi

1. Name _____

2. I submit that by virtue of:
 - My employment at Indian Institute of Technology Mandi and /or
 - My participation in research at IIT Mandi
 - Opportunities provided or to be provided by IIT Mandi which result in significant or partial use of IIT Mandi funds and facilities, and/or
 - Opportunities to have a share in royalties as per Intellectual Property policies guidelines of IIT Mandi.

I, hereby agree that:

A. I shall promptly disclose any IPR and adhere to the IIT Mandi guidelines on IPR policies related to inventions, copyrightable materials, computer software, tangible research property and trade marks (Intellectual Property) conceived, invented, authored or validated to practice by me, solely or jointly with others which:

- (i) are outcome of sponsored research or any other agreement to which I have direct or indirect participation or
- (ii) are outcome of substantial or partial utilization of IIT Mandi resources or
- (iii) is an outcome of "work-for-hire" as per IPR guidelines.

B. I shall cooperate with IIT MANDI to obtain, protect or exploit the intellectual property through legal protection such as patent, copyright etc.

C. I shall make available all documentation of IIT MANDI intellectual property as per the agreement signed by me and Institute.

D. I shall surrender to IIT MANDI the documents related to intellectual property for which rights belong to IIT Mandi, if I leave IIT MANDI for any reason or at any other time asked for such documents.

E. The agreement will survive the termination of my employment or other association with IIT MANDI

Signature (Member Inventor 1):

Name: School :

Designation :

Signature (Member Inventor 2):

Name: School :

Designation :

Signature (Competent Authority):

Name:

Designation: Coordinator, IP & TT Cell

Signature (Competent Authority):

Name:

Designation: Dean SRIC

Indian Institute of Technology Mandi



Innovation and Entrepreneurship (IEP) Policy

Preamble

Incubation center(s) under IIT Mandi aims to incubate entrepreneurs working on technology based innovations focuses on economic and/or social impact. Incubation center(s) specially focus on technology based solutions for problems in Himalayan region. In addition to others, Incubation center(s) under IIT Mandi help the budding entrepreneurs to survive by providing them with specialized support services such as mentoring, infrastructural & technical support, networking and financial support during the critical period of a business venture i.e., the Startup phase that helps them to refine their business ideas, create prototypes, test for market potential and commercialize the same.

Faculty members at IIT Mandi are continuously engaged in knowledge generation and dissemination. A large number of R&D activities are being carried out by faculty members in several technological areas. However, most of these research outcomes do not get translated into commercial products, benefiting the society in general, due to several reasons including hand holding support required for setting up a new enterprise, proper facilitation of intellectual property protection and lack of interest/ inertia in the industry in commercializing new and futuristic technologies. Towards this end, IIT Mandi incubation center(s) encourages interested faculty members in having their own Startup or to be a direct stakeholder in any of the technology based enterprises. It is expected that faculty members will make all efforts to balance their academic responsibilities while assuming the above role.

This innovation and entrepreneurship (IEP) policy is aimed at formulating suitable procedures to enable faculty, staff, students, alumni and others associated with IIT Mandi to enter into technology based entrepreneurship, and avail any available incubation facilities within/ outside the Institute for the purpose of setting up of new Startups in different forms as specified in the policy. It is expected that the faculty members of this Institute would be directly or indirectly involved in the development, modification, augmentation and standardization of such technologies to be used in the new Startups.

1. Objectives

Faculty, staff, students, alumni and others associated with IIT Mandi are continuously engaged in knowledge generation and dissemination. A large number of design and innovation activities are being carried out by them in several cutting edge science and technology areas. However, many of these research outcomes do not get translated into commercial products or technologies, that could benefit the society in general. For this purpose, IIT Mandi intends to promote business incubation by encouraging entrepreneurship among the faculty, staff, students, alumni and others associated with IIT Mandi by initiating the following activities:

1.1. Incubation of companies/Startups by IIT Mandi with active support by its faculty, staff, students, alumni and others associated with the Institute

1.2. Establishment of companies based in part or in full on technologies/IP developed by the Institute or jointly in collaborative mode

1.3. Incubation support to external Startups with which faculty, staff, students, alumni and others may be associated as consultants or mentors or full time/part time employee or founder; and also allow these external Startups to license technology/IP developed by IIT Mandi for commercialization

1.4. While encouraging interested members to scale their R&D to products and technologies by incubating companies or participating in existing companies to achieve the objectives of this policy, it is expected that members shall do so without detriment to their core academic responsibilities at IIT Mandi

2. Definitions

2.1. IIT Mandi Member(s) (henceforth called Member): Refers to any faculty and staff (appointed on permanent/contract basis while on duty or on short/long leave), students, alumni and others associated with IIT Mandi participating in the activities defined above.

2.2. Incubator: Refers to an incubation center on campus founded/promoted by IIT Mandi for the primary purpose of promoting and fostering business ventures by IIT Mandi members and non-members.

2.3. Startup: Refers to any of the following two:

2.3.1. Member Startup: Refers to an individual or team, registered or unregistered, promoted and /or invested in by member(s) singly or jointly, intending to apply for support program of an Incubator.

2.3.2. External Startup: Refers to an individual or team, registered or unregistered, promoted and /or invested in individuals/groups from outside IIT Mandi that is admitted or in process of admission to the support program at an Incubator.

3. Priority to Startups

IIT Mandi, through its Incubator(s), will provide pre-incubation and incubation support to Startups in the order of priority as given below:

1st priority: Member Startups

2nd priority: External Startups

4. Support to Startups and Innovation Activities

Incubator(s) shall carry out, on behalf of IIT Mandi, all dealings with a Startup and lay out eligibilities, criteria and application/selection procedures, program design/delivery, and other procedures/rules, etc., from time to time, to facilitate required support which may include:

- (1) Advice pertaining to legal and commercial IPR transactions
- (2) Permission for use of allocated office and operational space
- (3) Permission to use equipment, laboratories and facilities. If a company is owned or co-owned by member(s), its use of laboratory and Institute facilities will be subject to availability. However, in this regard the priority will always be given to academic programs of the Institute.
- (4) Networking and logistics support
- (5) Business management advice/mentoring
- (6) Seed fund, where and when possible
- (7) Permission to use branding in the form of 'Incubated by IIT Mandi Incubator(s)'

In addition, as per the Government of India (NISP 2019) mandate, the Institute will allocate at least 1% of its overall budget towards innovation and entrepreneurial activities every financial year.

5. Involvement of Faculty and Staff Members

A member, who is a faculty or staff at IIT Mandi may get involved in a Startup through different modes. **Annexure I and II** provide an overview of modes of engagement and application process flow. Following are the related details.

5.1. Participation through Capital Investment only:

A member may be involved through capital investment alone in return for shares, with no other managerial, technical or mentorship involvement whatsoever. All the shares thus allotted can be retained by the concerned member, and the transaction is treated as a purely private commercial transaction of the member with no concern to the IIT Mandi or Incubator(s). However, the member must declare this to IIT Mandi vide **Annexure III** and also state any conflict of interest.

5.2. Full Time Participation:

5.2.1. Mode of engagement:

A member may participate on full time basis in a Startup in capacity as a founder, director, consultant, advisor, employee, or any other position approved from time to time, for a mode of compensation that may involve cash, kind or shares (partially or fully). The member must inform IIT Mandi about nature of engagement and the mode of compensation vide **Annexure IV** and take due approval.

5.2.2. Provision for leave:

The period of leave will be governed by the leave rules of the Institute and specific conditions decided by the competent authority about full time engagement of the employee.

5.3. Part-Time Participation:

5.3.1. Mode of engagement:

A member may participate on part time basis in a Startup in capacity as a non-executive founder/director, part-time consultant, part-time advisor, or any other role as approved from time to time, for a compensation in cash or kind or shares. The member must inform IIT Mandi about nature of engagement and the mode of compensation vide **Annexure IV** and take due approval.

5.3.2. Rules and Norms:

IIT Mandi consultancy norms will be applicable in cases where the member receives any compensation through this engagement. The member may spend their time for part time participation in a Startup only on weekends and holidays or leaves availed with the prior approval. The member should ensure that such an engagement does not affect the responsibilities of teaching, research and other duties assigned by the Institute. The member may spend no more than 20% of their office time for their Startup or entrepreneurial activities. A prior approval must be taken in this regard. In addition, the member must not involve research staff or Institute staff or other staff in the activities at Startup and vice-versa.

5.4. Participation through Project from Startup:

A member may undertake project(s) from the Startup that could be conducted at the Institute following the prevailing Institute norms of research or consultancy projects.

6. Involvement of Students and Others Associated with IIT Mandi

6.1. Participation through Capital Investment only:

A member may be involved through capital investment alone in return for shares, with no other managerial, technical or mentorship involvement whatsoever. All the shares thus allotted can be retained by the concerned member, and the transaction is treated as a purely private commercial transaction of the member with no concern to the IIT Mandi or Incubator(s). However, the member must declare this to IIT Mandi vide **Annexure III** and also state any conflict of interest.

6.2. Full Time Participation:

(1) A member may seek permission from IIT Mandi and the period of leave will be governed under the leave rules of the Institute applicable for the research scholars and students and any other specific conditions decided by the competent authority about the full time engagements of the research scholars and students.

(2) The member must inform IIT Mandi about nature of engagement and the mode of compensation vide **Annexure V** and take due approval.

(3) In case of a member on fellowship sponsored by an external agency, the rules of such agency will apply with respect to extension of fellowship, leave allowed, and related matters.

(4) A member can earn credits by working as entrepreneur or establishing a Startup during their period of enrolment with the Institute.

(5) A member, who are under incubation and perusing some entrepreneurial venture while studying may use their address in the Institute to register their company with due permission from the competent authority in the Institute.

(6) A member may be granted permission to appear in exam with less attendance if the member is actively engaged in his own Startup or entrepreneurial venture. Approval for the same must requested be requested or taken from the competent authority.

(7) A member can go for semester (or more) break for perusing entrepreneurial venture subject to provisions in the Ordinance and Regulations of the Institute. This would require the approval of the competent authority.

6.3. Part-Time Participation:

(1) The member may seek permission from IIT Mandi to engage on a part-time basis and IIT Mandi may accord sanction following the norms during a semester and also, in the vacation period. If the member is compensated by the Startup in the form of cash and/or shares, consultancy norms of IIT Mandi will apply.

(2) The member may assume solely a non-executive role if he/she is engaged part-time with the Startup. The engagement will start after obtaining permission from IIT Mandi and sanction of appropriate type of leave, if necessary.

(3) The member shall be permitted to involve with a Startup as promoter, advisor, consultant or any other approved role.

(4) The member may be permitted to use specified physical and/or intellectual resources (e.g., workshop equipment, laboratory instruments, computing resources, and other resources) of IIT Mandi following the prevailing norms of the Institute. Any such use of IIT Mandi resources shall be governed by an agreement with a Startup and it shall contain the contents and implications of the applicable policies at IIT Mandi.

(5) Where a Startup awards a consultancy project to a member, the prevailing rules and regulations of IIT Mandi for consultancy projects shall apply.

(6) The member must inform IIT Mandi about nature of engagement and the mode of compensation vide **Annexure V** and take due approval.

7. Incubating Outside IIT Mandi Ecosystem

A company owned or co-owned by the member(s) will normally be required to incubate at the Institute. However, in the exceptional cases, where the member(s) wants to incubate outside the Institute, a sufficient justification has to be provided and the request has to be recommended by Dean SRIC and Dean Faculty for the approval of the Director of IIT Mandi, subject to the provision in service rules.

8. Intellectual Property Matters

IIT Mandi Intellectual Property Rights (IPR) policy in force, from time to time, shall serve as reference in cases where IP related matters are involved.

9. Revenue Sharing Model

The following revenue sharing model will be applicable for all cases.

- Equity stakes to IIT Mandi will be up to 10% and will be governed by an agreement between the Startup and IIT Mandi.
- Equity stakes to Incubator will be as per the Incubator policy and will be governed by another agreement between the Startup and the Incubator.

If the funding agency has specified any particular norms, the norms of the funding agency will supersede the above mentioned revenue sharing model.

10. Application Process

(1) A member may apply for the selection process for the support program to the Incubator by submitting an application after obtaining the approval of the competent authorities.

- The competent authorities include School Chair, Dean Faculty and Dean SRIC in the case of faculty members.
- The competent authorities include Section Head, Registrar and Dean SRIC in the case of staff members.
- The competent authorities include Faculty Advisor/Research Guide, School Chair, Dean Academics and Dean SRIC in the case of students and others.

Applications submitted by internal members (IIT Mandi faculty, students, staff and others associated with the Institute) without prior approval of competent authorities will be not be

considered. External members may follow the necessary process of their organization and submit the application after obtaining NoC/ approval from their organization.

(2) Incubator will follow a defined process of selection of the Startups based on their policies and provide recommendations on the selection to Dean SRIC for approval.

(3) Incubator, upon receiving an approval, may admit the Startup to support programs. The Member(s), at this stage, will be authorized to perform necessary actions for support program including registration of the Company, funds raising, team development, product/services development, consulting, market research and development, etc.

(4) In case any member leaves the Institute due to any reason, his/her engagement permitted through the Institute with the Startup will be revoked from the date of leaving Institute. However, member may make an appeal to the Director of the Institute for reconsideration of the matter. The decision of the Director will be final.

11. Conflict of Interest

(1) The request for engagement may be submitted well in time (preferably three months in advance) through proper channel for the approval of the appropriate authorities.

(2) It is essential that the member must avoid any conflict of interest between their roles in IIT Mandi and in the Startup in any circumstances including the following:

(a) if there are IIT Mandi resources in their control, which are also sought by the Startup

(b) if member is developing IPR in a research activity/project in IIT Mandi that is closely related to the IPR that the member may be developing when on leave and working in the Startup

(c) when the relative shareholding of the member and the concerned Incubator is sought to be changed by infusion of fresh capital in the Startup by the member

(d) when shares are allotted by a Startup to an immediate relative (as it can include sibling, in-laws, etc.) of a member who is involved with the Startup

(3) IIT Mandi or concerned Incubator shall determine the potential areas/activities where there is conflict of interest in the case of each member who applies for approval to engage with the Startup, and arrive at an agreed upon methodology for ensuring transparency in decision-making in respect of these activities/areas.

(4) IIT Mandi or concerned Incubator may, if it chooses to, set up an overview committee of faculty/staff for specific cases to ensure that conflicts of interest do not arise.

(5) IIT Mandi or concerned Incubator may also require the member to declare their financial interests, and those of their close relatives, in the Startup, at the time of engagement, as well as whenever a change in such interests takes place due to additional investment in the Startup, or payment/share allotment by the Startup.

(6) A member involved with a Startup must file a declaration periodically with the Incubator irrespective of whether there is a change in their financial interests in the Startup or not. The required periodicity shall be determined by the concerned Incubator.

(7) The Incubator reserves the right to obtain a third-party evaluation of the value of the Startup's shares before a member or their close relative(s) makes additional investments in the Startup. Such an evaluation will be carried out in a reasonable timeframe.

12. Protection of the fair name of IIT Mandi

(1) When a Startup is formally designated as an Incubated Startup, it is permitted to advertise itself as such wherever such advertisement is appropriate. All other Startups shall desist from using the name or logo of IIT Mandi in their publicity material in spite of any other form of engagement they may have with IIT Mandi.

(2) In view of the risk to the fair name of IIT Mandi that may arise in case the Startup so designated indulges in improper conduct or dealings, and in order to protect itself from such risks, IIT Mandi, through concerned Incubator, may seek a seat on the Board of Directors or Governors or Observer on such boards of the Startup, without liability, in order to ensure transparency in all its dealings.

(3) IIT Mandi may seek access to the unaudited and audited financial statements of the Startup. In certain cases, the Incubator may even seek visibility on payments above a specified value made by the Startup before such payments are made. All such requirements will be specified in the agreement that will be entered into by an Incubator with the Startup.

13. Impact Assessment

Institute, through its Director, shall constitute an impact assessment committee to access overall impact the innovation and entrepreneurship activities of the Institute. This committee shall record key performance indicators (KPI) to access the impacts. KPI can be based on following counts (but not limited to):

(1) Number of Startups created

- (2) Number of IPR generated and commercialized
- (3) Number of entrepreneurial and innovation-based engagements by other higher education institutions (HEI) and/or Industry and its comparison with Institute's numbers
- (4) Sociological impact due to entrepreneurial culture in the Institute
- (5) Long run commercial success (to be assessed as long-term goal only)
- (6) Engaging the Institute's intellectual and non-intellectual resources to promote innovation and entrepreneurship

14. Termination of Support

IIT Mandi or concerned Incubator reserves the right to terminate its support to any Startup that it engages with, following a due process of notice with or without assigning any reason. This may involve withdrawal of access to IIT Mandi's facilities, and/or withdrawal of permission to member to engage further with a Startup in any manner, though the member, Institute and the Incubator shall continue to hold the shares they already possess in the Startup. It may also involve withdrawal of the status as the incubated Startup and from such point the Startup will be required to desist from advertising itself as incubated Startup. Should the need arise, the Institute and the Incubator may also seek modifications to the agreement signed with the Startup through an amendment, in order to protect their fair name and interests.

15. Resolution of Conflicts

(1) If any conflict arises between the Institute/Incubator and the Startup regarding any breach of contract or the conduct of the member(s) involved, the matter will be referred to Dean SRIC. Dean SRIC may establish an independent committee to recommend steps for the resolution of the conflict within the framework of policies and the rules of IIT Mandi. Dean SRIC may approve the recommendations for implementation.

(2) If a member is aggrieved by the decisions based on the recommendations of the committee (in above points), he/she may appeal to the Director of the Institute for reconsideration of decision. The verdict of Director shall be final and binding in this regard.

Any minor operational changes in this policy can be made with the approval of the Director, based on the requirements, upon the recommendation of Dean SRIC.

References:

- Faculty Entrepreneurship Policy, IIT Roorkee
- Incubator Policy and Procedures, IIT Kanpur
- Faculty Entrepreneurship Policy, IIT Kanpur
- Policy and Procedures for Business Incubator, IIT Bombay
- Business Incubation Policy, IIT Madras
- National Innovation and Startup Policy (NISP) 2019

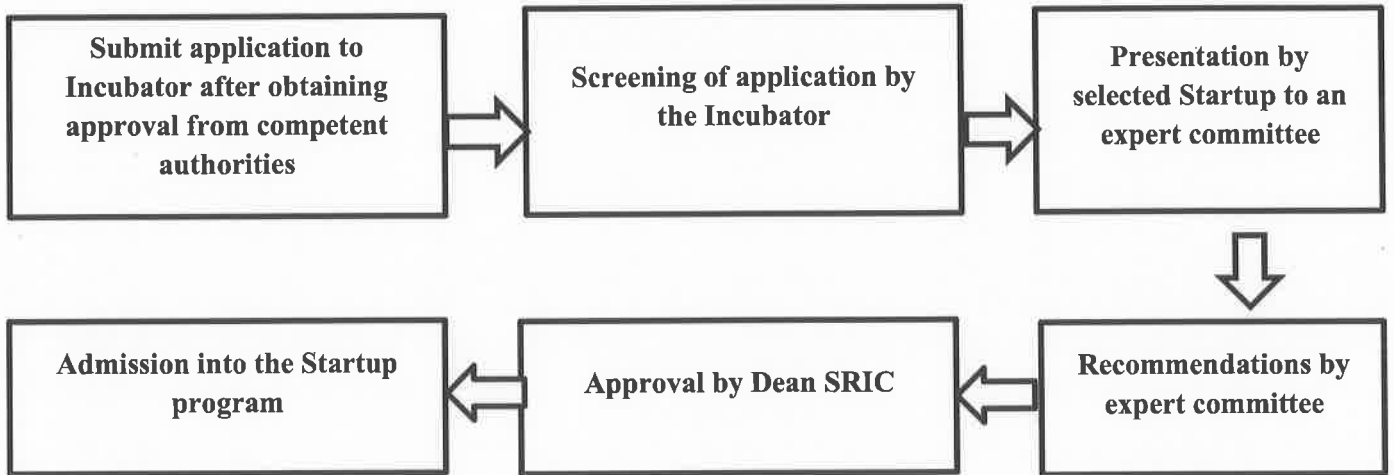
Enclosures:

Relevant templates are included as Annexures. These annexures may be revised periodically depending upon the requirements with the approval of Dean SRIC.

Annexure I: Overview of Modes of Engagement

	Capital Investment in Startup	Full time engagement with Startup	Part-time engagement with Startup
Role and Compensation	<p>No managerial, technical or mentorship involvement whatsoever</p> <p>The transaction is treated as a purely private commercial transaction</p>	<p>Participate on full time basis in a Startup in capacity of a founder, director, consultant, advisor or employee.</p> <p>Mode of compensation may involve cash, kind or shares</p>	<p>Participate in capacity of a non-executive founder/director, part-time consultant, part-time advisor</p> <p>Mode of compensation may involve cash or kind or shares</p>
Time Commitment	No time commitment	Spend full time after taking appropriate leave as per norms	Spend time (up to 20%) without compromising the regular academic duties
Application Procedure	Member must declare this to IIT Mandi vide appropriate Annexure form	Inform IIT Mandi about nature of engagement and the mode of compensation via appropriate annexure form and take due approval	<p>Inform IIT Mandi about nature of engagement and the mode of compensation via appropriate annexure form and take due approval</p> <p>SRIC consultancy norms will be applicable if the member receives any compensation</p>

Annexure II: Application and Approval Process



Annexure III [For All Members]

Template for full disclosure on Investment/Shareholding in a Startup

(To be submitted to relevant Incubator through proper channel)

A) Basic Information:

1. Name:

2. Designation at IIT Mandi:

3. School/Section:

4. Employee No./Roll no:

5. Other relevant information that will have a bearing due to your engagement with the Startup (List out any areas of conflict of interest):

B) Startup Information:

1) Name of the Startup:

2) Nature of Startup: Team / Partnership / Incorporated Company / Other:

3) If registered, kindly provide details of registered office address and year of incorporation:

4) Names and details of founders of Startup:

S.No	Name	Current Designation, Organization	Association with Startup [Full time / Part - Time]

5) State briefly the business of Startup (product/service/target market):

C) Your Role in Startup:

1. Your designation in Startup:

2. Your investment in Startup:

a.	Have you invested any money in the Startup? If yes, mention the amount	
b.	Do you hold shares/profit sharing position in the Startup? If yes, share details:	

3. Are you, in this Startup, planning to use knowledge technology/intellectual property developed at IIT Mandi? If yes, give details:

Declaration: I will adhere to the norms of the Institute and rules and restrictions as laid down in in the IIT Mandi Innovation and Entrepreneurship Policy. These would include but not limited to leave/consultancy rules and terms of employment in the Institute.

The activities of the Startup are not in conflict with the interest of the Institute and my participation in the company will not be in conflict of my assigned duties and responsibilities of the Institute.

Signature and date:

Name of IIT Mandi Member:

Recommendation Authorities			Approval Authorities		
	Name & Designation	Signature		Name & Designation	Signature
1			1.		

2.			2.		
3.			3.		

Annexure IV [For Faculty & Staff, including Project Staff]

Application Form for Faculty and Staff for Full time or Part time engagement in a Startup

(Separate form for each member)

A) Basic Information:

1. Name:

2. Designation at IIT Mandi:

3. School:

4. Employee No./Roll no:

5. Academic Load on the Applicant (Faculty & staff for Full time or Part time engagement in a Startup) :

a.	No of Research Students	
b.	No of Research Projects	
c.	No. of consultancy projects	
d.	Administrative Responsibilities (Details)	
e.	Other responsibilities (if any)	

6. Other relevant academic/administrative roles that will have a bearing due to your engagement in incubation program:

B) Startup Information:

1. Name of the Startup:

2. Nature of Startup: Team / Partnership / Incorporated Company / Other:

3. If registered, kindly provide details of registered office address and year of incorporation:

4. Names and details of founders of Startup:

S. No	Name	Current Designation at IIT Mandi	Association with Startup [Full time / Part - Time]

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5. State briefly the business of Startup (product/service/target market):

C) Your Role in Startup:

6. Your designation in Startup:

7. Your role in Startup:

a.	Executive: Full time engagement. This will require you to take leave from IIT Mandi	[]
b.	Non Executive: Advisory role that does not require significant amount of time commitment	[]
	i. Approx no of hours you intend to spend on Startup advisory per week:	

	ii. Briefly summarize the activities you plan to carry out in the Enterprise:	
c.	Have you invested any money in the Startup? If yes, mention the amount	
d.	Do you hold shares/profit sharing position in the Startup? If yes, share details:	

8. Are you, in this enterprise, planning to use knowledge /technology/intellectual property developed at IIT Mandi? If yes, give details:

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Declaration: I will adhere to the norms of the Institute and rules and restrictions as laid down in the IIT Mandi Innovation and Entrepreneurship Policy. These would include but not limited to leave/consultancy rules and terms of employment in the Institute.

The activities of the Company are not in conflict with the interest of the Institute and my participation in the company will not be in conflict of my assigned duties and responsibilities of the Institute.

Signature (with date):

(Name of IIT Member)

Recommendation Authorities			Approval Authorities		
	Name & Designation	Signature		Name & Designation	Signature

1			1.		
2.			2.		
3.			3.		

Annexure V [For Students and Others]

Application Form for Student/Research Scholars for Full time or Part time engagement in a Startup
(Separate form for each member)

A) Basic Information:

1. Name:

2. Program Enrolled in at IIT Mandi:

3. School:

4. Roll no:

5. Academic details of the Applicant:

a.	Branch/Specialization	
b.	Year of enrolment	
c.	Age/ Gender	

6. Other relevant academic activities that will have a bearing due to your engagement in incubation program:

B) Startup Information:

1. Name of the Startup:

2. Nature of Startup: Team / Partnership / Incorporated Company / Other:

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3. If registered, kindly provide details of registered office address and year of incorporation:

--

4. Names and details of founders of Startup:

S. No	Name	Current Designation at IIT Mandi	Association with Startup [Full time / Part - Time]

5. State briefly the business of Startup (product/service/target market):

--

C) Your Role in Startup:

6. Your designation in Startup:

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7. Your role in Startup:

a.	Executive: Full time engagement. This will require you to take leave from IIT Mandi	[]
b.	Non Executive: Advisory role that does not require significant amount of time commitment	[]
	i. Approx no of hours you intend to spend on Startup advisory per week:	
	ii. Briefly summarize the activities you plan to carry out in the Enterprise:	
c.	Have you invested any money in the Startup? If yes, mention the amount	
d.	Do you hold shares/profit sharing position in the Startup? If yes, share details:	

8. Are you, in this enterprise, planning to use knowledge /technology/intellectual property developed at IIT Mandi? If yes, give details:

Declaration: I will adhere to the norms of the Institute and rules and restrictions as laid down in the IIT Mandi Innovation and Entrepreneurship Policy. These would include but not limited to leave/consultancy rules and terms of employment in the Institute.

The activities of the Company are not in conflict with the interest of the Institute and my participation in the company will not be in conflict of my assigned duties and responsibilities of the Institute.

Signature (with date):
(Name of IIT Member)

Recommendation Authorities			Approval Authorities		
	Name & Designation	Signature		Name & Designation	Signature
1			1.		
2.			2.		
3.			3.		

Academic Governance of IIT Mandi

This Institute firmly supports an academic environment where knowledge freely crosses disciplinary boundaries. The Institute has a goal of fostering an interdisciplinary academic culture and utilising the benefits of this strategy in its teaching and research endeavours. IIT Mandi had four schools, the School of Engineering, School of Humanities and Social Sciences, School of Basic Sciences, and School of Computing and Electrical Engineering, to support multidisciplinary culture and encourage free flow of ideas across disciplines.

In view of smooth administrative management with growing faculty and students' strength, BOGs have approved the following nine schools in the previous meeting. In order to keep interdisciplinary academic culture, this proposal recommends following units as 1. Schools, 2. Interdisciplinary research Centres, and 3. Facility centres at IIT Mandi.

There major roles and responsibilities are mentioned below.

SCHOOLS	
GOALS:	Excellence in teaching and research of specialized disciplines. Technology leadership in select areas. Streamline course offerings across various academic units in the institute.
Schools:	<ol style="list-style-type: none"> 1. School of Computing and Electrical Engineering (SCEE) 2. School of Humanities and Social Sciences (SHSS) 3. School of Civil and Environmental Engineering (SCENE) 4. School of Mechanical and Materials Engineering (SMME) 5. School of Physical Sciences (SPS) 6. School of Chemical Sciences (SCS) 7. School of Mathematical and Statistical Sciences (SMSS) 8. School of Biosciences and Bioengineering (SBBE) 9. School of Management (SM) 10.
Role and Responsibilities	Managed by School Chairperson Own specialized UG, PG and PhD programs. Offer all requisite courses as per the requirements of owned UG/PG/PhD programs Host core and affiliated faculty
INTERDISCIPLINARY RESEARCH CENTRES	
GOALS:	Foster interdisciplinary research. Focused on solving pressing societal problems. Breaking down school barriers & bringing together faculty from diverse disciplines.
Research Centres	<ol style="list-style-type: none"> 1. IKSHMA 2. AI and Robotics 3. 4. 5.
Role and Responsibilities	Managed by Centre Chairperson Own PG and PhD programs. Offer all requisite courses as per the requirements of owned PG/PhD programs. Host core and affiliated faculty. Support UG programs Desirable to affiliate each faculty member with atleast 1 centre to foster Interdisciplinary research

FACILITY CENTRES	
GOALS:	Create a one-stop shop for researchers and faculty
Centres	<ol style="list-style-type: none"> 1. BioX Center (BioX) 2. Advanced Materials Research Center (AMRC) 3. Center for Design and Fabrication of Electronic Devices (C4DFED) 4.
Role and Responsibilities	Managed by Coordinators Raise fund for maintenance and operations Cannot own Academic programs Will only have affiliated faculty from Schools and Interdisciplinary Research Centres.

School and Centres Chairpersons, and Centre Coordinators will be reporting to Dean Academics for Academic Matters.

Interdisciplinary courses will be offered by selected school/centre which will be decided by Dean Academics/Associate Dean (Courses) every year.

Specialized Institute UG Core (IC) courses will be offered by respective school/Centre.

Comments	Response
<p>Ministry Of Education vide its letter No. F.No. 16-14/2016-TS-I dated 26th September 2022 shared the Office memorandum No.: C/13013/15/2017-Vig. Dated 21st September 2022 received from the Vigilance Section of Ministry of Education. Vide the said letter, it was communicated that the matter was referred to the Central Vigilance Commission for advice in r/o following allegations:</p> <ol style="list-style-type: none"> 1. Irregularity in Office Automation System (OAS) Contract. 2. Hiring/Recruitment of staff conducting interviews for group C staff was in violation of Government of India. 3. Faculty Recruitment- The absorption of Dr. Rik Rani Koner straight in PB-IV in the AGP of Rs. 9000/- <p>In response CVC vide its OM No.: Conf/7875/17/515282 dated 07.06.2022) allowed to rest the matter in respect of allegation No. 1 and 2. Further, CVC has advised to take appropriate action as deemed fit against allegation no. 3 regarding grant of non-functional grade to Dr. Rik Rani being an administrative issue. Also, IIT Bureau is advised to identify erring officials/officers responsible for the irregularities in absorption of Dr. Rik Rani Koner straight in PB-4 and to take appropriate action as deemed fit in accordance with the extant service/conduct rules as applicable on them and furnish action taken report in the matter.</p> <p>CVO, IIT Mandi is also advised for a similar action as mentioned above.</p>	<p>As conveyed by IIT Mandi in its earlier communications that offering PB4 to the candidates based on experience and performance had been a prevailing practice as several selection committees have given PB4 to many other candidates as well. Old IITs with alumni donations, other endowment and IRG resources even offer additional salary to new faculty. IIT Mandi was established in 2009 and the Institute is still in an evolving stage. The institute is located in a hilly terrain at Kamand – a village about 20 Kms from Mandi, which is also not connected by Air/ Rail. The Institute can only be reached by road after travelling for 5 to 6 hours from the nearest reliable airport/railway station. Further, IIT Mandi being located in difficult terrain has disadvantage to attract people, and their retention is another huge challenge. Therefore, it is of paramount importance to give appropriate opportunity to deserving candidates at IIT Mandi to run academic programmes. Several committees were involved that include Shortlisting Committee, Institute Screening Committee, Selection Committee and the BoG. The Selection Committee is consisted of the Director, Head, and external members from other reputed Institutes chosen from the panel approved by the BoG. Hence, no particular individual is responsible.</p> <p>Also, <i>Mala fide intention or conflict of interest of any Selection Committee member has not been established. Marginal flexibility in the selection process may be accepted</i>'.</p> <p>Based on the resolution of the BoG that <i>in future it will not be used as a precedence</i>, institute has already taken corrective measures and since then the pay fixations are being done in accordance with the instructions of the Ministry of Education and the BoG. <i>Therefore, the closure of this case is requested.</i></p>

To consider the appointment of Senior Executive Officer at the Office of Dean Resource Generation and Alumni Relations (DORA).

The DORA was setup in April 2022 at IIT Mandi that is essential to generate funds from external resources for the Institute. Also, DORA is a one-stop connecting point to the Institute's growing Alumni. The main activities of DORA include building relationship with Philanthropists, well-wishers, non-profit organizations and foundations, attract corporate social responsibility (CSR) funds. The purpose of resource generation of DORA mainly includes self-sustainable functioning of IIT Mandi, student scholarship / travel support, student/faculty exchange program, faculty chair professor, institute infrastructure building, social and community impacts etc. As DORA section is significantly growing day by day, to strengthen and streamline the management of the DORA section and to provide timely and proper services, the Deanery needs a Senior Executive officer (SEO), who can take up the following activities:

- Fundraising strategy & campaign; liaise with various international stakeholders
- Building and leveraging relationships with corporates & industries
- Communications and collateral with philanthropists & donors
- Writing concept notes & proposals; networking with various stake holders
- Corporate Social Responsibility (CSR)
- Enhanced donor management working in close collaboration
- Investment strategy functions; national and international
- Building, leveraging relationships with Alumni
- Supervising alumni related activities, event management etc.

The proposal to hire SEO was presented and deliberated in the 32nd FC meeting. After detailed deliberations, the FC suggested modifications in the educational qualifications, experience, and evaluation performance. With these suggestions the FC recommended the proposal to the Board for consideration. After due inclusion of the suggestions (**as attached below**) the proposal was presented in the 36th BoG meeting. The BoG found the proposal suitable and approved for the requested position.

The essential qualification of the SEO is as follows

- **Age Limit:** 45 Years
- **Education qualifications:** Bachelor's degree in Engineering or Master's degree in Science with a minimum 12 years of relevant working experience. Candidates with MBA degree will be preferred.

Compensation: INR 1,00,000- INR 2,00,000 per month (consolidated) based on relevant experience.

Performance evaluation:

- Incentive may be given on outstanding performance by the SEO. The DORA office will work out the necessary process.
- On the other hand, the person may be terminated with a one month notice period on either side.