



# Center of Innovation, Incubation, and Entrepreneurship (CIIE) Uttar Pradesh University of Medical Sciences, Saifai, Etawah.

Ref No. 67/845-CD/UPUMS/CIIE(DENT)/2023-24

Date: 06/02/2024

## CIRCULAR

### **Subject: Invitation for Bright and Innovative Ideas from Faculty, Residents and Students**

There is a Center of Innovation, Incubation, and Entrepreneurship (CIIE) at our university, in collaboration with the Startup Incubation and Innovation Centre (SIIC), IIT Kanpur. This initiative aims to foster a culture of innovation and entrepreneurship within our academic community.

The CIIE comprises following members:

1. Dr. Rahul Mishra, Professor, Dentistry (Chairman)
2. Dr. Kamla Pathak, Dean, Pharmacy (Advisory Member)
3. Dr. Rajesh Thakur, Professor, Dentistry (Member)
4. Dr. Amit Singh, Professor, Microbiology (Member)
5. Dr. Gourav Jain, Associate Professor, Dentistry (Member)
6. Dr. Prabodh Shukla, Assistant Professor, Pharmacy (Member)
7. Dr. Bhagat Singh, Lecturer, Medical Laboratory Technology (Member Convener)
8. Dr. Gajram Singh, Demonstrator, Paramedical (Member)

To start this endeavor, the bright and innovative ideas are invited from our esteemed faculty, residents and students. The Standard Operating Procedure (SOP) and the Application form in both doc and pdf formats are attached.

Kindly fill the application form with your innovative ideas and send to Dr. Gourav Jain, Associate Professor, Faculty of Dental Sciences (Member) or Dr. Prabodh Shukla, Assistant Professor, Faculty of Pharmacy (Member) with submission the scanned copy to email [id: ciieupums@gmail.com](mailto:ciieupums@gmail.com). Your participation is crucial in making CIIE a hub for creativity and ingenuity.

**Prof. (Dr.) Prabhat Kumar Singh**  
Vice Chancellor

Copy to following for information and necessary compliance-

1. All Deans through email.
2. Registrar.
3. All HOD's through email.
4. I/C CAC for uploading this circular on university website through email.
5. All Notice Board.

**Prof. (Dr.) Prabhat Kumar Singh**  
Vice Chancellor

**Centre for Innovation, Incubation &  
Entrepreneurship (CIIE),  
Uttar Pradesh University of Medical Sciences  
Saifai, Etawah.**

**Standard Operating Procedure**

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# Centre for Innovation, Incubation and Entrepreneurship

(CIE), UPUMS, Saifai.

Centre for Innovation, Incubation and Entrepreneurship (CIE), UPUMS is an educational Project which Provides specially designed incubators for colleges within their own premises.

Once a student registers for the course, collab ensures an overall development of the student ranging from Clinical training to personality development which maximizes the chances for the student to expose and gain experience in the diverse field of science.

Various practical activities would help students gain confidence interactive sessions and group discussions with the students of other incubation centres across India will help them enlarge their perspective. The proposed incubation centre shall nurture innovation and encourages entrepreneurial talents among students, faculty and people of the region.

It shall facilitate inter-disciplinary research and provides incubation facilities to startups and budding entrepreneurs.

## AIM

1. The major aim of this innovation and incubation centre is to provide students and faculty members a platform along with other people with bright and original ideas to work together and incubate these ideas to execution.
2. To develop these ideas into commercial products and bridging the gap between industry and Academia.
3. To inculcate a bent of mind geared towards research among the young students to help them to be self-reliant
4. To foster efficient cognitive ability and technological skills among students. At the same time, support will be given to protect the ideas of the students as patents.

*Dr. K. K. Kulkarni*  
*25/02/24*  
*03/02/21*

5. To create a culture of local innovative ecosystem for the benefit of all for promoting advancement in healthcare research.

## OBJECTIVES

The main Objectives of Incubation Centre

1. Encourage students and faculty for innovation, idea generation and product development
2. Provides seed fund to transform an idea into a product
3. Arranges workshops for students and faculty in the field of entrepreneurship
4. Help with the patenting process
5. Aims to generate patentable ideas every year
6. Facilitates various innovative products that are socially relevant.
7. Facilitates entrepreneurship with Pharma and Biotech Companies.

## ACTIVITIES

1. Development and Continuous Improvement of the Standard Operating Procedures (SOP) related to Start-ups.
2. Encouraging, Coordinating and Facilitating Faculty Members to seek grant for setting up Incubation hub.
3. Organising Students' Research Convention in different disciplines including Humanities and Social Sciences.
4. Facilitating the Outstanding Researcher and Young Researcher Awards to Faculty Members of the University.
5. To encourage the Faculty Members and the Students to file patent.
6. Organising Workshop on Innovation and other related topics.
7. Coordinating activities of Students' Academic Clubs of the University.

*Dr. Arun*  
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## START- UP / INCUBATION POLICIES AND PROCEDURES IN UPUMS

One of objectives of Centre for Innovation, Incubation and Entrepreneurship (CIIE), UPUMS is to promote entrepreneurship and thereby to facilitate the creation of ideas and inventions that benefit society.

So, CIIE, UPUMS has to require Policy to provide guidance and management structure to facilitate the development of entrepreneurship.

The policies and procedures for the operational matters related to the Centre for Innovation, Incubation and Entrepreneurship (CIIE), UPUMS, will be covered in the following processes:

### 1. Eligibility criteria for applicants

Any individual / group of individuals have an innovative and creative business idea is/are eligible to apply in CIIE, UPUMS for start-up incubation.

### 2. Application methods

Applicants should have to apply both in offline and online mode.


- i. Through Offline mode- Prescribed format (Form Attached)
- ii. Through web portal by Click on <https://www.upums.ac.in> to apply for start-up incubation at CIIE, UPUMS& SIIC, IIT-K.

### 3. Formation of Expert panel committee

The expert panel will consist of experienced and qualified professionals from specific academic field and successful alumni entrepreneurs. The constitution of the evaluation committee will be decided by the CIIE, UPUMS& SIIC, IIT-K based on the expertise needed.

### 4. Schedule for Business plan presentation along with required documents.

If the project/idea/business plan found feasible in all aspects, a business idea plan presentation is scheduled for presenting the idea in front of expert committee members aligned by competent authority of UPUMS and SIIC, IIT-K along with required documents such as filled-in application with passport size photograph of incubate, PAN/Aadhar card and Permanent address proof.

  
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**5. Presentation and Interaction**

An opportunity for the entrepreneur to present their idea to the committee members in his/her own words, and to make the committee members visualize the vision of the entrepreneur. The presentation will be followed by questions. CIIE, UPUMS may require further information from the applicant, and may ask the applicant to revise the executive summary and/or presentation.

**6. Scrutiny of the project (By expert committee)**

The idea is scanned and a scrutiny is done for evaluating the eligibility and feasibility of the business Idea. The expert panel will carefully evaluate the business idea, social impact, market availability, potential value of the technology, growth prospects, innovative content and promoter team strength of the applicant.

**7. Finalization of the project by committee**

The expert committee finalizes the business idea to be Incubated by CIIE, UPUMS and SIIC, IIT-K or not. If not selected, the promoter/entrepreneur will be advised accordingly.

**If Selected-** Letter of Intent is issued along with Instruction to incorporate company (If not incorporated)

A letter of intent will be issued along with the process of company incorporation will be initiated by entrepreneur and CIIE, UPUMS & SIIC, IIT-K, along with formation of all the necessary legal documents, As per mutual consent of the promoter/entrepreneur an .

**8. Signing of terms and conditions between CIIE and the start-up company**

Confirmation letter as Start-up is to be incubated with or without Seed funds.

As a final step of this process, a confirmation letter will be issued with details on seed money to be funded or to be incubated without anyseed money. If being funded, details of total amount sanctioned and the time flow for fund requirement will be mentioned.

*[Handwritten signatures and dates]*  
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9. Orientation Programs, Mentorship, Space allocation, first phase of seed money disbursement as per the Terms & Condition signed after approval by competent authority.

#### 10. Process Time and Schedules

The complete process may take, a time up to 3-5 months, from date of application received.

The core committee meeting and the presentation of business plan/ppt from promoters/entrepreneurs are scheduled every quarter in a year at CIIE, UPUMS/ SIIC, IIT-Kanpur.

Now the entrepreneur and CIIE works together with the goals of betterment of society, the Nation and human being, along and profit making as a business sense.

#### Address for correspondence

Centre For Innovation, Incubation & Entrepreneurship (CIIE),  
Uttar Pradesh University of Medical Sciences,  
Saifai, Etawah, Uttar Pradesh 206130

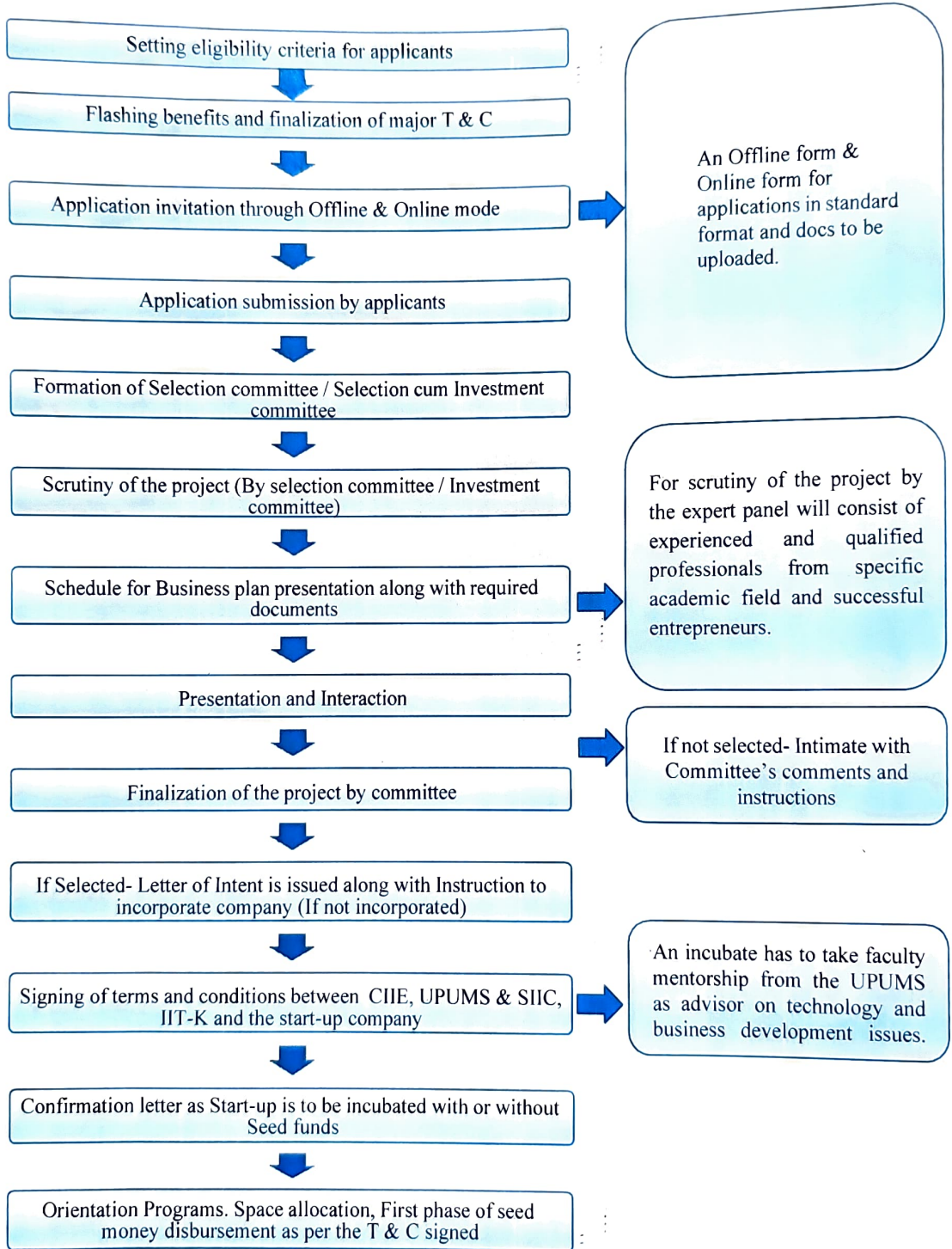
Email. – ciieupums@gmail.com

Website URL - <https://www.upums.ac.in>

*[Handwritten signatures and dates]*  
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Rahul 05/02/24  
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## Standard Operating Procedure Flow Chart



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# Centre of Innovation, Incubation and Entrepreneurship

Uttar Pradesh University of Medical Sciences, Saifai, Etawah.

## INNOVATION APPLICATION FORM

1. Full Name -
2. Contact Number -
3. Alternate Contact Number -
4. Email -
5. Name Of Department-
6. Highest Qualification -
7. Work Experience -

8. Title Of The Project:

9. Indicate Your Relationship With UPUMS:

- i. Faculty
- ii. Senior Resident
- iii. Junior Resident
- iv. Students
- v. Staff
- vi. Others

10. BROAD AREA (TICK ANY)

- i. Device Development
- ii. Design Development
- iii. Methods Development
- iv. Any Other Area Development

11. Project Mentor, If Any -

12. Summary details of the project proposal (Please provide an abstract of the entire project)-

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13. Problem Statement (e.g., "Uber: Waiting time for cabs is too long")-
14. Goals and Objectives-
15. Time Schedule (eg: time required for different components, time for ideation, incubation time)
16. Business Model Budget (Explain your business model, including details about your target customers, pricing strategy, and expected pricing levels)-
17. Expectations From CIIE (Financial Assistance Required)
18. Relevance to National or International Context whether applied elsewhere for Incubation (If Yes, Give Details)
19. Business's Potential (Describe the business's potential for scalability in 1 line)-
20. Strength of the project-
21. Weakness-
22. Opportunities-
23. Threats-

**SIGNATURE WITH NAME, TIME, DATE AND PLACE)**

**SIGNATURE OF RESPECTIVE DEAN**



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