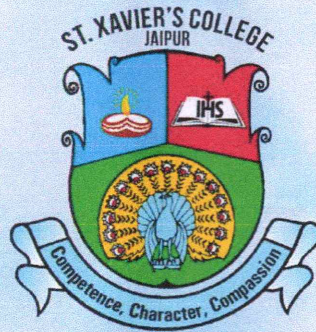


St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



College Manual A Compendium of Policies and Guidelines



PART A

College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

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8. ENTREPRENEURSHIP AND INNOVATION ECOSYSTEM POLICY

The policy oversees and guides the functioning of Entrepreneurship Cell (E-Cell), Innovation & Incubation Cell (IIC), Training, Internship and Placement Cell (TIPC) and Intellectual Property Rights Cell (IPR)

I. Entrepreneurship Cell (E-Cell)

1.1. Introduction

The Entrepreneurship Cell is dedicated to fostering innovative thinking and nurturing entrepreneurial spirit among students. It is an initiative of the Department of Business Administration aimed at inspiring students towards entrepreneurship and refining their skills as job creators. Through initiatives such as Entrepreneurship Workshops, Business Plan Making Competitions, and interactive sessions with accomplished individuals serving as role models, the Cell strives to enhance students' business administration skills.

Each year, the Cell conducts an orientation program for newcomers, encouraging them to showcase their creativity and innovative abilities. The ultimate goal is to empower students to become self-reliant entrepreneurs who not only create their own opportunities but also provide meaningful employment to others, thereby benefiting society as a whole.

1.2. Purpose

The main purpose of the Entrepreneurship cell (E-Cell) is to support and motivate college students to begin their own business/enterprise. The other purposes of the cell are as follows:-

- Organizing events, workshops and expert lectures, to promote self-employment and create solutions to societal problems by innovative business ideas.
- Working as a guide for students with creative thoughts which can be changed into effective organizations.
- Giving mentorship through experts to students propelling their new ventures
- To Encourage participation of students with prospective ideas in other colleges like in E-summit/Drive/TEDX events / Business plan competition of reputed E-cell in selected institutions.

- Forming tie-ups and functional MOU's with government support agencies for seed funding in collaboration with the Innovation and Incubation cell (IIC) of St. Xavier's College Jaipur
- A prevalent challenge encountered by emerging start-ups is insufficient funding. Numerous promising concepts fail annually due to inadequate financial resources. This cell will bridge the gap between students' ideas and angel investors through the facilitation of business plan competitions

1.3. Composition & Functioning

1.3.1. Composition

- Coordinator – HOD, Department of Business Administration (DBA)
- Assistant Coordinators– Faculty Members, (DBA)
- Student Coordinator
- Student Assistant Coordinator

1.3.2. Functioning

- To plan events and activities of the cell
- To appoint student coordinator and core team to organize the events and activities
- To organize gala events In-Youth and Envision every year
- Organize B-plan competitions
- This cell shall collaborate with the incubation cell
- Organize workshops for cell members as well as for faculty mentors
- To organize special motivational sessions monthly/quarterly by successful entrepreneurs
- To take initiatives to resolve grass root level problems in nearby villages under guidance of UBA
- To train student mentors to give entrepreneurial training to needy women in the nearby localities of the institution.

2. Innovation and Incubation Cell (IIC)

2.1. Introduction

St. Xavier's College Jaipur has a well-established Innovation and Incubation Cell (IIC) registered under the Ministry of Education (MoE's Innovation Cell) i.e. 'MHRD's Innovation Cell' with the IIC ID as IC202216607. Its aim is to foster the culture of building entrepreneurs through our higher education Institution. Taking forward the mandate of Ministry of Human Resource and Development (MHRD) and Atal Innovation Mission (AIM), we being a higher education institution provides a platform for students to create new ideas and inventions for solving societal problems, train them about IPR, business Incubations, funding etc. Collaborating the efforts of different departmental clubs of the college like E-cell, TechX society and IPR committee., this Cell provides a broader platform for students to initiate and bring up their business ideas into practice. We regularly mentor our young entrepreneurs to come up with solutions to societal problems through their entrepreneurial initiatives.

2.2. Purpose

The purpose of having an innovation and incubation cell in our college is to foster a culture of entrepreneurship and innovation among students. It provides a platform for students to explore their entrepreneurial ideas, receive guidance and mentorship, access resources and funding, and ultimately, turn their ideas into viable business ventures. Additionally, it facilitates collaboration between students, faculty, and industry experts, promoting the development of innovative solutions to real-world problems and contributing to economic growth and societal advancement.

2.3. Composition and Functioning

2.3.1. Composition

- Convenor
- Start-up Activity Coordinator
- Innovation Activity Coordinator
- Internship Coordinator
- Social Media Coordinator
- IPR Activity Coordinator

2.3.2. Functioning

- To identify and motivate interested students from all the departments to join and become active members of the cell.
- To tie up with government bodies like AIM, Start-Up India, Bhamashah Techno Hub, DST, and Government of Rajasthan among others.
- To teach and train students the skills and basics of Business Administration, Entrepreneurship, Economics, Accounting, and different functional areas of Management.
- To assist and guide start-ups by providing mentorship support in converting innovative business ideas from earlystage to scalable level and commercially viable level.
- To support start-ups by providing industry tie-ups, mentorship, connection to funding agencies, and management training.
- Conduction of Specific Women Entrepreneurship Promotion Programs.
- Collaborative activities with some NGOs for grass root level development practices.
- To Plan and conduct different innovation and entrepreneurship-related activities such as periodic workshops, seminars, interactions with entrepreneurs, Angel investors, professionals, and build a mentor pool for students.
- To apply for Patents through the IPR Committee.
- To provide opportunities to explore students' talents specifically in the IT sector and come up with technical innovations.
- To motivate students' awareness of their social responsibility and also encourage the idea of social entrepreneurship.
- To coordinate with E-Cell, Tech-X society, IPR committee and the departments for the implementation of the purpose of the cell.
- Successful Start-Ups shall create employment opportunities within the college and beyond.
- Tie-ups with Industries and Government shall create a learning platform for the teachers as well.
- Obtaining Patents can create multiple financial and non-financial benefits.
- It will help in raising awareness of technology and its various tools.
- Gain attention from IT Companies, Industry, and social networking sites with rich sources of information.

- It will provide a platform for start-ups by budding entrepreneurs to convert their innovative ideas into commercially viable products.
- Spreading awareness about this cell among students during Orientation programs, and regular sharing of information about the initiatives and opportunities related to entrepreneurship.

3. Training, Internship and Placement Cell (TIPC)

3.1. Introduction

The Training, Internship and Placement Cell will guide and provide the best career-augmenting services to all students enrolled with the college. It would attempt to make students passing out of the College more employable and ready for the challenges that come with opportunities in the real world. This Cell will serve as a bridge between the institution and the corporate and government agencies that look to hire talented and informed workforce. The Cell will work closely with the corporate partners to develop and support collaborative activities beneficial for all. It shall act as a convening point for the faculties from different departments to help them further the shaping of students' future by offering them an opportunity to become a part of corporate and/or government work culture through summer internships and campus placements.

3.2. Purpose

TIPC plays a crucial role in collating information on job opportunities for Under Graduates from the college by interacting with select firms and industrial establishments. The Cell contributes at the strategic level of ideation and becomes instrumental in establishing an efficient and effective training and placement mechanism of the college so there are more recruiters interested in college placements. The purpose of the cell is to

- Optimize the use of Placement Statistics and student's data to promote more beneficiaries and brand the college as a champion on exceptional values and teaching ethics in the corporate world.
- Try and offer end-to-end training and placement solutions to college students.
- Do Strategic Planning for campus branding across recruiters.
- Establish Industry-Academia Tie-Ups.
- Develop a placement strategy based on the Talent Pool available with us.

- Motivate students to develop technical knowledge and soft skills in terms of career planning, goal setting.
- Guide and help in imparting quality practical experience through internship opportunities.
- Develop confidence building measures to help students face the selection process of job recruiters.
- Provide employment opportunities through campus placements by inviting established companies to the campus for direct recruitment.
- Inform and guide students about on/off campus placements and job opportunities and about higher education motivate them towards pursuing evolving career prospects.

3.3. Composition and Functioning of TIPC

3.3.1. Composition

- Faculty Coordinator
- Faculty Member
- Training and Placement Officer (TPO)
- Student Body comprising of- Coordinator, Assistant Coordinator and Members

3.3.2. Functioning

- **Tie-ups with industry bodies:** TIPC shall engage with industry bodies such as FICCI and FORTE to keep ourselves updated with their demands and possible recruitment opportunities. The cell shall also establish tie-ups with international networking platforms such as The Indus Entrepreneurs (TiE) and EO (Entrepreneurs Organisation) which are headed by young corporate leaders who are on the lookout for energetic and talented youth.
- **Participation by invite:** This Cell operates round the year to facilitate contacts between companies and graduates. On invitation, many reputed industry heads can visit the college premises and take a first-hand look at our exemplary academic services while getting an opportunity to interact with students. This cause can be furthered by organising lectures of corporate leaders and heads of institutions in the government sector and co-branding during college festivals.

- **Training programmes:** This Cell can organise career guidance programmes for all the students starting from the very first year. The Cell shall arrange training programmes like Mock Interviews, Group Discussions, and Communication Skills Workshop. It can also invite HR Managers from different industries to preside over such training initiatives.
- **Campus placement:** The Cell can build on the existing database of the companies listed with the college for recruitment along with those students who are willing to avail the training and placement services. The student database can be shared with the companies interested in campus placement on need basis only. We can also schedule field visits for students to give them a better exposure to the daily functioning of a corporate or a government institution.
- **Database Management:** The cell shall keep a proper database management system by maintaining full record either on annual basis regarding the no. of companies approaching the institution, no. of students going in for summer internships, no. of students attending placement drives no. of students getting actually placed, no. of students enrolling in higher education with the help of the Head of the departments in the college. Each Department has to provide proper information regarding the internship or placement of their department students.
- **The Cell shall** provide assistance to the students to seek employment as per the requirements available based on their ability and skill. The coordinator is responsible to organise and approve the field placement and also inform the student of any required or recommended inoculations and tests prior to the student's start date.

3.4. Student Registration :

- All final-year students of our college who wish to avail the placement services of the college have to register themselves with this cell so that a handy database can be readied and shared with respective agencies depending on the openings as and when they are announced.
- Students should be informed about the online registration link (through local hub) and they must register for placement before leaving the campus for summer internships.
- Students should carefully fill up all the information while registering. Any false information furnished will lead to disciplinary action.

4. Intellectual Property Right Cell (IPR Cell)

4.1. Introduction

The Intellectual Property Rights (IPR) Cell at St. Xavier's College Jaipur supports college students and alumni who are interested in matters related to IPR. The Cell provides guidance and assistance in protecting students' innovations and intellectual property, by conducting prior-art search reports, offering patentability opinions, drafting patent specifications, preparing filing documents, filing applications, and following up on them. Additionally, the Cell assists in prosecuting filed applications by responding to office actions such as FER (First Examination Report), provides advisory services on various aspects of IPR and IP management, reviews the IP policy of the College, and organizes capacity-building workshops and conferences on IPR.

4.2. Purpose

- Raising awareness about IPR among faculty and students
- Providing training on the patent filing process for future endeavours
- Organizing workshops, seminars, and training courses on IPR
- Facilitating opportunities for product development and commercialization

4.3. Composition and Functioning

4.3.1. Composition

- **Chairman**
- **Coordinator**
- **Members**

4.3.2. Functioning

- The IPR cell of the college enhances the quality of thinking, ensures speedy and accurate identification and protection of innovations arising out of the research work carried out by the students and alumni of college.
- IPR cell facilitates transfer of knowledge and technology from the college to industry and enhances the scope of their commercialization.

- The Cell also offers assistance to grass-root innovators in the local area to realize the commercial benefits of their innovations.
- The Cell creates an awareness about IPR standard procedure for faculties, students and alumni of the college.
- The cell imparts training on future endeavours regarding patent filing processes.
- The cell conducts workshops, seminars and training courses on IPR.
- The cell creates an opportunity for Product development and Commercialization.
- The cell disseminates knowledge on patents, patent regime in India and abroad and registration aspects.
- The cell encourages faculty members and students to go for patentable works.
- Career assistance and guidance on preparation for Patent Agent Examination, Trademark Agent Examination, other IP positions and the required skills.
- Providing assistance in scientific R&D by providing the latest publication and patents on the subject.
- Promote and encourage application oriented scientific research.
- Facilitating IPR services including outsourcing, coordinating with experts like advocates and agents for various IPR needs including IPR watch, oppositions, litigations etc.



Principal

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