J.K. Institute of Engineering

Affiliated to Chhattisgarh Swami Vivekanand Technical University, Bhilai,

Affiliated to AICTE, New Delhi, INDIA

Village Karra, Near Gatora Railway Station, Bilaspur Chhattisgarh

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GUIDELINES FOR INTERNSHIP & PROJECT ACCOUNTED THROGH JKIE

Under Category IV internship Accounted THROUGH incubation center (Project Prototype though entrepreneur development and Startup) undertaken by Students need to adhere to guidelines set by JKIE for conduct of entrepreneur activity during span of project of Final Year B.Tech. Faculty mentor and E-cell departmental faculty coordinator of respective department will be monitoring student's progress periodically.

Mode of execution under this category is as follows

PROCESS FLOW

Stage I: Enrollment (Final Year B.Tech.Sem-I)

A. Enrollment: Applicant should submit his Application in given format as per Annexure attached below.
B. Along with the application form he has to submit document stating
    i. Problem Identification
    ii. Problem validation (customer survey, market analysis)
    iii. Business Model Canvas (If Applicable)

Stage II: After Enrollment (Final Year B.Tech Sem. I)

A. Short Course Related to skill development in Entrepreneurship.
B. Internship for 4 weeks in nearby incubation center.
C. Submission of P.O.C. (Proof of Concept.)
D. Submission of Final Business Plan

Stage III: Final Product Development (Final Year B.Tech Sem. II)

A. Minimal viable product development
B. Formation of Company / Patents and its registration
C. Company presentation to selection committee.

Step. No.	Description of Activity	Responsibility	Timeline
Stage I: Before Enrollment (Final Year B.Tech Sem I)			
1	Identification of Problem	Student	Vacation Between 6 th and 7thSem
2	Student identifies Startup then has to communicate with domain expert faculty and Departmental Ecell faculty coordinator.	Student	Vacation Between 6 th and 7thSem
3	Enrollment: Applicant should submit his Application in given format	Faculty /Students	In First Two Week of 7thSem
4	Along with the application form he has to submit document stating Problem Identification Statement, Problem Validation and Business Model Canvas (If any)	Faculty /Students	In First Two Week of 7thSem
Stage II: After Enrollment (Final Year B.Tech.Sem-I)			
5	Short Course Related to skill development in Entrepreneurship.	Students	Before Staring of 7th Sem
6	Internship for 4 weeks in nearby incubation center.	Students	At the end of 7th Sem I
7	Submission of P.O.C. (Proof of Concept.)	Faculty /Students	End of 7th Sem
8	Submission of Final Business Plan	Students	End of 7th Sem
9	Presentation of Final Business Plan in front of Ecell Faculty Commitee	Students	End of 7th Sem
Stage III: Final Product Development (Final Year B.TechSem II)			
10	Minimal viable product development	Faculty /Students	in 8th Sem
11	Formation of Company /Patent and its registration	Faculty /Students	in 8th Sem
12	Company presentation to selection committee.	Faculty /Students	End of 8th Sem

Startup Activity should be spanned between Final year of B. tech. Also student should appear for Institute examination during 7th and 8th semester .Students to adhere to protocol of JKIE Incubation Center and academics defined.

INCUBATION APPLICATION FORM

Name/Proposed name of Start-Up/Company*:

Focus Area:

_____

(If business entity has not been formed yet, please indicate the name of the Co-Founder of the startup)*

Name of Lead Entrepreneur (A separate resume may also be attached)

1. Full Name:

2. Gender:	3. Adhaar No.
4. E-Mail ID:	5. Contact No:
6. Educational Qualifications	7. Name of faculty Mentor
8. Postal Address	9. Department

10. Brief Description of the Product/Services/Technology business you plan to incubate in JKIE
11. Brief description of the R&D efforts and other technological inputs you hope to resource from JKIE (Please also indicate names of faculty member(s), dept./centers ofthe Institute you plan to associate and equipment's facilities to be used)
12. How do you think your past experience is going to help you in this new venture?
13. Have you estimated and identified your seed funding needs/ source?
14. What is the business you are planning to develop and in which City / Village / Region?
15. Why do you feel /believe that this business is good and will succeed in your City / Village / Region?
16. Have you interacted with the concerned faculty and has he/she/they consented to collaborate with you?
17. Who are your potential customers? What marketing tools will you use to sell your products or service?

18. Are there competitors for this business? If so what is your competitive edge? (Why would they come and buy from you and not your competitor?
19. How much money do you need to start this business? What do you need it for?
20. Infrastructure requirement for space, workstations or PCs:
21. List any special requirements for usage of JKIE Bilaspur laboratory facilities:
22. Specify requirement of Mentoring and other professional services/ support:
23. Have you prepared a Business Plan? If yes, please submit a copy.
24. Please indicate your sources of funds
25. Profile of your Company (Type of business, details as date of registration etc. ,membership of stock exchange if any, key personnel/associates, specific achievements etc.)
26. Profile of Directors and Promoters: (Attach brief resume)
27. Any other detail which would help in evaluating your proposal

Declaration:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to incubate me at JKIE/ cancel my application/eviction from the centre in future, if incubated/pre-incubated. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. In consideration for my application, I agree to abide by the rules and regulations of the JKIE, which rules may be changed, withdrawn, added or interpreted at any time, at the JKIE's sole option and without prior notice to me. I also acknowledge that my incubation may be terminated, or any offer or acceptance of incubation/pre-incubation withdrawn, at any time, with or without cause, and with or without prior notice at the option of the JKIE or myself.

Name of Applicant/s: Signature of Applicant:/s

Date: Place:

Signature of Department Faculty Coordinator Signature of Head of Department

Kindly send a hard copy of filled application of this application with required documents to:

a) COO

b) JKIE Incubation for Technology Entrepreneurship (JKIE

J.K. Institute of Engineering Bilaspur.

c) Department E Cell faculty Coordinator.

Chairman Director Secretary

T&P Cell HOD