

Dated: October 3, 2019

To,
The Vice Chancellor
Shobhit Institute of Engineering and Technology
(Deemed to be University), Meerut

Subject: Requisition regarding Formation of Shobhit University Entrepreneur Development Cell (SU-EDC).

Dear Sir,

In current research and development (R&D) era, there is a burly need to create entrepreneur Development Cell (EDC). In this regards, please approve the following document for further action onward.

Thanking You.

Yours sincerely,

Sandeep
03/10/2019

Dr. Sandeep Kumar
Professor, Department of Biotechnology
Shobhit Institute of Engineering and Technology
(Deemed to be University), Meerut

Copy to:

1. PS to Hon'ble Chancellor & VC – for kind information to Hon'ble Chancellor & Vice Chancellor, please
2. Finance Officer

Vicechancellor

following names suggested

1. Dr Ashok Gupts
2. Dr Abhishek Kumar
3. Mr Vijay Maheshwari - computer science
4. Mr. Rajkishor - Mechanical Engg.

Sandeep
10/10/2019

Dr. Sandeep

*Pl. suggest the names of the
consultation from Dean, Management &
HOD, Agri. & Hort. Engg.*

3.10.19



Approved

*+ Mr. Pramod Tarega
SBI, Meerut
Mr. Arun Gupta
023926120*

Shobhit University Entrepreneurship Development Cell (EDC)

Guidelines for Establishment of EDC, at Shobhit Institute of Engineering and Technology (SIET) (A NAAC Accredited Deemed to-be-University), Meerut.

EDC was formed at SIET, Meerut in the Academic Year 2018-19 with the following strategic intent:

The Vision of the EDC cell is to

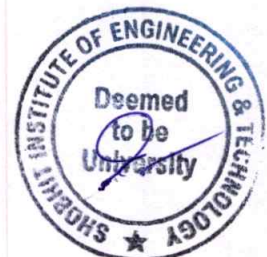
"Establish an organizational methodology to develop self-sustainable culture and appropriate skill sets with the vision to create managerial entrepreneurs for generation of wealth, employment and business models with social impact"

The Mission of the EDC cell is

- Promotion of a start-up by helping innovative ideas with commercial value.
- Promote economic development and knowledge economy to reduce unemployment.
- Motivate students to develop entrepreneur skills and self-sustainability.
- Develop business incubators and small enterprises in the Agro-based industry sector.
- Create corpus fund to seed ventures.
- To provide a platform for interaction with entrepreneurs
- To provide training to youth and create enterprises for commercialization on a large Scale.
- Impart entrepreneurial education/skills amongst students through trainings.
- Networking with organizations to develop strategies for small business development.

Organization Structure of EDC

1. Head of the Parent Institution (Vice Chancellor)
2. Administrative Head of the Parent Institution (Registrar)
3. Two Professors
4. Two Senior Faculty members



5. Representative of Industries/Representative of Lead Bank
6. Two Members from Industry Associations/Entrepreneurs

The Core Committee is supported by the following Working Committees:

1. Public Relation Officer
2. Director ,Corporate Relations
3. Finance Officer

Organizational Requirements

The EDC will function under the guidance and control of the Head of the Parent Institution. Its activities will be monitored by an advisory board and a management committee.

Manpower for the EDC

For the EDC to function smoothly and to meet its objectives effectively, it has a adequate manpower so as to become a catalyst of change. EDC will have a Core Staff. The Core Staff will consist of an Adviser who would be assisted by a Project Leader and an Executive Assistant and both must be computer literate. The appointments of Adviser, Project Leader should be done in consultation with SIET. For additional assistance, the Parent Institution may identify a suitable person (to be designated as Adviser) from its existing staff having relevant experience and aptitude and utilize their services in the EDC .

Evaluation, Performance guidelines and reporting

The EDC would prepare an Action Plan for each academic session and fix physical targets to be achieved during the year. These plans and targets are to be duly approved by the Advisory Board of the EDC. The Action Plan and Targets should be finalized before by 30th April of the academic year. The Action Plan along with the financial requirements for the year should be submitted to the competent authority by 15th May for approval.

The EDC will also submit a report on the progress made by EDC in the each academic year to the Parent Institute latest by 30th April of the following year. The participation of the EDC staff in the Annual Review Meeting is mandatory. Adequate travel grants have been provided for this in annual budget.

