



# ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

*(Roman Catholic Christian Minority Educational Institute)*

*(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)*

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Ref:

Date :

## SFIT Entrepreneurship Cell

### E-cell Policy A.Y. 2021-22

SFIT entrepreneurship cell was established in order to encourage students to build technology-based businesses, support the student start-ups and create entrepreneurship culture in the institute.

#### 1. Selection of E-cell faculty members:

- i. E-cell team consists of 6 faculty members (one from each department) appointed by the principal on recommendation from respective Heads of the Departments.
- ii. One faculty member amongst the team is appointed as an E-cell Convener by the principal after discussion with HoDs and final approval from the director.
- iii. The term for these members is 2 years. After this period, new team is appointed.

#### 2. Responsibility:

- i. E-Cell works under R & D. As the principal is the chairman of R&D, all the activities are approved by the principal.
- ii. Planning of the activities is carried out at the beginning of each semester by conducting meeting of the faculty and student team members.
- iii. A calendar is prepared for all the activities which are also entered in the institute's academic calendar.
- iv. All the planned events have a specific theme related to entrepreneurship.
- v. Before each program, approval from the principal and director is taken with proper budget (if any).

### 3. Selection of E-cell student members:

#### 3.1 Selection of student heads:

- i. Composition of student members of E-cell team is as follows:
  - a. **Advisors:** E-cell members who are in final year who are involved in E-cell work only on advisory level.
  - b. **Overall Coordinator (OC):** Head of all student members preferably from third year. All student members report of OC.
  - c. **Co-Overall Coordinator (Co-OC):** A third year student (preferably) member who assists OC and takes charge in OC's absence.
  - d. **Heads:** Third year students who are in-charges of various portfolios like finance, start-ups, social media, publicity, marketing, webmaster and publicity.
  - e. **E-leader:** Entry level position (mostly from first- and second-year students). Selection of E-leaders is explained in section 3.2.
- ii. At the end of every academic year election for OC is held (Mostly in the month of April). Nominations for the post are solicited from E-leaders who are going in third year.
- iii. E-cell Convenor and other faculty members carry out the election in fair and transparent manner. All E-cell student members are allowed to vote. The candidate getting the highest number of votes is offered the post of OC and the candidate the second highest number of votes gets the post of Co-OC. In case of a tie, the E-cell faculty members decide the OC and Co-OC after discussion.
- iv. OC and Co-OC then choose student heads for finance, operations, marketing, publicity, documentation, webmaster and start-ups from third year student members along with faculty members. This team of heads and OC, Co-OC functions for one academic year. After that, these members become advisors.

### **3.2 Selection of new student members:**

- i. Recruitment of new student members takes place at the start of every academic year.
- ii. Messages are sent on E-cell social media handles informing about recruitment process and dates. Also, E-cell members visit first year classes to familiarize them about E-cell and benefits of joining it.
- iii. Applications are invited from first year, second year and third year students for this position of E-leader.
- iv. Basic scrutiny of all applications is done by OC, Co-OC and other heads under the guidance of faculty members. First level of interviews and conducted by the student team and the selected applications are forwarded to the E-cell convener.
- v. Second level interviews are conducted in presence of the faculty members as well as student members. At the end of second round of interviews, final selection is done and the full team for that academic year is formed.

### **4. Grooming/mentoring of team members:**

- i. E-cell strongly believes in growth of their own team members. A special team building workshop is organized every year exclusively for E-cell team members. Also, E-cell team members get to attend all programs conducted (entrepreneurship, skill-based *etc*) which adds up to their own awareness and body of knowledge.
- ii. The objective of team-building workshop is to bring old and new team members together, to make them understand the techniques to operate as a team by way of some case studies and personal experiences. Professionals from industry, entrepreneurs who have vast experience of leading large teams are invited as resource persons.
- iii. Any student member of E-cell facing any personal problem or struggling in academics is free to approach E-cell faculty members for the counselling. Members wishing to resign from the team due to any reason, have a personal conversation with E-cell convenor who then assesses the situation and takes the decision keeping the best interest of student member into account.



## **5. Organizing activities:**

### **5.1 Planning:**

- i. Activities are planned for a semester at the end of previous semester.
- ii. Faculty members and student heads conduct a meeting for finalizing activities calendar. Each event is assigned a faculty member as in-charge.
- iii. This calendar is then sent to the Principal and the Dean of Academics for approval.
- iv. After the approval, the calendar is shared with rest of the team and sent on E-cell's social media handles for publicity.

### **5.2 Execution:**

- i. Faculty and student members conduct a series of meetings prior to the event. Program flow, responsibilities of individual members, finance (if required), certificates *etc* are discussed well in advance with due permission from the principal.
- ii. A pre-event meeting is organized where every member runs through their responsibilities, followed by suggestions from OC, Co-OC and heads. All E-cell members are expected to be present for every event. If in case, any member is not able to attend the event, they may do so by permission from E-cell convenor.
- iii. Every event is recorded, photographs are taken and a brief report is written by head of documentation.
- iv. After the event, OC, Co-OC and faculty members hold a de-briefing session where the program organization is reviewed.
- v. Appreciation and suggestions are given for the team by advisors and faculty members for future improvement. Feedbacks collected from resource persons and participants are considered too.

## **6. Finance:**

- i. Students and faculty are encouraged to get sponsorship for organizing the program.
- ii. Sponsorship amounts are deposited in SFIT E-cell account and money is withdrawn as and when required by permission of the principal and the director.
- iii. Receipts and vouchers of expenses are submitted to the accounts department for the purpose of audit.

## 7. Incubation program for student start-ups:

- i. Students interested in building their own start-up with the help of E-cell must apply through E-cell. Application for use of incubation center and /or mentoring should be submitted to E-cell convener in a prescribed format.
- ii. At the starting of each semester, E-cell arranges a meeting of SFIT's Start-ups Monitoring Committee for scrutiny of applications received. The Start-up monitoring committee has following members: The Principal, Dean R and D and HoDs of all Departments and E-cell convenor.

### Responsibility of Start-up Monitoring Committee:

- a. To select start-up applications for incubation.
  - b. To guide unsuccessful applicants so that they can apply and get selected in the next semester.
  - c. To review incubated start-ups progress every six months and take decision about their continuation in the incubation program.
- iii. Once a start-up is selected for incubation program, E-cell makes arrangement for mentoring from interested faculty and alumni member. Each incubated start-up has one faculty mentor and one or more alumni mentors. E-cell arranges regular meetings of start-up with their mentors and keeps track of the progress. The progress report is made available to the Start-up Monitoring Committee every month.



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