

Dated: 29<sup>TH</sup> Feb. 2024

All India Council for Technical Education  
(A Statutory body under Ministry of Education, Govt. of India)  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)

MoE's Innovation Cell  
Mentor-Mentee Program for IIC Institutions - Sanction Letter

To,

The Drawing and Disbursing Officer,  
All India Council for Technical Education,  
Nelson Mandela Marg, Vasant Kunj,  
New Delhi - 110070

**Sub:** Sanction of Rs. 2,25,000/- (Two Lakhs Twenty-Five Thousand Only) being the Grant-in-Aid under the Mentor- Mentee Program for IIC institutions 2023-24, MIC payable during the current financial year 2023-24 for the implementation during IIC Calendar year 2023-24- reg.

Sir,

With reference to the proposal submitted by the **MALLA REDDY ENGINEERING COLLEGE**, this is to convey that the sanction of the Council for payment of Rs.2,25,000/- (Two Lakhs Twenty-Five Thousand Only) as Grant-in-Aid under the Mentor-Mentee Program for IIC institutions 2023-24, MIC as per details given below:

1.	Name and address of the Beneficiary Institution:	<b>MALLA REDDY ENGINEERING COLLEGE, MALLA REDDY ENGINEERING COLLEGE,MAIN CAMPUS, MAISAMMAGUDA,GUNDLA POCHAMPALLY, MEDCHAL-MALKAJGIRI (Dist), TELANGANA-500100</b>
2.	Permanent/IIC ID of Institute:	<b>IC201810329</b>
3.	Scheme under which grant is to be released:	Mentor-Mentee Program, 2023-24
4.	Duration of the scheme:	Academic Year 2023-24
5.	Name of the Program Coordinator:	<b>Dr. T.Srinivas Reddy</b>
6.	Total Amount Sanctioned:	<b>Rs. 2,25,000/- (Two Lakhs Twenty-Five Thousand Only)</b>
7.	Amount to be released during the year 2023-24:	<b>Rs. 2,25,000/- (Two Lakhs Twenty-Five Thousand Only)</b>
8.	Sanctioned grant-in-aid is debit to:	<b>INNOVATION CELL ACCOUNT</b>
9.	The authorized Officer in whose favour Cheque / Demand Draft / RTGS is to made (Account Holder's Name)	<b>PRINCIPAL, MALLA REDDY ENGINEERING COLLEGE</b>

- The amount of the Grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the Grant-in-Aid bill and shall be disbursed to and credited to the account of Director/Principal/ Registrar of the Institute through RTGS/PFMS.
- This Grant-in-Aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.
- Released and for the academic year 2023-24.

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The instructions/guidelines to be followed by the University/Institution

**I. Release of fund**

- ✓ The Principal/ Director/Head of the institute are hereby requested to verify the correctness of the under-mentioned bank account/ RTGS details submitted by them, in which the grant is being released:

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAATC4041P	ICICI	MREC CAMPUS	ICICI BANK LTD,MREC CAMPUS,ADMIN BLOCK, MAISAMMAGUDA,GUNDLA POCHAMPALLY,MEDCHAL-MALKAJGIRI DIST.	PRINCIPAL, MALLA REDDY ENGINEERING COLLEGE	Current	769401000078	ICIC0007694

In case of any omission the same should be reported to AICTE immediately.

- ✓ The sanction is issued in exercise of the powers delegated to the council and other terms & conditions laid down in the guidelines of the scheme. 100% of the sanctioned amount will be released as grant in aid to the account of the beneficiary institute (Mentor IIC Institute).

**II. Maintenance of accounts of expenditures**

- ✓ The Institute shall strictly follow the provisions laid down in the scheme document issued by this office. All correspondences related to the scheme must contain this number along with year of sanction of the scheme; failing which correspondence will not be entertained.
- ✓ The mentor IIC institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on the scheme.
- ✓ **The institute needs to maintain the record of all original bills/honorarium receipts/transaction proof/voucher and invoice etc., AICTE/MIC or its nominee shall have the right to check/verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned.**
- ✓ The Principal / Director / Registrar shall intimate about the receipt of the grant to AICTE/MIC.

**III. Instructions for implementation of Project Funds**

Table:1				
Sr. No	Activity	No of activities	Budget in Rupees	Expenses Covered
1	Conduct an orientation cum mentoring sessions for all the key functionaries of IIC members at mentee institutions. It may be conducted online mode.	At least 2 nos/Year {@Rs.3000 /mentor expert, 2 mentor experts per session}	12,000/-	honorarium

2	Mentor Institute Representative to take part in the quarterly progress meetings of mentee IIC institutions and provide guidance on planning, action plan preparation and improvisation of I&E activities to be conducted in the mentee institutions. Sessions may be conducted in online mode.	Minimum 15 nos. @Rs.1000/ meeting. (at least 3 meetings /mentee institute for 5 mentee institutions). A senior and competent IIC member of the mentor to take part in quarterly planning and review meetings conducted during the IIC calendar year in mentee institutions	15,000/-	honorarium
3	Mentor Institute to handhold all mentee institution in conducting at least two activities listed in the IIC calendar activity plan and support in identifying competent external experts and arranging sessions and honorarium to external experts. Sessions may be conducted in online mode.	At least 2 nos {@Rs.3000 /external expert, 2 external experts per session}	12,000/-	Experts' fee/honorarium
4	Mentor institute to organize a 2-day exposure visit cum training program focusing on long Innovation, IP, Entrepreneurship, pre-incubation and Incubation facility creation, IPR filing & management and start-up services and policy mechanisms (NISP, ARIIA and others) support for student and faculty etc. for mentee institute representatives. This is ideally a physical mode activity.	1 Number (Refer Table-2 for budget breakup)	1,25,000/-	Expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants
5	Mentor institute to conduct progress monitoring cum feedback & Impact evaluation study visit to each mentee institute especially towards the end of IIC calendar year or in	Total 5 nos of visits. (One-day visit by an expert/IIC member from the Mentor institute to the mentee institute. It covers local travel ad train or Air Travel cost	50,000/-	Mentors TA, honorarium cost.

	the 4 <sup>th</sup> Quarter. Ideally this should be a physical visit.	with upper cap of Rs.10000 per visit includes local travel cost). Stay arrangement to be made by the respective mentee institute		
6	Miscellaneous/contingency fund		11000/-	
	Total		2,25,000/-	

Table:2 Budge Breakup for Activity 4			
S.No	Particulars	Maximum Amount/Person/Day In Rupees	Maximum Amount/Particular In Rupees
1	Accommodation for Participants (up to 10 members @2 members per mentee institute for 2 days)	Rs. 1500/-per person for 3 days	45000/-
2	Food	Rs. 800/- per person per day for 3 days	24000/-
3	Honorarium to invited external experts only (up to 4 numbers)	Rs. 5000/ expert	20000/-
4	Travel Reimbursement for Participants	Actual travel cost (Road or train or flight) with upper cap Rs. 5000/ mentee institute (with maximum 2 participants) and from 5 mentee institutions	25,000/-
5	Stationary, Printing (Design and printing of Brochure, registration kit and banner) etc.		11000/-
Total			125000/-

**I. Utilization & Refund of Grant**

- The Principal / Director / Registrar shall intimate about the receipt of the grant to AICTE/MIC.
- The fund, so released shall be utilized to conduct the prescribed activities for handholding, mentoring, and supporting mentee institutions in building/streamlining/strengthening the innovation and entrepreneurship eco-system and shall not be used for purchase of equipment like computer, laptop or fixed assets etc.
- The released/sanctioned fund for Mentor-Mentee program cannot be utilized for any other program/ sessions or activities.
  - ✓ In case the Mentor-Mentee program is cancelled, the funds must be returned back to AICTE/MIC immediately with interest accrued thereon.

- ✓ In any case, if the institute is required to refund the grant or interest accrued thereon or balance amount, the amount will be refunded to AICTE/MIC. (by way of a demand draft in favor of INNOVATION CELL ACCOUNT payable at New Delhi or through NEFT/RTGS at INNOVATION CELL ACCOUNT, Account No:37903899633, IFSC: SBIN0050203, SBI, SHASTRI BHAWAN, RAJENDRA PRASAD ROAD, NEW DELHI 11000).
- ✓ As MIC needs adequate time for depositing the Demand Draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period. Meanwhile, institute can plan and start the activities as prescribed from the date of issuance of sanction order.
- The Institute shall strictly follow the provisions laid down in the scheme document and sanction order issued by this office. All correspondences related to the scheme must contain this number along with year of sanction of the scheme; failing which correspondence will not be entertained.

## II. Progress Monitoring and Reporting of financial utilization

IIC institution needs to upload the quarterly or semester wise progress reports periodically in the Mentor-mentee portal and final report submission along with following supporting documents within prescribed period of the completion of Mentor- Mentee program activities.

### ✓ Usage of Fund:

Original Statement of actual expenditure in the prescribed proforma duly signed by the Head of the institution, president of IIC Institute and countersigned by Registrar/Finance Officer/Govt. Auditor

or

In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed by a Chartered Accountant (with membership no., full address & stamp). Photocopies of formats are enclosed.

- ✓ The **Utilization Certificate (UC)** supported by Audited Statement of Expenditure to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the AICTE/MIC immediately after completion of the scheme to the following **Address: MoE's Innovation Cell(MIC), Room No. 316, 3<sup>rd</sup> Floor, AICTE HQ, Nelson Mandela Road, New Delhi-110070**
  - It should contain the head-wise break up of expenditure made from the grant-in-aid provided by the Council. Audited Statement of Expenditure indicating expenditure incurred in the total duration of the scheme in the prescribed format and GFR-19 shall be submitted to the Council.

## III. Prescribed Mentoring Activities for IIC Mentor Institutions

Under the Mentor-Mentee program, the mentor IIC institution will do the following suggestive activities for their mentee institutions;

1. The key functionaries of the IIC at the mentor institute will conduct orientation sessions for all key functionaries of IIC from the mentee institutions.

1. The mentor institute shall nominate its key IIC functionaries to join the IICs of the council of mentee institutions as external expert members.
2. The mentor institute is required to support all mentee institutions in organizing at least two activities from the IIC calendar activity plan, including identifying competent external experts and arranging sessions and honorariums for them.
3. The mentor institute shall organize a two-day exposure visit and training program focusing on pre-incubation, incubation facility creation, IPR filing and management, start-up services, and policy mechanisms (NISP, SIH, KAPILA, and others) to support both students and faculty from mentee institutions. Ideally, this should be conducted in person.
4. The mentor institution should recommend at least 50 new higher education institutions to establish an Institutional Innovation Council on their campuses. The list of HEIs allocated to the mentor institutions for referral through the IIC portal (referral section) and further follow-up to bring them into the IIC network.
5. The mentor institution is tasked with guiding a minimum of 50 inactive IIC institutes and follow-up with them and guide to make them active and have a functional IIC in the campus. The List of inactive IIC - HEIs allocated to the mentor institutions for guidance and follow-up to bring them into the IIC network will be available in the IIC portal.
6. The mentor institute needs to conduct a progress monitoring, feedback, and impact evaluation study visit to each mentee institution, especially towards the end of the IIC calendar year or in the fourth quarter. Ideally, this should be an in-person visit.
7. The mentor institution is expected to encourage, guide, and support mentee institutions in participating in various innovation and entrepreneurship initiatives of the Ministry of Education (MoE), such as adopting NISP, formulating I&E policies at the institute level, participating in NIRF Innovation Ranking, training Innovation Ambassadors, providing mentoring support to students, and establishing pre-incubation and incubation facilities, among others.
8. The mentor institute invites participation from mentee institutions in the innovation and entrepreneurship activities organized as part of the IIC calendar and self-driven activities.

*\*The activities 1, 2, and 3 may be organised either on online mode or physical mode as per the convenient to both mentor and mentee institutions.*

#### **VII. Guideline for Conducting and delivering of the activities:**

1. To conduct orientation sessions for all the key functionaries of IIC members of mentee institutions.
  - ✓ At least two orientations cum mentoring sessions for all mentee institutions or separate session for each mentee institution may be planned and conducted.
  - ✓ One orientation session should be organised at the beginning of the Semester/IIC Calendar year and one at the mid of IIC calendar year.
  - ✓ Orientation session shall be conducted on online mode using video conferencing platforms.
  - ✓ Key functionaries of mentor IIC institution shall join as mentor expert and will take the

session and explain the best practices, cases of their institute on how they are driving the I&E ecosystem highlighting resource mobilization strategies.

- ✓ A competent and experienced Key functionary from the mentor IIC institute will deliver the session on above objectives, and a maximum honorarium amount of Rs. 3000/- per expert per orientation session can be provided for this purpose.
  - ✓ A total budget of maximum Rs. 12000/- for two orientation sessions is provisioned.
2. Take part in the quarterly progress meetings of mentee institutions and provide guidance and support in planning, action plan preparation, and improvisation of I&E activities to be conducted in the mentee institutions.
- ✓ At least one-member representation from the mentor institution in each mentee institution is required.
  - ✓ The president of mentor IIC institute will nominate the member and he/she will take part in quarterly IIC meetings of IIC mentee institute.
  - ✓ Once the member nominated for the mentee institute, same member is required to continue till the end of the IIC calendar year.
  - ✓ Each nominated member need to take part in at least 3 such quarterly/semester meetings during the IIC calendar year.
  - ✓ Quarterly meetings shall be conducted on online mode using video conferencing platforms.
  - ✓ Role of member in mentee IIC institute is to actively participate in quarterly progress meeting of mentee IIC institutions and provide guidance on planning, action plan preparation, progress assessment and improvisation of I&E activities to be conducted in the mentee institutions.
  - ✓ Mentor IIC institute may provide an honorarium of Rs. 1000/- to the nominated members upon completion of the such meeting and submission of verified report along with meeting outcomes to the president of IIC institute.
  - ✓ A senior and competent IIC member of the mentor to take part in quarterly planning and review meetings conducted during the IIC calendar year in mentee institutions
  - ✓ A total budget of maximum Rs. 15000/- for participation in 15 numbers of meetings in 5 mentee institutions during the IIC calendar year.
3. **Planning and delivering of two IIC calendar activities for mentee IIC institutions**
- ✓ Mentor institute in coordination with mentee institutions will identify two IIC calendar activities to be conducted for the mentee IIC institutions.
  - ✓ Mentor institute will prepare the session plan and identify the external resource persons to deliver the session.
  - ✓ Repute and experienced experts drawn from national and regional ecosystem should deliver the session.
  - ✓ All mentee institute should ensure minimum participation of 50 nos includes IIC members, students and faculty members and staff.
  - ✓ Mentor IIC institute may spend expenses towards honorarium to the external experts. The honorarium of Rs. 3000/- per expert, two experts per session and two sessions per IIC calendar year to be conducted in mentee institute by the mentor institute.

1. Organize a 2 days long I&E exposure visit cum training program on I&E related theme such as pre-incubation and Incubation facility creation, IPR filing & management etc. for mentee institute representatives.
  - ✓ Mentor institute will plan, host and organize a 2-day long exposure cum training program for the participants from mentee IIC institutions.
  - ✓ Mentor institute shall get participant nominations from mentee IIC institutions. Mentee institutions can nominate up to two key functionaries of their IICs.
  - ✓ A total 10 participants from the 5 mentee institutions shall comprise the one cohort of training to be conducted on physical mode.
  - ✓ The mentor institute shall take care the venue related expenses and delivering the training program. Expenses may include expert's fee/honorarium, food, site visits, accommodation and training and communication material cost for the participants etc. A detail breakup is provided in Table 2.
  - ✓ The mentor institute shall reimburse the travel cost of nominee/representatives from the mentee institutions. Actual travel cost (road or train or flight) or the upper cap Rs. 5000/ mentee institute (with maximum 2 participants) can be accommodated.
  - ✓ A total budget of maximum Rs. 125000/- for a batch size of 10 participants from 5 mentee institutions is provisioned.
  
2. **Refer and Follow-up with 50 HEIs to establish IIC and join the IIC network.**
  - ✓ The mentor institution should do necessary follow-up with at least 50 higher education institutions to establish an Institutional Innovation Council on their campuses.
  - ✓ Ensure that the establishment of the referred institutes is approved by MIC and that the institutes actively participate in IIC activities.
  - ✓ The mentor institution needs to extend its mentorship wherever required for the referred institutions.
  - ✓ The list of HEIs allocated to the mentor institutions for referral through the IIC portal (referral section) and further follow-up to bring them into the IIC network.
  
3. **Follow-up with allocated inactive IIC institutions to make them active.**
  - ✓ Tasked with following up with at least 10 inactive IIC institutes and motivate them to get active.
  - ✓ Transforming these institutes into active participants within the Institution's Innovation Council (IIC).
  - ✓ Tailored mentorship and support to address specific needs of each institute.
  - ✓ Enhanced innovation culture and increased engagement in IIC initiatives.
  - ✓ The List of inactive IIC - HEIs allocated to the mentor institutions for guidance and follow-up to bring them into the IIC network will be available in the IIC portal.
  
4. To conduct visits to each mentee institution for progress monitoring & impact evaluation study especially towards the end of IIC calendar year or in the 4<sup>th</sup> Quarter.
  - ✓ The Key functionaries or nominated members of mentor IIC institution to mentee



institutions shall make a one-day visit to the campus of mentee institute to observe the progress, facility and function of IICs and discuss with the IIC members.

- ✓ Mentor expert will check the progress and provide feedback and on spot mentoring support to the mentee institute on improvisation of I&E ecosystem, strategies and how to improve the score and star of mentee institute.
  - ✓ An impact evaluation study shall be planned and conducted and represented. A well designed communication brochure and annual report of IIC institute with achievement and impact should be incorporated. Mentor institute will guide mentee institutions in preparing and finalizing the IIC annual reports.
  - ✓ The local and travel (road, train and air) expense of members shall be drawn from the budget provisioned.
  - ✓ A total budget of maximum Rs. 25000/- covers visits to 5 mentee institutions (Rs.10000 per member per visit covers TA and honorarium) is provisioned.
  - ✓ Mentee institute will provide local stay and organizing progress monitoring cum feedback/mentoring meeting should be planned in advance.
5. The mentor institution is expected to encourage, guide and handhold mentee institutions in participating various innovation and entrepreneurship initiatives of MoE such as adoption of NISP, formulation of I&E policy at the institute level, Training of Innovation Ambassadors, Mentoring support to students and establishment of pre-incubation and incubation facilities etc.
6. Inviting participation form mentee institutions for the innovation and entrepreneurship activities are being organised by mentor institute as part of IIC calendar, Self-Driven activities etc.
7. **Delivering activities of Mentor-Mentee Scheme**
- ✓ The President and concern program coordinator of the mentor institute shall be primarily responsible for the implementation of the project.
  - ✓ All mentee institutions are also required to nominate coordinators (one from each mentee institutions) as the co-coordinators of the project at mentee institution level.
  - ✓ Quarterly presentation on the planned activities and implementation progress should be submitted in the Mentor-Mentee section of the IIC Portal.
  - ✓ If it is found that the grant-in-aid released is not being utilized for the purposes for which it was intended for and the progress of the program is not satisfactory, action may be taken or funding support may be withdrawn.
  - ✓ Further extension of financial support from AICTE, MIC shall be based on the progress of the scheme and effective utilization of the earlier grant-in-aid provided.
  - ✓ If the Mentor institute coordinator leaves the institution, retires, or goes on long leave, the institute will appoint another Mentor Institute Coordinator to the program, and immediate intimation to the MIC in this regard.

#### VIII. Use of Logos

- ✓ In case of activities organized in online mode, the logos of MIC, AICTE and IIC should be used properly labelled and prominently displayed.

- ✓ In case of physical activities, logos of MIC, AICTE and IIC must be prominently placed in the banners/stage backdrop/podium/venue, and displayed.
- ✓ All publicity materials/ advertisements/ brochures/ invitation cards/ any other collaterals/ event backdrop etc. related to Mentor-Mentee Program must carry the MIC, AICTE and IIC logo.

## VII. Activity Report

Both mentor and mentee institutions are required upload activity reports related to mentor- mentee program in the IIC portal. Following documents and reports are required to upload by end of every quarter/semester or periodically by the mentor and mentee institutions;

- ✓ Brief plan and calendar for the Activities to be conducted
- ✓ A time activity chart indicating schedule along with deliverables for each participating institution.
- ✓ Reports for the activities completed.
- ✓ Sessions details, experts' details and feedback from participants.
- ✓ Details of financial layout and expenses incurred for the activities.
- ✓ Copies of letters of intents/MOU are signed with mentee institutions.
- ✓ The Mentor Institute Coordinator must submit progress report every quarter indicating
  - a. The progress of the activities under Mentor-Mentee Scheme and the status of the grant-in-aid utilized.
  - b. Geotagged photographs (maximum 15) of all the activities under Mentor-Mentee Scheme.
  - c. A video of 2-minute duration (per mentee institute) having: (i) Introduction by Coordinator mentioning the name and state of Mentee IIC and Mentor IIC institute.  
(ii) Activities conducted under Mentor-Mentee scheme (iii) How the Mentor- Mentee Scheme was beneficial to students, faculty and institute? (iv) Acknowledgement of AICTE/MIC support.

## VIII. Monitoring

- ✓ AICTE/MIC may depute an Officer/Observer to oversee the quality of the conference and collect feedback from the venue

## IX. Expected Outcomes

- ✓ Active participation and involvement of IIC members; students, faculty members and staff from both mentor and mentee institutions.
- ✓ A streamlined and strengthened innovation and entrepreneurship ecosystem with functional IICs in mentee institutions.
- ✓ Increase in awareness level among students, faculties and staff on recent developments and approaches in for innovation, entrepreneurship and intellectual property and their importance in wealth creation at individual level and national level.
- ✓ Nurturing leadership potential of student innovators, and entrepreneurs by providing them coordination role to achieve the program objective.
- ✓ Program will set foundation for institute's participation in MoE's Innovation and Entrepreneurship initiatives such as IIC, ARIIA, Hackathons, NISP, National Innovation Contest, and YUKTI and related programs at MIC and AICTE.

Dated: 29<sup>TH</sup> Feb. 2024

**X. General instructions**

- ✓ The grantee Institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- ✓ This Sanction Order may be treated as Offer Letter for all purposes.

**XI. Duration of the Project:** Duration of project shall be of one IIC calendar year.

For more information, please write your query to Ms. Selvarani, Innovation Officer and Ms. Pooja Sharma, NRO IIC Zonal In charge.

Email: [selva.rani@aicte-india.org](mailto:selva.rani@aicte-india.org), [mm.iic.mic@aicte-india.org](mailto:mm.iic.mic@aicte-india.org), Phone no: 011 2958 1513, 1235

Yours sincerely,



Dipan Kumar Sahu  
Asst. Innovation Director  
MoE's Innovation Cell

Copy forwarded for information and necessary action to:

**1. Name and Address**

MALLA REDDY ENGINEERING COLLEGE, MALLA REDDY ENGINEERING COLLEGE, MAIN CAMPUS,  
MAISAMMAGUDA, GUNDLA POCHAMPALLY, MEDCHAL-MALKAJGIRI (Dist), TELANGANA-500100

**2. HoI/IIC President**

MALLA REDDY ENGINEERING COLLEGE

**3. Office File**