



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)
Delhi Road, Moradabad (U.P)

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Standard Operating Procedure (SOP)

TMIF Student Startup Club (TSSC)

(Inspiring Innovation | Nurturing Entrepreneurship | Empowering Changemakers)

In consonance with the Vision and Mission of **Teerthanker Mahaveer University (TMU)**, which emphasizes holistic development, societal contribution, and fostering innovation-led growth, the establishment of the **TMIF Student Startup Club (TSSC)** aims to cultivate an entrepreneurial mindset among students across all constituent colleges. The Club will serve as a dynamic platform for nurturing creativity, innovation, and problem-solving skills by providing experiential learning opportunities and exposure to Startup Ecosystems.

Aligned with **Sustainable Development Goal 9 (Industry, Innovation, and Infrastructure)** and the guiding principles of the **National Education Policy 2020**, the TSSC seeks to empower students to transform innovative ideas into viable solutions that address real-world challenges. By integrating entrepreneurial education with hands-on innovation activities and direct linkages to the **TMIF (Teerthanker Mahaveer Innovation Foundation)**, the Club will strengthen TMU's innovation and Startup Ecosystem, contributing to national and institutional goals related to research, innovation, and employability.

1. Vision

To build a vibrant, student-driven entrepreneurial ecosystem within TMU that nurtures the next generation of innovators and leaders, empowering student startups to create sustainable businesses with global economic and social impact.

2. Mission

To cultivate and empower a generation of socially conscious, globally competent student entrepreneurs through experiential learning, cross-campus collaborations, and exposure to real-world innovation challenges, guided by TMIF & IIC and inspired by best practices from global centers of excellence.

Core Values

- **Creativity:** Encouraging bold ideas and out-of-the-box thinking.
- **Integrity:** Upholding transparency, ethics, and academic excellence.
- **Collaboration:** Building strong partnerships within and beyond the TMU ecosystem.
- **Resilience:** Supporting perseverance through the entrepreneurial journey.
- **Empowerment:** Inspiring every student to transform imagination into innovation — *"If you can imagine it, you can achieve it."*

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Dr. Vaibhav Rastogi
Joint Registrar
Teerthanker Mahaveer University
Moradabad

3. Objectives

- **Stimulate Entrepreneurial Thinking:** Cultivate problem-solving, creativity, and risk-taking among students across disciplines.
- **Build Real-World Capabilities:** Offer practical experiences in startup development, fundraising, pitching, and execution.
- **Encourage Diversity & Inclusion:** Promote equitable representation and participation across gender, disciplines, and backgrounds.
- **Foster Global Exposure:** Enable access to international startup networks, online accelerators, and innovation challenges.
- **Enable Access to Funding and Mentorship:** Bridge students with mentors, seed funds, and incubation support at TMIF and beyond.
- **Institutionalize Peer Leadership:** Encourage students to lead, organize, and co-create the ecosystem through structured governance.

4. Type of Club: TMU Student Startup Club (TSSC) is a University level club.

5. Club Governance

5.1 Representative Model

Any student may self-nominate using "Annexure A" for the TMIF Student Startup Club with endorsements from their **Dean/Principal/HOD** and **IIC Coordinator**.

Each College/Department will have **two selected representatives (1 Male + 1 Female)**, chosen by the TMIF team based on merit, leadership potential, and entrepreneurial interest.

5.2 Club Structure

Club structure is according to Annexure- 02 of SOP 22.0 of TMU.

S. No.	Designation	Category
1.	Advisor – I	Assistant Director-TMU BIC
2.	Advisor – II	Incubation Manager/IIC Coordinator
3.	Secretary	Any Student Except 1 st Year
4.	Joint Secretary – I	2 nd Year Student
5.	Joint Secretary – II	2 nd Year Student
6.	Joint Secretary – III	3 rd Year Student
7-30	*Executive Member – 1-24	Any Year Student

*Executive member will be two (one male and one female) from each constituent college of TMU. The office bearers will also be treated as representative from the concerned college.

Roles and Responsibilities

1. **Advisors:** To mentor, guide, monitor and networking regarding the planning and execution of the activities as per the schedule prepared by the club office bearers. The schedule shall be recommended by the Director – TMU BIC and approved by the Hon'ble Vice Chancellor
2. **Secretary:**
 - To Maintain all official records and documents
 - To prepare and distribute meeting agendas and minutes
 - To manage internal and external communications for the club
3. **Joint Secretaries:**
 - To assist the Secretary in documentation and organizing events.
 - To handle specific tasks related to event coordination and communication

- To help manage club related emails, notices, and logistical arrangements.

4. Executive Members:

- To assist in the planning and execution of club activities and events.
- To take up specific tasks assigned by the leadership team.
- To engage with club members to gather feedback and encourage participation.
- To support the leadership team in logistics, marketing, and resource management.

5.3. Selection and Composition

- The composition of office bearers will be as per the approved structure given in Annexure -02 of Student Club SOP 22 of University.
- The Advisors shall be nominated by the Director, TMIF from the functionaries of TMIF and send to the Hon'ble Vice Chancellor for approval.
- In the composition of the office bearers, the representation of all colleges is encouraged as per the point 3.2C of SOP22.

The Selection of the student office bearers shall be conducted by a selection committee comprising five (5) members as follows.

1	Director TMUBIC	Chairperson
2	Assistant Director TMIF	Member (Nominated by Vice Chancellor)
3	Convener EDC	Member (Nominated by Vice Chancellor)
4	Incubation Manager	Member
5	IIC Coordinator	Member

- The tenure of all office bearers shall be one year, extendable after due approvals from the Vice Chancellor.

5.4. Membership

- The **Office Bearer Application Form** shall be issued once in an academic session from the TMU - BIC office and duly filled forms shall be submitted back to the same office before the last date as per **annexure -A**
- The filled **Office Bearer Application Form** shall be submitted to the TMIF office for review, constitution of the club and approval of the Vice-Chancellor
- The **Membership Application Form** shall be issued once in an academic session from the Advisors of the TMU Student Startup Club (TSSC) through google link as per **annexure -B**

5.5. General Rules & Regulations

- The TMU Student Startup Club is student driven and faculty works as an advisor only.
- Any regular student is eligible to be the office bearer.
- The Schedule of the activities of the TMU Student Startup Club shall be aligned with the academic calendar of the University.
- The consumable used in any activity(s) of the club shall be used from the budget (priorly approved by the Hon'ble Vice Chancellor through Director, TMIF) of TMU Student Startup Club.

- The club activities are planned and executed by the respective office bearers after the due approval of advisors and Director, TMIF.
- The TMU Student Startup Club will be mentored and monitored by the TMIF Office under the guidance of Hon'ble Vice Chancellor.

6. Activity Calendar

- The activities must be scheduled in accordance with the Academic Calendar.
- The annual activity calendar of the TMU Student Startup Club (TSSC) shall be decided and finalized at least 15 days prior from the starting of the academic session by the office bearers after due discussion with Director, TMIF and approval of Hon'ble Vice Chancellor.
- The Secretary of the TMU Student Startup Club shall notify the annual activity calendar before the start of the academic session.

The club will organise the following programs but not limited to: -

Program	Description
IdeaLabs	Cross-disciplinary ideation workshops with mentorship (like MIT Sandbox, Stanford d.school)
Founders Forum	Fireside chats with Indian & global entrepreneurs
Demo Day @TMU	Investor-style student pitch showcase inspired by Y Combinator Demo Days
TMU Hack League	Inter-college hackathon series aligned with global SDGs
Mini Accelerators	4-week sprint programs for early-stage student startups
Venture Trek	Industry/startup visits + virtual global immersions
Startup Showcase	Pop-up events to demo products/services from student founders

7. Feedback and Action Taken Report (ATR)

- After conducting each activity, the executive members of the club must take the feedback from the participants and submit it to the club advisors.
- Based on the feedback received from the participants, the club secretary must compile it and put the report to the office bearers for review.
- Based on the reviews given by the office bearers, the advisors must prepare a suggestion(s) list on the semester basis and submit it to the Director, TMIF before starting of the next semester.

8. Infrastructural and Financial Requirements:

The advisors in consultation with other office bearers shall prepare a list of infrastructural requirements at least one month prior from the commencement of the academic session and submit it to the Director, TMIF for recommendation and approval of the Hon'ble Vice Chancellor.

9. Branding of Event:

The club would be responsible for the pre-event, during event, post-event branding in social and print media. The Club would be responsible for the designs of creatives, reels, news, photography, video, etc. with the help of Digital Marketing/ Print Media team of the University.



10. Documentation:

The TMIF will maintain all the records of the activities conducted by TMU Student Startup Club throughout the year in coordination with the Club Office Bearers.

11. Membership Fee:

Membership fee may be fixed from time to time, so that routine expenses are taken care through the club finance in each academic year, it will be processed by Club Advisor to Director, TMU -BIC. Director, TMIF recommends it to Hon'ble Vice Chancellor for approval. A separate account may be created in the name of the club for smooth financial transactions & operations.

12. Recognition, Awards & Incentives

Award Name	Criteria
TMU Student Innovator of the Year	Most promising founder/startup from the club
Best Representative College/Department	Based on participation, events, and startup outcomes

13. Contact Information

For any queries, clarifications, or submissions related to the TMIF Student Startup Club, please contact:

TMU Business Incubation Centre (TMIF)s

Teerthanker Mahaveer University, Moradabad – 244001, Uttar Pradesh

📍 **Location:** Second Floor, Clock Tower Building, TMU Campus

✉ **Email:** manager.incubation@tmu.ac.in

☎ **Phone:** +91-9520875756

🌐 **Website:** www.incubator.tmu.ac.in

📷 **Instagram:** @tmu.bic

🌐 **LinkedIn:** [linkedin.com/company/TMIF](https://www.linkedin.com/company/TMIF)

Key Contacts:

Designation	Contact No.	Email Address
Incubation Manager	9520875756	manager.incubation@tmu.ac.in
IIC Coordinator	9520966410	iic@tmu.ac.in



Dr. Vaibhav Rastogi
(Joint Registrar)

Dr. Vaibhav Rastogi
Joint Registrar
Teerthanker Mahaveer University
Moradabad

Annexures enclosed :

1. Annexure A - Office Bearer Application Form: TMU Student Startup Club (TSSC)
2. Annexure B - Membership Application Form: TMU Student Startup Club (TSSC)
3. Annexure C- Activity Calendar: TMU Student Startup Club (TSSC)
4. Annexure D- Feedback Form: TMU Student Startup Club (TSSC)
5. Annexure E- Suggestion (s) : TMU Student Startup Club (TSSC)
6. Annexure F- Financial and Infrastructural Requirements: TMU Student Startup Club (TSSC)

Annexure - A**Office Bearer Application Form: TMU Student Startup Club (TSSC)**
(For Students of Teerthanker Mahaveer University)

Academic Session: _____

Application for: Tick ☒ any oneSecretary ☐Joint Secretary ☐Executive member ☐**SECTION A: Personal Details**

Full Name		Gender	☐ Male ☐ Female ☐ Other
College / Department		Prog. Name:	
Enrolment Number		Contact Number	
University Email ID		Personal Email ID (if any)	
LinkedIn Profile (optional)		Instagram Handle (optional)	
Academic Details: CGPA (As per previous Sem./Year)		Attendance Percentage	

SECTION C: Motivation & Contribution**1. Why do you want to join the TMIF Student Startup Club?**

.....

.....

2. What skills or experience do you bring to the club (e.g., event management, design, tech, public speaking, entrepreneurship)?

.....

.....

3. Why should you be selected to represent your college? Highlight leadership, outreach, or startup experience?

.....

.....

SECTION D: Commitments & Declarations

- ☐ I understand that active participation and professional conduct are expected from all members.
- ☐ I commit to upholding the values of TMIF and contributing to the growth of TMU's innovation & entrepreneurial ecosystem.
- ☐ I agree to follow all rules, policies, and protocols as laid out in the Club SOP.

Signature of Applicant: _____

Date: ____ / ____ / ____

SECTION E: Head of College/Department & IIC Coordinator Endorsement

This section must be filled by a Head of the & IIC Coordinator from the nominee's college.

Head of the College/Department Name:

Designation:

Remarks (optional):

IIC Coordinator Name:

Designation:

Remarks (optional):

Signature & Seal

Signature & Seal

For TMU – BIC Office Use Only

Status

Remarks

☐ Accepted ☐ Rejected

Verified by TMIF

Date of Verification

Annexure - B**Membership Application Form: TMU Student Startup Club (TSSC)**
(For Students of Teerthanker Mahaveer University)

Academic Session: _____

SECTION A: Personal Details

Full Name		Gender	☐ Male ☐ Female ☐ Other
College / Department		Prog. Name:	
Enrolment Number		Contact Number	
University Email ID		Personal Email ID (if any)	
LinkedIn Profile (optional)		Instagram Handle (optional)	

SECTION B: Motivation & Contribution**1. Why do you want to join the TMIF Student Startup Club?**

.....

.....

2. What skills or experience do you bring to the club (e.g., event management, design, tech, public speaking, entrepreneurship)?

.....

.....

SECTION C: Commitments & Declarations

- ☐ I understand that active participation and professional conduct are expected from all members.
- ☐ I commit to upholding the values of TMIF and contributing to the growth of TMU's innovation & entrepreneurial ecosystem.
- ☐ I agree to follow all rules, policies, and protocols as laid out in the Club SOP.

Signature of Applicant: _____

Date: ____ / ____ / ____

Annexure - C**Activity Calendar: TMU Student Startup Club (TSSC)**

<u>S.No.</u>	<u>Date/ Month</u>	<u>Activity Name</u>	<u>Level (Intra or Inter University)</u>	<u>Venue</u>	<u>Tentative No. of Participants</u>

Annexure - D**Club Feedback Form: TMU Student Startup Club (TSSC)**
(For Students of Teerthanker Mahaveer University)

Academic Session: _____

SECTION A: Personal Details

Full Name		Gender	☐ Male ☐ Female ☐ Other
College / Department		Prog. Name:	
Enrolment Number		Contact Number	
University Email ID		Personal Email ID (if any)	
LinkedIn Profile (optional)		Instagram Handle (optional)	
Activity Name		Activity Date	

Dear Participant,

Please give your feedback based on the following parameters:

S.No.	Parameters	Rating (1 – 5) 1= Poor & 5= Excellent
1.	The activity enhances the student engagement	
2.	The activity develops the leadership skills.	
3.	The activity promotes the collaborative skills.	
4.	The activity supports the academic and professional growth.	
5.	The activity develops the entrepreneurial skills.	
6.	Overall rating of the activity.	

Suggestions for the club quality activities for future improvement:

Participant Signature with Date

Annexure – E

Suggestion (s)

TMU Student Startup Club (TSSC)

Academic Session:

Semester:

Name (Advisor – 1):

Name (Advisor – 2):

Suggestions for the betterment of club quality activities:

Advisor – 1 Signature

Date:

Advisor – 2 Signature

Date:

Annexure - F

Financial and Infrastructural Requirements

TMU Student Startup Club (TSSC)

Academic Session:

Activity Name:

Activity Date:

Name (Advisor – 1):

Name (Advisor – 2):

Financial Requirements:

S.No.	Description	Expected Cost (In Rs)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Total		

Infrastructural/Other Requirements:

S.No.	Description	Expected Cost (In Rs)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Total		

Advisor – 1 Signature

Date:

Advisor – 2 Signature

Date: