

TBI-GEU

ENTREPRENEUR-IN-RESIDENCE PROGRAM

POLICY, GUIDELINES & STANDARD OPERATING PROCEDURES

2026 Edition

3rd Floor, CSIT Block, GEU

tbi.geu.ac.in

office.tbi@geu.ac.in

1. Preamble and Objectives

1.1 The Technology Business Incubator - Graphic Era University (TBI-GEU) seeks to promote entrepreneurship among students, alumni, researchers, and innovators by providing structured financial and non-financial support through the TBI-GEU Entrepreneur-in-Residence (EIR) Program.

1.2 The EIR Program is an intensive, full-time entrepreneurial support initiative designed to enable committed early-stage founders to pursue technology-driven startup ideas with high innovation potential. The program is modelled on nationally recognized EIR frameworks, including those supported by DST.

1.3 A core objective of this program is to support entrepreneurs who wish to develop, protect, and commercialize their innovations — including through patent filings, prototype development, and market entry. TBI-GEU will provide dedicated mentorship, institutional resources, and ecosystem access to help EIRs achieve these goals.

1.4 Program Objectives

The TBI-GEU EIR Program aims to:

- Enable full-time commitment to entrepreneurial exploration free from financial pressure.
- Support high-risk, technology-driven ideas with longer development and gestation cycles.
- Facilitate prototype and MVP development, early market validation, and pilot deployments.
- Assist founders in identifying, filing, and protecting intellectual property, including patents, trademarks, and copyrights.
- Create incubation-ready and investment-ready startups with documented traction.
- Promote commercialization of academic, research-led, and campus innovations.
- Build a culture of entrepreneurship within GEU by having EIRs mentor fellow students and early-stage startup teams.
- Develop accountable, growth-oriented founders who demonstrate consistent progress and measurable results.

2. Scope and Applicability

2.1 This Policy applies exclusively to the TBI-GEU Entrepreneur-in-Residence (EIR) Program. The program design, implementation, and all associated decisions shall be governed by TBI-GEU.

2.2 This Policy defines the institutional framework governing eligibility, selection, support structure, daily obligations, reporting requirements, performance metrics, mentorship duties, penalty provisions, and exit conditions for all EIRs.

2.3 All selected EIRs are bound by this Policy from the date of signing the EIR Agreement. Ignorance of any provision shall not be accepted as grounds for non-compliance.

3. Definitions

Entrepreneur-in-Residence (EIR)	An individual selected by TBI-GEU and supported through a fellowship to work full-time on a technology-based startup idea from TBI-GEU premises.
EIR Program	The structured support system comprising financial assistance, mentorship, infrastructure access, reporting obligations, mentoring duties, and periodic evaluation.
Fellowship	Monthly subsistence support provided to the EIR. Not a salary, stipend, or employment compensation.
MVP (Minimum Viable Product)	A functional version of the product with sufficient features to enable early testing, validation, and feedback from target users.
Technology-Based Idea	A scalable venture driven by science, engineering, or digital innovation with clear potential for commercialization and impact.
Intellectual Property (IP)	Patents, trademarks, copyrights, trade secrets, or any innovation arising from work conducted during the EIR tenure.
Review Committee	A panel constituted by TBI-GEU to evaluate EIR performance at quarterly and mid-program checkpoints.
EIR Coordinator	The TBI-GEU staff member designated as the primary point of contact for each EIR.
Warning Notice	A formal written notice issued to an EIR for failure to meet performance, attendance, or conduct requirements.
Program Committee	The apex body within TBI-GEU with final authority over EIR selections, continuations, and terminations.

4. Program Structure

4.1 The TBI-GEU EIR Program runs for a duration of up to twelve (12) months. All selected EIRs are required to engage on a full-time basis from the TBI-GEU premises throughout the fellowship tenure.

4.2 The program is structured across four phases:

<p>Phase 1: Validate & File (Month 1-3)</p>	<p>EIRs join with a minimum TRL 2 concept already formulated. Phase 1 focuses on completing the experimental proof of concept (targeting TRL3), finalising the IP landscape analysis and prior art search, filing the first provisional patent or IP application, and establishing a validated technical roadmap with mentor inputs.</p>
<p>Phase 2: Build & Protect (Month 4-6)</p>	<p>Advancing from proof of concept to a validated laboratory prototype (TRL3 to TRL4-5). Full MVP development with documented user testing (minimum 5 real users). IP application formalisation. Minimum 30 structured customer discovery interviews.</p>
<p>Phase 3: Deploy & Validate (Month 7-9)</p>	<p>Pilot deployment with real-world users or early customers (targeting TRL5-6). Market validation with measurable usage data. First revenue or signed Letter of Intent. Mid-program pitch to Review Committee.</p>
<p>Phase 4: Scale & Pitch (Month 10-12)</p>	<p>Product stabilisation and early scaling (targeting TRL6-7). Documented traction (revenue, ARR, users, or pilots). Full investor-ready pitch deck and financial model. At least one investor or accelerator meeting completed. Demo Day final presentation.</p>

4.3 EIRs shall receive a monthly fellowship in the range of Rs.10,000 to Rs.30,000, determined based on educational background, professional experience, and the nature of the proposed idea.

4.4 The fellowship is intended as subsistence support and shall not be construed as a salary, employment relationship, or academic stipend. No benefits, PF, ESI, or employment entitlements accrue from the fellowship.

4.5 EIRs are required to report to the TBI-GEU office every working day. Attendance is mandatory and forms part of the performance evaluation criteria.

4.6 In addition to their primary venture work, EIRs are expected to actively contribute to the TBI-GEU ecosystem by mentoring enrolled students, junior startup teams, and other incubatees as directed by TBI-GEU.

5. Eligibility Criteria

NOTE

Meeting the eligibility criteria below does not guarantee selection. All applications are subject to review and final approval by the TBI-GEU Program Committee. Selection is based on merit, idea quality, innovation depth, and program capacity.

5.1 Applicants must be Indian citizens and must provide valid government-issued photo identification at the time of application.

5.2 Educational Qualification

- A minimum of four years of formal education in Science, Engineering, or Technology (e.g., B.Tech, B.E., B.Sc. Engineering) is required. Final-year students may also apply; however, their fellowship shall commence only upon successful completion of their degree.

OR

- Candidates possessing a three-year degree or diploma in Science or Engineering, along with a minimum of two years of full-time work experience subsequent to the completion of their degree or diploma, are also eligible.
- Applicants shall be eligible to apply for a period of up to two years from the date of completion of their highest qualification.

5.3 Full-Time Commitment The applicant must commit to pursuing the startup idea on a full-time, in-person basis. During the EIR tenure, the individual must not hold any other source of income, employment, consultancy, academic course enrollment, or concurrent fellowship. Part-time engagement, remote-only participation, or parallel academic programs are not permitted.

5.4 No Existing Business Conflict The applicant must not be a promoter of or hold more than 10% equity in any existing active company at the time of application. Only one startup idea may be proposed per applicant.

5.5 Innovation & Technology Depth The proposed idea must be technology-driven with demonstrable innovation potential. Ideas must have meaningful technological complexity, longer development cycles, and clear scope for IP generation including patents, trade secrets, or proprietary algorithms. Ideas with low technology depth, short-term commercial plays, or simple service/agency models shall not qualify.

5.6 IP Orientation Preference shall be given to applicants who have identified or are actively pursuing patentable innovations, research-backed technologies, or novel solutions that have scope for formal IP protection.

5.7 Incubation Requirement All selected EIRs must be registered under TBI-GEU's pre-incubation or incubation programme for the entire duration of the fellowship. Registration is mandatory before the first fellowship disbursement.

5.8 Age Applicants must be between 18 and 40 years of age at the time of application. Age relaxation may be considered at the discretion of the Program Committee for exceptional candidates.

5.9 Previous Fellows Individuals who have previously completed an EIR fellowship at TBI-GEU or received a fellowship under any DST/TBI-supported EIR program may not apply for a second full fellowship unless at least three years have elapsed since their last fellowship ended.

6. Fellowship Support and Benefits

6.1 Monthly Fellowship EIRs shall receive a monthly fellowship in the range of Rs.10,000 to Rs.30,000 per month, determined by TBI-GEU based on the applicant's profile, qualifications, and the nature of the proposed venture. The fellowship amount is fixed at onboarding and reviewed at the mid-program (Month 3,6,9) evaluation.

6.2 Performance Linkage Fellowship disbursement is conditional upon satisfactory monthly performance, timely submission of reports, and minimum attendance compliance. Non-compliance may result in partial or full withholding of that month's fellowship (see Section 13).

6.3 External Funding / Revenue If the EIR secures external equity funding, a government grant exceeding Rs.5 lakhs, or demonstrates sustained monthly revenue exceeding Rs.50,000 for three consecutive months, TBI-GEU may reduce or discontinue the fellowship at its discretion.

6.4 Infrastructure Access TBI-GEU shall provide access to co-working workspace, high-speed internet, conference room (subject to availability), 3D printer, and recording studio facilities as part of the EIR support package, subject to the TBI-GEU Co-Working Space Policy.

6.5 Mentorship & Expert Access Each EIR shall be assigned a dedicated TBI-GEU mentor. Additional domain-specific mentors from industry, academia, and investor networks may be arranged based on the venture's needs. Regular structured mentor sessions will be scheduled by TBI-GEU.

6.6 IP & Patent Support TBI-GEU shall facilitate access to IP advisory sessions, patent drafting guidance, and connections with registered patent agents. Institutional support for prior art searches and freedom-to-operate analysis will be made available. Filing costs are to be borne by the EIR/startup, but TBI-GEU may assist in linking the EIR to available government IP support schemes.

6.7 Network & Ecosystem Access EIRs shall have access to TBI-GEU's startup network, alumni, investor connects, industry partnerships, and participation in national/international demo days, competitions, and acceleration programs facilitated by TBI-GEU.

6.8 Workshops & Training TBI-GEU shall conduct periodic workshops covering business development, technical validation, IP management, compliance, financial literacy, fundraising readiness, and pitching skills. Attendance at these workshops is mandatory.

7. Daily Attendance and Workspace Policy

MANDATORY

Daily in-person attendance at the TBI-GEU office is a non-negotiable condition of the EIR fellowship. Consistent absence without approval will trigger the penalty framework in Section 13.

7.1 EIRs are required to report to the TBI-GEU premises on all working days (Monday to Saturday, unless a public holiday). Reporting time is between 9:00 AM and 10:00 AM. Departure before 5:00 PM requires coordinator approval.

7.2 Attendance shall be recorded through the TBI-GEU biometric/register system. Self-reporting or verbal claims of presence shall not be accepted as attendance proof.

7.3 A minimum of 85% monthly attendance is required to be eligible for that month's fellowship disbursement. Attendance between 65-84% will result in a 25% deduction of the month's fellowship. Attendance below 65% will result in full forfeiture of that month's fellowship.

7.4 Planned leave must be communicated in writing (email to the EIR Coordinator) at least 2 working days in advance. Emergency leave must be communicated on the same day with supporting documentation.

7.5 EIRs are permitted a maximum of 2 days of remote/off-site work per month, subject to prior written approval. Off-site days must still be accompanied by a written daily update to the coordinator.

7.6 Travel for startup-related activities (customer discovery, investor meetings, conferences) may be counted as present with prior approval and submission of a brief trip report within 2 days of return.

7.7 EIRs must maintain a professional demeanor on the premises, adhere to the TBI-GEU Co-Working Space Code of Conduct, and contribute positively to the community environment at all times.

8. Roles and Responsibilities

8.1 TBI-GEU Responsibilities

- Administer the EIR program, manage fellowship disbursements, and maintain program records.
- Provide agreed infrastructure, mentorship access, and ecosystem support throughout the tenure.
- Assign a dedicated EIR Coordinator as the primary point of contact for each EIR.
- Facilitate IP advisory, patent support, and connections to relevant government schemes.
- Conduct all scheduled reviews (weekly check-ins, monthly reviews, quarterly evaluations, Demo Day).
- Provide timely, constructive feedback after each review to help the EIR course-correct.
- Issue formal Warning Notices and maintain disciplinary records in cases of non-compliance.
- Maintain confidentiality of EIR's business information and IP disclosures.

8.2 EIR Responsibilities

- Report to TBI-GEU premises daily during designated hours and maintain minimum attendance standards.
- Work full-time on the approved startup idea. No other employment, consultancy, or parallel income source is permitted.
- Submit all reports (weekly, monthly, quarterly) on time and in the prescribed format.
- Actively participate in all program activities: workshops, evaluations, mentor sessions, and community events.
- Mentor junior students, startup teams, and incubatees as assigned by TBI-GEU (minimum 2 hours per week).
- Proactively identify and pursue IP opportunities. Inform TBI-GEU of any patent filing or IP creation during the tenure.
- Present at Demo Day and quarterly evaluations with updated demonstrations, data, and metrics.
- Utilise fellowship funds and institutional resources exclusively for legitimate venture development activities.
- Notify TBI-GEU in writing within 7 days of any significant development: funding, revenue, co-founder addition, pivot, or IP filing.
- Adhere to all TBI-GEU policies, codes of conduct, and the terms of the EIR Agreement.

8.3 EIR Coordinator Responsibilities

- Serve as the day-to-day point of contact for each assigned EIR.
- Track attendance, collect weekly updates, and flag compliance issues promptly.
- Coordinate mentor sessions, booking of facilities, and workshop scheduling.
- Prepare monthly progress summaries for TBI-GEU management review.
- Issue reminders for upcoming reporting deadlines and evaluation milestones.

9. Selection and Onboarding Process

9.1 Selection Process

Stage 1 Application — Applicants submit the EIR Proposal in the prescribed format (Annexure A) via the online form at tbi.geu.ac.in/forms/eir. Incomplete proposals will not be considered.

Stage 2 Desk Screening — TBI-GEU team evaluates proposals for eligibility, idea quality, technology depth, IP potential, and completeness. Shortlisted candidates proceed to Stage 3.

Stage 3 Presentation & Interview — Shortlisted applicants are invited for a 20-minute pitch presentation followed by a 15-minute Q&A with the Selection Committee. The committee evaluates idea viability, founder-market fit, commitment, and growth potential.

Stage 4 Final Approval — The Program Committee reviews the Selection Committee's recommendations and grants final approval. Approved candidates receive an offer letter within 7 working days.

Stage 5 Onboarding — Selected EIRs must complete onboarding formalities within 14 days of receiving the offer letter, including signing the EIR Agreement, completing TBI-GEU incubation registration, submitting required documents, and attending the mandatory induction session.

9.2 Selection Criteria (Scoring Framework)

Innovation & Technology Depth (25%)	Is the idea genuinely novel? Does it leverage technology in a non-trivial way? Is there a defensible technical moat?
IP Potential (20%)	Is there scope for patent filing, trade secret protection, or other IP? Has any prior art search been done? Does the founder understand their IP landscape?
Founder-Market Fit (20%)	Does the applicant have the background, domain knowledge, and drive to pursue this idea? Evidence of prior research or domain engagement is valued.
Viability & Business Potential (15%)	Is there a credible path to commercialization? Has the problem been validated? Is there an identifiable target market?
Commitment & Clarity (10%)	Is the applicant demonstrably committed to full-time pursuit? Is the plan realistic and well-thought-out?
Impact Potential (10%)	Does the idea address a meaningful problem? Is there social, economic, or technological impact?

10. Reporting Requirements and SOP

MANDATORY

All reports must be submitted on time in the prescribed formats. Late submissions will be treated as non-performance and may result in fellowship deduction. Formats will be shared with EIRs at onboarding.

10.1 Review & Reporting Schedule

REVIEW	TIMING	FORMAT	OUTPUT
Weekly Check-in	Every Friday	Written submission to EIR Coordinator (email/portal). Max 1 page.	Progress logged; flagged if behind schedule.
Monthly Review	Last week of each month	Structured report (template provided) + meeting with TBI-GEU team.	Fellowship disbursement confirmation for next month.
Quarterly Evaluation	Months 3, 6, 9	Formal presentation (10 slides) to Review Committee.	Performance rating (Green / Amber / Red). Amber triggers support plan; Red triggers warning.
Mid-Program Review	Month 6	Full pitch + demo to Panel including external mentors.	Continuation, restructuring, or early exit decision.
Final Evaluation	Month 11-12	Demo Day pitch to Panel + investors/mentors.	Completion certificate, graduation to incubation, or extension consideration.

10.2 Weekly Update (Every Friday by 6:00 PM)

The weekly update is a brief, structured note submitted via email to the EIR Coordinator. It must cover:

- Tasks completed this week (vs. last week's plan).
- Tasks planned for next week.
- Key blockers or challenges encountered.
- Any significant developments (IP, funding, user feedback, mentor sessions).
- Attendance log for the week.

10.3 Monthly Report (By 5th of the following month)

The monthly report is a formal written document (2-4 pages) using the prescribed TBI-GEU template. It must include:

- Progress against Phase milestones and KPIs.
- Technical development update (prototype status, IP filing status, development milestones).
- Market validation activities (customer interviews, pilot data, feedback summary).
- Mentoring activities: students/startups mentored, sessions conducted, outcomes.
- Financial summary: how fellowship funds were utilised.
- Key challenges and how they were addressed or plan to address.
- Goals for the next month with measurable targets.

10.4 Quarterly Evaluation Presentation (10 Slides — Months 3, 6, 9)

EIRs must present to the Review Committee using a structured 10-slide format:

- Slide 1: Venture overview and current stage.
- Slide 2: Progress vs. last quarter's targets (with data).
- Slide 3: Technical development and IP update.
- Slide 4: Market validation evidence (interviews, usage data, pilot results).
- Slide 5: Mentoring activities and ecosystem contribution.
- Slide 6: Financial overview and fellowship utilisation.
- Slide 7: Key challenges.
- Slide 8: Revised roadmap and next quarter goals.
- Slide 9: Support needed from TBI-GEU.
- Slide 10: Key metrics dashboard.

10.5 Special Disclosures

EIRs must notify TBI-GEU in writing within 7 days of any of the following:

- Filing of a patent application or any IP protection instrument.
- Securing any external funding, grant, or investment.
- Incorporation of the startup entity.
- A significant pivot in the business idea or target market.
- Addition of a co-founder or key team member.
- Any legal, regulatory, or compliance matter related to the venture.

11. Performance Metrics and Evaluation Framework

RESULT-ORIENTED

The EIR Program is designed for founders who produce real, measurable outcomes. Fellows are evaluated not just on effort but on documented, verifiable progress. Vague claims without evidence will not be accepted in reviews.

11.1 Core Performance Metrics by Phase

MILESTONE / KPI	DESCRIPTION	TARGET TIMELINE	WEIGHT
Problem-Solution Definition	Clear, documented problem statement with initial solution hypothesis validated through at least 10 stakeholder conversations.	Month 1	5%
IP Landscape Analysis	Prior art search completed. At least one potential patent or IP filing opportunity identified and documented.	Month 2	8%
Prototype / MVP	Functional prototype or working MVP developed and tested with real users. Evidence of at least 5 user tests required.	Month 5	15%
Patent / IP Filing	At least one provisional patent or IP application filed (or filed through an institution). Formal documentation required.	Month 6	12%
Market Validation	Minimum 30 validated customer interviews OR 1 active pilot deployment with measurable usage data.	Month 7	12%
Mentoring Contribution	Minimum 2 hours/week of structured mentoring to GEU students or TBI-GEU incubatees. Monthly mentor log submitted.	Ongoing	8%
Startup Incorporation	Company incorporated with ROC (Pvt Ltd / LLP / OPC). CIN / DPIN documentation submitted to TBI-GEU.	Month 8	10%
Traction / Revenue	At least one paying customer, signed LOI, or documented pilot agreement. Revenue or committed ARR evidence.	Month 10	10%
Investor/Demo Readiness	Pitch deck, financial model, and product demo ready for external evaluation. At least 1 investor/accelerator meeting.	Month 11	10%
Final Presentation	Successful Demo Day presentation with product demo, traction data, and growth roadmap.	Month 12	10%

11.2 Quarterly Performance Rating

Green (On Track)	Meeting 80%+ of expected milestones. Fellowship continues uninterrupted. Positive review recorded.
Amber (At Risk)	Meeting 60-79% of expected milestones. A written Performance Improvement Plan (PIP) is issued. Fellowship may be partially reduced. One month to demonstrate improvement.
Red (Off Track)	Below 60% of expected milestones. Formal Warning Notice issued. Fellowship may be withheld. Two consecutive Red ratings result in program termination.

11.3 Mid-Program Review (Month 6)

11.3.1 The Month 6 review is a critical evaluation involving external mentors and the Program Committee. The EIR must present a full working prototype or MVP demo, evidence of market validation, IP status, and a revised 6-month plan.

11.3.2 Based on the mid-program review, TBI-GEU may: (a) Continue the fellowship as-is, (b) Revise fellowship terms or amount, (c) Restructure the program plan, or (d) Initiate early exit proceedings.

12. Mentoring Obligations

12.1 All EIRs are required to contribute to the TBI-GEU startup ecosystem by mentoring other students, early-stage startup teams, and incubatees. This is a mandatory program obligation, not optional.

12.2 Minimum Commitment EIRs must dedicate a minimum of 2 hours per week to structured mentoring activities. These may include:

- One-on-one sessions with GEU student entrepreneurs or startup teams.
- Group workshops, talks, or ideation sessions conducted within the TBI-GEU campus.
- Participation as a reviewer or judge in student startup competitions, hackathons, or pitching events.
- Contributing to TBI-GEU's community content (blog, social, newsletter) on entrepreneurship topics.

12.3 Mentoring Log EIRs must maintain a Mentoring Log (provided at onboarding) and submit it as part of the monthly report. The log must record: date of session, name of mentee/team, topic covered, duration, and brief outcome.

12.4 Assignment Mentoring assignments are made by the TBI-GEU Coordinator. EIRs must accept assigned mentoring responsibilities within the 2-hour/week limit. Refusal without valid reason will be treated as a conduct violation.

12.5 Quality over Quantity Mentoring will be evaluated qualitatively. Feedback from mentees will be collected quarterly. Consistently poor mentoring feedback may impact the EIR's performance rating.

12.6 Knowledge Sharing EIRs are encouraged to conduct at least one open session per quarter — a talk, panel, workshop, or demo — open to the broader GEU student community, on a topic relevant to their domain. TBI-GEU will facilitate logistics and promotion.

13. Penalties, Warnings, and Enforcement

IMPORTANT

The penalty framework is designed to maintain program integrity and protect both TBI-GEU's investment and the EIR's own momentum. Enforcement is progressive — TBI-GEU's intent is to support course-correction, not to penalise unfairly.

13.1 Attendance Penalties

Attendance 85%+ per month	No deduction. Fellowship disbursed in full.
Attendance 65-84% per month	25% deduction from that month's fellowship.
Attendance below 65% per month	100% forfeiture of that month's fellowship.
Attendance below 40% in any month	Formal Warning Notice issued in addition to forfeiture.
Two consecutive months below 50%	Automatic issuance of Show-Cause Notice. Program continuation under review.

13.2 Reporting Penalties

Weekly update late by 1-3 days	Logged as a compliance flag. Three flags in one month = formal notice.
Weekly update not submitted	Counted as a missed weekly update. Two missed updates = written warning.
Monthly report late by 1-5 days	10% fellowship deduction for that month.
Monthly report late by 6-10 days	20% fellowship deduction.
Monthly report not submitted	100% fellowship forfeiture for that month + Warning Notice issued.
Quarterly presentation not attended	Treated as a critical failure. Fellowship withheld pending rescheduled presentation.

13.3 Performance Penalties

VIOLATION	CONSEQUENCE	ESCALATION
Two consecutive Amber ratings	Formal PIP issued. Fellowship reduced by 20% for the following month. Mentor sessions increased to weekly.	EIR Coordinator review.
One Red rating	Formal Warning Notice issued. Fellowship withheld until PIP milestones met. External mentor assigned.	Program Committee notified.

VIOLATION	CONSEQUENCE	ESCALATION
Two consecutive Red ratings	Fellowship terminated. EIR given 14 days to conclude and exit.	Program Committee decision. Final.
Breach of full-time commitment (found in other employment/income)	Immediate fellowship suspension. Show-Cause Notice issued. Possible termination.	Program Committee. No appeal after termination.
IP misrepresentation or concealment	Immediate termination. TBI-GEU may pursue legal remedies as applicable.	GEU Legal and Program Committee.
Misuse of fellowship funds	Recovery of misused amount. Immediate suspension. Possible legal action.	GEU Finance and Legal.
Gross misconduct / Code of conduct violation	Immediate suspension pending inquiry. Termination if confirmed.	Program Committee and GEU administration.

13.4 Warning Notice Protocol

13.4.1 A Warning Notice is a formal written document issued by TBI-GEU specifying the violation, the required corrective action, and the timeline for compliance.

13.4.2 Upon receiving a Warning Notice, the EIR must submit a written response and corrective action plan within 5 working days.

13.4.3 TBI-GEU will review the response and either accept the plan (with monitoring) or escalate to Show-Cause proceedings.

13.4.4 Three Warning Notices within the program tenure shall result in automatic initiation of termination proceedings.

14. Intellectual Property, Patent Support, and Commercialization

14.1 IP creation is a core expected outcome of the TBI-GEU EIR Program. EIRs are expected to proactively identify patentable innovations, conduct prior art searches, and initiate formal IP protection processes during the fellowship tenure.

14.2 IP Ownership Intellectual property generated during the EIR tenure shall, as a general principle, belong to the founder or the startup entity. TBI-GEU does not claim automatic ownership of EIR-generated IP.

14.3 Institutional Resources In cases where significant TBI-GEU resources, GEU faculty contributions, or institutional infrastructure have been used in creating the IP, a joint ownership or licensing arrangement may be negotiated. Such arrangements shall be documented in a separate IP Agreement.

14.4 Patent Facilitation TBI-GEU shall facilitate: (a) Prior art search guidance, (b) Introduction to registered patent agents and IP attorneys, (c) Assistance in accessing government IP support schemes (SIPP, Startup India IP benefits), (d) In-house IP workshops and advisory sessions.

14.5 Filing Costs Patent and IP filing costs are to be borne by the EIR or the startup entity. TBI-GEU may assist in identifying grants, subsidies, or institutional funding that can offset filing costs.

14.6 Equity / Revenue Sharing TBI-GEU may, at its discretion, establish equity participation (up to 5%) or revenue-sharing arrangements in ventures where substantial institutional support has been documented. Any such arrangement will be subject to a separate written agreement.

14.7 Disclosure Obligation EIRs must disclose to TBI-GEU any IP created, filed, or published during the fellowship within 7 days of the event. Concealment of IP created using TBI-GEU resources constitutes a breach of the EIR Agreement.

15. Fellowship Disbursement SOP

15.1 Fellowship disbursement is processed monthly, typically between the 5th and 10th of the following month, subject to compliance verification.

15.2 Disbursement Conditions Fellowship for any given month will be disbursed only upon confirmation of all of the following:

- Attendance meets the minimum 85% threshold (or deducted disbursement authorised for 75-84%).
- Weekly updates for all weeks of the month have been submitted.
- Monthly report for the previous month has been submitted and accepted.
- No active fellowship suspension order is in effect.
- EIR Coordinator has submitted a clearance confirmation to the finance team.

15.3 Fellowship is disbursed directly to the EIR's bank account via NEFT/RTGS. No cash disbursements.

15.4 TDS shall be deducted as applicable under Indian Income Tax provisions. EIRs are responsible for their own income tax compliance.

15.5 In the first month, fellowship will be disbursed on a pro-rata basis from the date of joining.

15.6 Any overpaid fellowship (due to retroactive penalty confirmation) will be adjusted in the following month's disbursement.

16. Exit, Completion, and Termination

16.1 Successful Completion

16.1.1 An EIR shall be considered to have successfully completed the program upon: (a) Completion of the 12-month tenure with satisfactory performance ratings, AND (b) Achievement of at least 70% of the program's core milestones as assessed by the Review Committee.

16.1.2 Successful graduates receive a TBI-GEU EIR Completion Certificate, priority access to TBI-GEU's incubation programme, alumni network access, and continued mentoring support for 6 months post-program.

16.2 Voluntary Exit

16.2.1 An EIR may voluntarily exit by providing 30 days' written notice to TBI-GEU.

16.2.2 Voluntary exit after Month 3 does not require fellowship repayment, provided exit formalities are completed in good standing.

16.2.3 Upon exit, the EIR must: (a) Return all access credentials and TBI-GEU property, (b) Submit a final exit report summarising venture status, IP disclosures, and lessons, (c) Settle any outstanding charges or dues.

16.3 Termination by TBI-GEU

16.3.1 TBI-GEU reserves the right to terminate the fellowship for: non-performance (two consecutive Red ratings), violation of eligibility conditions, breach of full-time commitment, misconduct, IP concealment, misuse of funds, or any criminal activity.

16.3.2 Termination will be preceded by a Show-Cause Notice (except in cases of gross misconduct or criminal activity, where immediate termination applies).

16.3.3 Upon termination, no further fellowship is payable. TBI-GEU may seek recovery of fellowship amounts disbursed in cases of fraud or material misrepresentation.

16.4 Exit Formalities

- Submit completed Exit Clearance Form to the EIR Coordinator.
- Submit all-IP disclosure documentation to TBI-GEU.
- Return access card, keys, and any TBI-GEU equipment.
- Settle all outstanding dues (printing, studio, conference room bookings, etc.) & take NoC.
- Complete final evaluation presentation (for scheduled exits).
- Provide forwarding contact information for post-program engagement.

17. Miscellaneous Provisions

17.1 Nothing in this Policy shall be construed to create an employer-employee relationship, partnership, or agency between TBI-GEU/GEU and the EIR.

17.2 TBI-GEU reserves the right to amend, modify, or revoke this Policy at any time. EIRs will be notified of material changes with 15 days' notice.

17.3 In case of any ambiguity, dispute, or question not addressed by this Policy, the decision of the CEO, TBI-GEU shall be final and binding.

17.4 All disputes shall be subject to the jurisdiction of courts in Dehradun, Uttarakhand.

17.5 EIRs must maintain strict confidentiality of all non-public TBI-GEU information, fellow EIR business details, and mentor/investor information accessed during the program.

17.6 TBI-GEU may feature the EIR's venture in its promotional materials, social media, and outreach activities. EIRs may opt out by written request; however, general program statistics and anonymised case studies may still be used.
