



St. XAVIER'S
CATHOLIC COLLEGE OF ENGINEERING
(Autonomous)

Chunkankadai, Nagercoil - 629003
Kanyakumari District, Tamil Nadu

Approved by AICTE & Affiliated to Anna University, Chennai
Accredited with 'A' Grade by NAAC
UG Programs(ECE, EEE, Mech, Civil, CSE & IT) Accredited by NBA
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INNOVATION INCUBATION AND START-UP POLICY
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I Introduction

St. Xavier's Catholic College of Engineering (SXCCE) was started in 1998 by the Roman Catholic Diocese of Kottar and is currently owned, administered and run by the Roman Catholic Diocese of Kuzhithurai, Kanyakumari District, Tamil Nadu. It vibrates with the vision of 'Creating a Technically Empowered Humane Society' by offering cutting edge Technical and Managerial education to the rural youth of Tamil Nadu and beyond.

St. Xavier's Incubation and Innovation Centre @ St. Xavier's Catholic College of Engineering (SXCCE), Kanyakumari, (herein referred as SXCCE - IIC) is setup to promote Innovation and Entrepreneurship by converting and translating Technology/Business ideas and innovations in various disciplines of Science and Engineering into products, processes and services for commercial and for the benefit of the Society to accomplish its goals. It facilitates incubation of new enterprises with innovative technologies by admitting them in SXCCE - IIC and providing them physical, technical and networking supports and services.

Vision:

To provide support and training to students, faculty members and innovators, who are interested in converting their ideas into useful products to enhance human lives.

Mission:

- Exploring innovative, creative ideas, Technology solutions for common problems from students, research scholars and faculty members of various departments of the institution as well as industry.
- To incubate, culture and refine the ideas or concepts with support from Technical as well as Industry experts.
- To promote critical thinking among the students to enhance application oriented domain knowledge and skills.

Objectives:

- To create awareness about the importance of entrepreneurship among the students and local community.
- To encourage and promote innovation and assist start-up companies by establishing and providing physical infrastructure, consultancy and training.
- To build a vibrant startup ecosystem, by facilitating Technology, Management consulting services and establishing a network between academia, financial institutions, and industries.
- To develop excellence centers of Research and product development in collaboration with various industrial expertise.

SXCCE – MSME Business incubation Center / Host Institution

- SXCCE was approved by MSME as the Host Institute (HI) in the year of 2022 under incubation scheme. The advantage of the prospective entrepreneurs to join the SXCCE-IIC is that all the MSME schemes, promotional activities; professional networks will be passed on to the budding entrepreneurs directly.
- Under this scheme Government of India is providing opportunity to the individual innovators in developing and nurturing their new innovative ideas and products which can be sent into the market for commercialization.
- The Ministry of MSME provides financial assistance upto 85 % for the project cost. This fund is routed through the Business Incubator (BIs).

- Host Institutions (HI) are exploring the new innovative ideas from the Incubates of various sectors from existing and prospective entrepreneurs.

II. SXCCE – IIC Policy

SXCCE – IIC policy addresses the following areas.

1. Strategies and Governance
2. Start-ups Enabling Institutional Infrastructure
3. Nurturing Innovations and Start-ups
4. Product Ownership Rights for Technologies Developed at SXCCE
5. Organizational Capacity, Human Resources, and Incentives
6. Creating Innovation Pipeline and Pathways for Entrepreneurs at Institute Level
7. Norms for Faculty members, students start ups
8. Selection process for Faculty members, students, First Generation Entrepreneurs, R&D units and MSME start up's
9. Pedagogy and Learning Interventions for Entrepreneurship Development
10. Strategies devised for exchange of ideas / knowledge
11. Entrepreneurial Impact Assessment

1. Strategies and Governance

- SXCCE is committed to the development of an entrepreneurial ecosystem in the institution.
- SXCCE will allocate less than 2 lakhs from the total annual budget of the institution for Research, Innovation and Entrepreneurial (I&E) activities.
- The incubation center will also take measures to raise funds from diverse external funding sources through government (state and central) agencies such as DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, BIRAC, NSTEDB, NRDC, Startup India, Invest India, MeitY, MSDE, MSME, etc. and non-government industry sources to support the incubates.
- SXCCE will act as the driving force in developing entrepreneurship culture in its eco system and interacting vicinity at regional, social and community level.
- Short term and long term goals along with micro action plans will be enumerated to accomplish the objectives.

2. Start-ups Enabling Institutional Infrastructure

SXCCE will create pre-incubation, incubation centre and its facilities in the institute for nurturing innovations. It provides the following infra-structure facilities for students, faculty and others, who come together to develop viable startups.

Infrastructural Facilities

- Infrastructural support in terms of working space and availability of facilities management team for any instant need.
- Working Space: Well designed and furnished workspace incubation units are available for the Incubate. The Incubation units are designed with all needful facilities.
- Food Court: Adequate and hygienic food items are available at SXCCE Canteen.
- Miscellaneous: Hostel facilities are available on request depending on availability.
- Incubates can participate and attend various expert sessions and technological workshops conducted by SXCCE.
- Conferencing Facility: Meeting rooms with audio and video conference facilities are available.
- Central Library: Well-established library services are accessible with access to research papers and international journals database. Photocopier, desktop computers (as per need &

availability) are available. It can be used as per the rules of SXCCE.

Types/Mode of Start-up Ventures

SXCCE - IIC provides support to enterprises that fall under the following categories:

Category I:

Students, alumni and faculty of SXCCE or from other reputed institutes having innovative technological idea who interested in developing product, setting up a company and upgrading a proven concept are eligible in this category.

Category II:

Technology / R&D unit of an existing small/medium size enterprise, industry association or a R&D Company which desires to have close technology interface with SXCCE.

3. Nurturing innovations and Start-ups

1. SXCCE-IIC provides Pre-Incubation and Incubation support of various kinds as per the requirements needed.
2. Training programs and networking events are will be organized to create a platform for both startups and other needy persons to meet the investors and pitch their ideas.
3. Institute will be mentoring the start-up activities/ technology development by allowing students/ faculty/ staff to use institute infrastructure and facilities, as per the choice of the potential entrepreneur in the following manners:
 - The Center will facilitate technical mentorship, business mentorship and financial advisory services.
 - Facilitation in technical mentorship includes technology guidance, ideation, creativity, design thinking, development, R & D Support. Facilitation in financial advisory services includes fund raising, financial management, cash-flow management, product costing.
 - Facilitation in business mentorship includes new venture planning, business development, product development, social entrepreneurship, marketing and Outreach, Legal support, brand development, human resource management as well as law and regulations impacting a business.
 - Well-trained students from SXCCE can be made available as interns for technologies, core team, marketing etc.
 - Seed Funding Support will be provided to start-ups after analyzing the potential and scalability factors with the approval of the finance committee.
 - Deferred payment provisions of incubation charges can be availed (if needed) to minimize the financial burden on start-up on very soft terms on prior approach and approval by the members of SXCCE-IIC.
 - Short-term entrepreneurship training will be provided.

4. Product Ownership Rights for Technologies Developed at SXCCE

Intellectual Property Rights (IPR) denotes the specific legal rights of the inventors to hold and exercise Patents, Trademarks, Copyrights, Industrial Designs, etc. to get commercial benefits. IPR aims to exclude third parties from exploiting the protected subject matter for a certain period of time (usually 20 years), without explicit authorization from the right holders.

When IPR developed –part of curriculum /academic activity

- a. When SXCCE facilities / funds are used substantially or when IPR is developed as a part of

curriculum/ academic activity/ collaborated research, IPR is to be jointly owned by inventors and SXCCE.

i. Inventors and institute could together license the product / IPR to any commercial innovation. License fees could be either / or a mix of

1. Upfront fees or one-time technology transfer fees
2. Royalty as a percentage of sale-price
3. Shares in the company licensing the product

ii. An institute may not be allowed to hold the equity as per the current statute.

iii. The revenue sharing is to be mutually decided between the institute and the incubated company.

5. Organizational Capacity, Human Resources, and Incentives

- SXCCE will utilize faculty members with innovation and entrepreneurial/industrial experience and attitude. They will be deputed for training to promote Innovation & Entrepreneurship (I & E).
- Faculty and staff will be encouraged to take courses on EDPs, innovation, management courses related to I & E .
- Interdisciplinary teaching and research will be encouraged to enhance the maximum utilization of internal resources and knowledge sharing.
- Industry experts, subject matter experts, entrepreneurs will be engaged for strategic advice to bring in skills that are not available internally.
- SXCCE will develop academic and non-academic incentives and reward mechanisms for all staff members and stakeholders who actively contribute and support innovation and startup activities.
- SXCCE will develop a performance matrix for annual evaluation.

6. Creating Innovation Pipeline and Pathways for Entrepreneurs at Institute Level

- SXCCE-IIC will devise a mechanism to ensure maximum exposure and awareness to students in innovation and pre-incubation activities at an early stage and to support the pathway from ideation to creation of market.
- Students may be allowed to convert their start-up idea into their final year capstone project for degree completion and periodic evaluations will be conducted.
- SXCCE-IIC will organize different innovative programmes.
- SXCCE-IIC will suggest the institution to incorporate design thinking, critical thinking and problem-solving and decision-making skills in the curriculum.
- SXCCE-IIC will create networking opportunities and link its incubated start-ups companies to other entrepreneurial ecosystem to participate in competitions within India as well as other countries.

7. Norms for Startups of Faculty members, and students

This policy permits faculty members, student's R&D units and entrepreneurs to transform the ideas based on IPR owned / co-owned by them for running Startup Company or more than one.

Faculty startup may be started by a faculty member or faculty member and together with students or with faculty of other institutes or alumni or with other entrepreneurs. The following mechanisms are evolved for running such a company within the Institute.

For Faculty Members

1. The Institute may provide space, infrastructure, mentorship support, seed funds, support for

accounts, legal, IPRs etc. for the Startup company owned by Faculty and staff. In return for the services, the Institute may take 2.0 – 9.5 % equity / stake in the company (As per the policy guidelines of the state government and affiliated university).

2. If a faculty member is an Owner or Co-owner of such companies with the permission of the Institute and be a Director on the Board, he / she may also play an operational role (Technical Adviser, CEO, Manager etc.,) with the approval of the Institute with the conditions given below:

a. No restriction on the shares that faculty / staff can hold, as long as they do not spend more than 20 % of office time on the startup company in the role mentioned and do not compromise in their academic and administrative work / responsibilities.

b. Faculty must clearly separate and distinguish on-going research work at the Institute from the work connected to the startup / company.

c. Faculty must not involve research staff or other staff of the institute in the activities of the startup and vice versa.

d. Faculty must not accept honorariums or gifts from the startup.

e. In case the faculty / staff holds the executive or managerial position for more than six months in a startup company, they should be on sabbatical /leave without pay/ or utilize sanctioned leave.

f. Other Faculty members may undertake projects from the company owned by a faculty member / staff following the Institute norms for consultancy projects. Similarly, for the utilization of any testing/ characterization of product developed by the company, it should be as per the norms of the Institute testing charges.

g. The IP Rights for the technology developed by the company and faculty as per the section 4 shall be held jointly by the company and the faculty concerned as per the IPR Policy of the Institute.

Decision of the Institute is final and binding in this case.

h. For the incubation of the Company owned or co-owned by a faculty / staff evaluation should be as per the incubation policy of the existing incubator of the Institute.

For Students

SXCCE encourages as many startups by the students also with inter departmental and inter-institutional participation.

Students will be encouraged to develop entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills (e.g. design thinking, critical thinking, etc.), by inviting successful entrepreneurs to address young minds.

Initiatives like idea and innovation competitions, hackathons, workshops, boot camps, seminars, Conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition will be routinely organized. SXCCE will prepare the students for creating startup through the above activities.

1. SXCCE will allow students to establish Startup or working part time for the startup already present with the Institute Incubator while studying / working as interns.

2. Students may be allowed to earn credits for working on innovative prototypes/Business Models as per the Regulations of study and approved by the Concerned students Department Committee.

3. They will be allowed to opt for start-up in place of their mini project/ major project, seminars, summer trainings with the approval of concerned students Department Committee and affiliated incubator.

5. Students who are under incubation, but are pursuing some entrepreneurial ventures while studying may be allowed to use their address in the institute to register their company with due permission from the institution.

6. SXCCE may set-up a review committee (Senior faculty in charge of EDC, HOD of the Student Department, CEO of Incubator and Principal of the Institute) for review of student startup by students, and based on the progress made, student will also be permitted for the examination, even if their attendance is less than the minimum permissible percentage /may take a semester or year break / it may consider giving appropriate credits for academics.

7. SXCCE shall provide work space for the student entrepreneur within the campus based on the requirement.

7.A. Selection process for Faculty members, students, R&D units and MSME start up's

SXCCE-IIC is open to anyone who wants to make a difference. However, students, staff members and alumni of SXCCE will be given a preference in terms of priority of admission into the incubator and charges as running cost of the incubator.

Applications for admission to SXCCE-IIC will be made in the name of registered unlisted companies within the Companies Act, 1956. If a company has not been registered, an application may be made in the names of all promoters/ founders; however, they must ensure that the company is registered within a period of four months from the date of approval of the application for admission in SXCCE-IIC.

II. Method of Application

STEP-1: Submission of Application Form

Initially, applicants for admission in SXCCE - IIC will be required to submit a filled in application of which form can be downloaded from SXCCE-IIC website and submitted to:

The Dean,

Students Futuristic Services,

SXCCE - Incubation Innovation Centre (SXCCE - IIC)

St.Xavier's Catholic College of Engineering,

Chunkankadai, Nagercoil - 629003.

Any attachment needed will be sent through application form, along with email. While submitting application form, applicants will also disclose information on the executive involvement of the promoters/ founders in other companies or commercial entities.

STEP-2 : Submission of Business Plan

On receipt of the application, the SXCCE-IIC panel members will scrutinize the eligible application form internally to evaluate the viability of the applicant as an incubate. In the event of affirmative assessment, applicant would then be required to submit a business plan for the first twelve months of the incubation period.

The business plan is expected to cover the basics of the business, namely, value proposition, products and services, market analysis, competition analysis, funding requirements, capital structure, milestones and timelines, development and marketing plan, organizational structure, team, risk analysis and projected financials. Additional information can also be provided by the applicants. Based on the documents submitted, the business plan will be screened by the SXCCE - IIC panel members. Detailed scrutiny of the proposals including its financial bearing and technical moorings will be done diligently by the expert members.

Eligibility Criteria

- Strength of the product idea in terms of its technology content, innovation, timeliness and market potential
- Profile of the core team/ promoters

- Intellectual Property generated or the potential of the idea for Intellectual Property creation
- Financial/ Commercial Viability and 5 year projections of Profit & Loss, Balance Sheet and Cash flows
- Funds requirement and viability of raising finance and its methods.
- Break-even period

STEP-3: Presentation before SXCCE - IIC Screening Committee

Applicants will be invited with their teams to make a presentation on their proposal. In order to enable the expert members to take an appropriate decision, members may ask for any additional information from the applicants and/or revision in the proposal. The screening committee will consist of experts within SXCCE - IIC, and may include industry experts.

Expert members include

- Head of the Institution
- Two Senior Faculty Members
- Experts from the Relevant Technical Area
- Financial Expert
- One Industry Expert

Management and the committee will confirm admission to the incubator, only after the screening of the business plan and presentation. The periodic performance evaluation of the incubate will also be done against the business plan.

III. Security Deposit /Rental Advance

Before commencement of the incubation period, the incubatee has to pay to SXCCE - IIC, two months rental advance as security deposit. This amount would be paid back to the incubate after completion of the incubation period, provided the incubatee has a normal exit.

A onetime admission fee of Rs.5000/- (nonrefundable) is to be paid towards the registration to SXCCE - IIC. Rent for alumni of SXCCE will be fixed as Rs. 1000/- per seat/per month, for others it will be Rs.2000/- per seat/per month and for current students Rs. 500/per seat/Semester. This is inclusive of electricity and infrastructural facilities offered at SXCCE - IIC as mentioned in section 2 of this policy.

IV. Period of Incubation and Exit

SXCCE - IIC, by default, will allow a period of incubation of twelve months. This can be extended to a period maximum 36 months on approval from SXCCE - IIC. After 36 months, if the incubatee wishes, he/she can continue at SXCCE -IIC for six more months by paying non-subsidised running costs – this being subject to approval from SXCCE - IIC. After this period, the incubatee will be obliged to exit the incubation center.

The exit from the incubator can be classified into two distinct categories, namely normal and abnormal. The criteria for both types are listed below.

Normal Exit:

An incubatee would be considered to have had a normal exit when one or more of the

following criteria are met:

- Within the predetermined time, the incubation ends. According to this criterion, a normal exit can occur at the end of every twelve months or maximum of three years and six more months.
- The incubatee has more than ten employees, including the incubatee himself/herself.
- Either the incubatee or SXCCE - IIC decides to end the period of incubation. For both situations, the party initiating the termination would provide the other with a month's advance notice.

Abnormal Exit:

An incubatee would be considered to have had an abnormal exit when one or more of the following criteria are met:

- a) There is failure on part of the incubatee to comply with any clause laid down in this document.
- b) For any breach of the covenants on the part of the incubatee(s) (including Registration Fee, Security deposit and other charges payable falling in arrears).
- c) Grounds, which SXCCE - IIC finds detrimental to its policies and objectives or unsatisfactory.
- d) If the incubatee has not registered his/her company at the time of admission to SXCCE - IIC, or within four months from the date of commencement of the incubation period.
- e) Depending upon the assessment of the performance of the incubatee or his/her periodic report.

Under these conditions, the decision made by SXCCE - IIC will be final and legally binding upon the incubatee and does not have to conform to the one month termination notice mentioned earlier. The incubatee would have to forfeit part of or the full security deposit depending on how much time would have elapsed from the first day of incubation.

V. Information Submission

Incubatee companies will submit information to SXCCE - IIC about all material changes or developments taking place in their companies from time to time. SXCCE - IIC may require incubatee companies to submit other information as it deems fit. Prior concurrence of SXCCE - IIC should be obtained for effecting the changes.

VI. Revenue sharing

SXCCE - IIC shall have a stake in the revenue generated by the incubatee for the technical services rendered towards the product development. The model proposed is revenue sharing of 3% of the gross sales amount with the prospective incubatees for a period of three years from the date of commercialization, subject to involving SXCCE faculty expertise or students.

VII. Legal Disclaimer

The Incubatee will understand and acknowledge the support and services rendered by SXCCE

- IIC. It promotes entrepreneurship by converting innovative technologies developed in the Institute to commercialization by incubating and supporting new enterprises.

It is understood that by agreeing to provide various supports and services, SXCCE - IIC shall endeavor for:

- Ensuring the success of an incubate, its products/ process/ services are marketable.
- Ensuring the quality of support and services provided by SXCCE - IIC are to the satisfaction of the incubate the companies or their promoters/ founders.
- Ensuring the quality of services of the consultants engaged by the incubatee companies through SXCCE - IIC network. Incubatee companies will also have to apply their judgments and sign a Legal Disclaimer before the commencement of the incubation period.

VIII. Rules

- All incubatees are required to follow the health and safety standards. No hazardous material can be brought inside the campus without the prior approval of SXCCE - IIC. All the incubatees are required to keep a first aid kit.
- Incubatees are required to keep the Institute informed about any visitor from abroad, foreign collaboration and/or foreign partner/director, and abide by the rules/procedures in vogue in the Institute.
- Display notices or signage, on the provided notice boards and the space provided for such signage.
- Incubatee should observe that noise levels are kept at minimum and, no abnormal noises by any machine, are tolerated.
- Sub-leasing of any kind of the space given at SXCCE - IIC is not allowed. Non-observance of this rule will result in immediate expulsion.
- The SXCCE - IIC Unit address can be used as the address of the Registered Office of the incubatee.
- No sales/marketing operation will be permitted from SXCCE - IIC for other than the products developed at SXCCE - IIC.
- Incubatee should use internet and other facility for business purposes only.
- The working Hours for the incubatees will be from 8.30am – 7.00pm (Monday –Saturday). Working on Sundays is generally not entertained. However, on special request, they will be permitted to work on Sundays, with prior approval from SXCCE – IIC.
- The incubatees will adhere to the campus rules governing SXCCE - IIC (including mobile phone rules/discipline/after hour working conditions), damage during rains/non-accessibility.

8. Pedagogy and Learning Interventions for Entrepreneurship Development

- SXCCE-IIC will organize competitions, boot camps, workshops, awards for improving the students' thinking and problem solving ability.
- Students aspiring to be entrepreneurs will have hands on training in the case studies on business failures and the real-life experiences of the startups.
- SXCCE-IIC will conduct an induction program about the importance of I & E explaining its entrepreneurial agenda and the available support systems to the freshly inducted students at the beginning of every academic session.

- Students will be exposed to industry for conducting research and survey on the trends in technology, research, innovations and market intelligence.
- Field visits will be conducted to students to explore the problems faced by local folks and innovative solutions to these local area needs will be developed.

9. Strategies devised for sustained exchange of ideas / knowledge

SXCCE encourages incubatees to collaborate with potential partners, resource organizations, micro, small and medium sized enterprises, social enterprises, alumni, professional bodies.

- SXCCE - IIC will create a suitable supportive environment for the incubatees and stakeholders through internships, teaching and research exchange program and events like clubs, social gatherings.
- SXCCE - IIC will communicate external information and experience to the stakeholders within the institution.
- Institution Innovation Council (IIC), Entrepreneur Development Centre and incubation centers will extend their mutual support and expertise to all activities related to I & E.

10. Entrepreneurial Impact Assessment

Impact assessment of SXCCE -IIC's entrepreneurial initiatives such as pre-incubation, incubation, entrepreneurship education should be performed regularly using well defined evaluation parameters such as Number of Workshops, conferences conducted / fab lab infrastructure / IPR policy / Review committee meeting both at Department and Institute level.

Number of startups created, support system provided at the institutional level and satisfaction of participants, new business relationships created by the institutes should be recorded as indicated in the following table.

Year	Number of Start up's	Employment Generated	Revenue	Profit/Loss	IPR
2022					
2023					
2024					

Performance Evaluation and Periodic Report

There would be a performance evaluation of the incubatee by SXCCE - IIC every sixth month of the incubation period, where the incubatee is obliged to submit a periodic report after every three months of incubation. This periodic report is to indicate to SXCCE - IIC, changes of any nature in the incubatee's organization, and other updates of the organization.

This would be done by a committee selected by SXCCE - IIC consisting of expert members from within and outside SXCCE. The review would consist of comparison of the achieved milestones against the business plan which is submitted by the incubatee on admission to the incubator. The committee may also reserve other criteria as it deems fit, to evaluate the performance of the incubatee.

SXCCE - IIC reserves the right to terminate the incubation period of an incubatee, if his/her performance evaluation report is unsatisfactory.

The regulations are subjected to periodical review and amendments. It will be the responsibility of the incubates admitted to SXCCE - IIC to update themselves from time to time on amendments in SXCCE - IIC regulations and requirements. SXCCE - IIC Management reserves the rights to make an exception of all or any of the terms of regulations for a particular company or a promoter on a case to case basis.

III. References

1. National Innovation and Startup Policy 2019 for Students and Faculty MHRD, GOI www.mhrd.gov.in / www.mic.gov.in
2. Tamil Nadu Startup and Innovation Policy: 2018-23, Entrepreneurship Development and Innovation Institute, Chennai, www.editn.in
3. Startup Policy – 2016, AICTE – New Delhi www.aicte-india.org
4. Anna University Start-Up Policy for Faculty, Staff and Students
