

HBTU-TBI FOUNDATION

(Section-8 Company US0904UP2022NPL164475)



Harcourt Butler Technical University Kanpur

Letter No. 120 / IH-TBI/2025

Dated.23 /07/2025

Minutes of 6th Board Meeting

HBTU-TBI Foundation 6th Board Meeting was convened in the HBTU Committee Room on July 16, 2025 time 10:30 AM. Following members were present in the meeting hybrid mode:

S. No.	Name	Designation
1.	Prof. Samsher	Chairman HBTU-TBIF
2.	Prof. Jitendra Bhaskar	Director & CEO HBTU-TBIF
3.	Prof. S. K. Sharma	Director, HBTU-TBIF
4.	Prof. Arun Maithani	Director, HBTU-TBIF
5.	Prof. Rekha Bali	Director, HBTU-TBIF
6.	Mr. S.K. Srivastava	Director, HBTU-TBIF
7.	Dr. Rajiv Ganguly	Spl. Invitee Assoc. Dean IH, HBTU Kanpur
8.	Prof. Vijander Singh	Spl. Invitee, Director NSUT-IIF, New Delhi
9.	Prof. Ankush Sharma	Spl. Invitee, Ex. Professor I/C, Startup Innovation & Incubation Centre (SIIC) IITK
10.	Miss Swati	Incubation Manager, HBTU-TBIF

The meeting was presided by Prof. Samsher, Hon'ble Vice Chancellor HBTU and Chairman, HBTU-TBI Foundation. First of all, Prof. Samsher welcomed all the members in the 6th Board Meeting and proceeded for the meeting as per agenda.

The minutes of the meeting are as following:

1) Confirmation of 5th HBTU-TBIF Board Meeting:

The Board reviewed the minutes of the 5th Board Meeting and confirmed the minutes.

2) Action taken on the decision taken in 5th Board Meeting:

The Board was informed about the actions taken on the decisions of the 5th Board Meeting. As per the decision, Prof. S.K. Sharma, Prof. Arun Maithani, and Mr. Suresh Kumar Srivastava were taken as on board of Directors HBTU-TBIF. The recruitment of one Multi-Tasking Office Staff was completed and Mr. Sunil Kumar joined on this post. All the members of meeting were satisfied on action taken.

3) Progress Report of HBTU-TBIF after 5th Board Meeting and Assignment of Asstt. Accountant on remuneration:

The Board was informed about the progress of HBTU-TBI Foundation. It was informed that a total of 17 startups and 4 pre-incubation startups are currently associated with the TBI Foundation. These innovative companies are working on a variety of projects aimed at addressing pressing challenges in technology and sustainability.

One funding proposal under MSME has been approved as recognizing HBTU Kanpur as Business Incubator. Now, HBTU-TBIF is available in list of Business Incubator for MSME Hackathon 5.0. Where selected startups will be given grant of Rs.15.0 lakh per idea.

Minutes of HBTU-TBIF 6th board meeting (July 16, 2025)

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CEO
HBTU-TBI FOUNDATION,
HBTU, KANPUR

The Board was informed about the financial position of HBTU-TBI Foundation. A total of Rs. 7,74,000 has been received from various sources. This includes Rs.6.5 lac from HBTU Kanpur, Rs.4,000 earned as revenue share from courses of Success Corridor and Rs. 1,20,000 received as rent from a startup *Campus Haat Solutions Pvt. Ltd.* The total expenditure till date amounts to Rs. 2,98,286.00. This includes salary payments to the Incubation Manager and Multi-Tasking Staff over several months, along with Rs. 64,000 paid to Aramo Pvt. Ltd.

It was brought to notice that Mr. Sanjay Singh, Assistant Accountant has been assigned the accounts related work of HBTU-TBIF on an annual honorarium of Rs 2000.00 (Two Thousand only).

A purchase committee was constituted formed for managing the financial and expenditure of advance money for routine expenses of TBIF.

The all the members of meeting were satisfied on above.

4) Reporting of HBTU Innovation & Startup Policy 2020 (Amendment 2025) with important issues directly related with HBTU-TBIF:

The Board was apprised about the approved amended University startup policy which is now available as *HBTU Innovation and Startup Policy 2020 (Amendment-2025)*. The members appreciated the concept of allowing the HBTU-TBIF address for establishing the new company by HBTU students and faculty and compulsory incubation for 03 years from date of incorporation of company.

5) Draft of Purchase Policy, Agreement with Startup, Pre-incubation Agreement and Incubation Policy (Amendment 2025) for approval:

The Board members reviewed proposed draft of the purchase policy, including the role of the Purchase Committee, financial sanctioning powers, and increasing the purchase limit as per GFR rules for TBI Foundation.

The proposed drafts of agreements with Startup for fully established startup company and for pre-incubation. It was proposed to increase the agreement period to 3-years instead of 1-year, with a termination clause if required. The security deposit amount should be flexible. In the Pre-incubation Agreement, members suggested to have a two-stage model — the first stage for ideation (6 months), and the second stage up to registration with up to 5% equity. It was advised not allow startups to use HBTU address for GST registration purposes.

It was directed to make necessary changes and authorized the chairman to approve the purchase policy and agreements as prosed above.

6) Draft of Leave Rules for HBTU-TBI Foundation Staff:

The Board reviewed the draft of Leave Rules prepared for the staff of HBTU-TBI Foundation. After discussion, the draft leave rules were approved with effect from March 01, 2025.

7) Extension and Agreement with Registered Startups including proposal of Equity from Startups:

The Board members discussed the extension registered startups and approved the extension for next 02 years. A proposal to take equity from startups was also discussed. It was decided to form a committee to suggest the flexible equity structure & other conditions on case-to-case basis in line with HBTU Innovation & startup policy.

- 8) **Honorarium payment to External Expert for Startup Registration and Progress Meeting:**
The Board members discussed the payment of honorarium to the external experts (Prof. J Ramkumar, Prof. Vijander Singh, Mr. Ashis Kannujia) for supporting startup registration and progress meetings convened in past many months. It was approved to pay at rate of Rs. 5,000 per meeting.
- 9) **Reimbursement to Student & Faculty Startup for Company Expenses:**
The Board discussed the issue of providing financial support to student and faculty startups. It was approved to reimburse company-related expenses up to a limit of Rs. 30,000.00 pe year as approved by Incubation council and HBTU-TBIF platforms.
- 10) **Proposal of approving List of Mentors, 11) Proposal of Nomination of Members for Startup Evaluation & 12) Proposal of constituting an idea evaluation committee for MSME Hackathon 5.0**
All above agenda No 10, 11 & 12 were discussed simultaneously in the meeting. It was decided to prepare a panel of experts for all purposes of startups mentorship as well as evaluation committee with approved Chairman HBTU-TBIF.
It also approved to use experts from above list as per guidelines of funding agencies such as MSME etc, for this purpose.
- 13) **Proposal of approving the Reverse Engineering and Rapid Prototyping Laboratory as a Prototyping Centre for Startups under HBTU-TBIF:**
The proposal of recognising the Reverse Engineering and Rapid Prototyping (RE&RP) Laboratory available in Mechanical Engineering was reviewed in view of point number 7.0 f(ii) of HBTU Innovation & startup Policy-2020 (Amendment -2025). The Reverse Engineering and Rapid Prototyping (RE&RP) Laboratory was approved as a Digital Prototyping Centre for startups under HBTU-TBIF. A budget of maximum Rs. 10,000.00 (Ten Thousand only) / year per startup was also approved for this centre for consumables, repairs and buying very low-cost tools. All items purchased will be property of HBTU-TBIF located in place of use.
- 14) **Creation of essential infrastructure from HBTU-TBIF fund:**
The Board members approved the creation of essential infrastructure for HBTU-TBI Foundation as per the Purchase policy.
- 15) **Proposal of CITES Kanpur for starting skill-based courses on revenue sharing basis:** It was approved to start skill-based courses with CITES Kanpur. The HBTU-TBIF revenue share will be 25% and HBTU students will get 75% fee relaxation for admission. A proper MoU should be done for maximum 02 years at initial stage which can be extended on the performance of CITES.
- 16) **Proposal of organising Drone/Dorotics competitions by www.asfunindia.in:**
It was approved by the Board members to organize competitions in the area of technical skill such as a Drone / Robotics in collaboration with reputed organization on revenue sharing basis.

17) **Appointment of CEO / Asstt. Manager / Clerk:** The Board members approved the appointment of a dedicated CEO & Manager with the permission of the chairman a fixed salary and performance-based incentive.

18) **Progress Report of Incubation Manager & New Funding Proposal:**

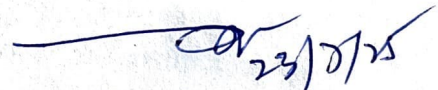
All board members reviewed the progress report of the Incubation Manager. A new funding proposal was also shared with the board. It was advised to apply funding proposal on urgent basis.

19) **Any other Agenda with permission of chairman:**

Following issues were discussed:

- a) Prof. Vijander Singh suggested starting a Student Startup Program at HBTU Kanpur. He also recommended beginning a Bachelor's or MBA course in Entrepreneurship. The Chairman noted the suggestions for discussion with Schools of Management, HBTU Kanpur.
- b) The Chairman of HBTU-TBI Foundation suggested setting up an IDEA LAB for HBTU students to share problems with solutions. He also suggested giving awards to students for their recognition.

The meeting ended with thanks to the Chairman of HBTU-TBI Foundation.



(Prof. Jitendra Bhaskar)
CEO & Director, HBTU-TBIF
CEO
HBTU-TBI FOUNDATION,
HBTU, KANPUR