



AIC-GUSEC FOUNDATION

A subsidiary company of Gujarat University Startup & Entrepreneurship Council

**ATTENDANCE SHEET OF THE FIRST MEETING OF THE BOARD OF AIC-GUSEC FOUNDATION
HELD ON WEDNESDAY, THE 16TH JULY, 2018 AT 11.30 HOURS AT THE BOARDROOM
(WEST), GUSEC WEST WING, UNIVERSITY SCHOOL OF SCIENCES, GUJARAT UNIVERSITY,
AHMEDABAD GJ 380009 IN:**

NO	NAME OF THE DIRECTOR	SIGNATURE
1)	DR HIMANSHU PANDYA VICE-CHANCELLOR (EX-OFFICIO CHAIR)	
2)	DR RAKESH RAWAL JOINT COORDINATOR, AIC-GUSEC FOUNDATION	
3)	MR RAHUL BHAGCHANDANI INTERIM CEO, AIC-GUSEC FOUNDATION	
SPECIAL INVITEE		
1)	MR MALAY SHUKLA SPECIALIST (GROWTH), GUSEC	
2)	MR ANKIT DAVE SR. OPERATIONS MANAGER, GUSEC	



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Minutes of the First Meeting of the Board of Directors of AIC-GUSEC Foundation held on Wednesday, the 16th of July, 2018 at 11.30 hours in the Boardroom (West), GUSEC West Wing, University School of Sciences, Gujarat University, Ahmedabad GJ 380009 IN, when the following Directors were present:

DIRECTORS PRESENT:

1. HIMANSHU A PANDYA
2. RAKESH M RAWAL
3. RAHUL C BHAGCHANDANI

SPECIAL INVITEES PRESENT:

1. MALAY SHUKLA - ASSOCIATE VICE-PRESIDENT, GUSEC
2. ANKIT DAVE - ASSOCIATE VICE-PRESIDENT, GUSEC

(Chairperson)



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AGENDA 1.1 LEAVE OF ABSENCE: All Directors were present in the meeting.

1.2 MINUTES: The Board reviewed the minutes of the Atal Advisory Committee of Gujarat University and approved the same.

1.3 REGARDING AIC-GUSEC FOUNDATION BANK ACCOUNT

The Board discussed that the Gujarat University is selected to establish Atal Incubation Centre under the ambit of GUSEC. Based on the same, the Board agreed upon the following:

"RESOLVED THAT a Bank Account for the purpose of Atal Incubation Centre of Gujarat University as required by Atal Innovation Mission of NITI Aayog, Government of India, be opened in the name of 'AIC-GUSEC FOUNDATION Account'.

RESOLVED FURTHER THAT the bank account be opened with HDFC bank, and DR HIMANSHU ANIRUDDHABHAI PANDYA and DR RAKESH MAHESHCHANDRA RAWAL, the Joint Coordinator of GUSEC and MR RAHUL CHANDRAPRAKASH BHAGCHANDANI, the CEO of GUSEC be hereby authorised to sign, execute and submit all documents in connection to the said bank account, and that that signatures of any of the two out of DR HIMANSHU PANDYA, DR RAKESH RAWAL and MR RAHUL BHAGCHANDANI to carry out all relevant bank-account related business jointly.

RESOLVED FURTHER THAT the HDFC Bank be and is hereby authorized to honour all cheques, drafts, bills of exchange, promissory notes, acceptances, negotiable instruments, deposits, receipts and orders accepted or made on behalf of the Company by the authorized signatories.

RESOLVED FURTHER THAT the signatures of any of the two of DR HIMANSHU PANDYA, DR RAKESH RAWAL and MR RAHUL BHAGCHANDANI shall be valid to execute all such papers, documents, deeds, agreements, undertakings, declarations, acknowledgements, confirmation of all debts, securities etc. and to do all such acts, deeds and things as may be deemed necessary and expedient in this regard.

RESOLVED FURTHER THAT a certified copy of this resolution may be furnished to the concerned person, for giving effect to this resolution, under the hands of any Director / Company Secretary / CEO of the Company."

1.4 REGARDING APPOINTMENT OF INTERIM CEO AND INTERIM JOIN COORDINATOR

The Board noted that to ensure efficient compliance and process for the establishment of Atal Incubation Center at Gujarat University, the Board resolved following:

"RESOLVED THAT Mr Rahul Bhagchandani, Acting CEO of GUSEC, shall be appointed as the Interim CEO of the Atal Incubation Centre of Gujarat University.'.

(Chairperson)



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RESOLVED FURTHER THAT Dr Rakesh Rawal, Professor - Life Science Department of Gujarat University shall be appointed as the Interim Joint Coordinator of the Atal Incubation Centre of Gujarat University."

1.5 REGARDING APPOINTMENT OF THE HEAD OF ATAL INCUBATION CENTRE

The Board discussed the specifics pointed out by the Atal Advisory Committee for the selection of the Head of Atal Incubation Centre, Gujarat University. After deliberation, the Board finalised the Job Description, Eligibility Criteria, Selection Terms of the said post as per the attached Annexure 1-A and accordingly, the Board resolved following:

"RESOLVED THAT the application shall be invited through open advertisement.

FURTHER RESOLVED THAT the Scrutiny Committee shall scrutinise the received applications for the post of Head of Atal Incubation Centre initially. The Committee consists of one member of the Board of GUSEC, one startup ecosystem expert and one finance expert - all three nominated by the Vice-Chancellor of Gujarat University, Joint Coordinator of GUSEC, CEO of GUSEC and Specialist of GUSEC.

FURTHER RESOLVED THAT the Board Committee for interviewing the scrutinised applications shall be consists of the Vice-Chancellor of Gujarat University, Joint Coordinator of GUSEC, CEO of GUSEC, One member of the Board of GUSEC and one external expert nominated by the Vice-Chancellor."

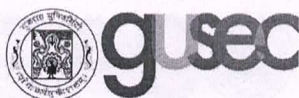
1.6 VOTE OF THANKS: The meeting ended with a vote of thanks to the Chair.


(RAHUL BHAGCHANDANI)


(DR RAKESH RAWAL)


(DR HIMANSHU PANDYA)

(Chairperson)



ANNEXURE 1-A

#1.5 - DETAILS FOR THE RECRUITMENT OF THE HEAD OF ATAL INCUBATION CENTRE

AIC-GUSEC Foundation, a subsidiary of Gujarat University Startup and Entrepreneurship Council (GUSEC), is inviting applications for selection of the Head of the Atal Incubation Centre to be established at Gujarat University, Ahmedabad.

An Atal Incubation Centre, focussed on **startups and innovations in the social impacts and social entrepreneurship sectors**, is being currently established at Gujarat University, under the patronage of Atal Innovation Mission - NITI Aayog, subject to necessary approvals by the latter. Applications are invited for the Head of this Incubation Centre and details for the same are as follows:

JOB DESCRIPTION:

- The Head of the Atal Incubation Centre (AIC) at Gujarat University will be the operational and de-facto executive head of the Incubation Centre at Gujarat University. The Head will be assigned an appropriate title, either that of the Chief Executive Officer (CEO) or of the Chief Operating Officer (COO), post selection.
- The Head shall be appointed under the aegis of AIC-GUSEC Foundation, a not-for-profit, subsidiary company of Gujarat University Startup and Entrepreneurship Council (GUSEC), incorporated specifically for the Atal Incubation Centre. The Head shall collaborate with and report to the group CEO of GUSEC.
- It is expected that the Head shall play a crucial role towards establishing the Atal Incubation Centre from afresh. The grant process of the AIC is still underway, as of announcement of this application procedure.
- The Head will be required to lead all operations of the Incubator, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices in order to convert the incubation centre into a world-class hub for solving societal challenges.

ELIGIBILITY CRITERIA:

- At least 5 years of overall work experience, with at least 2 years of experience in the startup sector, either as a startup founder / co-founder / core team member and / or as a stakeholder of startup ecosystem
- Applicants must be able to clearly demonstrate entrepreneurial skills and past experience as an entrepreneur or startup founder is preferred
- Applicants with previous experience collaborating with government departments / agencies / allied organisations, along with demonstration of fundraising for non-profit organisations shall be preferred for shortlisting
- Applicants must mandatorily have a clear understanding of local, national and global startup ecosystems and the ability to find ways to collaborate with ecosystem stakeholders for advancing the objectives of the AIC

(Issued on DATE)



- Applicants must be able to clearly demonstrate understanding of social impact innovations and social entrepreneurship concepts, and further possess a passion for solving social issues and challenges
- Applicants must be able to clearly demonstrate leadership and management skills, and previous experience leading teams and programs is a must
- Applicants must possess a strong command on English language, preferably with suitable proficiency in Hindi and Gujarati languages. Applicants are expected to be well suited in conceptualising, compiling, and putting together papers, presentations, documents, proposals, etc.
- A Bachelor's degree is required; an MBA or higher is preferred
- Location of the job is Ahmedabad, India, and familiarity of the applicant with the city of Ahmedabad and surroundings will be preferred

COMPENSATION:

Maximum CTC of ₹1,50,000, fixed and consolidated, per month, as per Atal Innovation Mission rules. This is the maximum possible CTC and the final offer may defer.

SELECTION PROCESS & TERMS:

- A shortlist of applicants will be selected by an expert Committee from all the applications received. Shortlisted applicants shall then be invited for a personal interview by a high-level empowered selection committee.
- A merit list of candidates shall be created based on personal interviews, and in order of precedence of the merit list, an applicant shall be selected for the position of the Head.
- A **formal employment offer shall only be offered to the selected applicant** upon mutual understanding of joining date and strategic outlook of the selected candidate. The selected applicant shall also be given considerable time for transitions between jobs, if so necessary, as per mutually agreed terms.
- The decision of the management of AIC-GUSEC Foundation and its parent body shall be final in all matters related to this selection and eventual recruitment.

HOW TO APPLY:

Interested applicants can apply on this [link](#) on or before 11:59 PM (2359 hrs) IST on <<Date>>.

(Issued on DATE)