

## FACULTY VENTURE AND MENTORING DISCLOSURE FORM

For Faculty Members Commencing a New Entrepreneurial Venture Not Applying for Seed Fund

IIT Kharagpur fully encourages and supports its faculty members in creating new ventures through translational research. No No-Objection Certificate (NOC) is essential. This form is intended solely to help the Institute maintain records, monitor progress, and ensure that no conflict of interest arises that could compromise the interests of the faculty member, their students, or the Institute. Please complete this form at the time of commencing the venture and submit an annual update thereafter.

**Instructions:** Fields marked \* are mandatory. | Submit the completed form to. | File an annual update using Section E of this form.

A Faculty Member Details													
F1	Full Name * <i>As per Institute records</i>												
F2	Employee ID *												
F3	Designation * <i>e.g., Assistant Professor, Associate Professor, Professor</i>												
F4	Department / School / Centre *												
F5	Institute Email *												
F6	Mobile Number												
F7	Years of service at IITKGP												
B Venture Details													
F8	Name of the Venture / Startup *												
F9	Brief description of the venture * <i>What does the venture do? (2–3 sentences)</i>												
F10	Sector / Technology Domain * <table border="0"> <tr> <td><input type="checkbox"/> AI / Machine Learning</td> <td><input type="checkbox"/> Advanced Materials</td> </tr> <tr> <td><input type="checkbox"/> Aerospace &amp; Defence</td> <td><input type="checkbox"/> Agriculture / AgriTech</td> </tr> <tr> <td><input type="checkbox"/> Biotechnology / Life Sciences</td> <td><input type="checkbox"/> Clean Energy / Climate Tech</td> </tr> <tr> <td><input type="checkbox"/> Deep Tech / Semiconductor</td> <td><input type="checkbox"/> Healthcare / MedTech</td> </tr> <tr> <td><input type="checkbox"/> Manufacturing / Industry 4.0</td> <td><input type="checkbox"/> Robotics / Automation</td> </tr> <tr> <td><input type="checkbox"/> Space Technology</td> <td><input type="checkbox"/> Other (specify below)</td> </tr> </table> <i>If Other, specify below</i>	<input type="checkbox"/> AI / Machine Learning	<input type="checkbox"/> Advanced Materials	<input type="checkbox"/> Aerospace & Defence	<input type="checkbox"/> Agriculture / AgriTech	<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Clean Energy / Climate Tech	<input type="checkbox"/> Deep Tech / Semiconductor	<input type="checkbox"/> Healthcare / MedTech	<input type="checkbox"/> Manufacturing / Industry 4.0	<input type="checkbox"/> Robotics / Automation	<input type="checkbox"/> Space Technology	<input type="checkbox"/> Other (specify below)
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F11	Stage of venture at time of notification * <table border="0"> <tr> <td><input type="checkbox"/> Idea / Concept</td> <td><input type="checkbox"/> Proof of Concept</td> </tr> <tr> <td><input type="checkbox"/> Prototype / MVP</td> <td><input type="checkbox"/> Early Revenue</td> </tr> </table>	<input type="checkbox"/> Idea / Concept	<input type="checkbox"/> Proof of Concept	<input type="checkbox"/> Prototype / MVP	<input type="checkbox"/> Early Revenue								
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F12	Incorporation Status *	<input type="checkbox"/> Not yet incorporated <input type="checkbox"/> In process of incorporation <input type="checkbox"/> Incorporated <i>If incorporated — Entity type   Reg. No.   Date:</i> <hr/>
F13	Does the venture use IITKGP Intellectual Property (IP)? *	<input type="checkbox"/> Yes — IP filed / registered <input type="checkbox"/> Yes — IP under development <input type="checkbox"/> No institutional IP involved <input type="checkbox"/> Using third-party licensed IP <i>If Yes — IP title, filing no., and status:</i> <hr/>
F14	Co-founders / Key Team Members	<i>Name   Role   Affiliation (IITKGP / External)</i> <hr/> <hr/>
<b>C Time Commitment and Institute Obligations</b>		
F15	Estimated time commitment to the venture *	<input type="checkbox"/> Up to 10% of working time <input type="checkbox"/> 10–20% of working time <input type="checkbox"/> 20–30% of working time <input type="checkbox"/> More than 30% (please explain) <i>If more than 30%, provide explanation</i> <hr/>
F16	Will Institute resources (lab, equipment, staff, computing) be used for this venture? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To a limited extent <i>If Yes or partially — describe and confirm formal approval / MoU in place:</i> <hr/>
F17	Will any current IITKGP students or staff be involved in the venture? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes — names, roles, and confirm no academic obligation is compromised:</i> <hr/>
F18	Are there any existing or anticipated commitments (grants, projects, consultancies) that may conflict with this venture? *	<input type="checkbox"/> Yes — details below <input type="checkbox"/> No <i>If Yes, describe</i> <hr/>
<b>D Conflict of Interest</b>		
F19	Does the venture have any financial or contractual relationship with an IIT Kharagpur vendor, evaluation committee member, or OTIM / incubation staff? *	<input type="checkbox"/> Yes — details below <input type="checkbox"/> No <i>If Yes, describe</i> <hr/>
F20	Does the venture compete directly with any ongoing sponsored research or consultancy project of the applicant at IITKGP? *	<input type="checkbox"/> Yes — details below <input type="checkbox"/> No <i>If Yes, describe</i> <hr/>

<b>F21</b>	Has the applicant received or applied for any other institutional or government support for this venture?	<input type="checkbox"/> Yes — details below <input type="checkbox"/> No  <i>Scheme name   Amount   Status</i>
<b>E Annual Update (to be completed each year)</b>		
<b>F22</b>	Reporting Year	<i>e.g., 2026–27</i>
<b>F23</b>	Current stage of venture	<input type="checkbox"/> Concept / Pre-revenue <input type="checkbox"/> MVP / Prototype <input type="checkbox"/> Early Revenue <input type="checkbox"/> Growth Stage <input type="checkbox"/> Pivoted <input type="checkbox"/> Wound down
<b>F24</b>	Key milestones achieved in the past year	<i>Products launched, customers acquired, funds raised, IP filed, etc.</i>
<b>F25</b>	Any change in co-founders, key personnel, or ownership structure?	<input type="checkbox"/> Yes — details below <input type="checkbox"/> No  <i>Describe changes</i>
<b>F26</b>	Any new conflict of interest to disclose?	<input type="checkbox"/> Yes — details below <input type="checkbox"/> No  <i>Describe</i>
<b>F27</b>	Any change in use of Institute resources?	<input type="checkbox"/> Yes — details below <input type="checkbox"/> No  <i>Describe</i>

## F Declaration

I, the undersigned, hereby declare that:

- The information provided in this form is accurate and complete to the best of my knowledge.
- I understand and accept that the Institute does not require a No-Objection Certificate for faculty entrepreneurship, and this disclosure is submitted voluntarily for record and monitoring purposes.
- I will inform the Office of Technology & Innovation Management (OTIM) of any material change in the venture, ownership, conflict of interest, or use of Institute resources within 30 days of such change.
- I confirm that my involvement in this venture does not and will not compromise my primary responsibilities to the Institute, including teaching, research supervision, and administrative duties.
- I have read and agree to abide by the IIT Kharagpur Faculty Entrepreneurship and Conflict of Interest Policy.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head (Acknowledgement)

\_\_\_\_\_  
Date