



PTVA's Institute of Management

COEI STANDARD OPERATING PROCEDURE

Aim:

- To create a simple and full proof system that helps COEI to fulfil the objectives.
- To help COEI to monitor the activities conducted.

I. COEI SOP of Hand-holding activities for businesses

1. Each student/ students who approach COEI with a business idea need to fill entrepreneurship assessment form that is scrutinized by the head of the COEI and feasibility of the business is evaluated on the basis of pre-defined norms.
2. The ideas that are found to be feasible by the head of COEI are put in-front of overall mentor and with joint recommendations of head and mentor the business is accepted as a member by COEI.
3. The winning teams of COEI's Training based business plan competition Wings2Vision as well as finalists of the competition present their ideas to the head of COEI and the overall mentor and are given guidelines on how to chalk out their business further.
4. COEI Agreement clauses are discussed with the business team and agreement is signed by both COEI and the student/students of the company in formation.
5. Work-stations and lockers are allotted to the team and necessary documents like identity card are issued to the company.
6. The company meets overall mentor and according to mentor's recommendation start working towards well-structured business activities.
7. COEI documents all the meetings taken by mentor and other consultants and recommendations given.
8. COEI takes regular progress report from each company.
9. COEI conducts training sessions and organizes workshops for incubatees on regular basis to help them hone and execute their business idea better.
10. COEI forms a pool of investors. The incubatees get to pitch their ideas to the investors and attract required funding. COEI also generates access to other investors such as banks who the incubatees may approach.
11. COEI also helps incubatees to find interns for their business or provide COEI interns for their social media management, content creation and graphic designing needs.

II. COEI SOP for extension activities

1. In the first month of every academic year, annual COEI activities calendar is made, tentative budget is calculated and presented to the director and after obtaining the approval the work is allocated to the faculties.
2. COEI team of second year MMS students is formed, the calendar is shared with them, and work is allocated among them. In the same meeting COEI student head is selected.



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3. Details of COEI student group, work allocation and student head are shared with entire staff through email.
4. COEI activities orientation is given to the new MMS batch and COEI group of semester one students is formed and merged with existing group to form one team of students working for COEI.
5. Regular progress updates of activities undertaken as decided in calendar is taken from time to time by forming temporary WhatsApp groups of concerned students and faculty members.
6. Post each activity record files are made by concerned COEI team members as well as approved updates are uploaded at website and social media groups.
7. COEI absorbs student interns from PTVA sister concerns as and when required. Job descriptions are made and circulated with related contact persons in each sister concern and interns are selected.

III. COEI SOP for Tie-ups

1. COEI makes visits to fellow incubation centres, various collaborators and innovation oriented organizations and invites their representatives for visit to COEI.
2. After a fruitful visit, a contact person is assigned from each side.
3. A tie-up is done between the two after signing a mutually agreeable MoU.