

Guidelines on Virtual Mentorship Program for BioNEST Incubation Facility at CSIR-CFTRI

Scope of Mentorship

If the mentee has a concern/ question about the mentorship, he/she should contact BioNEST incubation center

A) Mentoring Process

- When the incubation of a start-up is being finalized, BioNEST would recommend a mentor from its list and introduce him/her to the company.
- The promoters are either free to choose from the recommended mentor or are free to suggest a mentor of the institute albeit with the concurrence of BioNEST
- The company and mentor will initially engage with each other to understand the role and contribution that the mentor can make to the company.
- If the arrangement works out positively for the company, the association needs to be formalized with a suitable consideration model to ensure the continued involvement of the mentor.

B) Monitoring Process

The mentor and mentee should always include personnel from BioNEST incubation centre in their trailing mails or brief the MoM to monitor:

- Duration of mentoring relationship
- Objectives and scope of relationship
- Confidentiality
- Frequency and mechanisms of meetings
- Tacking and review processes

Note :-

The mentor's primary responsibility is limited to offering suggestions and providing vocational guidance on technology and scientific matters and will not extend any further beyond this scope.

The mentee is not permitted to request the mentor to conduct any inventive or R&D activities related to his/her work in their labs (including but not restricted to Food formulation, sensory analysis, food testing, or access to lab facilities, etc.)

If the mentee, however, wishes that the concerned lab carries out relevant experiments / R&D related to their work, they can do so by outsourcing it on a Project Mode to CSIR-CFTRI on a chargeable basis through existing channels for such activities

Guidelines for Mentees

a) Clarity of needs

The mentee should identify his or her desired outcomes from mentorship before pursuing a potential mentor. This will help BIRAC-BioNEST incubation identify appropriate mentors with higher chances of positive outcomes.

b) Availability

Mentees will make their best efforts for regular contact with mentors on a mutually agreeable schedule, restricted to a maximum of **10 hours per month**. This is the typical case; this is flexible based on mutual agreement. Prior intimation or appointment of a minimum 3 days with a mentor will be sought for discussion

c) Responsibilities

Mentees must take active responsibility for the technology mentoring relationship. Mentee should be considerate of the mentor's time, open to the mentor's suggestions, yet be responsible for all decisions made and actions taken.

The mentee should establish clear objectives together with the mentor and work diligently to reach targets.

It is the role and responsibility of the mentee to work on the R&D problems while the role of the mentor is restricted to vocational guidance through mutual discussions concerning technological and scientific aspects

Guidelines for Mentors

Mentors stand to gain the satisfaction of making a difference in fledgling entrepreneurs' life and contributing back to society. In addition, they also get to keep in touch with new technologies, people, and networks by working with young entrepreneurs.

The following are the expectations of enrolled mentors.

a) Availability

Mentors will make their best efforts for regular contact with mentees on a mutually agreeable schedule, taking up to 10 hours per month and the mentee will communicate to the mentor and seek 3 days prior appointment. This is the typical case; this is flexible based on mutual agreement.

b) Responsibilities

The role of the mentor is restricted to vocational guidance through mutual discussions concerning technological and scientific aspects

The mentor at no point will carry out any sort of R&D or any inventive work of the mentee in their respective lab setups.

c) Confidentiality

Mentors will maintain confidentiality of any proprietary information of the incubatees.

d) Conflicts of Interest:

Conflicts of interest should be avoided when deciding on a mentoring relationship. If and when one or more interests of the mentor (financial or non-financial) conflicts with mentoring relationship and responsibilities, the situation should be promptly disclosed to the mentee and an appropriate course of action taken.

e) Change of status or discontinuation

Discontinuation of the mentoring relationship should be communicated to BioNEST incubation centre.