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Scope of Work Document On Development of Web Application For Online Start-up Screening and Record Keeping System

Gujarat University Startup and Entrepreneurship
Council (GUSEC)

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A. About Gujarat University Startup and Entrepreneurship Council (GUSEC)

GUSEC is an early stage, zero-day, zero-cost, startup support system with a mission to convert 1% of 1.5 million higher education students in the Gujarat region into entrepreneurs, building economic and growth value from within a university ecosystem.

GUSEC's vision is to give an accelerated platform to idea-level entrepreneurs and support them with the necessary resources and mentorship to build real value from their current ideas.

Incorporated as a section 8(a) not-for-profit company, governed by an independent Board of Directors comprising University faculty, industry representatives, and the Vice-Chancellor as the Chair. Day-to-day operations are led by a CEO and a dedicated team.

Initially funded by the University, GUSEC is backed by a NIDHI-TBI grant, alongside other state government and non-government grants.

GUSEC works with a zero-day zero-cost startup support model, which puts an imperative emphasis on offering no-cost startup support, especially to the idea/early-stage startups during their pre-incubation, incubation and acceleration periods to help them experiment and grow with their ideas. This model helps them to accelerate their ideas with a build fast, breakfast ideology.

This is also one of the few reasons why GUSEC hosts one of the largest numbers of product startups in our current ecosystem.

B. Requirement Overview

1. The Need

In current scenario, GUSEC is managing complete process manually and all the data related to Startups, Their Team-Members, Review Feedback, Funds (Allocation & utilization) etc is managed through excel therefore it will be very difficult and time taking process of creating any reports from those data / information.

2. Web Application Development

GUSEC proposes to develop the Web Application from where they can take the online

application for startup Enrollment along with their approval workflow within the system and post approval of the startups, the Review meeting Scheduling, Meeting Feedback, CDC Payment by Startup, Additional Service request by startups to be taken online within the system only.

C. Scope of Work

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| 1. | User Management |
| 1.1. | Administrator will be able to create & manage the backend users from the admin panel. |
| 1.2. | Administrator can view the Back-end & front-end users from the admin panel and anytime active / deactivate the same too. |

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| 2. | Roles & Responsibility Management |
| 2.1. | Administrator will be able to assign the Roles & Responsibility to the backend users from the admin panel. |
| 2.2. | Administrator can anytime modify the access rights of any user from the admin panel. |
| 2.3. | Based on the access rights assigned to the user, user can access only those functionality in the proposed application. |

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| 3. | Startup Registration and Approval Module |
| 3.1. | Startup need to register first who wish to enroll themselves with the GUSEC. |
| 3.2. | <p>To register within the proposed Web Application, user need to enter the below details:</p> <ul style="list-style-type: none"> • Name • Phone Number • Email Address • Address • Are you a Student? (Yes / No) • Are you currently, (or in the past have you been), associated with Gujarat University as a student (of a department or an affiliated college) or as a member of the faculty? (Yes / No) • Which Institute / School / Department are you presently studying (or the last academic institution you attended if you are not a student)? • Startup Name • Brief Description of Innovation • Brief Description of Business Model • Startup Stage • Description about Startup Innovation Details • Why your startup / innovation is innovative? • Revenue Information of Startup • Select Fund Source • Fund Required to move to the next stage • Startup Establish Date • Name of the Firm • Facilities to be availed from GUSEC • Co-Founder Information |

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| | <ul style="list-style-type: none"> • Web URL • Remarks |
| 3.3. | Post submission of the above mentioned information, registered user will get the application number on their email address. Startup user can also track the application status from the proposed web application. |
| 3.4. | Once the application is submitted by the front-end users, the authorized user will get the notification over email for every new application. |
| 3.5. | Authorized user can view all details which are filled by the startup users at the time of Initial Registration |
| 3.6. | Based on the details shared by the Startup, the authorized user (Incubation Team) can share their feedback and approve the same from their level. |
| 3.7. | The next level will be final level and all approved application from Incubation Team will be transferred to the higher authority. |
| 3.8. | Higher Authority will be able to view the Comment shared by the Incubation Team and finally approve / reject the startup application along with their comments. |
| 3.9. | Respective startup will get the information post approving / rejecting the application from the proposed web application. |
| 3.10. | Administrator or any authorized user need to enter the Free period need to be provide to each startup in Days / Week / Month. |
| 3.11. | Post completion of the Free tenure, each startup need to pay the CDC Fees Online based on their type of enrollment (On-Premise / Virtual) |

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| 4. | Startup Login |
| 4.1. | All approved startups will get the link on their registered email address which is only accessible for one time only. |
| 4.2. | Startup need complete their profile and need to accept the terms & condition first before they get an access to the proposed application. |
| 4.3. | <p>To create the startup profile, they need to submit below details:</p> <ul style="list-style-type: none"> • Information about your startup and its team • Founder • Co-founders • Number of team members • Type of incorporation • Name of the legal entity • Directors / Partners • Funding status • Funding requirements • Registered address • Website • Social media links • Residential address of the founder • Founder's contact number • Founder's email address • Secondary contact details • PAN • Name of bank • Bank account number |

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| | <ul style="list-style-type: none"> • IFSC code • Facilities required • Frequency of utility |
| 4.4. | Post submitting the above information, the system will generate the user name and password for the registered startup and share the same over email. |
| 4.5. | If user is login in the proposed application for first time in that case, user need reset the password and accepting the terms & condition by clicking "I Agree above mentioned all Terms & Condition" first before accessing the proposed application. |
| 4.6. | Post resetting the password, user will be able to login in the proposed web application to perform various activity mentioned in this document. |
| 4.7. | Administrator and authorized backend user can view the list of approved startups who has completed all the formalities and who are still pending to do the same from the backend. |

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| 5. | Fund Allocation & Utilization Module |
| 5.1. | Authorized Backend user will enter the approved grant for each startup in the proposed application |
| 5.2. | To Enter the Grant Details, user need to submit below details: <ul style="list-style-type: none"> • Fund Channel (SSIP / GOG / SAS / DST) ... Pre-Defined Channels • Approved Amount • Head-wise Maximum Amount (EG Marketing / Prototyping) ... Pre-Defined Heads |
| 5.3. | Post submission of the details, respective startups can view the complete details after login into the proposed web application. |
| 5.4. | Startup can request for the fund requirement for the specific task by submitting below details from the proposed web application <ul style="list-style-type: none"> • Date • Head Selection • Amount Required • Description |
| 5.5. | After startup will submit the above information, the authorized backend user can view the details and approve / reject / modify the amount by selection any ONE option from "GUSEC will pay to vendor" OR "GUSEC will pay to Startup Company and they will pay to vendor as per terms". |
| 5.6. | Post approval of the request, start-up user need to upload the THREE Quotations by filling the online Web Form and need to upload the quotation. |
| 5.7. | Backend user will be approving the quotation and based on the approved quotation once the payment has been made out of the system, user need to upload the receipt of the payment in the proposed application. |
| 5.8. | On completion of the purchase, the allocated grand in the specific head will get updated and the same can be visible to the GUSEC and Startup. |
| 5.9. | This Module is only used to keep maintaining of the record rest all the procurement and amount disbursement process will be done out of the system. |

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| 6. | Startup Progress Review Module |
| 6.1. | Every startup need to fill the online form to showcase the progress every quarterly in the proposed application. |

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| 6.2. | <p>Startups need to enter below information:</p> <ul style="list-style-type: none"> • How many people are working full time for your startup? • How many interns, fellows or any other part-time employees are working with your startup? • Share your Priority miles • Share your Backlog miles • Revenue generated from the startup • Web URL • Current valuation of your startup • Revenue of startup from 1st January 2019 till now • credit availed information • Achievements and its Document / Photo in the last 3 months • Mentorship & funding support to be requires to get to the next stage • Describe how GUSEC has helped you and your startup. • How do you think GUSEC can further help your startup grow? |
| 6.3. | Post submitting the details, backend user will review the information and schedule the review meeting with all / specific startups. |
| 6.4. | <p>For Scheduling the meeting, user need to enter the below details:</p> <ul style="list-style-type: none"> • Select Startup(s) • Select GUSEC Team Member • Date & Time • Venue • Remarks |
| 6.5. | Once the event is scheduled all the startups and GUSEC team member will get the email notification on their registered email address. |
| 6.6. | Post completion of the meeting the backend user will enter the feedback on the review meeting. |
| 6.7. | Backend User and Startup users can view the data / information of previously filled information against each details in a comparison view. |

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| 7. | Community Development Contribution (CDC) |
| 7.1. | <p>Administrator can manage the rates for CDC mentioned as below:</p> <ul style="list-style-type: none"> • On-Premises Rates: <ul style="list-style-type: none"> • 0-3 Members: INR 1500 Months • INR 250 / Month per Additional Member • Virtual Rates: <ul style="list-style-type: none"> • INR 2500 / Quarter |
| 7.2. | The above rates will be applicable post completion of the Free period given at the time of approving the Startup Registration. (Refer Point# 3.10) |
| 7.3. | Every month on a fixed day each startup will get the notification for CDC Payment and startups can make the payment online post login inside the proposed application. Post making the payment startup users will get the receipt over registered email address. |
| 7.4. | Authorized user can view the payment status against each startup and can also add the payment details manually if any startup is paying out-side the application. |
| 7.5. | GUSEC will be providing the Payment Gateway API for integration. |

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| 8. | On Demand Service Module |
| 8.1. | Startup can make the request to use the various facility of the GUSEC Premises such as |

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| | Conference Hall, Google / Amazon Credits, Mentor Guidance etc from the proposed application. |
| 8.2. | To create the request, startup user need to select the type of service required and enter the description, date & time of requirement and submit the application online. |
| 8.3. | Authorized backend user will get email notification and will be able to view the list of request received for their assigned category. |
| 8.4. | Authorized user can approve / reject the request and respective startup will get the email notification for the same. |
| 8.5. | Schedule and Calendar management for accessing the facilities will be out of scope. |
| 9. | Report Builder |
| 9.1. | The proposed application will have an in-built report builder which admin can use to produce the report as per their requirement. |
| 9.2. | Administrator can select the fields of the database and generate the reports as per the fields are selected. |
| 9.3. | Administrator can also save the report template in the proposed application. |
| 9.4. | Administrator can also export the report in PDF / Excel from the backend. |
| 9.5. | Apart from the Report Builder, Upto 15 reports considered additionally which are pre-configured in the system with no management rights. |
| 10. | Dashboard |
| 10.1. | Backend users can view the dashboard for statistical data / information based on the Roles & permissions are assigned to them. |
| 11. | Data Migration |
| 11.1. | Data Migration is not considered in the current scope and all data entry need to be done by the GUSEC users only. |
| 12. | 3rd Party Integration |
| 12.1. | Proposed application will be integrated with the below mentioned 3 rd party application: <ul style="list-style-type: none"> • Email Gateway • SMS Gateway (If required) • Payment Gateway |
| 12.2. | Above mentioned APIs are tentative and for all 3 rd party application, GUSEC will provide the APIs for integration. |

D. Important Notes

1. All the data captured in the proposed application are only for the record purpose and there will be no schedule / Calendar Management functionality considered in the scope.
2. Forms and approval workflow will be fixed and cannot be managed by the system users.
3. Proposed application will work stand-alone and there will be no integration with Third party Application considered in the scope.
4. Required Hosting Infrastructure with Hardware & Software licenses will be provided by the GUSEC.
5. Development will be done offsite and no onsite resource deployment is considered in the scope.
6. Proposed Application will only keep the record of the approved & utilized funds.
7. Any type of Finance & Accounting related functionality is out of scope.
8. Integration with GUSEC Website is not considered in the current scope.