ഭരണഭാഷ – മാതൃഭാഷ

സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടറേറ്റ്
തിരുവനന്തപുരം

നമ്പർ.DTETVM/8962/2026-IIIC (ACB) തീയതി: 29-10-2026

പരിപത്രം

വിഷയം:- അക്കാദമിക് സ്ഥാപനങ്ങളിൽ Trest Park ഉപഗ്രഹ കേന്ദ്രങ്ങൾ സ്ഥാപിക്കുന്നത് സംബന്ധിച്ച്.

സൂചന :- തിരുവനന്തപുരം കോളേജ് ഓഫ് എഞ്ചിനിയറിങ്ങിൽ (CET) പ്രവർത്തിക്കുന്ന Trest Park എന്ന സ്ഥാപനത്തിൻറെ Guidelines.

ഈ വകുപ്പിന് കീഴിലെ ഗവ: എൻജിനിയറിങ് കോളേജുകളിൽ സ്റ്റാർട്ടപ്പുകൾ വളർത്തിയെടുക്കുന്നതിന് ആവശ്യമായ അടിസ്ഥാന സൗകര്യങ്ങളും പിന്തുണയും നൽകിക്കൊണ്ട് ഗവേഷണം, നവീകരണം, സംരംഭം, എന്നിവ പ്രോൽസാഹിപ്പിക്കുന്നതിനായി പ്രവർത്തിക്കുന്ന സ്ഥാപനമാണ് Trest Park. തിരുവനന്തപുരം കോളേജ് ഓഫ് എഞ്ചിനിയറിങ്ങിൽ (CET) പ്രവർത്തിക്കുന്ന Trest Park ൽ ഇതിനോടകം തന്നെ 5 ഓളം എൻജിനിയറിങ് കോളേജുകൾ Satlite centre ആയി രജിസ്റ്റർ ചെയ്തിട്ടുണ്ട്. ഈ വകുപ്പിന് കീഴിൽ പ്രവർത്തിക്കുന്ന ഇതുവരെയും രജിസ്റ്റർ ചെയ്യാത്ത ഗവ: എൻജിനിയറിങ് കോളേജുകൾ എത്രയും വേഗം തന്നെ രജിസ്റ്റർ ചെയ്യേണ്ടതാണ്. Trest Park satellite centre ൻറെ മാർഗ്ഗ നിർദേശങ്ങൾ, MOU Draft എന്നിവ ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

Digitally signed by
Haris. P. A
Date: 29-10-2026
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HARIS PA
JOINT DIRECTOR (IIIC)

സ്വീകർത്താവ്,

1. ഈ വകുപ്പിന് കീഴിലുള്ള എല്ലാ ഗവ: എൻജിനിയറിങ് കോളേജുകൾക്കും (www.dtekerala.gov.in എന്ന വെബ്സൈറ്റ് മുഖാന്തിരം).
2. സ്റ്റോക്ക് ഫയൽ / ഓഫീസ് കോപ്പി.



GUIDELINES

Setting up TrEST satellite centres in academic institutions

Guidelines for setting up TrEST satellite centres in academic institutions.

1. Objectives

TrEST Research Park is planning to expand, to have the outreach spread to all the academic institutions (Science, Engineering, Agriculture, Medical etc.) in the State. The objective of this is to bring in opportunities to incubate startups that are in and around the area near to the campus of academic institutions. This will eventually pave the way for more internship and employment opportunities, skill development for students etc.

2. Features

TrEST Research Park will be the hub centre and will have several satellite centres at the engineering & science colleges and technical institutions in the State, who are willing to drive the industry-academia interaction. The TrEST will administer and coordinate its functions. The satellite centres established in engineering & science colleges and technical institutions in the state will carry out R&D activities just like TrEST, that can attract and invite startups focussed on research activities. This platform will create an atmosphere that encourages research, innovation and entrepreneurship among the faculty and students. The incubated startups can offer research problems to the students as part of their internships/projects and thus get an exposure to industry trends. The experience in getting involved in R&D activities in industry can make students industry ready and can attract many job opportunities.

Enhanced Engagement Models:

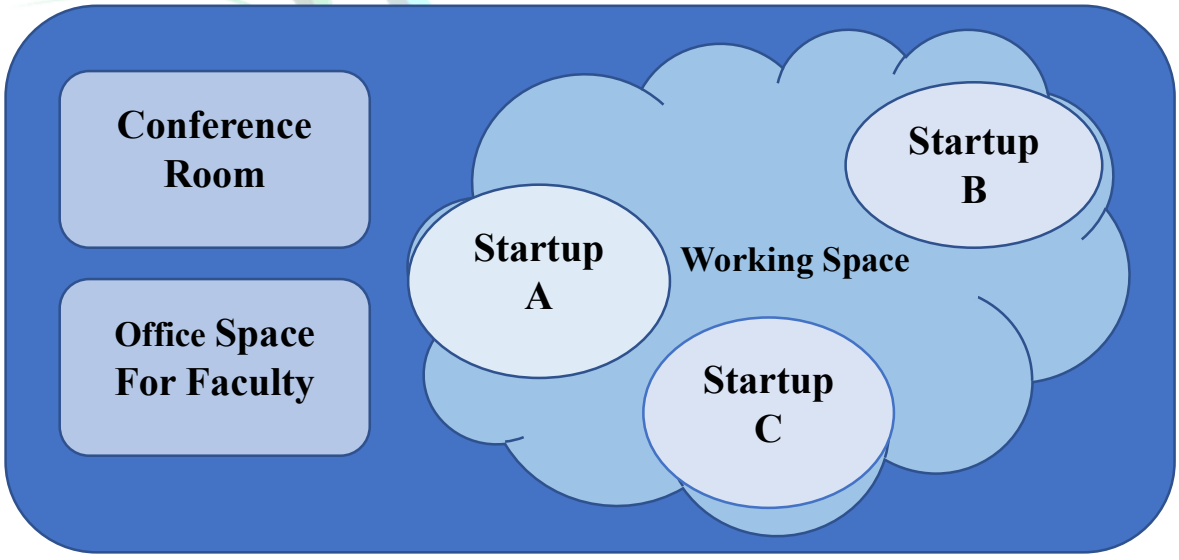
- Joint Research Collaborations: Faculty and students from satellite centres can participate in TrEST-led research projects.
- Inter-institutional Networking: Encourage collaboration among different satellite centres through shared projects and conferences.
- Hackathons & Innovation Challenges: Organize problem-solving events for startups, students, and faculty.
- Industry Participation Programs: Facilitate mentorship and funding from industry partners
- Software Licensing & Resource Sharing: Facilitate shared Access to various Engineering Simulation /Design tools.
- Virtual R&D Labs: Allow remote experimentation and analysis for research and Development.
- Offer sessions on research methodologies, computational tools, and industry trends.
- Faculty Training Programs: Facilitate temporary faculty training at TrEST for hands-on experience.
- Student Research Fellowships: Provide opportunities for students to gain R&D exposure

3. Responsibility of Host Institution (HI)

A built-up space of around 1000 square feet, with electricity and internet connectivity, needs to be allocated for starting the satellite centre of TrEST Research Park in your institution. This area may have to be partitioned for allocation to the startups (separate floor is preferable). The partitioned area needs to be allocated to startups on rental basis (per square feet – around Rs.30 or so). The financial details including rental should be tracked on monthly basis and proper records should be maintained for audit purposes. The rental amount needs to be shared between host institution and TrEST on 70:30 ratio. TrEST will also maintain separate records for satellite centres.

The 1000sq feet area must include an office space for faculty coordinators, a conference room for meetings and partitioned cubicles for startups.

Two faculty members should be nominated from Host Institution (HI) for successful running of the satellite centres. These faculty will be the faculty coordinators who will be the point of contact with TrEST. The academic engagement of nominated faculty should be minimized for actively involving and organizing the day to day matters of satellite centre, minimum 50:50 ratio, 50% for academic engagements and 50% for satellite centre activities, daily. Out of two, any one of the faculty should be available every time for managing and coordinating the works in satellite centres. These coordinators have a huge responsibility in driving the academic-industry interaction, so they must devote sufficient time for this.



1000sqft space layout

4. Responsibility of TrEST Research Park

1. Support in joint research projects to be submitted to domestic, national and international funding agencies.

2. Provide necessary advice and guidance to faculty coordinators, interested faculty members and students to undertake research development activities.
3. Build panels of Mentors and Consultants to assist entrepreneurs with potential R&D ideas.
4. Support to institutions for submitting research funding proposals to DST, MEITY etc.
5. Organize regional, national and international conferences and seminars to attract startups and funding opportunities.
6. Will assist and involve in selecting viable research proposals from startups.
7. Work closely with the Host Institution to drive industry-academia collaboration.

5. Responsibility of satellite centres (SC)

1. Provide necessary infrastructure support (high speed wifi, printer, electricity, water etc.) to startups incubated under SC.
2. Attract and receive funds for the infrastructural support for carrying out R&D activities from funding agencies.
3. Open up facilities (like labs, conference halls etc.) of the institution to startups with proper recommendation from faculty coordinator/respective department.
4. Act as platform for free, open and informal discussion on scientific and technological areas from different views and wider perspectives.
5. Guide and encourage students to take up research problems with the support of industry.
6. Motivate and support students and faculty in HI to translate their ideas into R&D work.

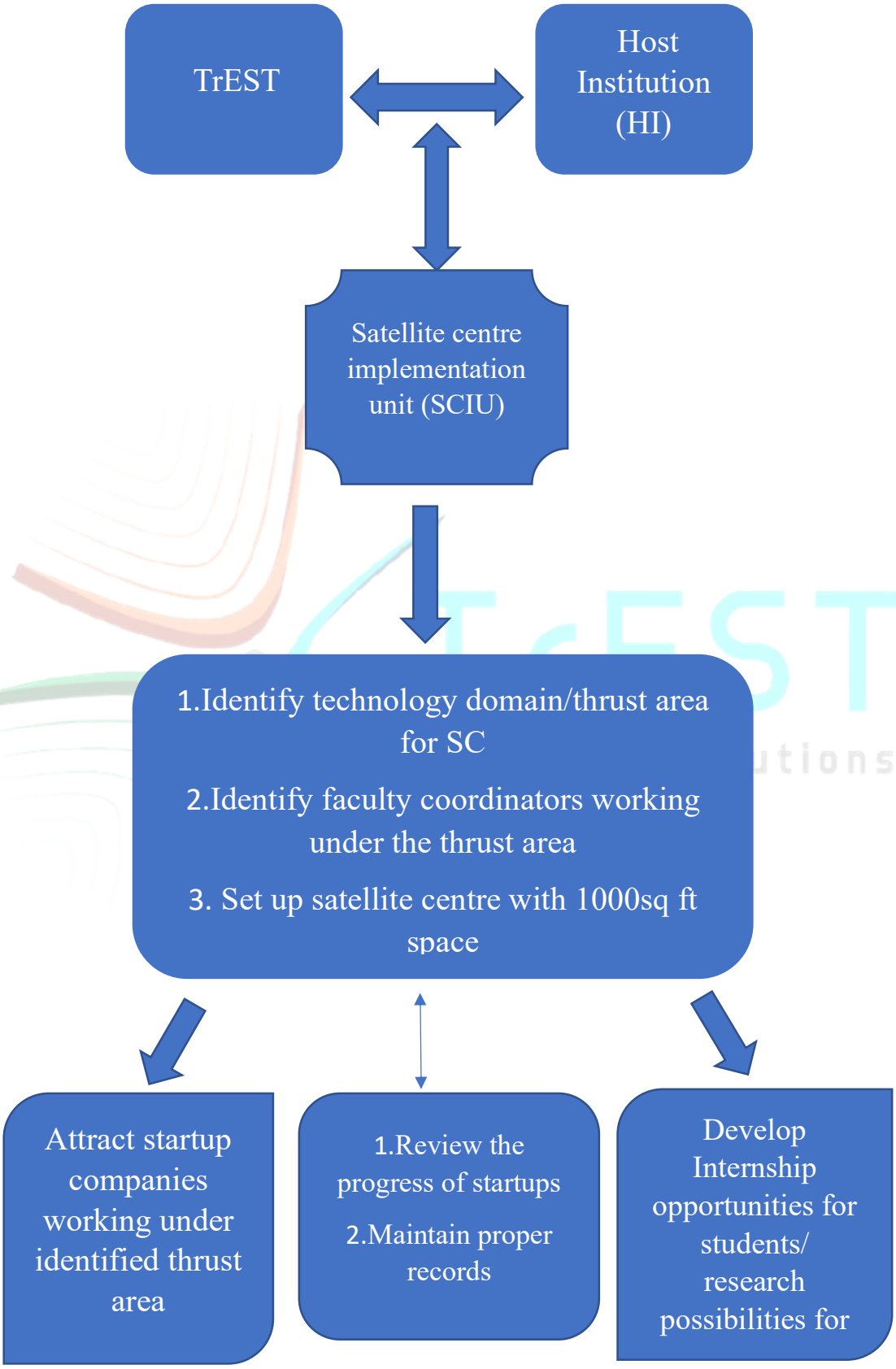
6. Role of Satellite Centre Implementation Unit (SCIU)

Satellite Centres established in Host Institutions will be managed by a Satellite Centre Implementation Satellite centres (SCIU) which shall consist of Head of the concerned institution or his nominee as the Chairman and a nominee from TrEST along with the two faculty members nominated as co-ordinators of satellite centre, by the institution. The SCIU shall meet as often as necessary but at least once in two months. The SCIU shall review the progress of the research activities being implemented by the satellite centre and take appropriate action for the effectiveness of the programme. SCIU will identify a technology domain/thrust area for the SC and nominate faculty coordinators for SC. Minutes of the meeting should be maintained for records.

7. Identifying a technology domain/thrust area for satellite centres

Domain or thrust area is identified by SCIU committee. This is identified based on the expertise of faculty under the department, lab facilities which can be utilised for startups with appropriate recommendation, a greater number of faculty interested to do research activities after working hours etc.

8. Functioning of satellite centres



9. Role of faculty coordinators

Faculty coordinators nominated by HI should dedicate their 50%(minimum) of time for satellite centre activities on a day-to-day basis. At least one faculty coordinator should be available all the time at the satellite centre office for managing the calls/work and for extending support to startups. They should be responsible for the following:

1. Point of contact for TrEST.
2. Maintain proper records of financial transactions (rent etc)
3. Organizing and coordinating review meetings and evaluations.
4. Preparing research funding proposals to DST, MEITY etc. with the assistance of TrEST
5. Preparing and maintaining meeting minutes,
6. In charge of relevant documents such as agreement with startups, evaluation details of research proposal/ meeting minutes, financials involved in setting up and implementing the satellite centre,
7. Address the queries of startups incubated,
8. Find out ways of attracting more startups under identified domain,
9. Act as a mediator between students and startups for exploring internship/job opportunities,
10. Preparing progress report for each year and submit to TrEST.
11. Tracking records of students who are selected for internship/projects via satellite centre and the number of students who got placed for jobs after the internship, along with number of employment opportunities created.

10. Evaluation of research proposals

The research proposals submitted by startups approaching the host institutions need to be evaluated by a technical committee for its viability before incubation. The technical committee should include technical experts (respective domain) from host institution and from TrEST, along with faculty coordinators nominated by the institution. After evaluation, if the proposal is found viable, the host institution takes necessary steps for incubation by executing an agreement with the startup. Necessary support will be provided by TrEST.

11. General Guidelines

1. The Host Institution will put in place a mechanism for ensuring proper implementation and execution of satellite centres through SCIU.
2. Research Proposals submitted by startups should be evaluated by a technical committee for its viability before the incubation.
3. The furnished space provided to the satellite centres by the Host Institution should be on long term lease basis and in the name of TrEST satellite centre.
4. All satellite centres are required to execute a MoU (in prescribed proforma) with TrEST for mutually agreeing basic terms and conditions.
5. The faculty coordinators should prepare a progress report at the end of each financial year highlighting the activities completed and projected activities for the next year, job opportunities created, internships offered, number of students and faculty associated etc. for TrEST records and should be reviewed by SCIU.

6. Host institution should ensure that students are getting internship opportunities/projects from the startups incubated as agreed, otherwise can report the status to TrEST. TrEST after examining the status will take appropriate action.
7. Any communication to TrEST can be routed through nominated Faculty coordinators to the Project Head/Project coordinator of TrEST.
8. Separate bank accounts can be maintained for audit purposes. Separate mail ids and communication mechanism need to be created for the startups, SCIU etc.
9. TrEST will not have any liability towards the manpower appointed by the host institution for implementation of the satellite centres.
10. TrEST will have no responsibility in case of any loss is caused to any life or property due to accident, fire or any other reasons. The Host Institution is required to take appropriate safety and insurance measures to safeguard against any loss to human life and property related to satellite centres.
11. TrEST will have no liability on account of any omission or commission of regulatory/statutory requirement by the satellite centre its incubates and their companies.

TrEST
Quest for Solutions

-END-

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (MoU) is made and entered into on this [Date], by and between:

TRIVANDRUM ENGINEERING SCIENCE & TECHNOLOGY RESEARCH PARK, having its registered office at TC- 4/2322, GEM building, (opp) CET, Kulathoor Road,
Sreekariyam – 695016, hereinafter referred to as " TrEST Research Park " or "TrEST" which expression shall, unless repugnant to the context, mean and include its successors and assigns;

AND

----------, hereinafter referred to as the "Host Institution" or "HI," which expression shall, unless repugnant to the context, mean and include its successors and assigns.

WHEREAS:

1. TrEST Research Park aims to establish Satellite Centres in academic institutions to foster research, innovation, and entrepreneurship by providing infrastructure and support to incubate startups within the Host Institution.

2. The Host Institution has agreed to allocate space and resources to set up and operate a TrEST Satellite Centre in accordance with the guidelines provided by TrEST.

1. OBJECTIVES

a) The Satellite Centre will serve as a research and incubation hub, supporting startups, faculty, and students in research and development (R&D) activities.
b) The Satellite Centre will facilitate industry-academia interaction, skill development, and internship opportunities for students.
c) The Centre will encourage research collaborations, mentorship programs, and joint projects with TrEST and associated startups.

2. **RESPONSIBILITIES OF THE HOST INSTITUTION**

a) The Host Institution shall allocate a built-up space of 1000 square feet with electricity and high-speed internet connectivity for the Satellite Centre.
b) The space will include an office for faculty coordinators, a conference room for meetings, and partitioned cubicles for startups.
c) The Host Institution shall appoint two faculty members as faculty coordinators to manage the Satellite Centre's operations.
d) The faculty coordinators must dedicate at least 50% of their working hours to the Satellite Centre and be available daily.
e) The rental income generated from startup incubates shall be shared between the Host Institution and TrEST in a 70:30 ratio, with proper financial records maintained for audit purposes.
f) The Host Institution shall ensure that startups receive access to institutional facilities (labs, conference halls, etc.) upon proper recommendation.

3. RESPONSIBILITIES OF TREST RESEARCH PARK

a) TrEST shall provide guidance to faculty coordinators, faculty members, and students in undertaking research and development activities along with access to computational resources at TrEST
b) TrEST shall support the submission of joint research proposals to national and international funding agencies.
c) TrEST shall build panels of mentors and consultants to assist incubated startups.
d) TrEST shall support the evaluation of research proposals submitted by startups and assist in the selection of viable projects.
e) TrEST shall organize conferences, hackathons, and innovation challenges to attract startups and funding opportunities.
f) TrEST shall maintain a database of student internships and job placements facilitated through the Satellite Centre.

4. GOVERNANCE AND MANAGEMENT

a) A Satellite Centre Implementation Unit (SCIU) shall be formed to oversee the operations of the Satellite Centre. The SCIU shall include:
    a. The Head of the Host Institution or their nominee as the Chairman.
    b. A nominee from TrEST.

c. Two faculty coordinators nominated by the Host Institution.

b) The SCIU shall meet at least once every two months to review the progress of the Centre and address operational challenges.

c) The SCIU shall identify a technology domain/thrust area based on faculty expertise and institutional resources.

5. FINANCIALS AND AUDIT

a) The rental amount for startups shall be determined as mutually agreed upon.

b) Financial records, including rental agreements and funding receipts, shall be maintained for audit purposes.

c) The Host Institution and TrEST shall maintain separate bank accounts for financial transactions related to the Satellite Centre.

6. LEGAL AND LIABILITY

a) The Host Institution shall ensure appropriate safety and insurance measures to safeguard human life and property at the Satellite Centre.

b) TrEST shall not be liable for any losses, damages, or legal issues arising from the operation of the Satellite Centre or activities of the incubated startups.

c) Any disputes arising out of this Agreement shall be resolved through mutual discussions and, if necessary, arbitration as per applicable laws.

7. TERM AND TERMINATION

a) This Agreement shall be valid for five (5) years from the date of signing and may be renewed upon mutual agreement.

b) Either party may terminate this Agreement by providing three (3) months' written notice, subject to the settlement of any outstanding financial obligations.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

For TrEST Research Park

Dr. Rajasree M.S.

Chief Executive Officer

Date:

For _____

_____

_____

Date:

Witnesses:

1. Name: [Witness 1]

2. Name: [Witness 2]