

Job Description

Job Title	: Executive – Thapar Innovate	Job Location	: Patiala
Position Reports To	: Head- Incubation & Operation	Date	:

Role Summary

We are seeking enthusiastic professionals to join the Thapar Innovate team. The role requires to support the execution and management of incubation related activities at VentureLab Thapar by assisting in startup scouting, outreach, startup onboarding, co-ordination, monitoring, data management and documentation. The role involves working closely with student entrepreneurs, startups founders, mentors, external stakeholders and internal teams to ensure smooth operations across the startup lifecycle. The position requires excellent communication skills, strong interest in startups, entrepreneurship and innovation ecosystem.

Qualification	Graduation in Science or Engineering from a recognized institute/university with at least 60% marks. Preference will be given to engineering graduate
Experience	01 - 03 Years
Competency	• Excellent communication and interpersonal skills • Basic proficiency in MS Office and Google Workspace, with a willingness to learn new tools and technologies • Strong interest in startups, entrepreneurship, and the innovation ecosystem • Ability to take ownership and work independently, with guidance and support from the team

Specific Accountability & Job Responsibility

- Assist in onboarding and coordination of startups across incubation programs, and support communication among startups, mentors, and internal stakeholders.
- Track startup progress and maintain program data, records, and documentation.
- Organise program activities (mentoring sessions, reviews, workshops, demo days) and manage event operations, including calendar, registrations, logistics, vendors, certificates, attendance, and post-event reports.
- Maintain ERP databases of startups, founders, mentors, investors, student entrepreneurs, faculty innovators, and partners.
- Develop and update MIS dashboards on startups, funding, revenue, employment, IP, technology transfer, mentoring, student participation, events, and programs.
- Support compliance and government reporting, including data collection, supporting documents, MIS reports, impact reports, and annual reports.
- Support digital systems for applications, mentor/investor and event registrations, workflows, and automated reporting.
- Maintain documentation, reports, and presentations on incubation activities, including MoUs, agreements, event reports, and meeting minutes.
- Perform any additional tasks assigned from time to time.

Any other responsibilities may be assigned as deemed necessary for the growth of Thapar Innovate and the broader innovation ecosystem at TIET.

Link to apply: <https://forms.gle/CSDo1e4Sdb7mxW3JA>

Last date to submit application: Oct 22, 2026