

STEADMIC CENTRE FOR INCUBATION AND ENTREPRENEURSHIP (SCIE)

Incubation Policy

For Alumni/Faculty/Staff

As per National Innovation and Startup
Policy (NISP)

Incubation Centre President: Dr. Sanjeev Sharma (RD Engineering College)


Director
R.D. Engineering College
Duhai, Ghaziabad

Website -

E-mail -j

Contact No. -

INDEX

Sr. No.	Page No.
I) Introduction	2
II) Vision	4
III) Mission	4
IV) Incubation Policy and Procedure	
1. Eligibility and Duration	5
2. Support provided by Incubation Centre	5
3. Screening Procedure	5
4. Progress Assessment	5
5. Information Submission	5
6. Incubation Charges	6
7. Conflict of Interest and confidentiality	7
8. Disclaimer	7
V) Annexures	
I. Application form for business incubation at SCIE	9
II. Guidelines for the Business Proposal for Incubation at SCIE	10
III. Facility usage undertaking at SCIE	11
IV. Feedback Form	13


Director
R.D. Engineering College
Duhai, Ghaziabad

I) Introduction:

SCIE is an organization, established on October, 2022 at RD Engineering College, Ghaziabad for fostering innovation, entrepreneurship and nurturing science and technology start-ups. It administers a Technology Business Incubator (TBI), which provides 'Start to scale' support by providing office space, research support and mentorship for entrepreneurship and facilitates the conversion of research activity into entrepreneurial ventures. SCIE aims to promote and support startups based on ideas in science and technology that either have the potential or have already resulted in a product, process or service that has commercial value and the potential for creating a positive impact on the society. SCIE also supports potential start-ups by providing them a network of mentors to help them with technical, legal, and financial matters as well as marketing.

Primary functions of SCIE include

- Facilitating the creation of an entrepreneurial ecosystem at the campus and its vicinity
- Engaging students, faculty members, researchers and alumni in entrepreneurial activities
- Providing working environment, facilities, and mentorship for the growth early stage start-ups
- Networking opportunities with mentors, experts and consultants
- Facilitating the technology transfer and commercialization of inhouse generated ideas, products, and techniques
- Building on academia-industry relationships for innovation in science and technology

II) Organizational Structure:

Institute Innovation Council (IIC) at RD Engineering College, Ghaziabad will manage the Incubation Centre by forming the following committee:


Director
R.D. Engineering College
Duhai, Ghaziabad

Sr. No.	Name of Member	Member Type (Teaching/Nonteaching/Student/External Expert)	Key Role/ Position assigned in IIC
1	Dr Pankaj Kumar Singh	Teaching	President
2	Dr. Dharamveer Singh	Teaching	Convener
3	Dr Amit Kumar Gupta	Teaching	Vice President
4	Mr. Pawan Yadav	Teaching	Start-up Activity Coordinator
5	Mr. Hemant Bharadwaj	Teaching	ARIIA Coordinator
6	Mr. Vivek Tyagi	Teaching	Social Media
7	Mr. Amit Kumar Sharma	Teaching	Internship Activity Coordinator
8	Mr. Sanjeev Kumar Sharma	Teaching	Innovation Activity
9	Dr. Pankaj Kumar Singh	Teaching	IPR Activity Coordinator
10	Mr. Ghanshaym Singh	Teaching	NIRF Coordinator
11	Mr. Anil Kumar Singh	Teaching	Member
12	Mr. Manish Tyagi	Student	President
13	Ms. Disha Singh	Student	Innovation Coordinator
14	Mr. Aditya	Student	IPR coordinator

III) Infrastructure and Facilities:

RD Engineering College has provided a semi-furnished space of about 5,000 sq. ft. and funds for basic infrastructure and maintenance for inception of Incubation Centre. It includes innovation Centre (Videos and geo-tagged photographs), Start-up area with the workbenches for the Start-ups (Videos and geo-tagged photographs), common office facilities, internet and other necessary support including mentorship support, and networking with entrepreneurs, funding agencies and potential investors. The infrastructure can support up to 25 start-ups with individual incubation office cubes and up to 20 student pre-start-ups in an open incubation area.

1. Physical infrastructure and utility

- Furnished Office Space
- Shared resources: Meeting rooms, Conference rooms, Pantry
- Office facilities: Photocopier, Scanner, Projector
- Laboratories with equipment and software tools.
- Common Instrumentation Facility of the Institute


 Director
 R.D. Engineering College
 Duhai, Ghaziabad

- Electricity & Water
- Internet and Server

3. Funding support

- Currently, Incubation Centre does not provide any financial assistance to the startups. However, it may change subject to eligibility and availability of fund for seed support.

4. Advisory and coaching:

- Mentoring, advisory from experts on legal, accounts, support for fund raising through government grants and investment
- Trainings and workshops
- Interaction with successful entrepreneurs, policy makers, and industry experts

II) Vision:

- To create awareness on entrepreneurship and bolster start-up culture that will stimulate innovation, industry-academia connect and transformation of skills into business entity at the institute and aim to become one of the leading Technology Business Incubators in India

III) Mission:

- To transform ideas into commercially viable products through mentoring, training, workshops, networking and academia-industry connect
- To provide a platform for collaboration among students, faculties, and startups to solve real life problems.
- To promote implementation of inter- and multi-disciplinary approaches yield to transform an idea to a tangible commercial product
- To stimulate innovation and encourage patenting and technology transfer processes.
- To educate students, faculty, and staff of different institutes equipped with different skills to pursue entrepreneurship

IV) Incubation Policy and Procedure:

The incubation policy is applicable to all college supported entities and teams, which include start-ups, pre-start-ups, companies, or individual associated physically or virtually with incubation centre for business incubation.

This document covers the following:

1. Eligibility and Duration
2. Support provided by Incubation Centre
3. Screening Procedure


Director
R.D. Engineering College
Duhai, Ghaziabad

4. Progress Assessment
5. Information Submission
6. Incubation Charges
7. Conflict of Interest and confidentiality
8. Disclaimer

The policy is subject to periodical review and amendments. It will be the responsibility of the pre-start-up incubatees admitted to/ to update themselves from time to time on amendments in incubation policy and procedures.

1. **Eligibility and Duration:**

- 1.1 **Physical Incubation:** The physical Incubation program is applicable for college alumni/faculties/staff members who have an idea which has potential to be developed into a company or who want to learn skills and start a start-up venture. Certificate will be provided by SCIE on successful completion of the Pre-Incubation program
- 1.2 **Virtual Pre-incubation:** The founder of virtual Pre-incubation start-ups should be alumni/faculty/staff from the Indian Institute recognized by the Government of India. Certificate will be provided by SCIE on successful completion of the Pre-Incubation program.
- 1.3 **Duration:** The Incubation period will be for 12 months which can be extended to 3 yearson recommendation of President, Incubation Centre.

2. **Support Provided by RDEC:**

2.1 **For Physical Incubation Program:**

- The incubatees will be provided mentoring sessions in the range of 4-8 hours a month. The incubatees will get:
- **Exposure to the entrepreneurship ecosystem:** Introduction to entrepreneurship, how to form a company, raise funds for the company, write business proposals, networking with successful entrepreneurs from India and abroad
- **Idea brain storming sessions:** Pipeline from idea to market, updates and apply to innovation and entrepreneurship competitions, convert ideas to start-ups, how to pitch, updates on funding opportunities, internships at national and international levels
- **Skills to Start-up:** Sessions on transformation of skills to start-ups will be conducted.
- Access to Instrumentation lab, and Innovation labs for Prototyping upon availability.

2.2 **For Virtual Pre-Incubation Program:**

- The virtual Pre-incubatees will get:
- **Exposure to the entrepreneurship ecosystem:** Introduction to entrepreneurship, how to form a company, raise funds for the company, write business proposals, networking with successful entrepreneurs from India and abroad

- **Idea brain storming sessions:** Pipeline from idea to market, updates and apply to innovation and entrepreneurship competitions, convert ideas to start-ups, how to pitch, updates on funding opportunities, internships at national and international levels
- **Skills to Start-up:** Sessions on transformation of skills to start-ups will be conducted.

3. **Screening Procedure:**

- 3.1 **For Incubation program:** The interested applicant will submit Annexure I -III of - Incubation policy to Coordinator will be reviewed by IIC team and recommended to the President, Incubation Centre for approval.

4. **Progress Assessment:**

- 4.1 SCIE will evaluate the performance of its start-up approximately after every two months. Incubatees will have to submit a feedback form in a prescribed form for getting the certificate.
- 4.2 The assessment would be based on the parameters set by SCIE which includes, but not limited to organization of idea to well defined business proposal, customer discovery survey, presentations to IIC team, involvement in entrepreneurship and innovative competitions *etc.*

5. **Information Submission:**

- 5.1 Pre-start-up incubatees should submit information to SCIE about all material changes or developments taking place in their business proposals from time to time. Such information could be (but not limited to) change in name of the founders, change in business or product profile, change in or debt investments. SCIE may require Incubatees to submit other information as it deems fit. Prior concurrence of SCIE should be obtained for implementing such changes.

6. **Incubation charges:**

In lieu of support and services to be provided SCIE, the incubation centre supported entities will be subject to consideration:

- 4.1 **For Physical Incubatees:** One-time Incubation fees of INR 3000/- which includes the office space (one workbench per pre-incubatees in open incubation hall @INR500/month) and other services as mentioned above. Facilities are **free** for Internal members. Screening of candidates will be done as mentioned above.



Director
R.D. Engineering College
Duhai, Ghaziabad

- 4.2 For Virtual Incubatees: One-time Pre-incubation fees of INR 3000/- which includes services as mentioned above.

A free orientation session will be provided to the pre-incubatees before the commencement of the program.

7. **Conflicts of interest, Confidentiality of Information, and Code of Conduct:**

- 7.1 Supported teams will have to adhere to the Conflicts of Interest policy of the institute, Confidentiality, and Code of conduct.
- 7.2 There are situations where conflict of interest can arise and they are not totally avoidable. In such cases, SCIE expects the concerned people to disclose all information regarding the conflict of interest in a transparent manner to SCIE and other relevant stakeholders. The disclosed information will be evaluated for the genuineness of conflicting interests by the relevant committee / stakeholders using appropriate judgement. The constituted committee will discuss and try to resolve a dispute over conflict of interest in such cases, and the decision should be duly approved by the competent authority.
- 7.3 SCIE also expects its members and pre-start-up incubatees to practice confidentiality about sensitive information such as related experimental data. SCIE expects its incubatees, staff and mentors to use appropriate judgement when talking to outsiders about internal plans, projects and intellectual property and not to reveal any potentially sensitive information.
- 7.4 SCIE expects the pre-start-up incubatees and employees to follow code of conduct at the workplace and the rules of the institute.
- 7.5 In case, SCIE facilities are to be used where animal models or hazardous chemicals need to be used, appropriate permissions from competent authorities needs to be taken by the pre-incubatees

8. **Disclaimer:**

The SCIE supported entity will understand and acknowledge that SCIE intends to provide supports and services to the company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies/research to commercialization by incubating and supporting new enterprises. It is understood that by agreeing to provide various supports and services, SCIE does not undertake responsibility for:

- Ensuring success of a supported company, its products/ process/ services or marketability
- Ensuring quality of support and services provided by SCIE to the complete satisfaction of the start-up companies or their promoters/ founders.

- Ensuring quality of services of the consultants engaged by the supported entities through SCIE network. Supported entities will have to apply their judgements before associating with them.
- SCIE or their employees to be held liable for any reason on account progress or success of the start-up.


Director
R.D. Engineering College
Duhai Ghaziabad

ANNEXURE I

Application form for business incubation at SCIE, RDEC

1. Name of the Applicant
2. Title of your Business/Project proposal for Incubation
3. Why do you want to take part for incubation?
4. Do you have already established a working group or start-up?
5. Briefly describe your business (including product/services)
6. Briefly describe your immediate and long-term sales goal for your start-up
7. Have you had mentors? If yes, please give their details
8. What are your expected plans for your startup?
9. Why should we choose your project, idea or start-up business, or pre-incubation?
10. Services Expected from SCIE in Pre-Incubation program

Details of your Team - (Please give proper justifications for applicable head)	
1. Name: Educational Qualification: No of years of experience: Address: Phone:	2. Name: Educational Qualification: No of years of experience: Address: Phone:

11. Evidence of Affiliation with RDEC or any other Colleges/Institutes/Universities Recognized by Government of India
12. Resume/CV of Innovator/Co-Promoters
13. Identification card of all the Directors/Partners
14. Identity proof documents (Driver's License, or Voter ID Card, or Adhaar Card, or PAN Card)

I have read the SCIE Pre-Incubation Policy and agree to abide by the rules and regulations of Incubation Policy.

(Incubatee Name and Date)


Director
R.D. Engineering College
Duhai, Ghaziabad

ANNEXURE II

Guidelines for the Business Proposal for Incubation at SCIE

The business proposal to be submitted along with application for incubation is expected to be of 5-6 pages in the format as below.

1. **Objective of the company/project:** Define the problem that you are going address. It is also called **Value Proposition**. You can elaborate it as an introduction of your business idea (200-400 words)
2. **Business Opportunity:** Mention the target customers and expected scale of business/project in defined time (200 words)
3. **Solution proposed:** Describe the Products/Services you are going to offer. Please be specific and elaborate on Innovativeness of the proposed solution. (200 words)
4. **Market analysis:** This also includes competitive analysis. If your product/service is novel, please define why customers will opt for this new alternative. And in case, similar solutions/products are available in market, emphasize on the uniqueness of your product/service that will make it suitable or preferable over existing options.
5. **Customer acquisition:** Describe the plan/strategy to reach out and acquire customers for the proposed product/technology/idea. (200 words)
6. **Milestones:** This section expects work plan of the project in yearly or quarterly manner (Graphical representation will be appreciated)
7. **Revenue generation:** Explain the methodology/plan of revenue generation through the sales/market of the services/products offered. The business development strategy is also expected to be covered in same section (200-400 words)
8. **Financial assistance/Investment:** Quote the estimated expenditure/investment required for the commercialization of your idea and expected source of financial assistance for the same. Please mention the targeted funding agencies and schemes that are relevant to your business idea. Also mention the breakdown of funds/investment you are seeking (200-300 words).
9. **References:** You are expected to provide references to all the figures and facts mentioned in the proposal.

Note: In case this format does not suit your project, justify the same and submit the write up of business proposal applicable format.


Director
R.D. Engineering College
Duhai, Ghaziabad

ANNEXURE - III

Facility usage undertaking at SCIE

THE DECLARATION BY THE START-UP FOR THE FACILITY USAGE AT SCHEDULED PREMISES AT SCIE IS AS FOLLOWS:

SCIE has agreed to allow the Pre-startup to use the facility in open incubation space upon recommendations of IIC solely for the Purpose of the Business Project "_____".

IIC hereby demises to the pre-start-up the facility initially for a period of 3 months on chargeable basis, extendable thereafter by evaluation of the progress of project by IIC Technical Committee.

1. **Charges:** There will be one-time Incubation fees of INR 3000/- which includes the office space (one workbench per pre-incubatees in open incubation hall) and other services mentioned in Policy. The charges are subject to revision as per the policies of IIC.
2. **Equipment:** SCIE may make some common equipment available on a shared-basis to the pre-start-up for the term of the Agreement and any subsequent extensions to it. While these Equipments are not for exclusive use of the pre-start-up, however, SCIE may agree to make such equipment available to the Pre-Startup to use them for as much time as reasonably needed. There can be additional usage charges for the Equipment, and the same shall be borne by the Pre-start-up Entrepreneur.
3. The startup shall comply with all the statutes, rules and regulations such as, ethics approvals, biosafety and biochemical hazard approvals, *etc.* and all other applicable statutory provisions as may be applicable. The pre-start-up shall be solely responsible for the adherence to all the applicable norms relating to the performance of work on the Incubation centre.
4. The pre-start-up shall be at liberty to carry on activities in the Incubation centre, which are part of the specified business proposal "_____" only. The Party will require prior permission from SCIE management to do any additional activity in its premises.
5. The working hours for the Pre-Startups will be from 9:00 AM to 6:00 PM, if they wish to work after the designated time, prior approval from the SCIE office is must.
6. SCIE will not extend any financial assistance nor shall any commitment be given by the SCIE for the said Proposal.
7. No Visitors other than the members of the Project team are allowed to enter the SCIE premises without prior approval.


Director
R.D. Engineering College
Duhai, Ghaziabad

8. The pre-start-up shall inform the SCIE Office about all potential biochemical hazard, inflammable materials and other possible hazards due to the use of material/equipment in the Incubation centre.
9. SCIE shall have right to inspect the Incubation centre, at any point of time and the visit may not necessarily be intimated to the student pre-start-up, and in the event of any discrepancy, so found, SCIE shall have right to revoke the present undertaking forthwith.
10. The pre-start-up shall keep the Incubation centre in good condition and if any damages, breakages are caused to the said Premises, the student pre-start-up shall make good the loss caused to the First Party on account of such damages and breakages, and the member(s) of the pre-startup shall pay the cost of repair for the same as per the repair estimate provided by the SCIE Office.
11. **Termination of the incubation of start-up:** The progress report of the pre-start-up will be evaluated by the SCIE Incubation entrepreneurial committee around two weeks before the completion of the program and incubation of pre-startup can be terminated upon the recommendation of committee. On termination of project, the student shall return the Pre-startup facilities to SCIE in the same condition as was handed over.


Director
R.D. Engineering College
Duhai, Ghaziabad

(Incubatee Name and Date)

ANNEXURE - VI

Feedback Form

1. How was your experience in incubator program?
2. Which activities in the program do you enjoy the most?
3. Which activities in the program did you enjoy the least?
4. At a scale of 1 to 10, how much this program motivated you to be an entrepreneur and start your business?
5. How would you evaluate the overall performance of the instructors?
6. What do you want to learn next in your entrepreneurship journey?
7. What changes would you suggest for the program if this is offered next time?


Director
R.D. Engineering College
Duhai, Ghaziabad