



DIT- Technology Business Incubator Operating Manual

Reference:

DIT University Innovation, Incubation and Startup Policy for Students, Faculty and staff

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Revision 00

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1. INTRODUCTION

Centre of Innovation, Incubation, Entrepreneurship & Startups (CIIES), is set up to promote innovation and entrepreneurship among the Faculty, Staff, Research Scholars, Students at DIT University and startup from vicinity. To accomplish its goal, CIIES runs and manages a Centre of Innovation and Technology Business Incubator at DIT University, Dehradun. This manual will also facilitate Intellectual Property ownership management, technology licensing and institutional Startup policy, thus enabling creation of a robust innovation and Start up ecosystem across DIT University.

DIT-Technology Business Incubator (DIT-TBI) address the challenges of entrepreneurs to create knowledge/technology-based enterprise to successfully commercializing business model. DIT -Technology Business Incubator (DIT-TBI) aim to provide the world class facilities, infrastructure and services for the incubation of the start-ups in the various domains such as Technology core area, Pharmaceutical Sciences, Information Technology: Architecture, E Commerce and Services. DIT -Technology Business Incubator is working under DIT Incubation Foundation as Section 8 Company which was established in 2020 to create a strong and sustainable ecosystem in the region. DIT- Technological Business Incubator is supported by Startup Uttarakhand, Government of Uttarakhand and MSME, Government of India

Vision

To promote innovation and convert into technology based entrepreneurship among the Faculty, Staff, Research Scholars, Students at DIT University and creating value added jobs & services.

Mission

To provide ecosystem and infrastructure for the startups to make sustainable, scalable and profitable Business.

The scope of this manual is to define the policies and procedures to provide proper guidance to incubatees regarding admission, administration and management of DIT -Technology Business Incubator facility and also to provide various opportunities, support and service to incubatees to establish technology based startups.

This policy document is subject to periodical review and amendments will be incorporated timely by DIT-TBI Management. It will be the responsibility of the incubatees to update themselves with latest amendments added to Incubation policy and procedures. DIT-TBI Management reserves the rights to make any exception of all or any of the terms of the policy for a particular company or a promoter on a case to case basis.

2. INCUBATION ELIGIBILITY

- a) Any Student, Faculties, Research scholar, Staff and Alumni of DIT University
- b) Any individual(s) or company (PVT LTD & LLP) or a foreign subsidiary with Indian party holds at least 51% direct stake can be Incubatee at DIT-Technology Business Incubator.
- c) Individual applicants who are into technology development and with no intension of doing business but with intension of spinning of their IPs and Technologies are also eligible for incubation.
- d) The applicants shall agree to the terms and conditions of the DIT- Technology Business Incubator and have to enter into legal agreement with incubator for incubation.

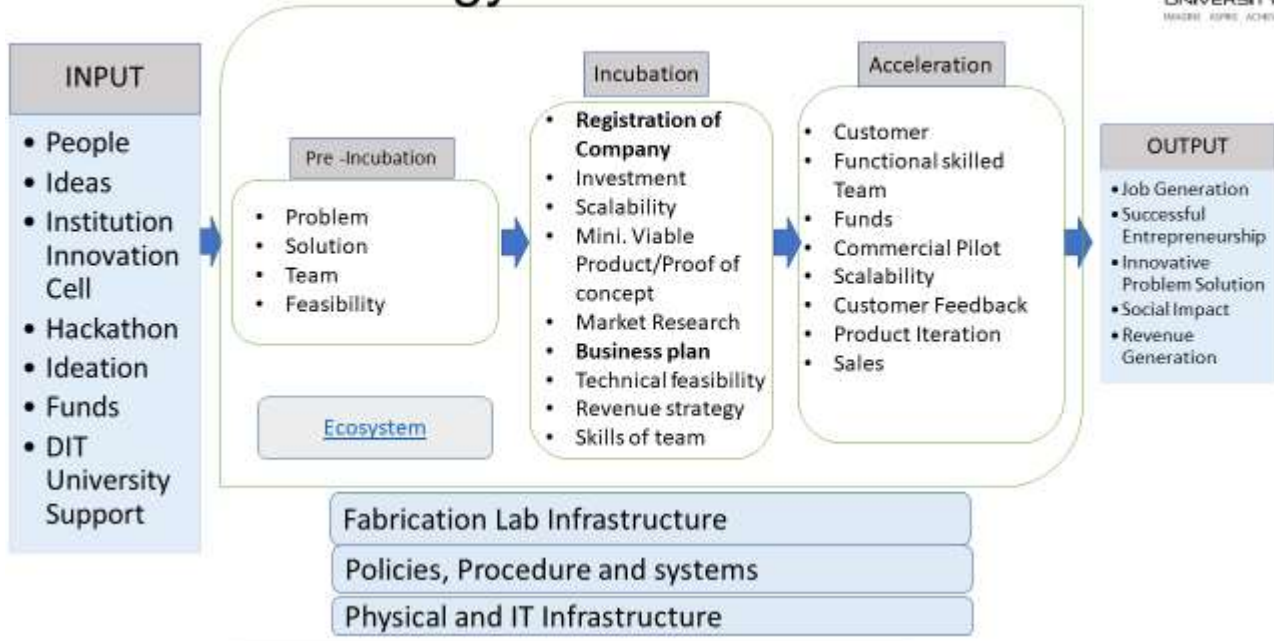
Notes:

The startup promoted by Students & Faculty of DIT University be governed by DIT Innovation, Incubation and Startup Policy for Students, Faculty and staff as approved by the Institute time to time.

3. INCUBATION PROGRAMS



Technology Business Incubator



Technology Business Incubator



Ecosystem



Structure for Incubation Program

Pre-incubation Stage

Pre-incubation stage mainly focuses on ideation stage, where a potential innovative idea can be provided with a co-working space. During this period, the entrepreneur takes up the role of developing the idea into a proof of concept and prepares him for understanding the technical feasibility of the idea proposed. DIT-Technology Business Incubator will be supporting the startups by mentoring or by creating right platform for networking. Once a marketable technology/product idea evolved, a company can be formed and DIT- Technology Business Incubator can look at for Incubation Stage.

Application for Pre-Incubation (Duration: 3 Months to 18 Months)

1. Name of the Applicant
2. Contact Address
3. Email, website
4. Mobile
5. Area of Specialization/Domain
6. Problem Statement
7. Solution proposed
8. Feasibility (Technical, commercial)
9. Do you have the team? If yes, then provide details.

Management Team:

1. Director (CIIES)/ CEO (TBI)
2. Head(CIIES) / Incubation Manager
3. Anyone nominated by Director (CIIES)

Frequency of screening:

Six monthly or as per need

Source of Applications:

- Students of DIT University
- DIT University alumni, Faculty and staff
- Other universities' students
- Through External Events, Social Media
- Startups from Vicinity

Support (For pre- incubation)

- Physical infrastructure
- Furnished Co-working Space
- Meeting rooms, Conference rooms and Pantry etc.

Advisory and coaching:

- Mentoring support as decided by DIT-TBI Management Team
- Participation in Events organized by DIT-TBI/DIT University
- Company Registration

Performance Review (Monthly)

- Evaluation by Director (CIIES) and Head (CIIES)
- Domain expert/ Startup expert/Domain specific mentor/anyone nominated by Director (CIIES)

Incubation/ Acceleration Stage

Where startup companies graft product development and prepare themselves for marketing. During this stage, the entrepreneur will put his efforts (such as technology, team) to build a market viable prototype (MVP's). DIT-Technology Business Incubator can also offer a wide array of value-added services like entrepreneur trainings and workshops, skill development programs, leadership programs and R&D facilities etc. to speed up the incubation cycle. The incubation stage enables the entrepreneur to be ready with an 'innovative technology' in the form of marketable product that can primarily drive the market and helps to make pitch ready for investment.

Application for Incubation/ Acceleration (Duration:3 months to 18 Months)

1. Name of the Applicant
2. Contact Number
3. Email
4. Website
5. Company Address
6. Startup Name
7. Specific Sector
8. Have you registered your startup? (Proprietorship, Private limited, corporation, NA)
9. Date of company Registration?
10. What stage is your startup at? (Idea, Pilot, Minimum Viable Product, Growth, seed fund raised)
11. Brief Description of the Problem
12. Brief Description of the Solution
13. Implementation Plan
14. Your Business Plan
15. Revenue Generated (If any)
16. Have you received any funds (Grant, Equity)
17. Team Member's Detail (with LinkedIn)
18. Any Award/Recognition

19. Pitch Deck (Max 10 MB)/ Presentation
20. Where did you hear about DIT-TBI
21. Any other information that might help us to evaluate

Management Team

1. Director (CIIES)/ CEO-TBI
2. Head (CIIES) /Incubation Manager
3. Anyone nominated by Director(CIIES)

Frequency of screening:

Six monthly or as per need

Source of Applications:

- Students of DIT University
- DIT University alumni, Faculty and staff
- Other universities' students
- Through External Events, Social Media
- Startups from Vicinity

Support:

1. Physical infrastructure:
 - Furnished Co-working /Office Space
 - Meeting rooms, Conference rooms and Pantry etc.
 - Access to fab lab as per the DIT University policy
 - Internet
2. Advisory and coaching (As per mutual agreement):
 - Mentoring support
 - Participation in Events, Training and workshop
 - Company Registration, Trademark.
 - Legal, Chartered Accountant, Intellectual Property Rights, fund raising.
 - Marketing and Public Relationship
 - Access to government schemes
3. Network:
 - Facilitation for business, professionals and expert network
 - Facilitation for investor's network
 - Facilitation for industry connection
 - Showcasing opportunities
 - Facilitation for connection with government bodies
4. Ecosystem advantage:
 - Experiential learnings in incubator
 - Access to wide network of DIT University

Performance Review(Bi-Monthly)

- Evaluation by Director CIIES and Head CIIES
- Domain expert/ Startup expert/Domain specific mentor/anyone nominated by Director (CIIES)

4. GENERAL EVALUATION CRITERIA

Pre-Incubation:

1. Problem Identification (Quality, Size of problem, Relevance in present Social, Political, Economic conditions etc.)
2. Solution (Innovativeness, Impact on society, Simplicity, Quality of solution, Long term solution)
3. Feasibility (Practical possibilities, Minimum resource requirement)
4. Team (availability and skills)

Incubation/ Acceleration:

1. Relevance to the thrust areas of DIT-TBI
2. Business Plan (Value proposition, Market potential, Industry attractiveness, Potential social and strategic national impact and ethical) Innovation/ novelty, potential for IP, Technical viability and readiness
3. Minimum Viable Product
4. Depth and Width of Market Research
5. Innovation / Competitive Advantage
6. Investment Strategy / Status
7. Scalability
8. Technical Feasibility
9. Revenue Strategy
10. Skills of team

STAGE 1: Preliminary Scrutiny

Initial step in the admission process application received in prescribed format will be scrutinized for necessary information and supporting documents then it will be forwarded for the review of DIT-TBI Management Committee.

STAGE 2: Presentation before selection Committee

Applicants will be invited to present their idea before selection committee for evaluation online/offline of the submitted proposal. Key applicant/principal investigator/innovators/ team leader/company founders, are expected to present a

Power Point presentation describing critical aspects of the project for evaluation before committee. The presentation will be followed by Q&A session. After the presentation, a final decision will be made regarding the entry into the incubator. The applicant will be informed of the final decision.

Allotment of Incubation space& Execution of Incubatee agreement;

Allotment letter will be issued to successful applicants through Director(CIIES). Applicant need to accept the allotment and date of occupancy should be communicating within 7 days from receipt of communication. Thus accepted applicant have to execute an agreement on stamp paper/franking paper of value of Rs.100/- and get it notarized, submit it DIT-TBI, as a token of confirming acceptance of terms and conditions DIT-TBI, within 30 days of acceptance of allotment offer. DIT- Technology Business Incubator may seek additional information from the applicant if necessary, and may ask to revise the executive summary and/or presentation/proposal/ project during the due diligence based on the recommendations of selection committee.

Non-Disclosure:

DIT- Technology Business Incubator adheres to strict confidentiality throughout the application process. However, DIT- Technology Business Incubator will not sign any 'non-disclosure' agreements with applicants.

5. INFRASTRUCTURE AND SERVICES PROVIDED TO INCUBATEES

Upon admission to DIT- Technology Business Incubator, the following facilities based on the requirements and recommendations by DIT-TBI Management Team will be offered to the incubatees for the selected purpose only. Common utility space of DIT- Technology Business Incubator along with common pool of hard and soft infrastructure to be shared by all incubated companies. The following resources will be provided based on availability, requirements and recommendations;

- Incubation Space
- Dedicated Incubation Facility
- Shared Incubation Facility
- Common Instrumentation Facility
- Dedicated Offices
- Plug and play Workstations
- Office space
- Meeting space
- Conference room with AV/Projection equipment
- Board room for Business meetings
- Desktop

- Printer
- WiFi and Lan Internet Access
- Laboratories & Equipment of DIT University
- Telephone Connection
- Standard Furniture
- Photocopying Machine
- Document Scanner

DIT University Infrastructure Accesses:

DIT- Technology Business Incubator may facilitate access to the Institute infrastructure or laboratories as per the norms of DIT University.

6. PERIOD OF INCUBATION

Incubation period will be decided by DIT-TBI Management based on the Incubatee requirement. Generally, pre incubation/Incubation/Acceleration period will be 3 months to 24 months. Additionally, Incubatee can apply for extension, at least one month before the project dead line and DIT-TBI Management team look into such matter and extensions may be granted based on the merits of case and decisions made by the committee will be final. If extension is not granted incubate need to vacate the space and security deposit will be returned after deductions if any.

Incubatee companies will leave the DIT University –Technology Business Incubators (DIT- TBI) under the following circumstances:

1. Completion of stay for stipulated period unless the stay is extended by DIT University –Technology Business Incubators (DIT- TBI).
2. Raising substantial investment from angel investor / Venture Capital Fund / any other investor– Rs. 20 Lakh or more.
3. Under performance or un-viability of the business proposition: criteria for the same will be decided and applied by DIT -TBI on the case to case basis.
4. Irresolvable disputes between promoters/ founders.
5. When the annual revenues of the company exceed Rs. 20 Lakh.
6. When the company enters in an acquisition, merger or amalgamation deal or reorganization deal resulting substantially a change in the profile of the company, its promoters, directors, shareholders, products or business plans, or when a company plans for a public issue.
7. Change in promoters'/ founders' team without concurrence of DIT-TBI.
8. Non-compliance of term and conditions of DIT University and DIT-TBI

9. Any other reasons which DIT-TBI may find it necessary for an Incubatee company to leave.

10. Any others reason Incubatee decide to DIT-TBI.

Notwithstanding anything written elsewhere, CEO(TBI) decision in connection with the exit of an Incubatee company shall be final and shall not be disputed by any Incubatee company. Notice period of one month will be given to the Incubatee companies for the exit or extension either side. The extension to the Incubatee companies will be provided only after the approval from the CEO (TBI) may be by circulation. In case of exit, physical transfer of the shares from/to the incubator should be completed and all the financial obligations should be settled from both side. All the resources provided to the incubates should be returned to the incubator. Details of new location should be provided to the DIT-TBI.

7. INFORMATION SUBMISSION

Incubatees should submit necessary information in writing to DIT- Technology Business Incubator , but not limited to, change in name of the company, change in business or product profile, change in directors, change in promoters or shareholders, acquisition of a new office, additional equity or debt investments, investments, take overs, addition or deletion of individuals, staff details, material/goods/assets maintains at incubator, usages of instruments, common utilities, services, filing of IPs, technology transfers, spinoff, trials and test which require clearance, damages of any material assets of incubator or any other developments taking place in their companies from time to time. Prior consent of DIT- Technology Business Incubator should be obtained in all important aspects relevant to incubation process at DIT- Technology Business Incubator as it deems fit.

8. PERIODIC ASSESSMENT

DIT- Technology Business Incubator Management Team will evaluate the performance of incubatees every 3 months. The emphasis of such evaluation is to review progress and fulfillment of milestones specified in the project application. For any Incubatee company which has taken seed fund/ loan, additional checks will be done on the financial health of the company in terms of its order booking, expenses, profitability, and utilization of seed money. Further seed fund disbursal will be dependent on the progress shown in previous appraisal. Periodic assessment would vary depending on the stage of incubation the company is in. Some representative criteria for evaluation based on the relevance are:

A. Ideation / Innovation stage

- Problem
- Solution
- Team
- Feasibility

B. Incubation Stage

- Registration of Company
- Investment
- Scalability
- Minimum Viable Product/Proof of Concept
- Market Research
- Business Plan
- Technical feasibility
- Revenue Strategy
- Skills of Team

C. Acceleration Stage

- Customer
- Functional skilled Team
- Funds
- Commercial Pilot
- Scalability
- Customer Feedback
- Product Iteration
- Sales

D. Exit stage

- Going National / Global
- Exit options for DIT-TBI
- Full scale business Graduation
- Post incubation Survival

The Incubatee may be asked to provide more frequent updates to DIT- Technology Business Incubator as and when required.

9. CONSIDERATION

DIT- Technology Business Incubator may charge the incubatees for infrastructure, Instrument usage charges and services provided to them. This payment would be in the form of Incubation fees and service charges. Two Incubation models

available for incubatees registered as companies (PVT LTD or LLP) with equity and without equity options

10. CONFLICTS OF INTEREST

In case of any conflicts of interest, the decision of the DIT- Technology Business Incubator head or Committees shall be final and binding upon the parties.

11. DISCLAIMER

DIT- Technology Business Incubator does not guarantee success and/or feasibility of the technology transferred from the Institute. DIT- Technology Business Incubator / DIT University or any person representing them shall not be liable for any acts or omissions of the Incubatee company. However, in case of any such event the incubate company shall do necessary actions required to hold DIT- Technology Business Incubator / DIT University or any person representing them harmless from any loss including damage, penalty or legal proceedings.



**DIT Technology Business Incubator
DIT University, Dehradun
EXIT (Graduation)POLICY**

EXIT POLICY FOR STARTUP FROM INCUBATION SUPPORT

- Incubatee companies will leave the DIT University –Technology Business Incubators (DIT-TBI) under the following circumstances:
 1. Completion of stay for stipulated period unless the stay is extended by DIT University – Technology Business Incubators (DIT- TBI).
 2. Raising substantial investment from angel investor / Venture Capital Fund / any other investor– Rs. 20 Lakh or more.
 3. Under performance or un-viability of the business proposition: criteria for the same will be decided and applied by DIT -TBI on the case to case basis.
 4. Irresolvable disputes between promoters/ founders.
 5. When the annual revenues of the company exceed Rs. 20 Lakh.
 6. When the company enters in an acquisition, merger or amalgamation deal or reorganization deal resulting substantially a change in the profile of the company, its promoters, directors, shareholders, products or business plans, or when a company plans for a public issue.
 7. Change in promoters'/ founders' team without concurrence of DIT-TBI.
 8. Non-compliance of term and conditions of DIT University and DIT-TBI
 9. Any other reasons which DIT-TBI may find it necessary for an Incubatee company to leave.
 10. Any others reason Incubatee decide to DIT-TBI.
- Notwithstanding anything written elsewhere, CEO(TBI) decision in connection with the exit of an Incubatee company shall be final and shall not be disputed by any Incubatee company.
- Notice period of one month will be given to the Incubatee companies for the exit or extension either side.
- The extension to the Incubatee companies will be provided only after the approval from the CEO (TBI) may be by circulation.
- In case of exit, physical transfer of the shares from/to the incubator should be completed and all the financial obligations should be settled from both side.
- All the resources provided to the incubates should be returned to the incubator.
- Details of new location should be provided to the DIT-TBI.



DIT Technology Business Incubator DIT University, Dehradun Application Form

1. Name of Applicant
2. Contact Number
3. Email
4. Website
5. Company Address
6. Startup Name
7. Specific Sector
8. Company Registration Details
9. Date of Company incorporation
10. Stage of Startup (Idea, Pilot, Minimum Viable Product, Growth, Seed fund raised etc.)
11. Brief description of Problem
12. Brief description of Solution
13. Business Plan (Max. 100 words)

14. Revenue details (If any)

15. Fund / Grant received (if any)

16. Management Team details (Name, Position, Contact No.)

17. Award / Recognition (if any)

18. Pitch Deck Presentation (to be attached)

19. Any other information that might help us.

Declaration

I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for consequences.

I understand that completing the application process does not guarantee for Incubation support from DIT Technology Business Incubator.

Applicant Signature

Startup Incubation Evaluation

Startup Name:		Founder Names:				Date	
Sr. No.	Parameters	Poor (1)	Average (2)	Good (3)	Excellent (4)	Key observations (If Any)	
1	Business Plan (Value proposition, Market potential, Industry attractiveness, Potential social and strategic national impact and ethical)						
2	Minimum Viable Product						
3	Depth and Width of Market Research						
4	Innovation / Competitive Advantage						
5	Investment Strategy / Status						
6	Scalability						
7	Technical Feasibility						
8	Revenue Strategy						
9	Skills of team						
	Final Recommendation:	Pre-Incubation		Incubation		On Hold	
	Reasons						
Evaluator Name:				Evaluator Signature:			



Date:

Incubatees Exit (Graduation)

Name of Company:

Email:

Contact Number:

Incubation support allotment number:

Details of particular for exit of startup from incubation support

S.No	Parameters	Please Tick
1.	Completion of stay for stipulated period	
2.	Raising substantial investment from angel investor / Venture Capital Fund / any other investor– Rs. 20 Lakh or more	
3.	Under performance or un-viability of the business proposition	
4.	Irresolvable disputes between promoters/ founders	
5.	Annual revenues of the company exceed Rs. 20 Lakh	
6.	Company enters in an acquisition, merger or amalgamation deal or reorganization deal resulting substantially a change in the profile of the company, its promoters, directors, shareholders, products or business plans, or when a company plans for a public issue.	
7.	Change in promoters'/ founders' team without concurrence of DIT-TBI	
8.	Non-compliance of term and conditions of DIT University and DIT-TBI	
9.	Any other reasons which DIT-TBI may find it necessary for an Incubatee company to leave	
10.	Any others reason Incubatee decide to DIT-TBI	

Approved by

Idea Startup Incubation Evaluation (Pre-Incubation Stage)

Startup Name:			Founder Names:			Date
Sr. No.	Parameters	Poor (1)	Average (2)	Good (3)	Excellent (4)	Key observations (If Any)
1	Problem Identification (Quality, Size of problem, Relevance in present Social, Political, Economic conditions etc.)					
2	Solution (Innovativeness, Impact on society, Simplicity, Quality of solution, Long term solution)					
3	Feasibility (Practical possibilities, Minimum resource requirement)					
4	Team (availability and skills)					
	Final Recommendation:	Pre-Incubation				On Hold
	Reasons					
	Evaluator Name:			Evaluator Signature:		



Progress Monitoring Report

Startup Name:	Founder Name:	Period:	Date:
		From To	

Plan	Progress
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Plan for Next Period

Evaluation	Excellent	Good	Satisfactory	Need Attention
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Remarks:

Evaluator(s) Name:	Evaluator(s) Signature:
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