

## **Guidelines for Incubation idea Application**

### **Eligibility:**

1. Undergraduate, Post graduate and Research students from University departments, affiliated colleges and institutions.
2. Alumni of university departments, affiliated colleges and institutions.
3. Faculty members from university departments, affiliated colleges and institutions.
4. SUK's sponsor companies or existing business organization to expand it with university.
5. Incubation centers on campus and off campus of university.
6. Budding innovator having innovative idea for business incubation with any one of the following
  - I. Intellectual Property (IP) generated at Shivaji University and willing to transfer it for incubation.
  - II. Intellectual Property (IP) generated outside university and willing to transfer it for incubation use of facility.
  - III. Proposals with involvement of faculty and facility of university.
  - IV. Proposals not using facilities of university.
  - V. Proposals with strategic and social impact.

### **Selection:**

1. Proposals will be scrutinized by scrutiny committee on the basis of potential for generation of resource, visibility and incubation.
2. Selected proposals shall be required to register as private limited company under Company Act, 1956 within three months of their admission in the Centre, if already not registered.
3. Full time student of UG/PG/ Ph.D. at the university or affiliated college/ institution shall be offered incubation. In accordance with the provisions in Maharashtra Public University Act- 2016 and as per the Incubation Policy of Shivaji University Centre for Innovation, Incubation and Linkages (SCIIL) and SUK Research and Development Foundation (SUKRDF).

## **Application Procedure:**

### **Step 1:**

Candidate has to submit an application form available on the website of the university with following details.

- a) Business Plan containing Executive summary, Business description, Market analysis and strategy, marketing and sales plan, competitive analysis, management and organization, product and services, risk analysis and projected financials and scalability.
- b) Details of technology adopted, IP if obtained.
- c) Transfer of IP/ Licensing of/ Permission to use IP in favor of incubates company.

### **Step 2:**

Proposals received by centre will be scrutinized by expert committee comprising subject experts, entrepreneurs, and faculty members of the university. Those short listed will have to present it before the panel of experts. Based on experts' comments and recommendations, a final decision of inclusion of proposal as incubate in the centre.

### **Incubator Evaluation Criteria Guidelines:**

Sr.No.	Type of Incubate	Selection criteria with % weight				
		Innovation of ideas	Market plan	Research potential	Deployment and execution Strength	Relevance to Societal and National needs
1	Student Start-up	30%	20%	5%	35%	10%
2	Alumni Start-up	35%	15%	5%	25%	10%
3	Branch of existing firm	15%	35%	10%	30%	10%
4	Spinoff from University or R and D Centre	30%	15%	30%	10%	15%
5	Bottom of the Pyramid-Grass root and Inclusive growth	20%	20%	20%	20%	20%

- a) Innovation, content, market potential and timelines to develop product.
- b) IP creation potential or IP already generated.
- c) Involvement of SUK faculty.
- d) Business team strengths.
- e) Finance raising capacity of the company.
- f) Break even period of the company.

Granting proposal for Incubation is solely at the discretion of SCIIL and SUKRDF is not bound to give any reason for not selection.

### **Step 3:**

Selected proposals will be given a letter of admission in the SCIIL. The incubate company has to start within 3 months of acceptance.

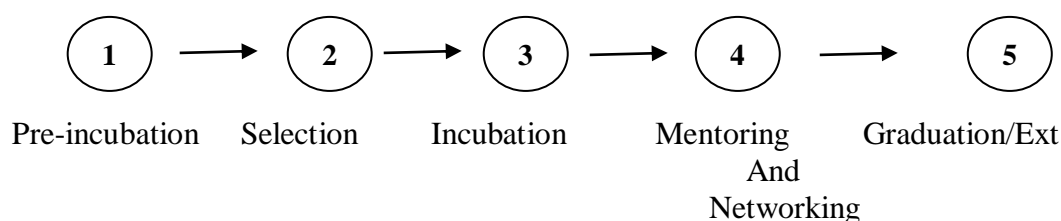
Following are some of the conditions to the Incubate.

- a) Registration of company under Company Act, 1956 as private limited company.
- b) A bond with SCIIL about the functionality.
- c) Providing information about Intellectual Property (IP) in the form of patent, software code, copyright, design registration, developed product etc.

### **Standard Operating Process:**

The Centre encourages students for pre-incubation through in house competitions like idea competitions Innovation meets, Avishkar, Ideathon, Hackathons for students and other interested people.

Once the selected applicant gets admission letter, they have complete access to facilities created at the SCIIL. will be provided with mentors and guidance to get investment in their project.



Those with generated IP/ Product will be provided with the facilities to incubate the product.