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हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh
(शैक्षणिक शाखा /Academic Branch)

आजादी का
अमृत महोत्सव

धर्मशाला -176215,

दिनांक: 14 अक्टूबर, 2022

OFFICE ORDER

On the recommendations of the Committee, the Hon'ble Vice-Chancellor has been pleased to accord his approval to implement the Incubation Policy of Udbhav Kendra to create awareness about the importance of entrepreneurship among the students & local community, new technology / knowledge / innovation based start-ups, to enhance the domain knowledge/skills to develop the innovative products/services and to build a vibrant startup ecosystem by establishing a network between academia financial institutions, industries and other institutes. The detailed terms & conditions of this Policy are at **ANNEXURE-I**.


(Prof. Vishal Sood)
Registrar

Encl: As stated above.

Endst. No. Even.

Dated: 14 October, 2022

Copy to the following for further necessary action:

1. The Dean (Academic), Central University of Himachal Pradesh, Dharamshala.
2. The Secretary to VC, Central University of Himachal Pradesh, Dharamshala.
3. The Dean Students Welfare, Central University of Himachal Pradesh.
4. All Deans of various Schools, Central University of Himachal Pradesh.
5. All Heads of various Departments, Central University of Himachal Pradesh.
6. All Directors of different Centres, Central University of Himachal Pradesh.
7. The Controller of Examinations, Central University of Himachal Pradesh, Dharamshala.
8. The Librarian, Central University of Himachal Pradesh.
9. The Director (Research), Central University of Himachal Pradesh, Dharamshala.
10. The Finance Officer, Central University of Himachal Pradesh, Dharamshala.
11. The Nodal Officer, Intellectual Property Right, Central University of Himachal Pradesh.
12. Assistant Registrar, VC Secretary-for the kind information of Hon'ble Vice-Chancellor, pl.


REGISTRAR



Central University of Himachal Pradesh

INCUBATION POLICY

of

Udbhav Kendra

Vision: To provide support and conducive environment for faculty members, research scholars, Masters and undergraduate students and independent innovators in converting their ideas into startup and shaping to evolve successful entrepreneurs.

Mission: Udbhav Kendra, the incubation centre of CUHP will create an ecosystem that will foster, support innovation and knowledge-based entrepreneurship amongst the faculty members, research scholars, Masters and undergraduate students and independent innovators and other incubates to transform knowledge into creation of wealth through successful ventures.

Objectives:

- To create awareness about the importance of entrepreneurship among the students and local community
- To promote new technology/ knowledge/ innovation based startups.
- To enhance the domain knowledge / skills to develop the innovative products / services
- To build a vibrant startup ecosystem, by establishing a network between academia, financial institutions, industries, and other institutes.

Thrust Areas

Udbhav Kendra, the Incubation Centre of CUHP, will support students and innovators who are having an idea with high impact and which has very good opportunity to be a successful startup. Any Individual / group of people (students or general public or mix of the two) can initially propose an idea to Udbhav Kendra, CUHP with prime features as mentioned below

(a) Innovativeness (b) Commercial viability (c) Technical feasibility (d) Scalability

INCUBATION CENTER CUHP accepts ideas from diverse domains as mentioned below

- Bio Technology
- Nanotechnology
- Nanobiotechnology
- Art and culture
- Social sciences and Social work
- Science
- New and Renewable Energy and Environmental sustainability

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- Energy conservation, Energy efficient Motors and Equipments, Solar Photovoltaic systems and design optimisation
 - Education : MOOCs based platforms, IoT driven experimental labs, Data acquisition experimental setups, Electronic instrumentation, Educational apps based on Research on various fundamental aspects of history, tourism, art and architecture, language, music, media, history and philosophy of science, Indian Culture and Spiritual heritage, etc
 - Information & Communication Technology (ICT)
 - Carbon management
 - Geological Applications
 - Water, Sanitation and Solid-Liquid Waste Management
 - Cyber Security
 - Artificial Intelligence and Remote Monitoring
 - Drone Technology
 - Other emerging areas of national importance

Type of Start-up Ventures/Enterprises

Udbhav Kendra, the Incubation Centre of CUHP, is set up to promote innovation and entrepreneurship by converting and translating technology ideas and innovation in various disciplines of science and engineering into products, processes and services for commercial exploitation and the benefit of society to accomplish its goal. Incubation Centre's support to enterprises may fall under one of the following categories.

Category I : Ventures that qualify as a nursery Incubation project initiated by one or more members of the academic staff, students and/or alumni of CUHP or other premier institutes, or some other technology promotion agency with a view to trying out a novel technological idea for up-gradation to a commercial proposition, scaling up a laboratory proven concept, and setting up a technology business enterprise.

Category II: Technology-based start-up company promoted by some of the existing Entrepreneur desirous of R&D partnership with the Institute (Incubation Centre, CUHP) or company with a view to trying out a novel technological idea for up-gradation to a commercial proposition along with Udbhav Kendra, the Incubation Centre of CUHP.

Eligibility Criteria:

Any Individual / group of people (students or general public or mix of the two) desirous of availing Incubation facilities has to apply in the prescribed format along with required documents as per Annexure. After successful evaluation of their documents, if they are deemed to be eligible, he/she shall be called as Incubatee.

Any company that is /or proposing to be engaged in imparting educational courses and/or training program including vocational programs or is planning to undertake such activities

during or after its Incubation at the Udbhva Kendra, the Incubation Centre of CUHP, is not deemed eligible for Incubation and their application will not be entertained.

Admission Procedure:

All the applicants have to go through the following process right from submission of the required documents to the presentation of the promoter to the Udbhav Kendra either by Institute Innovation Council (IIC) or from Centre of Entrepreneurship, School of Commerce and Management Studies, for getting eligibility as an incubatee in Udhbav Kendra, the Incubation Centre of CUHP.

Documents to be submitted

- PAN/Aadhar card
- Permanent address proof
- Executive Summary or Business Plan (shall present the executive summary to an internal review committee for comments on technical and business feasibility of the idea)*
- Two references
- Filled-in application with passport size photograph of promoters
- Signed agreement (between incubatee & incubator) indicating incubatee agreeing to abide by the rules and regulations to be adhered to by incubates.

Evaluation Criteria

- Strength of the product idea in terms of its technology content, innovation, timeliness, market potential, Need and Scope.
- Profile of the core team / promoters
- Intellectual Property(IP) generated and the potential of the idea for patent creation
- Financial / Commercial Viability and 5 year projections of Profit & Loss Account, Balance Sheet and Cash Flows
- Funds requirement and viability of raising finance
- Commercial potential, demand and requirement in India
- Time to market and Break-even period
- Scalability
- Faculty / Industry Mentor Details and Recommendation Letter (Optional)

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*Budding innovators will be provided guidance in developing the business plan by Udbhav Kendra, the Incubation Centre of CUHP and also other associated wings of CUHP such as Center for Enterprenuership and Innovation, Institute Innovation Council, Deendayal Upadhyay Kendra, Patent Cell, University Industry Interface, etc.

Presentation to Evaluation Committee appointed by Udbha Kendra

If the initial evaluation of the business plan / executive summary is positive, Udbhav Kendra, the Incubation Centre of CUHP, will arrange a meeting with the Internal Evaluation Committee, during which the promoter will be expected to make a presentation describing critical aspects of the business plan. The presentation will be followed by questions, discussion and suggestions. After the presentation, a final decision will be made regarding the Promoter's entry to be placed in front of the Executive Committee. The expert panel will carefully evaluate the business idea, Market availability, potential value of the technology, growth prospects, innovative content and promoter team strength of the applicant. The expert panel will recommend a meritorious applicant for incubation. The expert panel will consist of experienced and qualified professionals from specific industry, leading bankers, seasoned venture capitalists, academicians and successful alumni entrepreneurs. The constitution of the evaluation committee will be decided by the Udbhav Kendra, the Incubation Centre of CUHP, based on the expertise needed.

Research & Due Diligence:

Throughout the application process, on an as-needed basis, Udhbav Kendra will perform research and assess due diligence of the Promoter, the management team, the industry, and current and future competitive elements facing the business. Udbhav Kendra, CUHP, if required, may ask further information from the applicant, and suggest applicant to revise the executive summary and/or presentation. Udbhav Kendra, CUHP may at its discretion seek advice of various government bodies like DSIR, DST, MSME, etc.

Security Deposit:

Before commencement of the Incubation period, the incubatee has to pay a refundable security deposit of Rs. 1000 (Rupees Thousand only) to Udbhav Kendra, CUHP. This amount would be paid back to the incubatee after completion of the Incubation period provided the incubatee has a normal exit. For virtual incubation, incubatee does not have to pay security deposit. Incubatee has to provide names of at least two persons as probable sponsors. Udbhav Kendra, CUHP reserves the right to relax this norm on a case to case basis, if deemed necessary.

Annual Registration Fee:

The incubate company will become a legal member of Incubation Centre, CUHP after registration and will be entitled to avail various facilities offered by the Incubation Centre,

CUHP. The incubatee shall pay an amount of Rs. 1000/- (Rupees One Thousand only) to Incubation Centre, CUHP towards the annual registration fee to be paid at the time of execution of this agreement and subsequently within fifteen days of the beginning of each year counted from the date of this agreement and shall continue to maintain their registration as long as they are permitted by the Governing Body of Incubation Centre, CUHP to have association. Innovation Centre, CUHP reserves the right to relax this norm on case to case basis, if necessary.

Non-Disclosure:

Udbhav Kendra, the Incubation Centre of CUHP, adheres to strict confidentiality throughout the application process. Udbhav Kendra, CUHP will sign the "non-disclosure" agreements as followed in normal practice.

Infrastructure of Udbhav Kendra, the Incubation Centre of CUHP:

Upon admission to Udbhav Kendra, the Incubation Centre of CUHP, the following facilities will be offered to the incubatees on an individual basis:

- 1. Office space
- 2. Computers - up to two on rental basis. More than two can be availed at market rates.
- 3. Internet connection
- 4. Phone connection- Each company will pay the rentals and bills
- 5. Standard Furniture as decided by Incubation Centre, CUHP.

Common infrastructure: Incubation Centre, CUHP provides a common pool of hard and soft infra-structure to be shared by all incubatees. Following resources are provided:

- 1. Photocopying machine
- 2. LCD Projector
- 3. Document Scanner
- 4. Library Access Facilities
- 5. Meeting/Conference room with projection equipment
- 6. Tele or Video conferencing facilities
- 7. Printer

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8. Central Lab facilities (Basing on the need institute facilities of laboratories might be used which will be decided by the Dean/Head/Director of School/Department/Centre on case to case basis)

9.1 Services of Udbhav Kendra, INCUBATION CENTER of CUHP

Udbhav Kendra, Incubation Centre of CUHP, will offer following support services (who will be employed on part time basis/depending on the college policy) like:

- Professionals for accounting
- Experts with IP Knowledge
- Legal expertise
- Management expertise
- Common secretarial pool/staff
- Intern Support from students of the CUHP

Mentoring Services

- An incubatee has to take faculty advisors from the CUHP as mentor/advisor on technology and business development issues. The incubatee is also allowed to take
- Specialized mentors from Industries/research institutes/Govt. organizations/Startup encouraging organizations are also available to the companies to assist with particular strategic areas or to provide project-oriented consultation.
- An incubatee may avail of consulting services by empaneled professionals of Incubation Centre, CUHP.

Use of CUHP's Infrastructure

If so desired by the incubatee, CUHP may permit use of other departmental laboratories of CUHP for their product development and testing purposes. However, this will be done in a way to avoid clashes with the normal course structure, Lab classes of the concerned discipline. Further usage of such resources shall be on commercial chargeable basis which will be decided by CUHP's concerned Department along with the Incubation Centre, CUHP based on the facilities and equipments planned to be used by the incubatee for development and testing.

Tenure of Incubation:

Promoter will be permitted to stay in the incubator for a period of maximum three years. Another two extensions may be granted for 6 months each at a time at the sole discretion of the Institute.

Exit Rules: An Incubatee will leave the incubator under the following circumstances:

1. Completion of three years' stay (depending upon the students course year when applied) (if no extension granted)
2. Underperformance or non-viability of business proposition as decided by Incubation Centre, CUHP on case to case basis
3. Irresolvable promoters' disputes as decided by Incubation Centre on a case to case basis
4. Violation of any Incubation Centre's policy
5. Change in promoters' team without concurrence of Incubation Centre.
6. Any other reason for which Incubation Centre may find it necessary for an incubatee company to leave.

Notwithstanding anything written elsewhere, Incubation Centre's decision in connection with the exit of an incubatee shall be final and shall not be disputed by any incubatee.

Periodic assessment:

The incubatee has to submit a yearly account statement and unaudited quarterly statement about the activities.

Intellectual Property:

Promoter should fill an IP declaration worksheet at the time of admission and declare that the Intellectual Property developed and owned by the incubatee during Incubation will be in association with Udbhav Kendra as per CUHP IP Policy

1. In case the incubatee is desirous of using the Intellectual Property of CUHP like patent, software code, copyright, design registration, developed product, etc. Then the incubatee shall make such request in writing to CUHP. The terms and conditions for such IP licensing shall be decided by the Institute.
2. The incubatee shall inform if any students have worked on the technology and if their work will be incorporated in the product(s).
3. The incubatee shall inform if any IP has been generated as a result of collaborative work with faculty members (who are not promoters) that is being incorporated into the product(s).
4. The incubatee shall inform if any of Udbhav Kendra / CUHP infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the IP or technology that will go into the product(s).

The incubatee would maintain a register with the details of any IP (patents, licenses, copyrights etc) that has been brought by them during their stay at Udbhav Kendra, Incubation Centre of CUHP. Also, any IP developed during the stay would be maintained in the register.

Not with standing anything written above, Intellectual Property Rights will be governed by Udbhav Kendra, the Incubation Centre of CUHP.

Seed Funding:

Udbhav Kendra, Incubation Centre of CUHP, may provide seed loan subject to the availability of funds/ grants/ schemes meant for this purpose. Further, admission to Udbhav Kendra, Incubation Centre of CUHP, shall not automatically entitle the promoters to seed loan and shall be based on merits of each company.

A promoter desirous of getting seed loan may submit an application for seed fund after six months from the date of admission in Udbhav Kendra, Incubation Centre of CUHP. Sanction of seed loan will be decided based on the eligibility criteria as decided by Udbhav Kendra, Incubation Centre of CUHP.

Purpose of Seed Fund/Loan

Seed fund/loan is provided for the promotion of incubator to the next phase of the journey.

The seed loan is provided for the following purposes:

1. Procurement of equipment / tools / components / parts / consumables.
2. Procurement of raw material
3. Machining cost
4. Fabrication cost
5. Registration fee
6. Validation/Testing
7. Cost of any other relevant item

Udbhav Kendra, Incubation Centre of CUHP, will have sole discretion to sanction or reject an application for seed loan and the decision of Incubation Centre, CUHP in this regard shall be final. Incubation Centre, CUHP is not bound to give any reason in case an application for seed loan is rejected. Though seed loan may be sanctioned at the time of approval of the proposal for admission, disbursement shall be subject to satisfaction of Udbhav Kendra, Incubation Centre of CUHP, that suitable progress has been made.

Business Plan Template

The following template shows a possible structure for a comprehensive business plan. The shown sequence is not mandatory; however the business plan must cover all the issues listed in the template.

Recommended Subsections in a business plan:

1. Introduction / Promoter Details
2. Concept / Proposition / Product description
3. Need for the promotion / Market opportunity
4. Competition survey if any.
5. Development plan and milestones
6. Marketing plan
7. Management / Organizational chart
8. Financials Implications
9. Risks and de-risking strategies

Conflicts of Interest:

In case of conflict of interests the decision of Udbhav Kendra shall be final and binding upon the parties.

Agreements:

All incubatees shall enter into following agreements with the Institute:

- A. Incubation Agreement: Containing rules and other Incubation norms, consideration, equity holding, etc. (Applicable to all)
- B. Seed-Fund Agreement: Containing rules of disbursement. (Applicable to incubatees availing seed-fund)
- C. Technology Commercialization Agreement: Applicable to incubatee using technology or IP developed by CUHP (Autonomous).

Special Provision for Nanotechnology, and Biotech companies/incubatees

For companies in the area of Nanotechnology and Biotech the time to market is generally more than their non-Nanotech/Biotech companies. This is mainly due to the peculiar nature

of product and number of regulatory procedures required to be followed before commercial launch of the products.

In such cases the incubate company may request for extension of Incubation period. Udbhav Kendra, CUHP may grant such extension based on the requirements of the incubatee.

Revenue sharing

Incubation Centre, CUHP shall have a stake in revenue generated by the incubatee for the services rendered to him. The service model proposed is revenue sharing of 30% depending upon the technology for a period of five years from the date of graduation. The Udbhav Kendra will decide on such matters.

Legal Disclaimer and Regulations

Legal Disclaimer

- The incubatee will understand and acknowledge that Udbhav Kendra, Incubation Centre of CUHP, intends to provide technical supports and services to the Company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies developed in the Institute to commercialization by incubating and supporting new enterprises
- It is understood by both that by agreeing to provide various supports and services, Udbhav Kendra, Incubation Centre of CUHP, shall endeavour for:
 - Ensuring quality of support and services provided by Udbhav Kendra to the satisfaction of the incubate companies or their promoters/ founders.
 - Ensuring quality of services of the consultants engaged by the incubate companies through Udbhav Kendra, CUHP network. Incubate companies will also have to apply their judgments before getting in to a relationship with them.
- CUHP will not be responsible for any loss or damage to property and life caused by the product being developed or its operation at customer premises. No guaranty and warranty claims can be made on CUHP for non-performance of the products. However CUHP may advise Udbhav Kendra, to extend technical help in solving the problem and guiding the entrepreneurs to improve the product performance.
- Udbhav Kendra, Incubation Centre of CUHP, or any person representing Udbhav Kendra, CUHP shall not be liable for any acts or omissions of the incubatee, however, in case of any such event the incubatee shall do all that is required to hold Udbhav Kendra, CUHP any person representing Udbhav Kendra, CUHP to be harmless from any loss including damage, penalty, etc. Any loss caused to Udbhav Kendra, Incubation Centre of CUHP, by the incubatees companies, CUHP shall be entitled to recover the charges, fines, penalties

imposed by statutory authorizes under HSE or any other statutory authorizes form the incubates companies

- The incubatee companies agree that Udbhav Kendra, Incubation Centre of CUHP, or their employees shall not be held liable for any reason on account of the above.
- Notwithstanding anything written elsewhere, CUHP's decision in connection with the exit of an incubate company shall be final and shall not be disputed by any incubate company.
- Udbhav Kendra, Incubation Center of CUHP, does not guarantee to company incubated about success and/or feasibility and warrantee technology transferred from CUHP or any person representing CUHP.
- The incubatee would be required to sign the document titled Legal Disclaimer before the commencement of the Incubation period.

Regulations

- All incubatees are required to observe health and safety standards. No hazardous material can be brought inside the complex. On special cases, when such materials are required for the product development, it has to be brought with prior approval of Udbhav Kendra, Incubation Centre of CUHP, by following necessary safety standards. SOP for handling such material is to be submitted to Udbhav Kendra, Incubation Centre of CUHP, while taking permission.
- All the incubatees are required to keep a first aid kit available at the working place.
- Incubatees are required to keep the Institute informed about any visitor from abroad, foreign collaboration and/or foreign partner/director, and abide by the rules/procedures in vogue in the Institute. In case of a foreign visitor, the copies of their passport and Visa is to be submitted to Udbhav Kendra, Incubation Centre of CUHP, in advance.
- No incubatee or its employee can display notices or signage except on the provided notice boards and the space provided for such signage.
- Incubatee should observe that noise levels are kept at minimum and, no abnormal noise by any machine or by their employees or visitors should be made. Any complaint of high noise level will result in appropriate action by CUHP.
- Subleasing of any kind of the space given at Udbhav Kendra, Incubation Centre of CUHP, is not allowed. Non-observance of this rule will result in immediate expulsion.
- The CUHP's address cannot be used as the address of the Registered Office of the incubatee.

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- No routine sales/marketing operation will be permitted from CUHP. The entrepreneur may carry it out from his/her registered office.

Rules for Incubatee companies

The Incubate Companies during the period of Incubation at the Centre will mandatorily get their accounts audited and their books of Account are open for Inspection by the empanelled Chartered Accountants of the Centre. Compliances as laid down by the Companies Act 2013 are binding on the Incubate Companies. The companies will give a quarterly report on the compliances adhered as laid down in the Companies Act

Non Compliance of the same would liable to penalty/strict action by the Centre

- Non Adherence to the first warning of the non-compliance by the said Incubate Company will attract penalty of Rs. 1000 which will be billed along with the charges of facilities due
- An action against the Non Adherence to the second warning by the Incubate Company will make the Company ineligible to apply for Seed fund at the Centre
- An action against the Non Adherence to the third warning will be in the form of notice to vacate the residential premises allotted to them after clearing their dues within 7 days of the notice.

CUHP - Directorate

The Director is the person incharge for planning, administration and evaluation of Udbhav Kendra, Incubation Centre of CUHP. He/she is appointed by the Honourable Vice Chancellor with the approval of Executive Council for five years. He/she may claim for additional staff to support for the better functioning of Udbhav Kendra, the Incubation Centre of CUHP. He/she shall claim due grants for the promotion of Innovation by stakeholders of the CUHP. He/she shall be in charge of preparing annual program and financial reports and audited statements. Appointment of Selection and monitoring committee is constituted by the Director of Udbhav Kendra, in accordance with ordinances and statutes of CUHP.