

Policy and Procedures

AIMS INCUBATION CENTRE

(AITSIC)

AIMS, one of the most forwarding thinking and innovative educational institutions, is proud to start an incubation centre to enable its students get first-hand experience in entrepreneurship, promote innovation driven activities at the institute and provide comprehensive and integrated range of support including space, mentoring, training programs, networking and an array of other benefits.

Just as one cannot imagine a college today without a library or a place for physical activity, we believe that an incubation centre is equally essential in today's competitive and fast changing world. Through the incubation centre students gain real life, hands-on experience in innovation and entrepreneurship while being nurtured and encouraged by faculty, management and industry experts.

The AITS-SVA Incubation Centre, along with the AITS, aims to be the hub of innovative and high impact ventures in social, educational, commercial and other domains. It hopes to bring forth a revolution in how and what students learn and achieve while in college.

This document contains policy and procedures for operational matters related to AITS, also referred to hereafter as the IC. The following processes are covered:

“Incubated by AITSIC” Information submission

The policy is subject to periodical review and amendment. AITSIC reserves the right to make exceptions to the terms of the policy where justified for a particular company or promoter on

- Admission to incubation under the IC is open to all who seek to leverage the advantages offered by AITSIC, including:

- Faculty and staff members (current) including adjunct faculty

- Students, research scholars and current project staff

Approaching AITSIC

Proposals for incubation must meet at least one of the following conditions:

- i. Involve applications of Intellectual Property (IP) generated within AITS, or
- ii. Have potential for involvement or interaction with AITS faculty and/or use of
- iii. Have potential social or strategic impacts
- iv. Have potential for resource generation, impact value or visibility to belonging to faculty, staff,

students or alumni AITS and incubation-related activities here

- Applicants satisfying the above criteria can be admitted to the IC. Based on a preliminary screening, the applicant will be referred to either the incubation or the pre-incubation process. In either case, the nature of support and interaction between the IC and incubatee will be bound by an agreement, which will be signed by both parties.

- Applications for incubation must be made in the name of registered unlisted companies within the ambit of the Companies Act, 1956. If a company has not been registered, an application may be made in the names of all promoters/ founders, under the condition that they will get the company registered within a stipulated period.

The admission process for potential incubatees begins with the submission of an electronic application in the format specified at the AITS website. Once reviewed for eligibility criteria, applicants are invited for an initial meeting with the AITSIC management. Upon affirmative preliminary assessment, applicants must submit a detailed proposal consisting of:

- A formal Business Plan
- Details of IP/ technology based on which the company is proposed,

The business plan must cover all aspects including company description, value proposition, products and services, market and competition analysis, revenue model, milestones and timelines, development and marketing plan, organizational structure, core team, risk analysis, funding requirements and projected financials. Guidance on creating a business plan can be obtained from the IC website and SVA. Applicants can give any additional information that they think would help in the assessment of their proposal. The proposal will be screened by the AITSIC management on suitability for further evaluation of potential for incubation. The AITSIC Incubation Committee will then examine the proposal thoroughly, with attention to financial and technical due diligence. Those selected may be invited with their teams to make a presentation on their proposal to the AITSIC Incubation Committee.

Expert members may also be invited depending on the nature of the proposal. In order to enable the members to take an appropriate decision, applicants may be asked for any additional information and/or revision in the proposal.

Some representative criteria for evaluation include (but not limited to):

- Strength of the idea in terms of technology content, innovation, timeliness and market
- IP already generated and/or the potential of the idea for IP creation
- Extent of involvement of AITS faculty, staff, students and/or alumni
- Strength of the core business and technical team

ATSIC has sole discretion on acceptance or rejection of proposals for incubation and the decision of IC in this regard is final. AITS is not bound to provide justification for Selection/ Rejection of a proposal Once selected, the incubatee company is required to sign an agreement commencing formal incubation under the IC.

Intellectual Property (IP) can be a patent, copyright, design registration, developed product, algorithm, software or computer program, technique, process, formulation or other such invention. Submissions to AITSIC are treated with utmost confidentiality. Care is also taken in case of partial information used for validation and reviewing purposes.

AITS and the incubatee may agree on sharing rights for any IP created during incubation.

Applicants need to provide IP details as per format given below: IP Description Owner Sharing of IP – Agreement details

Upon admission to the IC, the following infrastructural facilities will be offered to incubatees on an individual basis, apart from a set of shared/common infrastructure mentioned hereinafter.

- Office space: Company specific, and subject to limits
- AITSIC will also facilitate access to departmental laboratories and other resources of AITS for the incubatees' product development purposes. Access to departmental resources is possible through the Dean-Academics and HoD of various departments at AITS and usage of such resources will require permission of the concerned department to avoid conflict with departmental activities and objectives.

Apart from the company-specific infrastructure listed earlier, AITSIC will provide facilities to be shared by all incubatees including:

- Meeting/Conference room with projection equipment

In addition to physical infrastructure, AITSIC (SVA) intends to provide other support and services

- Company registration and filings
- Intellectual Property (Copyrights, Trade Marks, Patent) filings
- Training and Workshops
- Seed Funding support
- Networking and linkages for mentorship, funding, technical expertise and market access
- Networking and linkages with bodies such as TiE
- Venture capitalists / Angels / Investors Introductions
- Meetings with visitors of AITS (such as alumni, VCs, industry professionals)
- Showcasing AITSIC incubated companies through networking and events
- Monthly entrepreneurship meets

“Incubated by AITS”

Companies incubated at AITS through the IC may apply for permission to brand themselves as “AITS Incubated Companies” or “Incubated by AITS”. Conditions on terms of use of such branding will be defined in the signed incubation agreement.

AITSIC will evaluate the performance of incubatee companies, who are required to submit information to the IC on a quarterly basis in a prescribed format. Additionally, incubatee companies may also be subject to annual assessments.

Incubatee companies will submit information to AITSIC developments taking place in their companies from time to time. Such information could be (but not limited to) change in name of the company, change in business or product profile, change in directors, promoters or shareholders, acquisition of a new office, additional equity or debt investments. AITSIC may require incubatee companies to submit other information as it deems fit. Prior concurrence of the IC should be obtained for effecting such changes.

In lieu of support and services provided by AITSIC, the incubatee companies will be subject to consideration on following accounts to the extent applicable:

- Monthly updates to the governing team of the AITSIC
- AITS policy for usage of AITS departmental laboratory facilities

The incubation period at AITSIC is expected to be between 6-12 months. Extensions will be subject to approval as applicable.

Incubatee companies may graduate from the IC under the following circumstances:

- a) Raising substantial investment (Rs 1 Crore or more) from sources such as angel investor/Venture Capital Fund /any other investor
- b) Completion of tenure, unless stay is extended by AITSIC
- c) Underperformance or unavailability of the business proposition: criteria for this will be decided and applied by the IC on a case-by-case basis.
- d) Irresolvable disputes between promoters/ founders, or any other circumstances where AITSIC finds it necessary for the incubatee to leave
- e) Number of employees of the company exceeds 10
- f) Annual revenues of the company exceed Rs.50 Lakhs
- g) Company enters in an acquisition, merger or amalgamation, or reorganization deal resulting in a substantial change in company’s profile, promoters, directors, shareholders, products or business plans, or company plans for a public issue

Decisions regarding graduation or further extension to tenure will be made on a case-by -case basis by the IC management based on the above considerations.