



Pimpri Chinchwad Education Trust's
Pimpri Chinchwad College of Engineering
Sector No. 26, Pradhikaran,
Nigdi, Pune – 411 044



Approval Note

To,
Director,
PCCOE,
Pune-411044

Date : 18.08.2022

Subject: Request for the approval of revised Innovation, Incubation and Entrepreneurship (II&E) Policy of PCCOE-CIIL

Respected Sir,

We are writing to request approval of revised Innovation, Incubation and Entrepreneurship (II&E) Policy of PCCOE-CIIL. The reason for the revision of II&E policy of CIIL is to align with the guidelines, norms and requirements, of National Innovation and Startup Policy (NISP), as per the guidelines of NISP, PCCOE CIIL will nurture Innovation and Entrepreneurship culture in students, faculty, staff and Alumni for self-reliant India. In order to further enhance the culture of innovation and Entrepreneurship in the Institute we have introduced process related to Pre-incubation, Incubation and Acceleration/Entrepreneurship for startup and enterprises.

In order to encourage such activities; Faculty and Students are required to be backed with strong necessary support. Present policy document are modified as per NISP guidelines and new policies are suggested for Pre-incubation, Incubation and Acceleration support to students, faculty and Staff in the area of Innovation and entrepreneurship.

Considering the current requirements to promote Innovation and Entrepreneurship culture the policy document is revised to accommodate various related aspects and attached herewith for your kind consideration and approval. The policy document and related standard formats/documents are attached with this approval note.

Request you to please approve the revised Innovation, Incubation and Entrepreneurship (II&E) Policy of PCCOE-CIIL

We appreciate your time and consideration in this matter

Prepared By

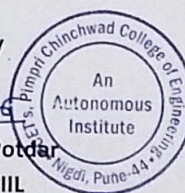
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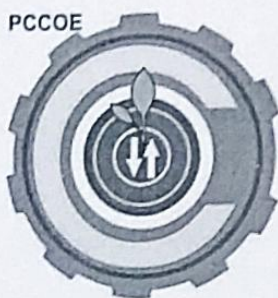
Dr. Umesh Potdar
In charge -CIIL



Approved By

Dr. G.N. Kulkarni
Director – PCCOE

PCCOE



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**CENTRE FOR
INNOVATION, INCUBATION
AND LINKAGES FORUM**

**POLICY GUIDELINES FOR
INNOVATION, INCUBATION,
AND ENTREPRENEURSHIP**



VISION:

To Create Globally Accepted Innovators and Entrepreneurs for Self-Reliant India.

MISSION:

To Establish Quality Innovation and Entrepreneurship Culture with State of the Art Infrastructure to Create New Products and Innovative Minds.

GOAL:

Link Innovation to Enterprise to Financial Success.

OBJECTIVES:

The Objective of PCCoE-CIIL is to offer unique and incentivized solutions, which will encourage students, researchers, and any individual/group to ideate and design novel solutions.

- Nurture innovators to ideate in thrust areas.
- Design thinking process to spur creativity.
- Opportunity for everyone to innovate, ideate, and design solutions irrespective of their age.
- Capacity building of emerging innovators in evolving technologies and designing their innovation from ideation to impactful solutions.
- Partnerships with local industries/institutions in problem-solving through innovative offerings in terms of product, service, and process.
- Public Private Partnership (PPP) enables support for financial sustainability and encouragement.

THRUST AREAS:

- | | |
|-----------------------------------|--------------------|
| ➤ Agriculture and Food Technology | ➤ E-Mobility |
| ➤ Digital Innovation | ➤ Renewable Energy |
| ➤ Social Innovation | |



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PCCOE Center for Innovation Incubation & Linkages Forum

Sector No. 26, Pradhikaran, Nigdi Pune -411044.
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1. Introduction and Purpose of PCCOE-CIIL:

Innovation is the key for every economy to grow, and innovation occurs at every layer of society. At Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering (PCET's PCCoE), we have established a culture of innovation in each Department.

PCCoE-Center of Innovation, Incubation and Linkages Forum (CIIL) was established on 25th Sept 2020 under the leadership of Mr. Dnyaneshwar Landge, Smt. Padmatai Bhosale, and Mr. Vitthal Kalbhor, Mr. Shantaram Garade, Mr. Harshwardhan Patil, and Dr. Girish Desai.

PCCoE-CIIL nurture Innovation, Intellectual Property, and Entrepreneurship in students, faculty, staff, and Alumni and provide Pre-incubation, Incubation, Intellectual Property facilitation, Entrepreneurial Training, and prototyping facilities at the center.

Harnessing the creative potential of young students across our institute is also necessary to generate an entrepreneurial model of inclusive development. Every innovative idea goes through a stage of proof of concept, prototype, product, testing and trial, redesign, and development.

The innovation & entrepreneurial journey may have to be aborted at different stages depending upon the market response or technological trajectory. Also, it is not necessary that every young student innovator/entrepreneur or a startup may stick to the original idea with which they start. For any innovation policy to succeed, it is imperative that its provisions for the allowance of failure permit the restarting or pivoting of innovation and its further development.

This policy document, therefore, recognizes various constraints that budding innovators and entrepreneurs suffer from and take them as inputs while developing a holistic innovation and pre-incubation model. At the same time, it's essential to support innovators. It is equally vital to envisage a sustainable ecosystem-based approach for the Institute and Nation for strategic advantage in the long run.

Purpose of PCCOE - CIIL:

The need for creating an end-to-end support system for innovations and entrepreneurship culture is because of progressive innovation and startup ecosystem comprises of several key components, mainly vibrant academia-led innovation, pre-incubation, incubation, acceleration, access to seed, angel and venture capital funding, market access, practical regulatory support, ease of doing business and growth and up scaling environment with government's ownership to drive the agenda.



2. Nurturing Innovation, Incubation, and Entrepreneurship:

A. Defining Phase, Ecosystem Layers, and Key Intervention Points

No.	Phase	Ecosystem Layer	Key Interventions Points
I	Awareness and Competitive Culture	Awareness Training / Culture Building / Hackathon / Grand Challenges	<ul style="list-style-type: none"> - Outreach to student - Literacy program in innovation/IPR - Engaging various stakeholders - Changing mindset towards innovation - Conducive and creative environment - Support service for ecosystem building - Competitions & Grand Challenges - Real-world problem solving
II	Pre-Incubation	Ideation to Market Ready / Innovation / Research	<ul style="list-style-type: none"> - Design thinking & ideation - Problem-solving skills - Live projects & research - Projects to proof of concepts (POC) - PoC to minimum viable prototypes (MVP) - Common infrastructure & resources - Startups and other business ideas - IP creation and protection - Angel funding support - Validation through early users
III	Incubation	Startup / Enterprise	<ul style="list-style-type: none"> - Business model development - Consultation and Mentorship - Market access & incubation - Industry linkages as per requirement - Process implementation support - Funding for full-fledged product realization - Pre-Seed funding Support - Customer validation - Legal and strategic support - Access to dedicated infra
IV	Acceleration / Entrepreneur	Scale up	<ul style="list-style-type: none"> - Growth stage support - Regulatory support - Seed Funding Support - Venture capital and private equity - Acceleration support - Public policy support - Ease of running a technology business - Expansion & globalization



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B. Scope of Phase:

I. Awareness and Competitive Culture phase:

- To motivate students and faculty to participate in training, seminars, and workshops arranged by Intellectual Property Rights (IPR) Cell, Innovation Cell, Institute Innovation Council (IIC), and Entrepreneurship Development Cell (EDC).
- To motivate students and faculty to participate in Innovation Challenges, Hackathon, Ideathon, and Grand Challenge competitions of IIC, Ministry of Education, All India Council for Technical Education (AICTE), Department of Science & Technology (DST), Micro, small, & medium Enterprises (MSME), government or private organization.
- To motivate students and faculty to enroll their ideas in YUKTI Portal and commercially viable and socially implementable ideas to enroll in the pre-incubation program.
- To motivate students to start their ventures for successfully developed technology projects and register their company under Incubation in CIIL.

II. Pre Incubation Phase:

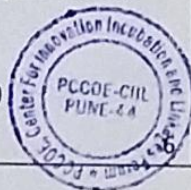
- Pre-incubation stage mainly focuses on ideation to the Minimum Viable Product stage.
- A potential innovative idea can be provided prototyping support with a lab facility.
- The idea to PoC and understanding the technical feasibility of the concept proposed.
- We support the startups by mentoring or creating the right networking platform.
- Once a marketable technology/product idea evolves, a company can be formed.
- Startups can look for the Incubation Stage at PCCoE CIIL or with an ecosystem partner.
- Pre-Incubation Timeframe: 3-6 months
- Registration fee, Program fee, and other fees are applicable.

III. Incubation Phase:

- Startup companies go for product development and prepare for marketing.
- Building a Minimum Viable Product (MVP) and Minimum Lovable Product (MLP) and adopting a Go-To-Market Strategy (GTM).
- Entrepreneur training and workshops, skill development programs, leadership programs, R&D facilities, and International tie-ups to speed up the incubation cycle.
- Community events, Networking, Mentoring sessions, Demo day, Investor pitching.
- Incubation Timeframe: 12-24 months.
- The supported entity should share a 3% profit till the Incubation agreement period is over in lieu of support and services provided by CIIL.

IV. Acceleration/ Entrepreneurship Phase:

- We provide startups with a business tools box and a holistic business advisory service.
- The startup shall be presented to Venture Capitals (VCs) and investors (Strategic & Financial)
- Continues mentoring for scale-up and introductions to potential customers.
- Acceleration Timeframe: 6-9 months
- The supported entity should share 9.5 % profit for every financial year till the acceleration period is over in lieu of support and services provided by CIIL.





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3. Pre-Incubation and Incubation Procedure at PCCoE-CIIL:

A. Application Process (How to and where to apply):

Currently, the steps for onboarding as an incubatee for Pre-Incubation and Incubation are:

1. Submit an offline application (CIIL Incubation Enquiry Form) and a presentation expressing interest in applying for incubation.
2. For an online application, you can visit our website www.pccoeciil.com, go to the apply section and fill in the details.
3. Upon receiving the application and presentation, a quick internal review is done, and the feedback is passed on to the applicant for improvisation, if any.

B. Selection Process (Scouting/Cohort):

4. Once the draft presentation is reviewed and accepted, a meeting is arranged with the Management of PCCoE-CIIL for the first round of screening.
5. An applicant has to present their ideas in front of the thrust area expert for technical and business expert for business feasibility evaluation in the second round of screening.
6. The incubation application is then recommended to be presented before an Incubation Committee for third-round screening. This evaluation is based on the criteria mentioned in (CIIL Incubatee Evaluation Criteria Sheet.pdf).
7. Upon evaluation and the committee's approval, the said terms are communicated to the applicant. It is preceded by an Incubation Agreement sign-off.

Important Note: PCCoE-CIIL has sole discretion on acceptance or rejection of application/proposals for Pre-incubation and incubation, and the decision of PCCoE-CIIL in this regard to be deemed final.

C. Admission Process (On-boarding):

8. After completing screening in the scouting process and approval from the Incubation Committee applicant has to provide the information required for the agreement signing process in a prescribed format (CIIL Incubatee Application Form).
9. The founder/Promoter has to sign (CIIL Pre Incubation Agreement) for the Pre-Incubation Support or (CIIL Incubation Agreement) for the Incubation support.
10. The compliances required from various government and corporate funding entity incubatee should complete due diligence by providing all the compliance documents as per (CIIL Incubatee D&D Compliance Sheet).

D. Association Process (Pre-Incubation and Incubation Period):

11. During the association period of Pre-incubation and Incubation, the Incubatee shall abide by and follow the code of conduct published by PCCoE and the instructions, rules, and regulations mentioned in (CIIL Incubation Agreement Annexure.pdf).





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12. **Periodic Assessment:** CIIL will periodically evaluate the performance of its incubatees and pre-incubatees. Incubatee companies will submit information to CIIL in a prescribed format (**CIIL Incubatee Monthly Progress Report**) as per the frequency of meeting and submission of report decided by PCCOE CIIL Management.
13. Incubatee will also be subject to an annual assessment by a committee comprising of external experts if necessary. It is mandatory for the Incubatee companies to submit a copy of their audited annual reports within seven days from the end of financial year.
14. A CIIL-supported entity that has taken seed support will have to submit additional information as may be asked by CIIL within seven days from the request.
15. **Information Submission:** Incubatees and Pre-incubatees entity will submit information to CIIL about all material changes or developments taking place in their companies from time to time. Such information could include (but is not limited to) change in the company's name, change in business or product profile, change in directors, promoters, or shareholders, acquisition of a new office, and additional equity or debt investments.
16. CIIL may require incubatee companies to submit other information as it deems fit. Prior concurrence of CIIL should be obtained for effecting such changes.

E. Graduation Process:

The graduation policy of PCCoE-CIIL is stated in terms of both timeline-bound and milestone-based. Incubatees will declare as a graduate after completion of the incubation period, as mentioned in the incubation agreement of the incubation program. Graduation could be considered after the incubation period is over or based on a significant milestone like raising external funds or a substantial increase in revenues of an organization or outgrown needs of incubating venture depending on prevailing circumstances or such as;

- Startup reached its break-even point.
- Generated considerable employment, a number of employees exceeding 15.
- Incubatee enters into the acquisition, merger, amalgamation deal, or reorganization deal resulting in a substantial change in the profile of the company, its promoters, directors, shareholders, product or business plans, or when the company plans for IPO.
- Raising additional investment from seed fund/angel investor / Venture Capital Fund.
- Concluded the compliances considered in the incubation agreement.

F. Exit Process:

Exit process of incubatee before completion of incubation period will start from process of termination of Incubation agreement before expiry by giving written notice of thirty (30) days to the PCCoE -CIIL by incubatee or vice versa. And exit shall be effective only 30 days after the delivery of such notice to the Incubator and after commercial aspects (if applicable) are settled by the incubatee as agreed in the incubation agreement. Incubatee exit from the PCCoE-CIIL under the following circumstances:





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- Underperformance or non-viability of the business proposition: criteria will be decided and applied by PCCoE-CIIL on the case to case basis.
- Irresolvable disputes between promoters/ founders. CIIL will decide the position or point when disputes are deemed to be irresolvable.
- Change in promoters'/ founders' team or business profile of the company without the concurrence of PCCoE-CIIL.
- When the company enters into an acquisition, merger, amalgamation deal, or reorganization deal resulting in a substantial change in the profile of the company, its promoters, directors, shareholders, products, or business plans, or when a company plans for a public issue.
- Non-compliance with terms, rules, and regulations of PCCoE CIIL incubation policy.
- Any other reasons which PCCoE CIIL may find it necessary for an incubatee company to leave or exit by the cancelation of the agreement
- Without withstanding anything written elsewhere, PCCoE CIIL's decision in connection with the exit of an incubatee company shall be final and not be disputed by any incubatee company.



4. Eligibility and Norms for Pre-Incubation and Incubation:

A. Eligibility for Pre-Incubation:

Entrepreneurs and Startups interested in applying for Pre-Incubation at PCCoE-CIIL will be considered under the following criteria:

- The applicant with identified problem statement with an idea solution and having no legal registration entity may be considered for Pre-incubation provided the application is submitted in the names of all promoters/founders.
- Winner of any Hackathon / Ideathon / Grand Challenges and project recommended under AICTE/DST/BIRAC/MSME funding schemes.
- Also, the promoters/founders must ensure that the startup is registered under either form of the business entity listed in point B (Eligibility for incubation) within 6 Months from the start date of pre-incubation at PCCoE-CIIL.

B. Eligibility for Incubation:

Entrepreneurs and Startups interested in applying for Incubation at PCCoE-CIIL will be considered under the following criteria:

- The applicant may be an individual or group of individuals working towards the development of innovative products/ processes/ services and must have a scalable business model with a high potential for employment generation or wealth creation and must not be formed by splitting up or reconstruction, of a business already in existence.
- The applicant should be a registered legal entity in India and may be registered under either form of the business entity as follows: *Private Limited Company (under The Companies Act, 2013); Sole proprietorship Company; One Person Company; A Registered Partnership Firm (under The Indian Partnership Act, 1932); A LLP (under The Limited Liability Partnership Act, 2008)*

C. Eligibility for Acceleration:

Entrepreneurs and Startups interested in applying for acceleration at PCCoE-CIIL will be considered under the following criteria:

- The applicant should be a registered legal entity in India and may be registered under either form of the business entity as follows: *Private Limited Company, Sole proprietorship Company; One Person Company; Partnership Firm or LLP*
- The applicant's entity should be active phase of business for more than two years since the date of incorporation with initial market traction or solution with market validation
- Sector-specific as defined or declared by CIIL at the time of program announcement
- Assessment criteria: The readiness to commence commercial operations is an important criterion. Some other parameters Like a Business model, Cost-Revenue Model, commercial viability, promoter profiles, and current scope of operations



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D. Norms for Faculty Startups for Pre-Incubation and Incubation:

1. PCCoE-CIIL will allow our faculty and staff to register their startup at our Incubation center and motivate them to participate in various events organized by CIIL.
 - a. The role of faculty may vary from being an owner/ direct promoter, mentor, consultant, or onboard member of the startup.
 - b. Faculty startup may consist of faculty members alone, with students, faculty of other institutes, alums, or entrepreneurs.
2. Suppose the faculty/ staff hold the executive or managerial position for more than three months in a startup. In that case, they will go on sabbatical/ leave without pay/ utilize existing leave, If need arises.
3. Faculty must separate and distinguish ongoing research at the institute from work conducted at the startup/ company.
4. In case of selection of a faculty startup by an outside national or international accelerator, a maximum leave (as sabbatical/ existing leave/ unpaid leave/ casual leave/ earned leave) of one semester/ year (or even more depending upon the decision of review committee constituted by the institute) may be permitted to the faculty.
5. Faculty must not involve research staff or other staff of the institute in activities at the startup and vice-versa.

E. Norms for Students Startups for Pre-Incubation and Incubation:

1. PCCOE Centre for Innovation, Incubation, and Linkages (CIIL) will permit students of any department, any year, to register for Pre incubation or incubation.
2. Allow Licensing of IPR from Institute to Startup incubated at Incubation Unit with Promotion and intensification of Technology Commercialization efforts.
3. Provision and streamline relevant services and mentoring support through pre-incubation/incubation units in return for fees and profit sharing.
4. In return, services offered (Space, Infrastructure, mentorship, seed fund, legal and patent support) and use of facilities at the institute/incubation unit may take 2-9.5% Profit sharing or equity/stake in the startup/company incubated.
5. PCCOE will allow students to set up Startup (Social and tech and non-tech) or work part-time for the startup while studying/working as an intern
6. PCCOE will allow students to earn credit for working on Innovative Ideas and Business.
7. Student Innovators/entrepreneurs may allow opting for a startup in place mini project /major project, seminar and summering training, etc.
8. PCCOE will allow student entrepreneurs/innovators to sit for the examination with concession in attendance on recommendation from the Head of Department and PCCOE-CIIL Management on case to case basis.
9. PCCOE will allow Student entrepreneurs to use the address of the CIIL office in the pre-incubation and (or) incubation unit to register their venture while studying at the institute.



F. Norms for Intellectual Property (IP) Creation and Protection:

PCCoE-CIIL will motivate students, faculty, and staff to work on innovations and convert them into Intellectual property as patent, copyright, industrial design, or trademark.

- a. If the fund and (or) resource of PCCOE are used substantially, then IPR should be made jointly by the institute and inventor and license together and revenue sharing among the parties.
- b. Filing of IP in the name of the institute will be done if the IP is screened by the IP screening committee and recommended for filing.
- c. All the expenses for filing IP, publication, examination, and opposition will be done by the institute with or without a registered patent attorney.
- d. If any one of the inventors wants to start a startup based on the technology developed above, then it can be licensed to the inventor with royalty would be no more than 4% of sales price, preferably 1-2%, unless it is a pure software product.
- e. If it is in the form of shares, then it will again be between 1-4%. In case software share divide is based on mutually decided between the institute/incubation units and incubate company.
- f. On any dispute on IPR ownership and revenue sharing and licensing, then a five-member committee set up at PCCOE will look into the matter and recommend.

G. Norms for Revenue Sharing in Case of IP:

Intellectual property (IP) of any kind created by faculty, faculty, student, or staff and is registered in the name of the institute will have the following revenue sharing terms:-

1. It is the first subject to repayment of external project costs, including patenting and legal fees.
2. PCCoE CIIL then retains 20% as a contribution towards its ongoing costs on this and other patents.
3. The remainder, 80% of the net license income, is then passed on to the Inventors as per their contribution to the work.

H. Norms for revenue Sharing in case of Product Development:

PCCoE all departments must look into product development and sponsored research by industry or any government agency supported research, interdisciplinary research. Also, the potential IP must be converted in startup by respective faculty and students. For Self Reliant Bharat (Atmanirbhar Bharat), we must focus on promoting entrepreneurship through enterprises, startups by faculty, students, alumni, and other enterprises from outside. We will divide the research work into three verticals,



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1. Product development through Institute funding

Once the faculty or student group, SIG identifies a problem statement for product development or receives a consultancy project from Industry, NGO, or Government. The project is funded by Institute from R & D grants. We need to distribute the revenue generated through this product commercialization in the following manner:-

- a. If substantial college funds are used, the revenue generated will be shared 70 % with the Principal Investigator (PI) and his team and 30 % with the institute; out of 30 % of the institute share, 5 % can be distributed to the Administrative office.
- b. If Institute facilities are not used, then the revenue generated will be shared 80% with PI and Team and 20 % with the institute; out of 20 % of the institute share, 5 % can be distributed to the Administrative office.
- c. The ownership of the product remains with the Institution.

2. Startup or Enterprise Incubated at PCCoE CIIL.

If students of the institute establish their enterprise/Startup, the faculty establish their enterprise/Startup, faculty and student combine to establish their enterprise/Startup, alumni establish their enterprise/Startup, staff establishes their enterprise/Startup, and faculty with other outside Enterprise establish their enterprise/Startup then the revenue sharing will be in equity sharing basis.



5. Offering and Support Service:

A. Physical Infrastructure:

- Furnished Office Space / Co-working space (On a first come, first serve, and as per availability with limited seats and limited period mentioned in silent rules forming part of incubation agreement annexure 3)
- Shared resources: Meeting rooms, Conference rooms, Office productivity equipment: Photocopier, Scanner, Projector, Video conferencing
- Lab/ Innovation & Research /Prototyping Facility of any PCCOE Department/Institute /organization. It will be subject to the said organization/Institute's approval and policy.

B. Utility Support:

- Electricity with Inverter backup (Single Phase, 240 volts, 15A)
- Internet through Wi-Fi or LAN (As per PCET/PCCoE IT policy with limited website access)
- IT Support: Cloud credits from various corporate and technology partners

C. Grants/ Funds/Awards:

- **Angel Fund Support #:** The entity in the Pre-Incubation phase, CIIL, will provide support as an Angel fund in terms of Grant up to **Rs 20,000.00*** (Ideation to Proof of Concept/prototype and for support of company formation)
- **Pre-Seed Fund Support #:** The entity in the Incubation phase; CIIL, will provide support as a Pre-seed fund up to **Rs 50,000.00*** (Prototype Stage to the market-ready stage)
- **Seed Support:** The entity in Acceleration Phase; CIIL, will provide support for additional funding as seed funds up to **Rs.1,00,000.00** (1 Lac)**; the entities may apply by way of Fund Support Application through a call-for-applications, which will be considered by separate committee and the winner is awarded a prize as seed fund.
- The seed support shall be in the form of an equity/convertible loan. Additional investment will be subject to terms and conditions as per CIIL's guidelines from time to time.
- Facilitation for Government/corporate/ Funding Partner's funding programs.
- **# - Supported entity must submit the expenditure bill/invoice to PCCOE-CIIL within three months of disbursal of the funds.**
- ***- Subject to an evaluation of progress report submitted based on an entity's achieved milestones. Proposal/estimate submitted by the entity will also consider.**
- **** - Subject to selection process through the panel of the selection committee**

D. Mentoring/Advisory/Consultation:

- PCCOE-CIIL creates a mentor network by connecting/engaging the experts from the thrust area and various technical domains such as Technology Mentor and Business Strategy Mentor (**CIIL Mentor Engagement Letter**).
- PCCOE CIIL will avail mentoring services from mentors by paying consultancy charges for physical presence in one-to-one mentoring meetings: The on-call/telephonic discussion or virtual meeting for mentoring will be on a pro bono engagement as a voluntary basis.
- Advisory, Consultation, and Mentoring support from Experts- Legal, CA, IP, fundraising through a wide mentor network: in the form of one-to-one mentoring for a limited time period throughout the incubation period as per mentioned in silent rules forming part of incubation agreement annexure 3.
- As per the demand of startups, one-to-one mentoring will be available on a chargeable basis beyond the limited period of the mentoring session, as mentioned in the silent rules forming part of incubation agreement annexure 3.
- Training, Seminars, Workshops, Demo-Day, Mock Pitching, and Investor Meet
- Areas may be added/ removed during the incubation.

E. Partners Networking Support:

- Facilitation for business, professionals, expert network, and investors' network
- Showcasing opportunities: Demo day, Startup Conclave, Events, Grand Challenges.
- PCET/PCCoE network of alumni and experts and industry connect.
- **Ecosystem advantage:** Wide range of incubator ecosystem- technical resources and interactions, students, library, easy access to IP

F. Intern Support:


- Incubatees can get support from the Interns from various schools of PCET as per PCET /PCCOE internship policy.
- The incubatee should communicate and explain the exact role and responsibilities that a student will have during the internship.
- PCCOE-CIIL will provide a database of students interested in doing an internship; the process of selection, interview, and evaluation of students have to be done by the incubatee as per the required profile or role requirement.
- Incubatee needs to create a meaningful compensation plan for interns. The compensation can be a monthly stipend or perks, and allowances (travel & food) should be paid to the intern by the incubatee and a recommendation/certificate after the internship.

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6. Consideration:

- A. In lieu of support and services to be provided by PCCoE- CIIL, the CIIL-supported entities will be subject to consideration,
- Payment in terms of Program Fee / Rental Charges/ Support Service Charges depends upon the type of support service selected.
 - A supported entity can repay in terms of revenue/Profit sharing up to 9.5 % at the end of every FY till the incubation period is over.
 - CIIL may dilute the consideration terms on a case-to-case basis when companies have achieved significant milestones as to revenues/investments at the time of making an application for incubation.
- B. Address for incorporation (CIIL-supported entities under physical and virtual incubation)
- Virtual Incubatees will be provided all the above incubation support except physical co-working office space.
 - In physical incubation, the Incubatee will have to deposit (Amount will be mentioned in the Incubation Agreement) with CIIL as a non-interest bearing returnable security deposit. The said amount will be returned at the time of vacating the Incubator after deducting any outstanding dues.
 - The ownership of all assets and facilities provided as a part of supported entity supports and facilities rests with PCCoE-CIIL.
 - No cost for electricity/internet consumption or any utility or service is charged separately to the incubatees. However, CIIL retains a right to limit the free electricity /internet consumption and other utility, beyond which charges will become payable by the Incubatee.

This policy is approved by below signed authority on Date 18th August 2022 and it is effective from Date 18th August 2022


18.8.2022

Director

PCET's, Pimpri Chinchwad College of Engineering
Sector No. 26, Pradhikaran, Nigdi, Pune-44





PCCOE
Center for Innovation Incubation & Linkages Forum
Sector No. 26, Pradhikaran, Nigdi Pune -411044.
Tel : 020-27600071
Website : www.pccoeciil.com

PCCOE -CIIL INCUBATION ENQUIRY FORM

Name of Applicant: _____

Date of Birth: _____ Age: _____ Gender: _____

Nationality: _____ Aaddhar No: _____

Contact No: _____

Email Id : _____

Team Member Details:

1. _____ Contact No. _____

2. _____ Contact No. _____

3. _____ Contact No: _____

4. _____ Contact No. _____

Concept / Idea Details: (What is the Basic Idea?)

Thrust Area: (Please make “√” for area/ sector your idea is belong to)

- Agricultural & Food Technology Digital Innovation Social Innovation
 E-Mobility Renewable Energy

Note: Attach Presentation / Concept Note / Brief Note with reference of **Annexure-A**

Signature of Applicant:

Date:



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PCCOE-CIIL STARTUP INCUBATION AGREEMENT: ANNEXURES

ANNEXURE 1

SALIENT RULES FORMING PART OF THE INCUBATION AGREEMENT

The party of the first part hereinafter called the "Company/Incubatee" as per the Incubation Agreement with the Institute for Synergistic collaboration through PCCoE- CIIL has been permitted. If there is any conflict in the rules and byelaws given below, with any of the clauses of the agreement mentioned above, the rules/clauses of the said agreement will prevail.

RULES AND/OR BYELAWS:

Rule-1

Tenure of Incubation :

The Company/Incubatee will be permitted to incubate in PCCoE-CIIL for a period of **12 to 24 months**. Further one more extension can be granted for **06 months**, at the sole discretion of PCCoE-CIIL. For Accelerator incubation period is **06 months**. Further extension can be granted as per requirement.

Exit of Incubatee:

The Incubatee shall leave the PCCoE-CIIL and vacate the Incubation Premises on the termination of incubation agreement. The Agreement shall be terminated in the following cases:

- After the completion of the Incubation including extended incubation period, if any.
- The Incubatee has failed to make payments when due for a period of **03 (Three)** consecutive months or perform any material obligations under or otherwise materially breached this Agreement and fails to remedy such breach within **30 (Thirty)** calendar days of receipt of written notice from the Incubator, however PCCOE CIIL may on a Case-to-case basis relax this delay either with or without penalty, subject to such terms and conditions as imposed by PCCOE CIIL.
- If the Incubatee is unable to carry out the business as assessed and led by the Incubator on a case-by-case basis, the Incubator may terminate the agreement.
- Irresolvable promoters' disputes in opinion of CIIL/PCCOE-CIIL on case-to-case basis.
- The Incubatee may terminate this Agreement if it believes that PCCOE CIIL's incubation support is no longer required.
- Violation of any Statute, rules and regulations of PCCOE CIIL in the opinion of CIIL/PCCOE CIIL on case-to-case basis.
- Capital cash flow exceeds Rs 2 crores in the opinion of CIIL on case- to-case basis.
- Number of employees of the incubatee exceeds 10.





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- i. When the annual gross revenues of the incubatee (excluding all the taxes) exceeds Rs. Two crore or the Net Profit After Tax exceeds Rs. Fifty Lakhs
- j. When the incubatee enters in an acquisition, merger or amalgamation deal or reorganization deal resulting in a substantial change in the profile of the incubatee, its promoters, directors, shareholders, products or business plan
- k. Incubatee plans for a public issue in the opinion of CIIL/PCCoE-CIIL on case-to-case basis
- l. Change in promoters'/ founders' team in the opinion of CIIL/PCCOE CIIL on case- to-case basis.
- m. Any change of more than 50% of equity ownership unless approved by CIIL, in the opinion of CIIL/PCCoE-CIIL on case-to-case basis.
- n. Any other reason for which CIIL may find it necessary for an incubatee Company to leave.

Regardless of what is mentioned elsewhere, CIIL's decision in connection with an incubatee Company's exit shall be final and shall not be contested by any incubatee company.

Rule-2

The Company/Incubatee shall undertake Research & Development, Design/Testing, prototype development from PCCOE CIIL's premises but shall not carry out warehousing, storage, marketing sales or other commercial routine activity.

Rule-3

The CIIL address in PCCOE Campus can be used as the address of the Registered Office of the Company/incubatee if required.

Rule-4

Subleasing or subletting of any kind of the space given by CIIL is not allowed. Non- observance of this rule will result in immediate expulsion.

Rule-5

If an incubatee/Company requires more space or has vacant space, a request for additional space/surrender of the space is required to be made to CIIL in writing.

Rule-6

The Company/Incubatees are required to provide a list, as per the following format, of their full time and part time employees at least once every month:

Sr. No	Name	Age	Sex	Fulltime/ Part time	Qualification Experience	Designation & Responsibilities	Address	Signature
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Rule-7

All the visitors to the CIIL Complex are required to sign in the visitor's register and collect their visitor's badges/passes. They must bear these passes/badges at all times while in the CIIL complex. They are required to return these passes/badges while leaving the building.



Rule 8

- The space given at CIIL complex is without any furniture.
- The Company or the Incubatee is required to submit their lay out plan for any modifications, permanent fixtures etc which they are planning in the space provided to them.
- Without the prior approval of the lay out plan from CIIL they cannot undertake such work. After the completion of incubation, the space should be returned in the same condition as it was in the time of taking the occupying the space of CIIL excluding normal wear and tear, decision of CIIL in this regard will be final.

Rule-9

The Company or 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 PCCoE-CIIL.

Rule-10

- All Companies/Incubatees are required to observe health and safety standards.
- No hazardous material can be brought inside the complex without the prior approval of PCCoE-CIIL.
- All the incubatee companies are required to keep a first aid kit in the space provided to them.

Rule-11

No Company or its employee can display notices or signage except in the space or Boards provided for such signage by PCCoE-CIIL.

Rule-12

Residents and their employees are responsible for using the communal areas, fax machines, and other equipment with proper diligence and care.

Rule-13

- The Company or incubatee shall be required to submit to the PCCoE-CIIL a unaudited/audited financial statement before the 7th of every month to CIIL office.
- Non-compliance with the same would result in a fine of Rs. 1000 and if the same is not given for 3 months continuously the offices of the company would be sealed without any further notice.
- The company should also inform CIIL on the progress on the incubation projects and should make presentations to the Committee on a quarterly basis and non-compliance would result in similar penalties stated above.
- The Incubatee is also obliged to submit to CIIL one copy each of the Copy of Partnership Deed / LLP Agreement and Form A/Form 3.



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Rule-14

- It will be obligatory for the Company or incubatee to involve PCCOE area experts and/or use existing laboratory facilities during the developmental activities for mutual benefits.
- The consultancy charges payable to PCCoE-CIIL area experts/ mentor will be according to the norms as laid down by PCCoE- CIIL in this regard.

Rule 15

Notwithstanding any issue/dispute pending between the Company and PCCOE CIIL/CIIL at the time of completion of the agreed tenure of incubation period, or if given an exit notice by CIIL the incubatee must vacate the allotted space unconditionally.

Rule-16

The Company/Incubatees are required to keep the CIIL informed about any visitor from abroad, foreign collaboration and/or foreign partner or director, and abide by the rules/procedures in vogue in the CIIL / PCCOE CIIL.

Rule-17

- PCCoE-CIIL/CIIL reserves the right to nominate one representative to the Company's body of Partners till PCCoE-CIIL exits from the LLP/Company.
- The nomination of PCCoE-CIIL's representative will be made pursuant to M.O.U arrived at with CENTER FOR INNOVATION INCUBATION AND LINKAGES FORUM OF PCCOE and that such nominee shall not be deemed to be, in any way, concerned with the affairs or day-to-day working of the company and/or held liable for breach of any of the provisions by the company of the companies act.

Rule-18

The Company/Incubatees are required to keep the CIIL informed in advance and obtain their concurrence in writing for the following during the incubation period:

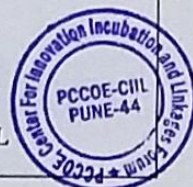
- a. Change of Name of Incubation Company to any other form of legal entity
- b. Any Major change in their incubation/business plans
- c. Change in their ownership pattern
- d. Change in their Board of Directors
- e. disposal of assets

Rule-19

CIIL reserves the right to release information regarding the Incubatee /the Incubation / the product or service to the media to promote PCCoE-CIIL for non-commercial purposes.

Rule-20

All resident Companies incubated in the Centre would be required to submit their audited annual Balance Sheet to the Centre after graduating from the Centre.



Rule-21

On issues wherein no rules and/or byelaws are clearly defined, PCCoE-CIIL rules and/or byelaws shall prevail

Rule 22 : Disclaimer

The incubatee/Company understands and acknowledges that PCCoE-CIIL intends to provide supports facilities to the Company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies by incubating and supporting new enterprises. It is understood that by agreeing to provide various supports and facilities, CIIL does not undertake responsibility for:

- Ensuring success of an incubatee/Company, its products/ process/ services or marketability.
- Ensuring quality of support provided by CIIL to the complete satisfaction of the incubatee companies or their promoters/ founders.
- Ensuring quality of services of the consultants engaged by the incubatee companies through CIIL network. Incubatee companies will have to apply their judgments before getting in to a relationship with them.
- The incubatee/Company agrees that CIIL/PCCoE-CIIL or their employees shall not be held liable for any reason on account of the above.

ANNEXURE 2

Facilities and infrastructure to the resident companies subject to the Rules and Regulations and as mentioned in clause 3 of the Agreement.

- Sharing Co-Working office space (As per availability) for maximum 2 Team members from each startup Incubatee team
- Sharing Computers Facility (for research and innovation work)
- Sharing Printer/Scanner/ Photocopy Facility (Stationary should be arrange by individual startup Incubatee).
- Internet connectivity with limited access of websites for one e-mail ID for the promoters who shall be responsible for any misuse of use by unauthorized persons.
- Sharing Furniture (Office table/desk, Chair, meeting table, conference table).
- Electricity in single phase maximum load of 5 KVA.
- Training in business management: structured short courses for advancement of startup.
- Experiences of successful companies – a knowledge/ information site would be created where management concepts, intellectual property evaluations, deal making, negotiations, networking, VC funding, company registrations etc are provided
- Networking events/ showcases organized by PCET, PCCOE, PCCOE-CIIL.



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ANNEXURE 3

Category	Description of Service offering	Package Value
Infrastructural support	Co-working space, Meeting Room, Internet, Electricity etc	Rs. 5000 per month /Cubical For first 6 month infrastructural support services is free of cost. After 6 month charges will be applied
Grant-in-aid/ Angel Fund	For Ideation to PoC and Prototype For Company formation support	Up to Rs. 20,000 (As per mentioned in CIIL policy)
Pre-Seed Fund	Prototype Stage to MVP/MLP and market ready stage	Up to Rs. 50,000 (As per mentioned in CIIL policy)
Seed Fund	For Acceleration phase of startup Entities may apply by way of Fund Support Application through a call-for-applications	Up to Rs. 1,00,000 (As per mentioned in CIIL policy)
Technology Support / Prototyping Facility	Design, PoC, Prototype, and Testing	Value:~ Rs. 50,000 Access to various labs and CoE for free of cost
Mentoring/Advisory	Incubatees will receive one to mentoring service/ session from CIIL mentor network pool	Value: Rs. 20,000 For first 10 hours of one to one mentoring services is free of cost. Beyond 10 Hrs Charges will applied as Rs 2000 per hrs
Interns' Support	Incubatees can get support from the Interns from various schools of PCCOE.	Value: Rs. 5,000 per month/Intern To be paid by Incubatee to Intren
IP/Legal/Grants/Business Management Services	Service available from network partners as per the actual charges	Value:~ Rs. 50,000 Access to the network on discounted price / charges
Training Sessions and Workshops	Startup Foundation program-16 Hrs Young Innovator Program- 48 Hrs	Value: Rs. 1,00,000 Access to the various training and mentoring session free of cost
Corporate Connects	Free access to the technology platforms through credit points offer	Free Credits as per offer by company
Connect with Academic Campuses	PCET education institutes at various location and CIIL academic Partner	Access to 3-5 Institutions
Showcase Opportunities / Pilot Opportunities	Opportunity to participant in events organized by PCCOE and CIIL	2 Opportunities
Demo/ Pitch Day / Investor Connects	Opportunity to participant in Demo/ Pitch Day / Investor Connects organized by PCCOE and CIIL	2 Opportunities
Digital Marketing	From PCCOE central media team (as per actual)	Value:~ Rs. 10,000 Access to the partner network on discounted price / charges

