MOUNT CARMEL COLLEGE
AUTONOMOUS
BENGALURU

INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of HRD Initiative)

Mount Carmel College, Autonomous

Bengaluru - 560052

Mount Carmel Centre for Innovation, Incubation and Entrepreneurship (MCCIIE)

Incubator Policy and Procedures

Innovation and Start-up Policy Formulation Committee

This committee has been constituted under the Patronship of Dr. Sr. Arpana, Principal Mount Carmel College, Autonomous Bengaluru for a period of three years.

1. **Dr. Shanthi. S** - Director, MCCIIE, Convenor of the Committee
2. **Dr. Sundravalli** – Head, Department of Home Science
3. **Dr. Preetha Nair** – Head, Department of Biotechnology
4. **Dr. Lakshmi Jaganathan,** Chief Operating Officer of DERBI Foundation, a not for profit Technology Business Incubator
5. **Dr. Uma. V** – Former Dean & President of IIC, Mount Carmel College, Autonomous
6. **Mr. Santosh G** - Founder & Director\Chief Visionary Officer - CIMSME/GCPIT/GCCER/ICTMAE
7. **Mr. Job Thomas – National General secretary** – CIMSME
8. **Ms. Darshana Gelye Ramesh** - Founder - Diti - Concept Designs | State President (WEE), KA
9. **Mr. Asgar** - Entrepreneur - Founder of **educeSTART** and Placement officer of Mount Carmel College, Autonomous
10. **Mr. Vivek Anand Sagar B** – IP Attorney, Consultant, Patent Information Center, Karnataka State council for Science and Technology, Bengaluru

Student / Alumni Entrepreneurs

1. **Ms. Praapti Jayaswal** - Co-Founder & CEO of **AarogyaAI**
2. **Ms. Tanushree Ishani** D - Co -Founder, BodyCafé

Incubator Policy and Procedures

Objectives: The goal of MCCIIE at Mount Carmel College, Autonomous, Bengaluru is to promote Social Entrepreneurship, Technology and Service-based Entrepreneurship and thereby facilitate practical application of knowledge for public or society use. The centre wishes to facilitate the creation of ideas and inventions that benefit society. To facilitate this, the centre has adopted an Incubation Policy to provide guidance and management structure to facilitate development of entrepreneurship. The scope of this document is to define the policy and procedures for the operational matters related to the Mount Carmel Centre for Innovation, Incubation and Entrepreneurship.

The Process flow is as mentioned below:

1. Eligibility Criteria
2. Incubation Admission procedure
3. Infrastructure and Services provided to incubatees
4. Mandatory Mentorship
5. Period of Incubation/ Exit
6. Periodic assessment

7 Intellectual Property Evaluation

8. Seed funding
9. Business Plan Template
10. Conflict of interest
11. Disclaimer
12. Norms for faculty startup.
13. Incentives for faculty and student startup.
14. Agreements

The policy is subject to periodical review and amendments. It will be the responsibility of the student/faculty run companies admitted to MCCIIE to update themselves from time to time on amendments in Incubation policy and procedures. Mount Carmel College, Autonomous reserves

the rights to make an exception of all or any of the terms of policy for a particular company or a promoter on a case to case basis.

1. **Eligibility Criteria**:

- Any person desirous of availing incubation facilities has to incorporate a private/public limited company under the Indian Companies Act and apply in the prescribed **format** along with the required documents or registered under MSME. No application for incubation shall be entertained if the applicant has not incorporated a private/public limited company under the Companies Act or registered under MSME.
- The companies promoted by Faculty **Mount Carmel College, Autonomous** shall be governed by **Faculty Entrepreneurship Policy** as approved by the Institution. The companies promoted by students enrolled for full-time Degree at an educational institution shall not be offered incubation if the student is holding an Executive position; however, companies promoted by students and faculty are eligible to apply for incubation provided the student/faculty is not actively engaged with the company beyond any engagement which may be permitted by the Institute.
- A company if promoted by regular staff or employee of an organization shall be granted incubation only upon submission of 'No Objection Certificate' from the competent authority or employer. However, companies having employees as shareholders are eligible to apply for incubation.
- Any company that is engaged or proposing to be engaged in imparting educational courses and/or training programs including vocational trainings or is planning to undertake such activities during or after its incubation at MCCIIE is not deemed eligible for incubation and their application will not be entertained.

2. **Incubation Admission procedure**:

All the applicants shall have to read and agree to the terms and conditions of the incubation after which their applications shall be processed.

STAGE 1: Submit Executive Summary/ Business Plan

As a first step in the admission process, the prospective company should submit an Incubation Application containing the Business plan, Certificate of incorporation and Memorandum & Articles of Association. MCCIIE then shall present the executive summary to an internal review committee for comments on technical and business feasibility of the idea.

Following are the Evaluation Criteria:

Some representative criteria to be applied for evaluation (not limited to these).

i. Strength of the product idea in terms of its technology content, innovation, timeliness and market potential.

ii. Profile of the core team/ promoters.
iii. Intellectual Property generated and the potential of the idea for IP creation.
iv. Financial/ Commercial Viability and five year projections of P&L, Balance Sheet and Cash Flows.
v. Fund requirement and viability of raising finance.
vi. Time to market.
vii. Break-even period.
viii. Commercial potential, demand and requirement in India.
ix. Scalability.

STAGE 2: Presentation to Evaluation Committee of MCCIIE

The initial evaluation of the business plan / executive summary if positive, MCCIIE will arrange a meeting with the company founders, during which the company will be expected to present a PowerPoint presentation describing critical aspects of the business plan to the evaluation committee. The presentation will be followed by a Q&A session. After the presentation, a final decision will be made regarding the company's entry into the incubator. The company will be informed of the final decision after the presentation. The presentation through video conferencing is also permitted.

The constitution of the evaluation committee will comprise of representatives of MCCIIE and Management of MCC along with technical, financial and other experts.

Research & Due Diligence: MCCIIE will perform research and due diligence of the company, the management team, the industry, and the current and future competitive elements facing the business throughout the application process, based on the requirement. If any further information from the applicant is required, and MCCIIE may ask the applicant to revise the executive summary and/or presentation. It may at its discretion seek advice of various government bodies who have sponsored the incubation centre like DSIR, DST, TDB, NSTEDB, TIDE, MCIT, MSME, etc.

Non-Disclosure: MCCIIE, Mount Carmel College, Autonomous, adheres to strict confidentiality throughout the application process. However, MCCIIE will not sign any 'non-disclosure' agreements.

3. Infrastructure and services provided to the Incubatees:

Following are the services provided by MCCIIE to the incubatees:

a. Mentoring and Advisory Services:

- Strategic Checkups: The MCCIIE Head will meet the company CEOs at least once a month for strategy reviews and discussion of operational issues.
- An incubated company can take a faculty advisor as a mentor on technology issues in the subjects available in MCC
- Specialized mentors will also be made available to the companies from MCCIIE to assist with particular strategic areas or to provide project-oriented consultation. These

arrangements may begin as a pro bono arrangement with an option for both parties to graduate to a paid relationship.

- An incubated company may avail the consulting services by empanelled professionals.

b. Support for research activities/ Legal services / market accessibility

- Incubatees can avail the expertise of the faculty and use the existing facilities in the campus
- MCCIIE can help the incubatees in obtaining the legal services and reaching out to their customers and help in their marketing strategies through their partnered institutions.
- MCCIIE may associate with professionals for accounting, IP, legal and management expertise on a part-time basis. The incubated companies can avail their services. Any direct services provided to an incubatee by the service provider would have to be paid for.

c. Institutional infrastructure: MCCIIE may facilitate access to the Institutional infrastructure or laboratories as per the norms of Mount Carmel College, Autonomous.

The centre offers fully furnished space to the incubatees

1. Three Cubicles with seating capacity of two each with computer and printer, Wi-Fi facility etc.,
2. Ten cubicles with seating capacity of two each

Besides this, we also have Seminar / Conference Halls.

Upon admission to CIE, the following facilities will be offered to the incubated companies on an individual basis:

- Office space.
- Computers -up to two on rental basis. More than two can be availed at market rates.
- Printer.
- Broad Band Internet Connection (wired and wireless)
- Standard Furniture as decided by MCCIIE.

d. Common Infrastructure: CIE provides a common pool of hard and soft infrastructure to be shared by all incubated companies. The following resources are provided:

- Fax machine.
- Photocopying machine
- Document Scanner.
- Access to college Library: Books, Subscription to IT, Business, Management and Trade journals and newspapers.
- Meeting/Conference room with Audio and projection equipment.
- Tele or Video conferencing facilities.

4. **Mandatory Mentorship:**

One of the objectives of Incubation is to utilize the technical expertise and lab infrastructure of Mount Carmel College, Autonomous. Therefore, every company that is offered incubation at CIE can select one faculty member from the Institution who shall act as a mentor to the incubated company and guide the company on product development. The company has to offer minimum 1% of share equity to the mentor as a consideration of mentorship.

Industry Mentor:

MCCIIE has created a database of Industry mentors. Every company incubated at MCCIIE may select one Industry mentor within six months from the date of joining the centre. In case the incubatee opts for an industry mentor, the company has to offer a minimum 1% of equity to the mentor as a consideration of mentorship.

5. **Period of Incubation/Exit**:

Tenure of Incubation:

The companies will be permitted to stay in the incubator for a period of two years. They may be granted maximum two extensions of 6 months each, at a time at the sole discretion of the Institution.

EXIT

An incubated company will leave the incubator under the following circumstances:

- Completion of two years stay (if no extension granted).
- Underperformance or non-viability of business proposition as decided by CIE on a case-to-case basis.
- Irresolvable promoters dispute as decided by CIE on a case-to-case basis.
- Violation of the policy of Mount Carmel College.
- When the company enters in an acquisition, merger or amalgamation or reorganization deal resulting in a substantial change in the profile of the company, its promoters, directors, shareholders, products or business plan.
- Change in promoters'/ founders' team without concurrence of MCCIIE.

- Any change of more than 50% of equity ownership would require a prior approval of MCCIIE.
- Any other reason for which MCCIIE may find it necessary for an incubated company to leave.

Not withstanding anything written elsewhere, MCCIIE's decision in connection with the exit of an incubated company shall be final and shall not be disputed by any company.

6. Periodic Assessment

A committee set up by MCCIIE will evaluate the performance of the incubatee every three months. The emphasis of evaluation will be on checking if the milestones specified in the business plan are met. For a 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, utilization of seed money loan for the specified purposes and its ability to repay the loan. 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 are:

A. Ideation / Innovation stage
- Concept development / Opportunity spotting
- Product Development
- Market assessment / Competition analysis
- First level Business Planning / Business Modeling
- Founding Team
- Intellectual Property Protection
- Seed Funding

B. Pre-Market Stage
- Proof of Concept/ Prototyping
- Product Development and enhancement
- Financial Assistance Required
- Test marketing
- Full scale business planning including production, sales and sourcing

C. Implementation Stage
- Full scale Business Planning
- Pitching for Venture Funding

- Scaling up operations
- Large scale commercialization
- Mature Team Formation

D. Exit stage
- Going National / Global
- Full scale business Graduation
- Post incubation Survival

The incubatee may be asked to provide more frequent updates to MCCIIE.

7. Intellectual Property Evaluation:

The incubatee should fill an IP declaration worksheet at the time of admission and declare the Intellectual Property developed and owned by the incubate company.

i. In case the incubatee company is desirous of using the Intellectual Property of Mount Carmel College, Autonomous, like patent, software code, copyright, design registration, developed product, etc. then the company shall make such request in writing to MCCIIE. The terms and conditions for such IP licensing shall be decided by the Institution.

ii. The company shall inform if any students have worked on the technology and if their work will be incorporated in the product(s).

iii. The company shall inform if any IP has been generated as a result of collaborative work with faculty members (who are not promoters) is being incorporated into the product(s).

iv. The company shall inform if Mount Carmel College's, infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the IP or technology that will go into the product(s).

v. The company shall inform (if any) about any agreement with Mount Carmel College, Autonomous, that the IP has been assigned to the company for commercialization.

vi. The entrepreneur would have option of first purchasing the rights of IP from Mount Carmel College, Autonomous, and then being incubated or assigning equity to Mount Carmel College, Autonomous, in lieu of direct payments to Mount Carmel College, Autonomous. Please refer the consideration section for details.

The incubatee would maintain a register with the details of any IP (patents, licenses, copyrights etc) that has been brought into the company prior or during their stay at MCCIIE. Also, any IP developed during the stay would be maintained in the register.

Notwithstanding anything written above, Intellectual Property Rights will be governed institution's policy.

8. Seed Funding:

MCCIIE may provide seed fund subject to the availability of funds/ grants/ schemes meant for this purpose. Seed fund will be sanctioned only to the registered companies and shall be based on the merits of each company. Further, the admission to MCCIIE shall not automatically entitle the companies to receive seed fund.

A company desirous of getting seed fund may submit an application for seed fund after three months of incubation at MCCIIE. The seed fund will be sanctioned based on the eligibility criteria as decided by MCCIIE. It would also be subject to the terms stipulated as per the Seed funding Guidelines of MCCIIE.

One of the criteria for approval of the seed fund will be the contribution brought in by the promoters to the capital of their companies. Preference will be given to the companies who already have some sources of revenue or some customer order booking. MCCIIE will have the sole discretion to sanction or reject an application for seed loan and the decision of MCCIIE in this regard shall be final. MCCIIE is not bound to give any reason in case an application for seed loan is rejected.

Though seed fund may be sanctioned at the time of approval of the proposal for admission, disbursement shall be subject to MCCIIE head's satisfaction over the suitable progress made by the company.

Notwithstanding anything contrary contained herein, the Seed fund sanction and disbursal shall be governed by Seed Fund Guidelines of MCCIIE. (**Refer seed fund agreement – Annexure 1)**

9. Business Plan Template:

The following template can be used for creating a comprehensive business plan. Though the sequence shown is not mandatory, the plan must cover all the sections listed in the template:

i. Introduction / Company overview
ii. Concept / Proposition / Product description
iii. Market opportunity
iv. Competition survey
v. Development plan and milestones
vi. Marketing plan
vii. Management / Organizational chart
viii. Financials
ix. Risks and de-risking strategies

x. Appendix

10. Conflict of Interest:

In case of any conflict of interest, the decision of the Institution shall be final and binding upon the parties.

11. Disclaimer:

MCCIIE, of Mount Carmel College, Autonomous does not guarantee success and/or feasibility of the technology transferred from the Institution. MCCIIE / Mount Carmel College, Autonomous, or any person representing them shall not be liable for any acts or omissions of the incubated company. However, in case of any such event the incubated company shall do all that is required to hold MCCIIE / Mount Carmel College, Autonomous, or any person representing them harmless from any loss including damage or penalty.

12. Norms for Faculty Startups:

a. For better growth of the entrepreneurial activities in the campus and to fulfil the entrepreneurial wish of faculty members, they are encouraged to start their ventures and enrol themselves as incubatees in the institution incubation centre. Only those technologies/ideas should be taken for faculty startups which originate from within the institution (MCC).

   i. Role of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the startup.

   ii. Faculty engaging themselves in the startup venture should ensure that the regular duties of teaching don't suffer owing to his/her involvement in the startup activities.

   iii. Faculty startup may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs.

b. In case the faculty/ staff holds the executive or managerial position for more than three months in a startup, they will go on sabbatical/ leave without pay/ utilize existing leave. Faculty must clearly separate and distinguish on-going research at the institution from the work conducted at the startup/ company.

c. In case of selection of a faculty start up by an outside national or international accelerator, a maximum leave of one semester/ year (or even more depending upon the decision of review committee constituted by the institution) may be permitted to the faculty at the discretion of the management.
d. Faculty must not accept gifts from the startup.
e. Faculty must not involve research staff or other staff of institute in activities at the startup and vice-versa.
f. Human subject related research in startup should get clearance from ethics committee of the institution.

*(Faculty will abide by the regular norms of incubation centre apart from the above)

13. Incentives for faculty and Student startups

Faculty

- Permission will be given to faculty to start Startup based on the technology developed in the lab at the institute.
- In case selection for acceleration or incubation, the faculty can take sabbatical leave (need to compensate the salary for the substitute) or other leave up to one semester or year or more based on committee recommendation. (In case the faculty leave after the sabbatical leave, the faculty should **Pay back the salary paid during sabbatical period or bond should be given to stay back for a minimum period of 3 years)**
- Based on the grant of patent, the faculty will be rewarded with a certificate & Cash award
- Rewards for faculty who are mentoring the student startups within the campus incubation Centre. (Certificate)

Students

- Students involved in startups will be exempted from compulsory credits (2 credits)
- Student Innovators/entrepreneurs will be allowed to opt for startup in place of mini project /major project, seminar and summer training etc.
- Student entrepreneurs/innovators will be allowed to sit for the examination with minimum attendance of 50% (For Practical subjects it is left to the discretion of the respective department)

14. Agreements

All incubatees shall enter into the following agreements with the Institution:

1. Incubation Agreement: Contain rules and other incubation norms, consideration, equity holding, etc. (Applicable to all.)
2. Seed-Fund Agreement: Contain rules of disbursement and repayment. (Applicable to incubatees availing seed-fund.)
3. Technology Commercialization Agreement: Applicable to incubatees using technology or IP developed by Mount Carmel College, Autonomous.

Annexure 1

Seed Fund Guidelines

The processing of seed capital involves:

1. A startup (student/Faculty) desirous of getting seed loan may submit an application for seed fund after three months of incubation at MCCIIE.
2. The seed loan will be sanctioned based on the eligibility criteria as decided by MCCIIE. It would also be subject to the terms stipulated as per the Seed fund Guidelines of MCCIIE. One of the criteria for approval of the seed loan will be the contribution brought in by the promoters to the capital of their companies. Preference will be given to those startups who already have some sources of revenue or some customer order booking.
3. The final decision regarding it will be announced within a month. MCCIIE will have the sole discretion to sanction or reject an application for seed loan and the decision of

MCCIIE in this regard shall be final. MCCIIE is not bound to give any reason in case an application for seed fund is rejected.

4. The applicant would then enter into a Seed Fund Agreement with the Institution.
5. After execution of agreement, the funds will be transferred to the project account within 10 days. Both the company's CEO and the MCCIIE coordinator will be in charge of the bank account.
6. Though seed loan may be sanctioned at the time of approval of the proposal for admission, disbursement shall be subject to MCCIIE Head's satisfaction over the suitable progress made by the company. Notwithstanding anything contrary contained herein, the Seed fund sanction and disbursal shall be governed by Seed Fund Guidelines of MCCIIE.
7. The company will be subjected to regular performance reviews.
8. Repayment Options: The repayment options have been decided by a committee comprising members from the grant agencies, advisory Board MCCIIE, Industry Experts, CA & legal consultant.

   Option I: Full amount would be paid back with an interest, which will be prime lending rate of SBI (on the date of sanction) less 4% and remains fixed for the tenure of the loan.

   Option II: 50% of the total seed fund sanctioned will be interest free loan; repayment would start after 18 months from the date of first disbursement. 50 % of the seed fund sanctioned would be convertible into equity (@ 5% equity against loan up to ₹ 5 lakh).

   Option III: 75% of the total seed fund sanctioned will be a loan and will be paid back with an interest of PLR less 6%. 25% of the seed fund sanctioned would be convertible into equity (@ 3 % equity against loan up to ₹ 5 lakh) at par. (Subject to revision as per bank guidelines)
   Option IV: 100 % of the seed fund sanctioned would be convertible into equity (@ 10% equity against loan up to ₹ 10 lakh

Annexure 2

IPR Declaration Form

We the following named inventors

1. Name, designation, Department & Contact details: …….
   ……

have generated technical know-how, which in our opinion has significant economic importance and needs to be converted into patents. The title is:
……

2. Name, designation, Department & Contact details: …….
……

have generated technical know-how, which in our opinion has significant economic importance and needs to be converted into patents. The title is:
……

3. Name, designation, Department & Contact details: …….
……
have generated technical know-how, which in our opinion has significant economic importance and needs to be converted into patents. The title is:
……

4. Name, designation, Department & Contact details: …….
…….have generated technical know-how, which in our opinion has significant economic importance and needs to be converted into patents. The title is:
……

IPR Ownership:

I. Was the intellectual property created with the significant use of funds or facilities administered by Mount Carmel College, Autonomous? Please describe your source of funding for the invention (**Name of the funding agency and copy of agreement, letter of intent if any**, must be enclosed with this form).

II. Was the intellectual property created (i) as a part of the normal professional duty or (ii) work for hire?

III. Was the intellectual property created in the course of or pursuant to a sponsored/consultancy research agreement with Mount Carmel College, Autonomous,? If yes, please enclose a copy of MoU with concerned project.

IV. Was the intellectual property created as a part of academic research and training leading towards a degree or otherwise?

V. Was the intellectual property created outside their assigned/normal area of research/teaching? Please elaborate:

VI. REVENUE SHARING AMONG INVENTORS: Please disclose the extent of contribution of each inventor in the invention in percentage terms for revenue sharing.

NAME (INVENTOR)	% SHARE*	SIGNATURE
1. ……..	……	……
2. ……..	……	……
3. ……..	……	……
4. ……..	……	……

***** If this column is not filled and signed then it will be assumed that all inventor(s) have equal contribution

VII. Is the invention published in open literature, if yes then please give details (Name & date of Publication): ……..
……

We give our consent to the above titled invention to be filed through Intellectual Ventures (IV).

We declare that all the correspondence related to IP shall be sent through Mount Carmel Centre for Innovation, Incubation and Entrepreneurship (MCCIIE)

I/We undertake that all averments made in this declaration including the name of funding agency are correct to my/our knowledge. Funds and/or equipment(s) of no other funding from any other agency other than mentioned herein have been used in this invention. Also, no Intellectual Property generated from any other project is been included in this invention.

I/We undertake all liabilities that may arise out of this declaration and we absolve the Institution's authority from any such liability.

…… Date: …….
Signature
(Name)

…… Date: …….
Signature
(Name)

…… Date: …….
Signature
(Name)

…… Date: …….
Signature
(Name)

Annexure 3

INTELLECTUAL PROPERTY DISCLOSURE FORM

Title of the invention:

Innovator(s) who have contributed or conceived an essential element of the invention, either independently or jointly with others during evolution of the technology concept or reduction to practice:

Name:	Name:
Nationality:	Nationality:
Position:	Position:
Department:	Department:
Phone:	Phone:
E-mail:	E-mail:
Name:	Name:
Nationality:	Nationality:
Position:	Position:
Department:	Department:
Phone:	Phone:
E-mail:	E-mail:

*(*Students are requested to give their home address and email other than squirrel mail as well)*

Brief Description of the invention

How does this invention relate to new processes, machines, compositions of matter, etc.? Please cover the following points:

(a) Describe the invention in details for technical evaluation. Please use additional sheets for sketches, drawing, photographs and other materials that help to illustrate the description.

(b) What is Novel in the invention?

(c) What is the "inventive" step in your invention? Is the step non-obvious to a person from related fields?

(d) What are the advantages of the present invention over comparable inventors available in patent literature? Please attach a summary of your patent search*.

NOTE: The inventors should go through the Patent Search report carefully and write the difference between his/her invention and each contents of the patent search. For Patent search please contact MCCIIE.

(e) Has the invention been tested experimentally? Are experimental data available?

IPR Ownership

1. Was the intellectual property created with the significant use of funds or facilities of Mount Carmel College, Autonomous?

2. Please describe any source of funding for the invention (Name of the funding agency and copy of agreement, letter of intent if any, must be enclosed with this form).

3. What is the source of Salary/Remuneration of inventor/Co-inventor?

4. Have you presented in any conference, seminar, etc.? If yes, please give details.

5. Have you published full/part of this invention? If yes, please give copy of publications.

6. Was the intellectual property created in the course of or pursuant to a sponsored/consultancy research agreement with MCCIIE? If yes, please enclose a copy of MoU with concerned project.

7. Was the intellectual property created as a part of academic research leading towards a degree or otherwise?

8. **REVENUE SHARING AMONG INVENTORS:** Please disclose the extent of contribution of each inventor in the invention in percentage terms for revenue sharing.

NAME OF THE INVENTOR	% SHARE*	SIGNATURE
1.		
2.		
3.		
4.		

***** If this column is not filled and signed then it will be assumed that all inventor(s) have equal contribution

Commercial potential

Please provide as much information as possible; Attach extra sheets, if required

1. Give brief description of potential commercializes by specifying
   (a) Input (Financial) required taking it to best stage.
   (b) Break even capacity.
   (c) Can you identify possible end-users?
   (d) Economic viability.

2. Who are the Target companies, both in India or abroad? (From customer point of view)

3. Please give specific list of companies and contact details of concerned person who can be contacted for initiating Technology Licensing

S. No.	Name of Companies	Name of the contact person	Contact no.

4. Please Suggest Five TEC (Technical Evaluation Committee) Members

S. No.	Name of TEC Member	Department	Contact details
1.			
2.			
3.			
4.			
5.			

The TEC members could be any Faculty or Technical staff from HOST Mount Carmel College, Autonomous. The TEC members are supposed to have capability to evaluate the Invention & should be well versed with the domain of the Invention
(**Unsigned & Incomplete IPDF forms will not be accepted*).

Development stage:

In your opinion which of the three best describes the current stage of development of the invention as it relates to its marketability (indicate appropriate response):

------ Embryonic (needs substantial work to bring market)

------ Partially developed (could be brought to market with significant investment)

------- Off-the-shelf (could be brought to market with nominal investment)

------- Do you want to file Patent under PCT Route in other countries?

Yes ☐ No ☐

***The institute shall file patent under PCT route only in those cases wherein industry/company has exhibited interest for commercialization.**

_____ _____

Signature of Inventor with date Signature of Inventor with date

_____ _____

Signature of Inventor with date

Signature of Inventor with date

_____

Signature of Inventor with date

_____

Signature of Inventor with date

_____

Signature of Inventor with date

_____

Signature of Inventor with date

Annexure 4

INCUBATION APPLICATION FORM
(Kindly fill in whatever is applicable)

1. Name of the Applicant: (Please attach copy of Memorandum and Articles of Association of the Company)

2. Address of registered office:

3. Authorized capital

4. Share/Equity distribution

5. Name of Directors and Promoters:

6. Name of Faculty Mentor:

7. Business/ Idea Details

8. Title of your Business/Technology proposal for Incubation:

9. Brief Description of the Product/Services/Technology business you plan to incubate in MCCIIE

10. Brief description of the R&D efforts and other technological inputs you hope to resource from MCCIIE (Please also indicate names of faculty member(s), dept./centers of the Institute you plan to associate and equipments facilities to be used)

11. Have you interacted with the concerned faculty and has he/she/they consented to collaborate with you?

12. Why do you want to locate in the MCCIIE?

13. Infrastructure requirement for space, workstations or PCs:

14. List any special requirements for usage of MCC's laboratory facilities:

15. Specify requirement of Mentoring and other professional services/ support:

16. Indicate how your business might benefit from access to MCC's human and physical resources.

17. Have you prepared a Business Plan? If yes, please submit a copy. (Please look at the web-site for the suggested format).

18. Please indicate your sources of funds.

19. Profile of your Company (Type of business, details as date of registration etc., membership of stock exchange if any, key personnel/associates, specific achievements etc.)

20. Profile of Directors and Promoters: (Attach brief resume)

21. Please give names and address of up to three referees who are acquainted with your career profession/ achievement.

22. Any other detail which would help in evaluating your proposal

23. Declaration:

We hereby declare that we have read and understood the terms & conditions of the Incubation Agreement of MCCIIE including provisions relating to transfer equity and seed-capital guidelines, provided to me by the MCCIIE office, and agree to sign the same once our company is approved for the incubation at MCC. We shall follow the rules and regulations of Mount Carmel Centre for Innovation, Incubation and Entrepreneurship and MCC. The declaration and facts in the application are true and best to our knowledge and no material has been concealed.

Applicant/Director
Signature
Name:

Applicant/ Director
Signature
Name:

Company Common Seal

Attachments

1. Certificate of incorporation
2. MoA & AoA of applicant company;
3. Business plan
4. Resume of Promoters

Annexure 5

APPLICATION FORM
TO START AS A FACULTY ENTREPRENEUR
OR PARTICIPATE AS FACULTY ENTREPRENEUR IN STUDENT STARTUP

Date: ……..

A) Academic Information (Separate form for each faculty involved in the Faculty Entrepreneurship activities)

1. Name of Faculty:

2. Department:

3. Academic Load on the Applicant:
   No of teaching hours:
   No of Research Students:
   Ph.D.: M.A/M.Sc:
   Research Projects/Consultancy Projects:
   Administrative:

4. Any other relevant academic information:

B) Enterprise related information:

1. Name/Proposed Name of the Enterprise:

2. Name, designation and address of all Faculty / Staff /students of the institution involved in this enterprise:

3. Is the enterprise: A start-up (expected date of incorporation)
   Already Existing (year of incorporation_____)
   Is the structure other than Private Limited Company? Yes/No

4. State Briefly the mission of the enterprise & the role of the Faculty in the Company: (add separate paper, if required)

5. Briefly summarize the activities you plan to carry out in the Enterprise. Please also attach a Copy of the Memorandum of Association & Articles of Association.

6. Are you, in this enterprise, planning to use knowledge /technology/intellectual property developed at the institute? If yes, then briefly describe the above, including the persons involved.

7. What is the planned equity structure/distribution of the Enterprise?

8. Please state the number of hours likely to be dedicated in Faculty Company a week.

9. Please state, if there is any other information relevant to your Enterprise Declaration: The activities of the Company are not in conflict with the interest of the institution and my participation in the company will not be in conflict of my assigned duties and responsibilities of the institution.

Signature (with date):

(Name of the Faculty)

Recommended & Forwarded by:
(Signature of Head of Department)

Recommended & Forwarded by:
(Signature of Dean, Faculty Affairs)

Approved by:
(Principal)

Faculty Entrepreneurship Response Form

Date: …….
Name of the Faculty:
Department:
Name/Proposed of the Enterprise:

This is with reference to your application for the formation and participation in the proposed/existing company. We are pleased to inform you that the Principal has approved the same subject to the following:

a. The proposed company will be incubated at **Mount Carmel Centre for Innovation Incubation and Entrepreneurship (MCCIIE)**. An incubation agreement will be signed between the Company and MCCIIE.

b. The company will sign an agreement with MCCIIE for the terms of the engagement of the faculty in the Company.

c. The above-mentioned agreements will have to be signed within a month, otherwise the approval for the said Faculty Entrepreneurship application would stand void and a fresh application would have to be moved for approval.

d. The faculty and the Company will strictly adhere to the norms of the institution and rules and regulations as laid down in various paragraphs of the Faculty Entrepreneurship Policy. These would include the above, but not limited to leave/consultancy rules and terms of employment in the institution.

Signature
(Principal)