

INCUBATION RULES AND REGULATIONS:

A. Client Admission:- Client Review Procedures and Guidelines:

A company is initially offered three-year occupancy at the CAIE. A company may be offered additional time beyond the initial three year approval by Incubator management. However, the additional time shall not exceed a twenty four-month period.

Periodic reviews of each CAIE client will be conducted, with the intent to analyze the company in terms of the following characteristics:

- ❖ Adequacy of the space and utilities to meet the company's changing needs
- ❖ Growth potential of the company
- ❖ The company's need for and use of Incubator services

The company's capacity to meet objectives as:

- ❖ Described in its business plan, operations outline and timeline
- ❖ The company's relationship with others involved in the Incubator

The Incubator office staff shall provide assistance to the company to help ensure a smooth and orderly transition from the CAIE premises

B. Client Requirement:-All clients, regardless of tenancy status, are expected to adhere to the following requirements:

- ❖ Clients will actively participate in the Incubation Program (including workshops, seminars, business advising services, etc.), outside Incubator events and promotional opportunities.
- ❖ Clients will participate in regular meetings with an assigned advisor to track progress toward business development goals. Clients are expected to follow-through with actions resulting from advisor meetings and to demonstrate progress according to guidelines established with the business technical advisors.
- ❖ CAIE has the right and duty to require a company in the Incubator Program to provide such information as is deemed to be necessary to ascertain and measure its development progress and each company is obligated to provide such information as requested.
- ❖ The CAIE will not seek technical proprietary information. The CAIE will hold in confidence the information provided by the clients and will not release any information without permission.
- ❖ Clients will update Incubator staff of personnel changes and changes in contact information within a week of the change using the "Client Contact Information Update" form (See Annexure 3).

For All Client

- Completion of "enrollment form" (See Annexure - 1)
- Read and submit completed "Agreement Form" for Client Handbook
- Participation in an Orientation Session with the Incubator Staff (includes tour of facilities, Introduction to staff, Explanation of program and Expectations)
- Submission of a Business model canvas and a copy of business/occupational license if any within few months of acceptance into the Incubation Program

Virtual or Offsite Clients

- Completion and submission of a Client Enrollment Form
- Payment of one year's subscription fee for services

ONSITE CLIENTS ONLY

- Completion of "Client Space Application" form if space is required (See Appendix - 2)

- Sign lease for Incubator space and present a check for one (1) month's rent and a security deposit equal to one month's rent
- Discuss any intended alterations or additions to the subleased property with Incubator staff. No alterations or additions are to be made without prior approval from the CAIE.
- Submission of a copy of business/occupational license within 30 days of taking occupancy in an Incubator facility. License should be displayed in company offices and in Incubator also.
- Provide written proof of liability insurance within 90 days of taking residence in the Incubator Provide materials safety data sheet for all hazardous materials utilized in business operations
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Selection, rectification and membership fees

- Individual/Company discussion to selection committee
- Notification of acceptance as Incubator client
- Pay the membership fee according to the category (Demand draft/Cheque/RTGS/NEFT).

C. Admission Procedure:-

- Fill the enrollment form in the prescribed format.
- Submission both online and offline.
- Primary evaluation of enrollment form by CAIE staff.

After notification of acceptance to the Incubator program, clients should complete the following steps with assistance from the Incubator staff depending on client status – Onsite, Offsite/Virtual.

ONSITE & OFFSITE

Onsite clients are located in the Incubator facility.

Offsite/Virtual clients have their own office/laboratory space/ not yet ready to take residence in the Incubator for any one of a number of reasons and pay a Annual membership fee for access to all business development, technical Knowhow and networking assistance provided by the Incubator, in addition to access to Incubator conference (upon request). Virtual clients are also provided mailbox at the CAIE.

D. Admission Criteria:-

- Interested in RVSKVV/NARS technologies
- Should possess Agriculture & Allied sector based concept/idea
- Commercial feasibility and sustainability of the business model.
- Novelty of the business idea.
- Synergy between incubator Service & the Proposal
- Entrepreneurship inclination towards business
- Free from any illegal/ objectionable background through self declaration.

E. The Process of Client Graduation/ Exit

The following criteria will be used in determining when an Incubator tenant is ready to move out of the Incubator. No single criterion is used to make the decision. Rather the criteria are used as guidelines to evaluate the success of the tenant's business:-

- The tenant has reached a staff level of 10 or more employees
- The tenant's gross annual income exceeds 10crore/Annum
- The tenant exceeds the space available
- The tenant has been in the program for 5 years

- The tenant is acquired by a larger corporation
- A tenant may be asked to leave the Incubator for any number of reasons, including but not exclusive to:**
- ❖ The tenant has violated terms of any of the contractual obligations, terms and conditions of the service agreement by incubate and he/she shall cease to exist as an incubated member and would vacate the premises within 30 days of the notice.
 - ❖ The tenant is not meeting goals established by client and business advisor/Mentor.
 - ❖ The tenant's business focus no longer meets qualifications for Incubator tenancy as decided by competent Authority of the Incubator.

Exit Procedures of the client graduation

Upon determination that a client company should exit the Incubator program or should graduate, the following steps may be taken:

1. The company will be introduced to commercial realtors and service providers, if needed, to begin planning for future space needs.
2. All client billings will be reviewed to be sure payments are up to date. If not, the company will be expected to pay all invoices in full before leaving the Incubator.
3. The deposit initially paid by the company for any space leased will be used to cover any necessary repairs or cleaning.
4. All company belongings are to be removed from the Incubator facilities.
5. Some alterations made to the leased space may be required to be returned to original condition at the discretion of Incubator management.
6. All keys and equipment's are to be returned to the Site Administrator or CAIE.
7. New contact information for the company is to be provided to Incubator staff.
8. In some cases, the CAIE will not forward parcels/letters. Company will be required to continue to pick up any mail that arrives at the Incubator.

F. CAIE incubation services

Some of the services offered:

As each CAIE client company is unique, the program is tailored to meet the needs of our individual clients. CAIE advises early-stage, high-risk companies and provides the necessary assistance to make their innovative or our technology-based ventures successful.

Incubation services include, but are not limited to the following:

- **VISION:-**Facilitating for the development of vision for the business.
- **SELECTION OF TECHNOLOGIES:-**Identification and acquiring the best technologies.
- **MARKET LINKAGE:** Market information, marketing skills, and market linkages backward and forward on the value chain.
- **FINANCE FACILITATION:** Financial management skills and access to appropriate financing products.
- **NETWORK:** Agribusiness entrepreneur networks, competitions, and fairs.
- **BUSINESS SERVICE:** Business mentoring and coaching, and assistance with navigating regulatory requirements, standards, and compliances.
- **TECHNOLOGY:** Technology information, training, and technology access.

CAIE approach is not a one-size-fits all solution. However, the design and implementation follows a common set of principles.

CAIE approach is driven by market dynamics; target value-adding, high-growth potential entrepreneurs in agribusiness; facilitate market linkages forward and backward in the value

chain; increase the investment readiness of entrepreneurs; and are co-created for the local context, leveraging local ownership, public private partnership, and national experience throughout the design and implementation process.

G. Mentoring, Networking and Capacity Building

Business development progress Regular feedback Emerging Agri-Business Network Seminars and workshops.

- Upon acceptance to the Incubator program, a Team may be assembled for a client company. Team members will be drawn from the Incubator staff, scientist of the RVSKVV/NARS and other entrepreneurs in the community.
 - ❖ The responsibility of the Team will be to meet regularly with the company to review business development progress and advice on strategies and tactics to achieve business development goals. Referrals will be made to relevant professional advisors and other sources of business and technical assistance.
 - ❖ Regular feedback will be provided by the Team to Incubator management regarding the company's progress and needs.
 - ❖ The Incubator offers an ongoing series of seminars and workshops on topics relevant to early stage companies. A calendar is provided by email each month and upcoming events can always be found on the Incubator Web site www.CAIE.com
- The Incubator manages the Emerging Agri-Business Network (EBN), which provides Incubator clients the opportunity to network with other entrepreneurs, professionals and investors from the community. A free membership in EBN is provided for each Incubator client.

H. Financial Services/ Technology Validation & IP

Assistance in Compliance Network with Angel Investors Proof of Concept Assistance in Development IP Strategy

- **Financial Services:** Assistance with budgeting, tax and reporting issues can be provided by Incubator recommended organizations.
- Capital needs, possible sources for obtaining capital (Angel Investors, Venture Capitalist), timeframe, structure of deals, and alternatives will be discussed by the company, Incubator management, the Mentoring Team and other advisors. These issues may call for strategy brainstorming sessions to be carried out with appropriate advisors.
- **Technology Validation & IP:** Incubator management, the Mentoring Team and other business service providers will review intellectual property strategy. If it is not in place or needs attention, advisors will provide direction to client companies in this area and help to identify resources and/or professional assistance. Potential sources of assistance for development for prototypes or proof of concept can be provided.

I. Marketing, Public Relations & Sales

Social Media Marketing Strategy Creation of Websites

- Initial social media releases and a limited number of additional releases will be sent out for special events/specific articles as determined by the CAIE. If additional PR support is needed, referrals will be given to Incubator approved/affiliated organizations.
- Assistance in marketing/public relations strategy development
- Assistance (in limited scope) is available for writing and editing of: press releases, Web site content, collateral content, biographies, corporate backgrounders/fact sheets, editorial features, white papers, bylines, case studies and award/speaker abstracts
- Creation and development of Web sites, brochures and other collateral material is available in limited scope. If additional support (graphic design, printing, hosting, etc.) is needed, referrals will be given to Incubator approved/affiliated organizations.

- Clients are encouraged to promote their participation in the Incubation Program. However, the use of the Incubator name and/or logo in any public release requires prior approval by the Incubator staff.
- **Infrastructure**

This incubation facility, located in RVSKVV College of agriculture campus Gwalior, offers services geared towards the earliest stages of company formation.

- **Office Space:**The Incubator will assign space to tenants based on the need and availability. A completed “Client Space Application” is to be submitted when new or additional space is desired in any of the Incubator facilities. A client must sign a CAIE rental / lease agreement each time new or additional space is acquired. Rent rates are calculated based on a per square foot charge which varies among the Incubator facilities. A deposit equal to one month’s rent is required upon lease / signing. Invoices for rent and any accumulated other charges will be provided prior to each month. Rent payments are due on the 1st of each month. Excessive utility usage may be charged if a client is using equipment that requires electric/water/gas consumption above the estimated amount included in the lease. The Incubator will consider requests to modify spaces, partitions and electrical outlets at the client’s expense only after written consent from the CEO. Some physical modifications may have to be removed upon exit of space. The Incubator will provide internal signage for designation of individual offices and labs.
- **Office Hours:**The CAIE follows office hours 09:30 am to 05:30pm. The offices will be generally closed in holidays and may be open as per the need of CAIE looking into programs, however, the clients will still have access to their facilities. The Incubator is subject to RVSKVV policies concerning emergency closures.
- **Signage & Logos:** CAIE will display incubatees’ names and logos. No other external signage will be permitted. If CAIE clients wish to use the CAIE logo in their advertising and promotional efforts, they must submit a written request to CAIE.
- **Office Furnishings:** Tenants will be provided basic office furniture (desk and chairs)
- **Parking:** Parking is free of charge for all tenants and customers in COA, Gwalior.
- **Conference Room Facilities** :A conference facility is provided for client use. The facility is fully equipped with a/v hardware. Available, upon request are: Conference room reservations can be made by submitting a completed “Conference Room Request” to the Business Incubation Manager. All conference rooms are available on a first-come first-served basis. Please leave the reserved room as you found it. Return all furniture to its original location. Leave all equipment as you found it, dispose of all trash in the provided wastebaskets, and clear the white boards.
- **Repairs & Maintenance:** If an Incubator client becomes aware of a facility repair or maintenance need, a “Repair/ Maintenance Request” (See Annexure 5) should be completed and submitted to the Assistant Business Manager. Incubator management and staff will work as diligently as possible to be sure such requests are addressed if deemed to be the responsibility of the owner or the Incubator to do so.
- **Hazardous Materials:** All Incubator clients are required to disclose to Incubator management the use and/or storage of any hazardous materials. All necessary permits for use and/or storage of such materials are the responsibility of the client.
- **Security:**
 - ❖ All Incubator facilities are secured through a key lock system.
 - ❖ The Site Administrator issues keys. Keys are not to be copied by the client.
 - ❖ Additional security measures may be installed at the client’s expense with permission from the Incubator. For security and maintenance purposes, clients must provide facility access to Incubator staff.

- ❖ Incubator client companies are responsible for returning keys to concerned Assistant Business Managers when employees leave or when facilities are vacated. The Incubator cannot be held liable for security breaches resulting from failure to follow the above procedures.

J. Office support services

- **COMPUTERS:** Tenants will be provided with a computer, separate software will be the responsibility of the tenant. The CAIE will retain ownership of the computer.
- **TELEPHONE SERVICE:** Tenants are responsible for securing their own phone service through local providers or can obtain extension number from CAIE. Installation of phone service must be coordinated through Incubator Staff.
- **LOCAL AREA NETWORK:** CAIE tenants will have access to the internet. This service is included in the rent. If tenant is operating computer equipment with external access, they must register with Incubator Staff.
- **PRINTER / COPIER:** A networked printer is located in CAIE. Clients in that facility may request access to the printer through the Business Incubation Manager. Clients regularly printing large volumes will be asked to provide printer supplies such as paper and toner.
- **POSTAL SERVICES:** Contact Incubator staff for specifics regarding mail delivery and pickup for the Incubator facility in which you are located.
- **EQUIPMENT:** Please contact Business Incubation Manager for use of the equipment located in the Incubator. None of the equipment will be allowed to leave Incubator/Lab premises.
- **PROMOTIONAL DISPLAY:** Directories are displayed in the reception area of each facility listing tenant companies. Brochure displays will also be maintained at the reception area for CAIE Incubatees. A display board has been placed near the reception area in CAIE, to display recent press coverage of clients. If your company receives publicity, please provide a copy of the article to CAIE staff.

K. Rules & Procedures for Resident Members of CAIE

1. The sidewalks, entrances, and passages or hallways in the common areas of the CAIE shall not be obstructed by any tenant or used for any purpose other than entrance and way out and for temporary moving routes at times approved by Incubator management.
2. No firearms, intoxicating drugs, explosives, fireworks, and alcoholic beverages, flammable, radioactive, or potentially contagious/ hazardous materials will be permitted in the Incubator without disclosure and without obtaining specific permission from the Incubator management.
3. No canvassing, general solicitations, distribution of political, religious, or cause literature will be permitted.
4. Tenant may not sublease any portion of the Incubator facilities.
5. Tenants will provide reasonable cooperation with the Incubator and/or staff.
6. In general, the tenant will not permit unusual or loud noises and/or odours to be produced in their space if such noises/odours offend or disturb other occupants of the Incubator.
7. No cooking will be done in any portion of the facility, except for microwaves, and coffee/tea service.
8. Tenants will not permit duplicate keys to be made for their access doors.
9. Leased premises will not be used for lodging or over-night occupancy

10. Leased premises will not be used for storage of personal belongings, vehicles, or any items not used in the operations of the tenant company.
11. All requests for building services or accommodations will be made through the Incubator staff and not directly with RVSKVV or through an affiliated organization.
12. No additional security systems will be added without prior written approval of the Director, and these will be at the tenant's expense.
13. As representatives of the Incubator, Clients are expected to maintain appropriate behavior and standards at all times. Actions or behavior deemed, by Incubator Management, to be damaging to the image or reputation of the Incubator will be cause for immediate termination of the lease agreement and eviction from the Incubator
14. Inappropriate conduct shall include, but not limited to, filing bankruptcy, breach of leases or other agreements, charges involving moral turpitude, investigations by law enforcement officials, offensive/disruptive behavior, or any other behavior deemed inappropriate
15. Appropriate dress is required, consistent with a business atmosphere.
16. Tenants can hang pictures on walls with brad tacks in their office. However, no offensive displays of a sexual, political, etc., nature will be permitted in Incubator facilities.
17. Incubate shall have to sign the Material Transfer Agreement (MTA) and Confidentiality Agreement wherever applicable.
18. Toilets, washbasins, and other plumbing fixtures will be used responsibly and for their intended purpose. No coffee grounds, lunch or snack remains, sweepings, rubbish, rags, paper towels, or other non-intended substances shall be flushed or washed down drains. All damages resulting from any misuse of plumbing fixtures shall be borne by the tenant who, or whose employees, customers, visitors, or invitees caused the damage. If a tenant is having problems with or sees a broken plumbing fixture, please notify the Incubator staff promptly so it may be corrected.
19. The resident member shall have to provide the list of its human resource employed in the venture who would undertake R&D and other assignments
20. The IP assets developed through incubation shall be jointly owned by the incubate and the CAIE and would be commercially utilized on either Royalty sharing or Equity sharing models.
21. Visitors:
22. Incubate shall be required to inform and take permission from the BI about any visitors from domestic, abroad, foreign collaboration and/ or foreign partner/director and shall abide by the rules/procedures of RVSKVV.
23. No legal, financial or criminal liability shall arise for commission of any act or omission thereof in respect of any accident or injury to any worker or any other person employed or invited by the tenant companies and CAIE stands indemnified against any claims, damages or proceedings of any manner.
24. Change of information:
The incubate is required to keep the BI informed in advance and obtain the concurrence in writing for the following:
 - a. Change in name of the incubate company
 - b. Change in the business/incubation plans

- c. Change in ownership
 - d. Change in Board of Directors
 - e. Any other change in legal status
25. Normal health and safety standards are to be observed and maintained within the premises of the college of agriculture RVSKVV, Gwalior. No hazardous material can be brought inside the premises without prior approval of the authorities.
 26. The management members of CAIE shall be allowed access to visit and inspect the office space, any other facilities rented out to incubate as and when required.
 27. The mentorship/guidance of scientific, technical or commercial nature shall be chargeable if availed without laboratory or research facilities. No services shall be rendered without the applicable fees either pre-assigned or fixed on case-to-case basis as and when required.
 28. Tenants will be responsible for providing supervision of any moving operations that may involve common areas of the Incubator, and will be liable for any losses and/or damages that result from such activities and/or from tenant's failure to provide such supervision. Moves will be coordinated in advance with Incubator staff to minimize interference with other Incubator activities.

Failure to adhere to the rules shall be penalized or vacated from the premises.