



POLICY GUIDELINE DOCUMENT :::



Bon Secours Foundation for Entrepreneurship Development



Introduction

Bon Secours Foundation for Entrepreneurship Development (BSFED), an exclusive incubator for women entrepreneurs, has launched an incubator programme for rural areas. We are the Rural incubation Centre at embryonic stage, focuses on rural Nano-entrepreneurship through community-level engagement. BSFED Established in 2023 as a section 8 company was incepted to foster & support rural entrepreneurship, so that every villager is self-sufficient. BSFED is focusing on the most disadvantaged sections of the society; connects start-ups to appropriate technologies, ultimately enhancing the quality of life in rural India with targets to accelerate small and medium enterprises.

BSFED focuses on women entrepreneurs in five sectors like Fashion, Handicrafts, Agriculture, Health and Nutrition. It aims to develop and establish a Model for **Self-sufficient Smart Village Economy** lead by women entrepreneurs in Thanjavur District. Students, Faculty members, Farmers, SC/ST, Self Help Groups and NGOs are the backbone of BSFED. It extends its knowledge, technical and infrastructure support to scale-up enterprises right from the ideation stage to SMEs. At present, there are 32 women entrepreneurs working under our incubation. It extends its mentorship to Create organization, Manvasanai, Nel Mart, Mom's Love, VJ Garden, BV Broiler, Bio-Elixir, Amphigene research, Bio Research Centre and Traditional Paddy Council.

Vision:

To create a sustainable ecosystem to support and nurture ideas into enterprise by providing the most enabling ecosystems towards the development of self-reliant nation especially rural community.

■ **Mission:**

- To stimulate entrepreneurial spirit and culture among students and other aspirants.
- To ignite minds for innovation by promoting advancement in science and technology, arts and culture, traditional knowledge and biodiversity resources.
- To create a platform for accessing multiple avenues that provide knowledge, technology, infrastructure, capacity building, leverage IP generation, intensive mentoring and networking and financial support to the suitable to start-ups.

- Entrepreneurship development activities that catalyses the natural resources, human skills and other strength areas of the rural community.
- To transfer aiming commercialization of developed product/process and services.
- To contribute to the emergence and growth of emerging technology/ social start-ups into profitable ventures through and support.
- To promote economic development in rural/ under-served communities through venture creation among self-help groups, encourage women entrepreneurs, farmers etc.
- To contribute in job creation through successful ventures contributing to nation building.
- To focus towards achieving Sustainable Development Goals through research, innovation and venture creating pertaining to global issues.

This document contains policy and procedures for operational matters related to BSFED. It covers the following processes:

Eligibility

- Scope & Operation
- Ideation to Graduation Process, Tenure of Incubation and Exit Strategies
- Admission process
- Our Services
- Intellectual Property
- Seed Loan
- Infrastructure
- Mentoring and Advisory Services
- Other services
- Periodic Assessment
- Conflicts of Interest
- Disclaimer

The policy is subject to periodical review and amendment for healthy incubation. It will be the responsibility of the companies admitted to TBI to update themselves from time to time on amendments in policy and procedures. TBI reserves the rights to make an exception of all or any of the terms of policy for a company or a promoter on a case to case basis.

Policy Parameters

- Not-for-profit Centre.
- Rural Business Incubation.
- Training and awareness programs in Entrepreneurship (EDP, FDP).
- Certificate courses
- Competitive events, Boot Camp, lectures and workshops on soft skill development, case studies, plan competitions, innovator camps, Success stories etc.
- Promoting Innovations in Individuals and Start-ups.
- Technology Commercialization Program.

Research: BSC provides an enabling environment for both student and faculty researchers interested in start-ups or social enterprises within the campus. BSFED will facilitate sharing of resources including physical space and infrastructure, access to business support services, mentoring, training programs and application processing for seed funding from private capitalists and government agencies. The scope of support is broad-based, and covers technologies/IP, developed wholly at BSC or partly through collaborations elsewhere as well as external start-ups with which BSC members are associated as consultants or mentors. BSFED is also particularly open to proposals with strong social and strategic impact.

Catalyzing Innovation:

Young innovators and entrepreneurs will be encouraged and assisted in the development of processes, products and socially-beneficial ideas.

Collaboration: There will be encouragement to collaborations extendable to other technology firms, agencies and institutions including sister institutions.

Ecosystem

BSFED aims to coordinate, synergize and leverage the various strands of research & development that leads to innovation and entrepreneurship. An Ecosystem body will facilitate industrial interactions, and incubation in sectors such as rural technologies, industrial solutions and socially impactful ideas. **BSFED supports its members of the** faculty members, students, alumni, and R&D partners, in creating successful business ventures that can translate benefits from technology and knowledge innovations to the society especially rural women at large.

How do we achieve?

Education: Academic programs on innovation and entrepreneurship for students across disciplines, namely, science, arts, business management, social work, technology at Bon Secours College for Women (BSC), Thanjavur, Tamil Nadu.

Extendable Activities:

- Brings up technology based incubatees to the campus
- Encourage and nurture entrepreneurship by way of mentoring, translating innovative knowledge and training.
- Provide advice on IP white space and for marketing of products/processes.
- Guide the entrepreneurs and start-ups in filing of copyrights, patents whenever required.
- Provide support towards quality assurance of products/processes and marketing.
- Provide common facilities such as infrastructure and instrumental facilities to the incubatees.
- Arranging awareness programs for orientation of entrepreneurs towards technology basics/management approach.
- Promote UG/PG students to explore the opportunities created by these incubatees/start-ups.

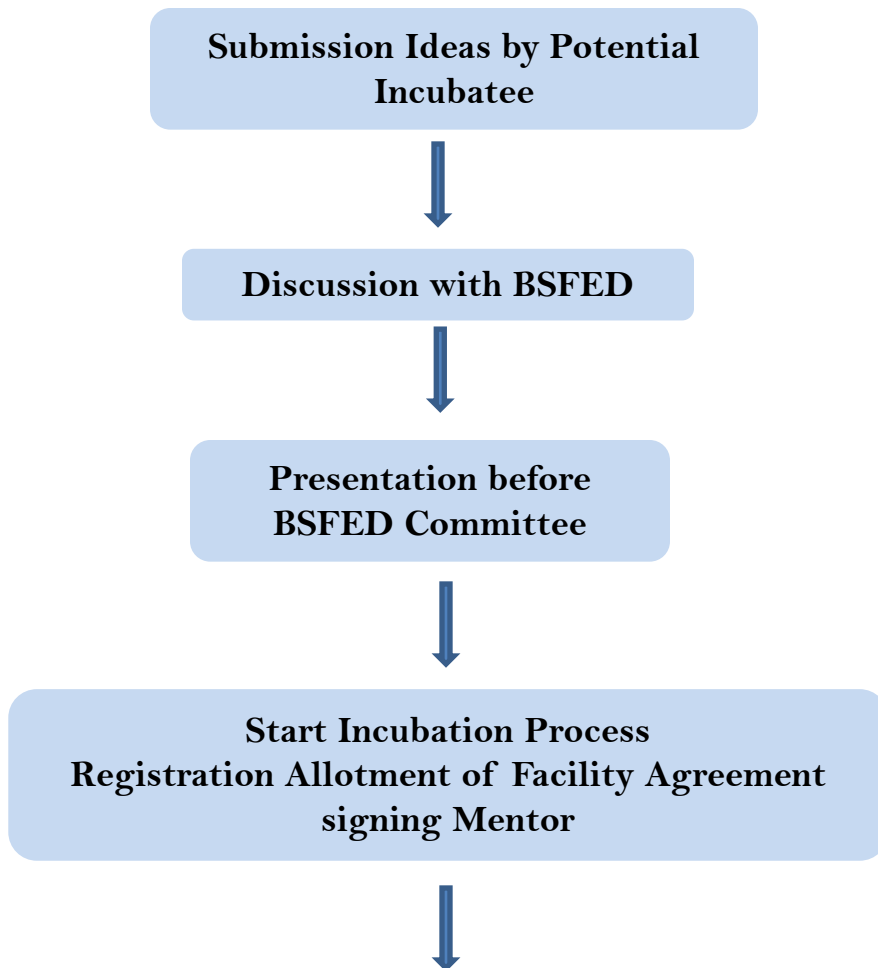
Action Plan

- To establish the state-of-the-art resource centre with the necessary resources, knowledge and skills, that will enable it to act with speed, promote research and innovation and deal with contingent issues.
- Build knowledge and innovation hub.
- Empowering of students and youths especially rural community to take up the opportunity.
- Establish the industry links to solve the local industry problems.
- Nurturing of start-ups, technology based business ventures.
- Bridge between academic and industrial partners to overcome the unemployment issues.
- Work as a team to create branding and positioning of the Centre.
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- Provide support towards quality assurance of products/processes and marketing.
- Provide common facilities such as infrastructure and instrumental facilities to the incubatees.

Strategy at BSFED

- Creating a collaborative environment between industry and academia through joint research projects and consulting assignments.
- Incubating early stage technology based innovative entrepreneurial ventures.
- Encouraging and enabling the alignment of R&D activities to potential needs of the industry.
- Identifying technologies/innovations which have potential for commercial ventures.
- Physical infrastructure and support systems creation for business incubation activities. Foster and promote entrepreneurship spirit.
- Facilitate knowledge creation, innovation and entrepreneurship activities.
- Facilitate networking with professional resources, which include mentors, experts, consultants and advisors for the incubate companies.
- Enabling development of high quality personnel and motivating researchers to grow professionally within organizations through part time Masters and PhD Programs.

Road Map for Start-Up At BSFED



At the operational level, **BSFED is primary responsible for nurturing new companies**, as well as for identifying promising pre-company opportunities. In this process BSC resources including the extensive and very active alumnae network play a major role.

Introduction:

Bon Secours Foundation for Entrepreneurship Development (BSFED) is committed to create a sustainable ecosystem to support and nurture ideas into enterprise by providing the most enabling ecosystems towards the development of self-reliant nation especially rural community relevance to industrial and societal needs.

Various policies are framed considering systems, processes and procedures followed in the to ensure the inclusive growth of all the stakeholders associated with the BSFED and to "Stay Ahead".

Objective :

The main objectives of the incubatee entry/exit policy are to

- (1) Have a standardized procedure for the induction of new incubatees to BSFED
- (2) List all the potential sources / channels of entry to BSFED as tenants
- (3) Optimize the idea evaluation carried out before incubatee induction
- (4) Make it uniform the procedure of incubatee registration to BSFED
- (5) Have rules and regulations in place for incubatee exit from BSFED

Scope:

The scope of incubatee entry/exit policy covers all the prospective incubation candidates, pre-incubatees, student, alumnae and public incubatees (physical and virtual) including existing firms interested in incubating spin-off ideas.

Policy Contents:

Any Individual / group of people (students or general public or mix of the two) can initially propose an idea (to BSFED) with prime features as mentioned below,

- (a) Innovativeness
- (b) Commercial viability
- (c) Technical feasibility
- (d) Social sensibility
- (e) Scalability
- (f) Capacity to trigger market traction
- (g) Energy saving / Fashion/ green and Food tech intervention / value addition / low cost alternative (in existing product / process based ideas)

BSFED accepts ideas which are from diverse domains of science and technology, arts and culture, traditional knowledge and biodiversity resources. Being in a Tier II town and surrounded by hamlets rich in natural resources, preference will be given to ideas making use of such untapped / less exposed natural resources and for ideas aiming to find solutions that can improve the socioeconomic the rural folk specially women.

■ In a few exceptional cases (if the prospective incubatee desires so) after considering the credentials pertaining to commitment, attitude and track record, the proposed incubatee (on the recommendation of the Idea Screening Committee) may be given access to in-house developed basket-of-technologies (concept proved), to choose one suitable technology based idea and go ahead with business building.

■ Ideas screening committee (ISC: BSFED CEO, R &D Coordinator, TBI manager, one technical expert and one business expert) can evaluate the idea and induct the promoter/s as tenant incubatee.

■ Students / general public, who could register an idea as a pre-incubation lead to BSFED, can opt for proof-of-concept and beyond. They (if such idea leads are proven as positive) can register as incubatee firm/s with the approval of ISC.

■ Potential future start-up promoter/s recommended through campus Bon i-HUB/ EDC/IIC can register their idea / s for incubation via ISC of BSFED.

Registration is provided to all the tenant incubatees /firms upon submitting the following

- ◆ PAN/Aadhar card
- ◆ Executive summary of the idea
- ◆ Permanent address proof
- ◆ Two references
- ◆ Company incorporation certificate, if any
- ◆ Filled-in application with passport size photograph of promoters
- ◆ Signed agreement (between incubatee & incubator) indicating incubatee agreeing to abide by the rules and regulations to be adhered to by incubatees while they exist as tenant firms / virtual incubatees

1. The regular incubatee registration fee is Rs.5000 (One-time payment) for availing BSFED services (Networking, Mentoring, Capacity building, Tech development initiatives, Imparting business, Facilitation, advisory/ legal aspects etc.)

2. Physical incubatee firms intending to avail office cubicles will have to remit Rs.1500 for every 3 months as rental fee.
3. Incubatees will be charged for specialized services such as equipment usage charges while technology development / validation or business support service charges (such charges are pre-fixed, nominal and mostly are on hourly basis)
4. Registered tenant companies will be permitted to exit from BSFED when they fulfill one or more than one of the following criteria
 - (a) When the incubatee /tenant firm reaching twenty four months for Instrumentation, Food technology, Fashion technology, Social entrepreneurs etc., based incubated companies.
 - (b) Three years for biotechnology, agriculture and manufacturing based incubated companies.
 - (b) Under performance / not reaching business milestones /unfavorable existence etc., would force BSFED management to review continuance of the tenant on case-to-case basis.
 - (c) Raising handsome investments from secondary funding sources (Angel, VC etc.) Rs. 50 Lakhs or more.
 - e) When the number of employees of the registered firm exceeds 15 members.

■ **Advisory Board and Review Mechanism:**

Board of Governing Body of BSFED (BoG, appointed by the Annual General Meeting) (comprise of one academician, two industrialists, two industry association members, one bank / angel person, two government representatives and one R&D person) shall review the implementation of policy at least once in a year to ensure the compliance of policy and implementation of guidelines stated in the policy. Committee is also empowered to make suggestions for revision of the policy to the Committee responsible for framing this policy.

■ **Approval Procedure of Policy:**

Incubatee entry / exit policy of BSFED shall be approved by the CEO of BSFED; any revisions that arise subsequently shall be reviewed as said above and forwarded to CEO through BoG Member Secretary of the Council for amendments of the policy. On approval of the amendments, revised policy shall be published and circulated to all members appropriately.

NOTE: The policy is subject to periodical review and amendment for healthy incubation. It will be the responsibility of the companies admitted to BSFED to update themselves from time to time on amendments in policy and procedures. BSFED reserves the rights to make an exception of all or any of the terms of policy for a company or a promoter on a case to case basis.

Organizational Structure:

The incubation mechanism is handled by incubation centre CEO under IQAC proposed under Section 8 Company.

Director I: Secretary of the institute

Director II: Principal of the Institute

Chief Executive Officer

Business Manager

Accounts Officer

Technical Executive I

Technical Executive II

Business Development Executive

Public Relation Executive

Office Assistant

Ideation to Graduation Process, Tenure of Incubation and Exit Strategies:

Stage 1: Feasibility Check

Eligibility: Graduating students, academic experts, group of academic experts and students) from any discipline (arts, commerce, science, technology, engineering), who is in stage of ideation, not confirmed about feasibility, viability of idea and/or new to entrepreneurship can enrol for incubation.

Tenure of Incubation: 3 Weeks to 12 Weeks

Exit Strategies: If idea is feasible, but not willing to continue applicant can exit.

Commercials / Service Charges: No charges applicable for the stage I

II. Stage 2: Proof of Concept

Eligibility: Anybody (graduating students, academic experts, group of academic experts and students, existing SME's willing to upgrade the business) from any discipline (arts, commerce, science, technology, engineering) who have crossed ideation stage, feasibility report of better chances of viability of product and looking forward for proof of concept and /or rapid prototyping.

Tenure of Incubation: 4 Weeks to 20 Weeks

Exit Strategies: If proof of content is validated, but not willing to continue applicant can exit.

Commercials / Service Charges: 1. 1.5 % stake to BSFED

2. Applicable Service Charges

3. Mentoring Services for committed time duration

Stage 3: Rapid Prototyping

Eligibility: Anybody those who have crossed the ideation stage, crossed proof of concept and rapid prototyping stage, generated funds up to some extent and formed the company through legal compliance but not yet achieved the first success, not yet crossed marketing and branding stage.

Tenure of Incubation: 8 Weeks to 24 Weeks

Exit Strategies: If proof of content is validated, but not willing to continue applicant can exit.

Commercials / Service Charges: 1. 1.5 % stake to BSFED

2. Applicable Service Charges

3. Mentoring Services for committed time duration

Stage 4: Pilot Production

Eligibility:

▪ A company if promoted by legal entity staff or employee 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.

▪ R&D partners (sponsors of R&D and consultancy projects).

▪ Incubates from Institutes.

▪ Legal entities/ agencies associated with research and innovations.

▪ Technology-based start-up company promoted by a 1st. Generation Entrepreneur desirous of R&D partnership with the Institute or company with a view to trying out a novel technological idea for up gradation to a commercial proposition.

▪ Technology/R&D unit of an existing small/medium size enterprise, industry association or a R&D Company who desires to have close technology interface with TBI.

▪ Incubation is open to anyone who wants to make a difference. However, students, both past and present will be given a preference in terms of priority of admission into the incubator and charges as running cost of the incubator. The incubator is also open to academic expert subject to 'No Objection Certificate' from Institution (Employer).

▪ External start-ups (with strong technology base or affiliation to R&D partners).

▪ Proposals with strong social & strategic impact from eligible entities.

Tenure of Incubation: 12Weeks to 52Weeks

Exit Strategies: If proof of content is validated, but not willing to continue applicant can exit.

Commercials / Service Charges: 1. 1.5 % stake to BSFED

2. Applicable Service Charges

3. Mentoring Services for committed time duration

Admission Process/ Method of Application

Every applicant willing to get admission shall register and enrol through our portal www.bonsecourscollege.edu.in. Applicants need to submit Incubation Proposal, Business pitch/plan by duly filling the information in the form available on portal www.jugaadfunda.com.

The incubate shall select BSFED as incubation centre/institute while submitting the application.

Supports to be extended:

❖ Incubation Plan &/or Business Plan/Pitch

❖ Evaluation Criteria

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

1. Strength of the product idea in terms of its technology content, innovation, timeliness and market potential.
2. Profile of the core team/ promoters.
3. Intellectual Property generated and the potential of the idea for IP creation.
4. Financial/ Commercial Viability and 5-year projections of P&L, Balance Sheet and Cash Flows.
5. Funds requirement and viability, you raising finance.
6. Time to market.
7. Break-even period.
8. Commercial potential, demand and requirement in India.
9. Scalability

Based on the information, the Business Plan will be screened by the BSFED team for assessing the suitability of the proposal for further evaluation by expert members regarding its potential for incubation. Detailed scrutiny including financial and technical due diligence of the proposal shall then be carried out by the expert members for evaluation of the proposal. Applicants may be invited with their teams to make a presentation on their proposal. To enable the expert members to take an appropriate decision, members may ask for any additional information from the applicants and/or revision in the proposal.

❖ Presentation to Evaluation Committee of TBI

(Note: Shortlisted ideas need to present power point presentation in front of BSFED committee for availing further financial & mentoring support).

❖ Research & Due Diligence

Throughout the application process, on an as-needed basis, BSFED will perform research and due diligence of the company, the management team, the industry, and the current and future competitive elements facing the business. BSFED may require further information from the applicant and may ask the applicant to revise the executive summary and/or presentation. BSFED may at its discretion seek advice of various government bodies who have sponsored the incubation centre like DBT, DST, MSME, etc.

❖ **Non-Disclosure**

BSFED adheres to strict confidentiality throughout the application process. However, It will not sign any 'non-disclosure' agreements.

❖ **Our Services**

Following services will be offered by BSFED

I. Intellectual Property Protection Support

Intellectual Property (IP) can be a patent, software code, copyright, design registration, developed product, or alike. IP for incubation purpose will be assessed based on the following details:

1. Whether any seed grant (from public or private sources) has been used in developing the technology which will go into the product(s) of the proposed company.
2. If yes, details of the understanding with the funding agency in terms of sharing of the IP.
3. Whether any person other than the applicants have worked on the technology and if their work will be incorporated in the product(s). If yes, whether such other person has a right in IP ownership.
4. If the IP is developed at BSFED, whether any of its infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the technology that will go into the product(s).
5. If the IP is developed at BSFED, whether any consultancy projects were executed in the proposed area.

When IP is developed under point 4 & 5, protection rights will be filed jointly by incubator and innovator but its all commercialization rights will remain with innovator.

A statement from the “owners/ innovators/ creators” of IP to the effect that they are the “owners/ innovators/ creators” of IP as the case may be.

IP transfer/ IP licensing/ permission to use IP will be in favour of only the registered companies. The Promoters should fill an IP declaration worksheet at the time of admission and declare the Intellectual Property developed and owned by the incubated company.

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

5. The company shall inform of the agreement, if any, with BSFED that the IP has been assigned to the company for commercialization.
6. The entrepreneur would have the option of first purchasing the rights of IP from BSFED and then being incubated or assigning equity to BSFED in lieu of the direct payments to the BSFED.
7. The incubate 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 BSFED. Also, any IP developed during the stay would be maintained in the register.

II. Seed Funding Support :

1. BSFED may provide seed loan subject to the availability of funds/ grants/ schemes meant for this purpose. Seed loan will be sanctioned only to the registered companies and shall be based on merits of each company.
2. Promoters/ founders whose companies are not registered at the time of application shall not be eligible to apply for seed loan until their companies are incorporated. Further, admission to BSFED shall not automatically entitle the companies to seed loan.
3. A company desirous of getting seed loan may submit an application for seed fund on admission in BSFED. Sanction of seed loan will be decided based on the eligibility criteria as decided by BSFED. It would be also subject to the terms stipulated under specific grant or scheme as the case may be.
4. Though seed loan may be sanctioned, disbursement shall be linked to the milestones. One of the criteria for approval of the seed loan will be to help the company reach a level of maturity in terms of product development or go-to-market stage.
5. Preference will be given to companies with strong commitment and contribution from their promoters. BSFED will have sole discretion to sanction or reject an application for seed loan and the decision of BSFED in this regard shall be final. It is not bound to give any reason in case an application for seed loan is rejected.

III. Independent Infrastructure Support

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

- Office space.
- Internet connection.

Apart from company specific infrastructure as stated above, It will provide certain facilities be shared by all incubatee which would include:

- Computers – As per availability on rental basis. Printer.
- Phone connection - Each company will pay the rentals and bills.
- Standard Furniture as decided by BSFED.
- One Accommodation to Director/Promoter depending upon the availability.

IV. Common Infrastructure Support

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

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

V. Infrastructure of the Partner Institution

Besides, BSFED will facilitate the incubatee to access departmental laboratories and other resources of BSFED or at its Partner Institute for their specific requirements. Access to Institutional resources is possible as per extant rules of the Institute, after observing necessary formalities and on payment of required fees. Usage of such resources should be with permission of the concerned department to avoid conflict with departmental activities and objectives.

The consideration payable for usage of departmental resources will generally be in the form of cash (payable by cheque or demand draft), though BSFED may recommend to the Institute for acceptance of consideration in the form of equity. However, decision as to whether to accept such consideration in form of equity will be solely rest with the Institute. Augmentation of resources in the department on account of such usage shall be the properties of the concerned department. Irrespective of requirements of departmental facilities for usage, all incubate companies will primarily locate at BSFED.

VI. Mentoring and Advisory Services

- Strategic Check-ups: The BSFED Head will meet the company CEOs at least once a month for strategy reviews and discussion of operational issues.
- An incubated company will have to take a faculty advisor as a mentor on technology issues.
- Specialized mentors will also be made available to the companies to assist with particular strategic areas or to provide project-oriented consultation. These arrangements may begin as a voluntarily with an option for both parties to graduate to a paid relationship.
- An incubated company may avail the consulting services by empanelled professionals.

VII. Mentoring Support Groups

- Techno - Legal Support ; Technology / R & D Support
- IT Support ; Co-working space Support
- Makers Space / Fab Lab Support ; Business Plan Support
- Market Research Support ; Company Formation Support
- Funds and Finance Support; Accounting and Taxation Support
- Design Support (Logo, Branding etc) ; Product Testing
- Stress Management Support ; Product Development Support

VIII. Other Services

Apart from infrastructure as stated above, BSFED intends to create possible other supports and services which would include but not limited to:

- Pool of mentors, experts in technology, legal, financial and related matters, with or without consideration,
- Organising events to help companies in networking and showcasing their technologies,
- Meetings with visitors of BSFED (such as alumni, farmers, SHGs, Venture Capitalists, industry professionals).
- It may associate with professionals for accounting, IP, legal and management expertise on a part-time basis.
- It will also build up information and knowledge pool to be useful generically for start-up companies.
- It will coordinate Skill Development, training programmes designed for start-up companies.

Incubatee companies can avail of the above support and services when offered by BSFED. Any direct services provided to an incubate would have to be paid for by the incubate to the service provider.

IX. Periodic assessment

•BSFED will evaluate the performance of incubatee companies periodically. Incubatee companies will submit information to BSFED on quarterly basis in a prescribed format. The companies may also be subject to an annual assessment by a committee comprising of external experts.

•A company which has taken seed loan will have to submit additional information as may be asked by BSFED. The un-disbursed portion of the seed loan will be adjusted subject to the performance of the company.

Incubate companies will have to submit their annual reports within a period of 7 days from the date of their approval. committee set up by BSFED will evaluate the performance of incubatees every 3 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 disbursement 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 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
- Exit options for BSFED
- Full scale business Graduation
- Post incubation Survival

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

Conflicts of interest and confidentiality of information

▪When a person plays two separate roles in two different positions and he/ she uses one position for his/ her personal benefit in the other role, a situation leading to conflict of interest arises. BSFED endeavours to draw a line between appropriate and inappropriate interactions among its board members, employees, mentors, consultants, affiliates, incubatee companies, their employees, persons connected to them or their promoters, employees and staff, various service providers and suppliers. Conflicts between private interests and official responsibilities of all stakeholders must be handled in a transparent manner, and BSFED considers the full voluntary disclosure as the best mechanism for managing conflicts of interest.

▪The policy is not exhaustive, and hence situations having potentials for conflicts of interest though not covered in the policy will nonetheless be subject to the policy. The policy makes all stakeholders related to BSFED, It and incubatee companies aware that no one should use his/ her position in one role for the personal gains in the other role, and when necessary, explicit permission of relevant stakeholder may be obtained. Appropriate judgement should be applied by all concerned parties while assessing the genuineness of conflicting interests.

▪This policy also deals with maintenance of confidentiality of proprietary information. A committee may be set up by BSFED to resolve any dispute over such situation causing conflicts of interests.

Policy for Commercializing Knowledge Services for faculties/employers under Bon Secours College for Women

Faculties are encouraged to come up with consultancy, knowledge commercializing proposals by providing training, courses, projects....etc.

Knowledge Services will be categorized as following:

- A. Services/ Consultancy that needs laboratory equipments, materials, infrastructure..etc
- B. B. Requires only laboratory setup and infrastructure
- C. Requires only knowledge and intellectual
 - i. The cost shall include percentage of infrastructure rent, laboratory resource rent
 - ii. Percentage valuation for knowledge
 - iii. Share for marketing, sales and promotion cost if to be done by external entity
 - iv. Revenue share for department/university
 - v. Profit /Surplus amount

The surplus amount/ profit can be shared in a percentage of 50-50 between College and the proposing entity.

Important Note:

- a) Such services/ consultancy cannot be sold to any admitted students under Bon Secours College for Women department
- b) If required Incubation Centre can support commercialization, promotion of such services through its own resources on chargeable basis.

Disclaimer

The incubatee company will understand and acknowledge that BSFED intends to provide supports and services to the Company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies developed in the Institute to commercialization by incubating and supporting new enterprises. It is understood that by agreeing to provide various supports and services, It does not undertake responsibility for:

- Ensuring success of an incubatee company, its products/ process/ services or marketability,
- Ensuring quality of support and services provided by BSFED and Its 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 BSFED/ its network. Incubatee companies will have to apply their judgements before getting in to a relationship with them.
- The incubatee companies agree that BSFED/ or their employees shall not be held liable for any reason because of the above.

References:

Incubation Procedure- IIT Kanpur <http://www.iitk.ac.in/siic/d/content/incubator-policies-procedures>
<https://www.oecd.org/innovation/policyplatform>
www.rtbj.in/index.php/incubation/incubation-process/

BSFED – Innovation & Incubation Centre

Details of area in BSC

S.No.	Name of the Room	No. of Rooms	Work Space Size in BSC (Sq.ft.)
1.	F Black (Incubation Centre)	03	2342.65
2.	Food technology Lab	01	207.95
3.	Microbiology Lab	01	204.94
4.	Main Auditorium	01	12948.23
5.	St. Joseph Auditorium	01	1277.57
6.	Seminar Hall II	01	1784.12
7.	Computer Science Lab	02	1142.48
8.	IoT Lab	01	1129.99
9.	Information technology Lab	02	1301.68
10.	Fashion illustration Lab	02	578.99
11.	Textile testing Lab	02	578.99
12.	Dyeing Lab	02	1216.59
13.	Biotechnology Lab	01	966.17
14.	Pattern making lab	01	1486.95
15.	Central Instrumentation Lab	01	754.23



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