

CENTRAL UNIVERSITY OF HARYANA INSTITUTE INNOVATION COUNCIL (IIC)



INCUBATION POLICY

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1. INTRODUCTION

Central University of Haryana (CUH) is committed to fostering a culture of innovation and entrepreneurship. The University plays a pivotal role in technology transfer and commercialization, ensuring that scientific innovations reach society in the form of viable products, processes, or services. To achieve this, CUH extends structured incubation support and handholding to startups, entrepreneurs, and firms. The incubation policy encompasses guidance in infrastructure, mentorship, financial linkages, business development, intellectual property management, and long-term sustainability.

Incubation refers to the process of nurturing innovative ideas, research outcomes, and entrepreneurial ventures within the university ecosystem by providing mentorship, technical and business support, infrastructure, and networking opportunities. It aims to transform academic innovations into viable enterprises, fostering a culture of innovation, entrepreneurship, and industry-academia collaboration.

Criteria for Project Incubation

A project shall be considered “in incubation” when it meets the following conditions:

1. Formal Admission:

- Approved by the *CII Screening/Selection Committee* based on merit, innovation potential, and feasibility.
- An *Incubation Agreement/MoU* is executed between the project team and CII.

2. Active Mentorship and Support:

- The project is under regular mentorship from internal or external experts.
- Progress is monitored through periodic reports or presentations.

3. Utilization of Resources:

- The project is availing available University’s facility, laboratory access, office space, or financial assistance.

4. Developmental Stage:

- The project is in the *proof-of-concept, prototype, or early validation* phase.
- Not yet commercialized or registered as an independent entity.

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A project shall be considered “**graduated**” from incubation when one or more of the following are achieved:

1. Successful development and validation of a working prototype or technology.
2. Registration of a startup/company based on the incubated project.
3. Securing of independent funding, investment, or industry partnership.
4. Attainment of market readiness or technology transfer agreement.

Upon graduation, the project shall be documented and listed in the *CII Project Database* as a “**Graduated Incubatee.**”

STARTUP

A Startup may also refer to a new venture promoted by students, faculty, researchers, or alumni with the objective of translating innovative ideas or research outcomes into commercially viable solutions, supported through institutional incubation mechanisms.

In alignment with the Department for Promotion of Industry and Internal Trade (DPIIT), Government of India, an entity shall be recognized as a Startup if it:

- Is incorporated as a **Private Limited Company, Registered Partnership Firm, or Limited Liability Partnership (LLP)** in India;
- Has been in existence for **not more than 10 years** from the date of incorporation;
- Has an **annual turnover not exceeding ₹100 crore** in any financial year since incorporation; and
- Is working towards innovation, development, or improvement of products, processes, or services, or has a scalable business model with high potential for employment or wealth creation.

Innovation Ecosystem

The Innovation Ecosystem of the University comprises the integrated network of people, policies, processes, and infrastructure that collectively foster creativity, research translation, entrepreneurship, and collaboration between academia, industry, and government. It includes the Centre for Innovation and Incubation, research laboratories, R&D cell, technology development cells, innovation clubs, faculty mentors, student innovators, and external partners, working together to promote innovation-led growth and societal development.

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2. Objectives

- I. To facilitate smooth transition of technologies from laboratory research to market-ready products and services incubated/developed at CUH.
- II. To provide incubation support to startups in the form of mentorship, infrastructure, funding assistance, and networking opportunities with industry and government bodies.
- III. To assist incubates in preparation of business plans, compliance with regulatory frameworks, and access to intellectual property support.
- IV. To support long-term sustainability of incubated startups and firms by enabling them to scale up operations and establish a competitive presence in the market.

3. Eligibility Criteria

- The applicant should be legally registered entities (One Person Pvt Ltd Company (OPC), Company, Private Limited, LLP, or Partnership). Alternatively, the incubatee have to register through section 8 Company of CUH.
- Preference will be given for ventures based on CUH-transferred technologies. External startups may also be considered subject to approval.
- The incubate must compliance with CUH incubation policies, IPR agreements, and regulations.

4. Handholding Support Mechanism

4.1 Pre-Incubation Support

- Technology Assessment: Feasibility, scalability, competitor analysis, and market validation.
- Business Model Development: Preparation of business plans, revenue models, and investor-ready pitch decks.
- IPR & Legal Support: Guidance on patent filing, licensing, and drafting of technology transfer agreements.

4.2 Incubation Support

- Infrastructure: Access to laboratories, co-working office spaces, meeting rooms, and prototyping facilities, subject to availability.
- Mentorship: Regular sessions with industry experts, faculty, and entrepreneurs for technical, financial, and business guidance. The incubate can request mentorship of a particular faculty or department

- **Funding Assistance:** Support in facilitating seed funding, investor connections, and applying for government schemes (DST, MSME, Startup India, etc.).
- **Training & Workshops:** Capacity building on product development, marketing, compliance, and scaling up operations.

4.3 Post-Incubation Support

- **Market Linkages:** Establishing linkages with industries, distributors, and potential customers.
- **Scale-Up Support:** Assistance for expansion of production capacity, process optimization, and wider market access.
- **Continued Mentorship:** Advisory support for maximum 4 years post-incubation to ensure long-term sustainability.

5. Facilities Offered

- Office space (cubicle/room) based on availability, along with access to CUH's laboratories, testing facilities, and specialized equipment on chargeable basis.
- Scientific, technical, commercial, and administrative guidance will be extended to incubatees.
- Incubatees may use the title "Incubatee of CUH" in permissible formats for official communication.
- Access to shared spaces like conference halls, auditoriums, and seminar rooms will be provided on a chargeable basis.

6. Terms & Conditions

- Incubation tenure will be two years, extendable by one year. Re-application will be treated as a fresh case.
- Facilities and services will be provided on a charge basis determined by CUH depending on project merits.
- Facilities will be offered on a non-exclusive basis, shared with other incubatees as required.
- CUH will provide technical, scientific, and business mentorship subject to availability. Applicable charges must be paid in advance.
- Incubatees are solely responsible for adhering to all safety standards related to handling of equipment, machinery, and human resources.
- CUH is indemnified against any claims, damages, or legal proceedings arising from the incubatee's activities.

- No hazardous materials may be brought without prior approval. Normal health and safety standards must be maintained.
- Incubate office space cannot serve as the registered office of the company, nor be sublet or used for unauthorized purposes.
- Incubatees must inform CUH of any changes in company name, ownership, board of directors, business plans, or legal status in advance and obtain concurrence.
- Any additions or modifications to the provided infrastructure must be approved in writing by CUH. Premises must be returned in original condition after tenure.
- CUH retains full authority to amend the rules/guidelines. Any disputes shall be referred to the competent authority, whose decision shall be final.

7. Intellectual Property Rights (IPR)

- Exchange of research materials will follow CUH's Standard Material Transfer Agreement/Guidelines.
- Confidential information must not be disclosed without prior written consent of the disclosing party, except where disclosure is legally required.
- Inventions made solely by one party belong to that party. Joint inventions belong jointly to CUH and the collaborating party.
- Confidential information does not include publicly known information, independently developed knowledge, or data disclosed by a lawful third party.
- The detailed terms and conditions along with outcome rights will be disclosed during agreement

8. Publications

- Research findings will be published with mutual consent of parties involved.
- Publications will acknowledge contributions of all parties. No unilateral filing of patent applications disclosing research results is permitted.

9. Financials

- Incubatees shall pay a mutually agreed monthly fee through demand draft or cheque.
- Non-payment beyond three months shall result in automatic termination of incubation support.

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- A refundable security deposit of ₹15,000/- must be deposited with CUH Registrar. This will cover unpaid dues or damages to infrastructure.
- Incubatees will be liable for any damages caused to CUH property, and the deposit may be withheld against such damages.

10. Roles & Responsibilities

10.1 CUH

- Provide laboratory, technical, commercial, and administrative support to incubatee based on availability and the merit of proposal.
- Facilitate networking opportunities with industry partners, investors, and government agencies based on availability and the merit of proposal.
- Monitor progress of incubatee through structured reviews twice a year or as mutually agreed upon.

10.2 Incubatee

- Submit periodic progress and financial reports to CUH.
- Comply fully with IPR and commercialization agreements.
- Actively participate in relevant training, workshops, and mentorship programs organized by CUH.

10.3 Role of Alumni in the Incubation Process

Alumni play a critical role in the incubation ecosystem of a University–CII Innovation Centre, bridging the gap between academic research and industry application. Their engagement strengthens entrepreneurship, fosters innovation, and supports the growth of startups.

Alumni serve as mentors, investors, collaborators, and advocates, playing a vital role in fostering a robust innovation ecosystem that transforms academic ideas into impactful enterprises. Their continued engagement strengthens the University–CII Innovation Centre's mission of promoting entrepreneurship and industry-academia collaboration

Key Roles of Alumni:

1. **Mentorship and Guidance:** Alumni provide strategic advice, industry insights, and mentorship to startups, assisting in business model refinement, product development, and market positioning.
2. **Industry Networking:** Leveraging their professional networks, alumni connect incubated ventures with potential clients, collaborators, and industry partners, facilitating meaningful industry linkages.

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3. **Funding and Investment Support:** Alumni contribute as angel investors or connect startups with venture capital and funding agencies, enhancing access to financial resources.
4. **Advocacy and Visibility:** Through their achievements, alumni enhance the Centre's visibility and credibility, attracting talent, partnerships, and industry engagement.
5. **Capacity Building:** Alumni participate in workshops, training programs, and knowledge-sharing sessions, supporting skill development in entrepreneurship, innovation management, and commercialization.
6. **Research and Technology Collaboration:** Alumni collaborate on R&D projects and technology transfer initiatives, enabling the commercialization of research outputs.

11. Monitoring & Evaluation

- Half yearly reviews will be conducted to assess progress, address challenges, and evaluate financial viability by designated committee.
- A structured feedback from incubatees will ensure continuous improvement of incubation services.
- Exit evaluation will be conducted to assess readiness for market sustainability.

12. Application & Selection Process

- **Submission:** Individuals and firms must submit incubation proposals in prescribed format.
- **Screening:** Proposals will be evaluated on innovation, technical feasibility, market potential, and team capability.
- **Onboarding:** Selected incubatees will sign incubation agreements before beginning incubation support.

13. Incubatee Handholding Performa

Incubator Details	
Incubator Name:	[Incubator's full name]
Program Name:	[Name of the specific incubation program]
Mentor(s) Name:	[Name(s) of assigned mentor(s)]
Holding Start Date:	[Date]
Expected Graduation Date:	[Date]

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Sumita

S. Singh

C. Singh

Incubatee details	
Startup/Company Name:	[Startup's registered name]
Promoters/Founders:	[Names of founders]
Contact Information:	[Phone number, email address]
Registered Office Address:	[Address]
Business Sector:	[e.g., HealthTech, AgriTech, FinTech, etc.]
Startup Stage:	[e.g., Ideation, Proof-of-Concept, Early-Revenue]

14. Workflow to be followed for Incubatees

Phase 1: Application and initial screening
<p>The process begins with the incubatee submitting a formal application to a chosen incubation center.</p> <ul style="list-style-type: none"> • Online application: Incubatee submit a detailed application (Executive Summary) • Business plan and documents: The application must include a comprehensive business plan, proof of incorporation, and memorandum of association. For newer ventures, a detailed proposal and founder details are required. • Executive summary review: An initial screening committee at the incubator evaluates the idea's technical and business feasibility based on the submitted executive summary. The evaluation focuses on market potential, novelty, and the team's strength by the designated committee.
Phase 2: Selection and admission
<p>After the initial screening, shortlisted applicants advance to the final evaluation stage.</p> <ul style="list-style-type: none"> • Pitch presentation: The incubatees present their business plan to an expert panel followed by a Q&A session. • Final evaluation: The committee assesses the idea based on predefined criteria, which include potential market impact, scalability, and financial viability. • Negotiation and agreement: If selected, the incubatee negotiates the terms of engagement with the incubator. This leads to the signing of an incubation agreement outlining rules, financial considerations (including potential equity), and intellectual property (IP) policies.
Phase 3: Incubation and support
<p>Once admitted, the incubatee begins the program, which can last from a few months to several years, depending on the incubator. This phase focuses on developing and validating the business concept.</p>

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- **Infrastructure access:** Incubatees receive access to physical or virtual workspaces, including offices, labs, and meeting rooms.
- **Mentorship and advisory:** Regular mentoring sessions are provided by industry experts, experienced entrepreneurs, and faculty advisors to refine the business and address operational issues.
- **Technical and business support:** Incubators offer services in various areas, such as legal, accounting, human resources, and intellectual property (IP) protection. This helps incubatees build a solid operational foundation.
- **Product and market validation:** Incubatees work on developing a minimum viable product (MVP), conducting market research, and testing their product with initial customers.
- **Networking and investor connects:** The incubator facilitates networking events, workshops, and opportunities to pitch to angel investors and venture capitalists.

Phase 4: Financial assistance

Securing funding is a key component of the incubation process, with government-backed schemes like SISFS playing a major role.

- **Seed funding:** Incubators may arrange grant through disbursing bodies depending on the merit of a proposal.
- **Milestone-based disbursement:** Funds could be released through disbursing agencies in milestone-based instalments, contingent on the incubatee's performance and achievement of agreed-upon goals.

15. Declaration/ Endorsement by Incubatee for his product

A product declaration or endorsement by an incubatee is a critical and legally binding component of the incubation agreement in India. It serves to protect both the intellectual property (IP) of the incubatee and the incubator by clearly defining ownership and responsibility for the product.

The specific terms are detailed in the Incubation Agreement signed between the incubator and the incubated company, often at the start of the program.

Key elements of the product declaration

1. Product ownership and origin

- **Originality of the product:** The incubatee declares that the core technology, product, or service being developed is original work and does not infringe on any third-party intellectual property.
- **Pre-incubation IP:** The incubatee is required to provide a clear record or a "declaration worksheet" of any pre-existing IP (patents, copyrights, software code, etc.) that the company brought into the incubation center. This creates a baseline for determining ownership of new IP developed during the incubation period.

2. Disclosure of IP developed during incubation

- **Use of incubator resources:** The incubatee must inform the incubator if they have used any of its infrastructure, hardware, software, or test facilities to develop the product or generate new IP.
- **Collaboration with faculty/mentors:** If the product's development involved collaborative work with incubator-affiliated faculty, students, or mentors, the incubatee must declare this. The agreement will specify how IP rights/ ownerships/ benefits are shared in such cases.
- **Reporting new IP:** The incubatee agrees to maintain and periodically update a record with the incubator detailing any new IP developed while under incubation.

3. Indemnity and disclaimer

- **Indemnification:** The incubatee agrees to indemnify the incubator against any claims, damages, or liabilities arising from the incubatee's product. This means the incubatee is responsible for any legal issues stemming from their business, including product defects or IP infringement.
- **Incubator's disclaimer:** The incubation agreement explicitly states that the incubator does not guarantee the success, marketability, or quality of the incubatee's product. By signing, the incubatee acknowledges that they cannot hold the incubator responsible for the product's performance.

4. Authorization and compliance

- **Statutory compliance:** The incubatee declares that they will comply with all relevant laws, statutory permissions, and regulations concerning their product or business. This includes obtaining certifications like FSSAI (for food products), relevant licenses, and other regulatory approvals.
- **Proper utilization of funds:** If the incubatee receives seed funding or grants, they declare that the funds will be used strictly for the purposes outlined in the approved business plan and for developing the product. A utilization certificate is often submitted to verify this.

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 A. J. ...
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****The declaration statement is:**

Product Declaration and Commitment

As the Incubatee of [Incubator Name], we declare and commit to the following regarding our product, [Product Name]:

- **Originality & IP:** All core technology and IP are our original work, and we possess the necessary rights.
- **No Infringement:** We confirm that our product does not and will not infringe on any third-party patents, copyrights, or other intellectual property rights.
- **Compliance:** We will comply with all relevant laws, regulations, and industry standards applicable to our product and business in India.
- **Liability:** We accept all legal and financial liability related to our product's development, marketing, and performance.
- **Indemnity:** We will indemnify the Incubator against any and all claims and costs arising from our product.

16. Legal Framework

16.1 Governing Law & Arbitration

The laws applicable in India shall govern this policy. Any disputes shall first be resolved amicably. If unresolved, disputes will be referred to arbitration under the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be binding, and the place of arbitration will be Mahendergarh.

16.2 Force Majeure

Neither CUH nor the incubatee shall be held responsible for non-fulfillment of obligations under this agreement if caused by events beyond their control, such as natural disasters, war, strikes, or government regulations.

16.3 Disclaimer

The incubator's role is to provide support, not to guarantee the success of the startup, thereby protecting the incubator from future claims.

**NOT WITHSTANDING WHAT IS CONTENDED IN THE POLICY, THE
DECISION OF THE VICE-CHANCELLOR IS FINAL**

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Annexure-1

Phase 1: On boarding and Goal Setting

This phase establishes a clear roadmap for the incubation journey.

- **Signed Incubation Agreement:** Confirmed and filed.
- **Initial Needs Assessment:** Identify key gaps in business model, technology, market, and team.
- **Define Key Objectives:** Set clear, measurable goals for the incubation period in the following areas:
 - **Product:** [e.g., Develop a functional prototype, launch a beta version]
 - **Market:** [e.g., Conduct market validation, acquire first 10 paying customers]
 - **Financials:** [e.g., Secure seed funding, achieve profitability]
 - **Team:** [e.g., Recruit a co-founder, hire a developer]
- **Establish Key Performance Indicators (KPIs):** Set targets for tracking progress toward the goals.
- **Mentorship Plan:** Assign specific mentors based on the startup's needs.

Phase 2: Monthly Handholding Checklist

This checklist is required for regular progress tracking and includes key activities to support the incubatee.

- **Month [X]**
- **Date:** [Date of meeting]
- **Meeting Agenda:** [Discuss progress, challenges, next steps]
- **Mentoring Session:**
 - **Mentor's Feedback:** [Key advice or guidance given]
 - **Incubatee's Takeaways:** [Actionable items from the session]
- **Progress Review:**
 - **Product Development:** [Update on prototype, feature development]
 - **Market Validation:** [Results of customer interviews, testing]
 - **Sales/Revenue:** [Update on customer acquisition, sales figures]
 - **Milestones Achieved:** [List goals accomplished this month]
 - **Challenges Faced:** [Document any roadblocks or issues]
- **Incubator Services Utilized:** [e.g., Lab access, office space, networking events, workshops]
- **Action Items for Next Month:**
 - **Founder:** [Specific tasks for the incubatee]
 - **Mentor:** [Support to be provided by the mentor]
 - **Incubator:** [Resources to be provided by the incubator]

Phase 3: Area Specific Support Tracking

This section details the specialized support provided by the incubator.

A. Business strategy and planning

Business Model Canvas: Reviewed and refined.

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- **Go-to-Market Strategy:** Developed and implemented.
- **Business Plan:** Finalized and investor-ready.

B. Financial management and funding

- **Financial Projections:** Developed and updated.
- **Investor Pitch Deck:** Created and refined.
- **Funding Guidance:** Support provided in securing grants or venture funding.
- **Financial Compliance:** Ensured all financial obligations are met.

C. Technology and product development

- **Prototyping:** Access provided to labs or resources.
- **Technology Advisory:** Connected with subject matter experts.
- **Product Testing:** Support provided for product and market validation.

D. Legal and compliance

- **Company Incorporation:** Verified legal status.
- **Intellectual Property (IP) Filing:** Support provided for patent or trademark filings.
- **Regulatory Compliance:** Guidance on navigating industry-specific regulations.

E. Team and human resources

- **Team Expansion:** Assistance provided in hiring key personnel.
- **Training and Workshops:** Attended sessions on [e.g., marketing, financial modeling].

Phase 4: Quarterly Performance Review

A more in-depth review of the incubatee's progress every three months.

- **Date of Review:** [Date]
- **Performance Against KPIs:** [Analyze progress against initial targets]
- **Strategic Adjustments:** [Document any changes to the original plan]
- **Overall Assessment:** [Mentor's overall assessment of the startup's performance and trajectory]
- **Support Plan for Next Quarter:** [Adjustments to the handholding strategy]

Phase 5: Graduation and Exit Strategy

This final phase prepares the startup for its post-incubation life.

- **Graduation Readiness Assessment:** Evaluate if the startup has met all graduation criteria.
- **Exit Plan:** Discuss post-incubation support and expectations.
- **Incubation Period Feedback:** Collect feedback from the incubatee on their experience.
- **Incubation Status:** [Graduated/Exited/Extended]

Annexure-2

CENTRAL UNIVERSITY OF HARYANA (CUH)

APPLICATION FORM FOR INCUBATION SUPPORT

1. Basic Information

Name of the Applicant / Founder: _____

Designation: _____

Name of Startup / Firm: _____

Legal Status (Private Ltd / LLP / Partnership / Proprietorship):

Date of Registration: _____

Registration / CIN Number: _____

Registered Office Address: _____

Correspondence Address: _____

Email ID: _____

Mobile Number: _____

Website (if any): _____

2. Team Details

Provide details of all team members involved in the project:

Name	Designation	Qualification	Experience	Role in Project

3. Details of Technology / Innovation

Title / Name of Technology / Product: _____

Origin of Technology (Developed at CUH / Transferred from CUH / External Source):

Brief Description of Technology / Product:

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A. J.
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Stage of Development (Idea / Prototype / Pilot / Commercial):

Potential Customers / Target Segment:

4. Intellectual Property Status

Patent / Copyright / Trademark Filed: Yes No

Details of IPR (Application No., Date, Country, etc.): _____

Ownership (Applicant / CUH / Joint / Other): _____

Type of Technology Transfer (if from CUH): Exclusive or non-exclusive

5. Business Plan Summary

Estimated Market Size and Potential: _____

Key Milestones (next 2 years): _____

Current Funding Status (Self / Angel / Govt / VC):

6. Support Required from CUH

Type of Support	Details / Requirements
Infrastructure (office, lab space, equipment)	
Technical Mentorship	
Business / Financial Mentorship	
Training & Workshops	
Others (specify)	

7. Declaration by Applicant

I hereby declare that all information provided above is true to the best of my knowledge. I agree to abide by the rules, regulations, and policies of the Central University of Haryana (CUH) regarding incubation support and technology commercialization. I understand that any false information or breach of policy may result in cancellation of my incubation agreement.

Signature of Applicant: _____

Name: _____

Designation: _____

Date: _____

Bunika

Suman

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B. Jindal

John

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Place: _____

8. For Office Use Only (To be filled by CUH Incubation Cell)

Date of Receipt of Application	
Screening Committee Review Date	
Recommendation (Approved / Not Approved / Pending)	
Type of Incubation (Physical / Virtual)	
Duration Approved	
Remarks / Conditions (if any)	
Signature of Director CII	




