

VENKATESHWARA OPEN UNIVERSITY

Lekhi Village, Naharlagun, Papum Pare Distt., Arunachal Pradesh

INCUBATION CELL

1. Introduction

This SOP outlines the structure, roles, and operating procedures of the Incubation Centre established to foster innovation and entrepreneurship among students, faculty, and the broader community.

2. Objectives

- To nurture and support innovative ideas and early-stage startups.
- To promote a culture of entrepreneurship within the institution.
- To provide necessary resources, mentorship, and infrastructure to incubatees.

3. Governance Structure

- **Incubation Centre Advisory Committee (ICAC):** Comprising senior faculty, industry experts, and stakeholders.
- **Centre Head / Coordinator:** Responsible for day-to-day operations.
- **Mentorship Panel:** Domain experts to guide incubatees.

4. Eligibility Criteria

- Students, alumni, faculty, and external innovators/startups.
- Individuals/teams with a viable idea or prototype aligned with innovation or entrepreneurship.
- Startups in the pre-seed, seed, or early growth stage.

5. Application Process

1. **Call for Applications:** Announced quarterly/biannually via the university website or notice boards.
2. **Submission of Proposal:** Through a structured application form including business model, market analysis, and team profile.
3. **Initial Screening:** By Incubation Centre team.
4. **Pitch Presentation:** Shortlisted candidates present before the Evaluation Committee.
5. **Selection:** Based on innovation potential, feasibility, team strength, and social/economic impact.

6. Onboarding of Incubatees

- Signing of **Incubation Agreement** and **Non-Disclosure Agreement (NDA)**.
- Allocation of workspace, internet, lab access, and other required facilities.
- Assignment of mentors from the panel.

7. Facilities Provided

- Physical workspace and infrastructure
- Mentoring and technical guidance
- Networking opportunities with industry and investors
- Access to labs and libraries
- Workshops and capacity-building programs
- Legal and IPR assistance
- Support for funding and grant applications

8. Duration of Incubation

- Typically 12–24 months, extendable based on performance review and committee approval.

9. Performance Monitoring

- Quarterly review meetings with the mentorship panel.
- Submission of progress reports by incubatees.
- Periodic evaluation on key performance indicators (KPI): product development, customer acquisition, funding raised, etc.

10. Exit Policy

- Graduation upon achieving defined milestones.
- Voluntary exit by incubatee with prior notice.
- Termination due to non-performance or violation of Incubation Centre policies.

11. Intellectual Property Rights (IPR)

- IPR generated during incubation may be co-owned based on institutional policy.
- IPR agreements to be signed prior to commercial exploitation.

12. Code of Conduct

- Professional and ethical behaviour is mandatory.
- Confidentiality of shared information must be maintained.
- Proper utilization of resources is expected.

13. Reporting & Documentation

- All activities, approvals, reviews, and changes must be documented.
- Annual report to be submitted to the university's higher authorities or IQAC (if applicable).