




**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**  
**STANDARD OPERATING PROCEDURE FOR  
Business Incubation Centre**

<b>No.</b>	AIKTC/SOP/BIC/01
<b>Rev.</b>	00
<b>Date</b>	25/04/2023
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1. **PURPOSE:** To create and distribute physical space and guidance to support business services, mentoring and educational programmes for startups.
2. **SCOPE:** All the Students, Alumni , Staff ,Faculty members of AIKTC and Outsiders.
3. **RESPONSIBILITY:** All Deans, Heads and BIC Team.
4. **DEFINITION:** Incubation provides mentorship and funding support to startups.
5. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, BIC-Business Incubation Centre , KIC - Kalsekar Incubation Centre
6. **PROCEDURE**
  - 6.1. **Stage 1**
    - 6.1.1. Promotional Sessions for Startup Culture in Institute
    - 6.1.2. Startup Bootcamp Events to educate them to Ideate, Formation ,Funding etc.
    - 6.1.3. Award and Competitions for best startup ideas.
  - 6.2. **Stage 2**
    - 6.2.1. Head of Incubation will be the **Single Point of Contact** for all activities done in the incubation centre.
    - 6.2.2. All the Students,Alumni,Staff and Faculties of AIKTC can start any number of startups.Outsiders cannot start new startup alone (Need at least one partner from AIKTC mandatory)
    - 6.2.3. First **SIX months** is free to use space for any startup and will be free till other notice.
    - 6.2.4. An external company or outsider using the premises of Incubation has to provide the cost per seating **as per Management Approval.**
    - 6.2.5. Renewal of contract after **Two Years** is mandatory for every incubate.
    - 6.2.6. Startup Team will ensure Twelve (12) hours a week working
    - 6.2.7. Every startup need to Attend Weekly Meet
    - 6.2.8. Startup are mandatory to Attend Events held by Incubation centre
    - 6.2.9. Two minutes **Introductory video** for each startup is mandatory
    - 6.2.10. **Startup Profile** is mandatory for each startup
    - 6.2.11. Every Startup needs to maintain the **Inventory.**
    - 6.2.12. Registered companies have to submit every quarter Accounts to incubation centre
    - 6.2.13. Every Startup needs to create a **Pitch Deck.**
    - 6.2.14. At least one member from Aiktc students or faculty or alumni in every startup is mandatory.
    - 6.2.15. The Committee has to meet every month with a proper minute of meeting and all members are compulsory to attend the same.
    - 6.2.16. Should follow norms of **AICTE, NBA and NAAC**
    - 6.2.17. Should submit an Annual Report.

  
Center Controller

1 of 2



  
Director





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**7. TARGET**

- 7.1. At Least Seven Startups every year.
- 7.2. At Least Fifty Lakh (50 Lacs) funding or Revenue on Incubation Centre every year.

**8. REFERENCES:**

- 8.1. Centre for Entrepreneurship MIT
- 8.2. Incubation Policy

**9. RECORDS**

- 9.1. Startup Profiles
- 9.2. Startup Pitch Decks
- 9.3. Startup Meeting Register
- 9.4. Budget
- 9.5. Funding Raised
- 9.6. Revenue Generated
- 9.7. Committee

**Center Controller**

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**Director**