

Proforma of Host Institutions/Business Incubator for Submission of Project Proposals

I. Executive Summary

Please provide the following in brief (not exceeding two pages):

- Objectives of the Business Incubator
- Thrust Areas
- Activities envisaged

II. Institutional Information

- 1) Name of the institution with contact person and address
- 2) Year of establishment
- 3) Name of Head of Institution with address for correspondence
- 4) Mentor/Guides for the proposed Business Incubatees (BI) (Details of his/her academic accomplishments, publications, area of Specialization and experience in guiding BIs to be given).
- 5) Mention institutional affiliation to any university or national organization.
- 6) Number of academic (industrial) departments / faculties
- 7) Total number of teaching and research faculty
- 8) Number of faculty with PhD qualification
- 9) Number of faculty with background / interest in entrepreneurship
- 10) Industrial R & D / consultancy undertaken, if any, in the previous three years

Year	Number of assignments		Present status (Completed or not)
	Design	Testing	Others

- 11) Number of entrepreneurship development activities, if any, undertaken in the past three years

Year	Courses	Workshops/Seminars/ conferences	Student Competitions organized	Entrepreneur lectures

III. Previous Experience in Business Incubation:

- a) List products or technologies developed / modified, and whether they have been commercialized.
- b) Status of commercialization of new technology.
- c) IPRs obtained, if any.

IV. Infrastructure Availability:

- a) Availability of equipments

Name of Equipment	Age and condition of equipment	Availability (full time or not)

- b) How much built up area (in sq. ft.) will be available for BI?
- c) Linkage with industries and venture finance.

V. Enclosure:

Enclose the following Certificate from the Head of the Institution to ensure the following:

- Commitment from the host institute for their agreed contribution for the BI for providing items like furnished building, furniture, utilities, office equipments etc.
- Responsibility for proper implementation and smooth functioning of the BI.

Date and Place:
with seal

Signature of Head of Institution