



University of Kalyani
কল্যাণী বিশ্ববিদ্যালয়



Operational Guidelines & Manual
Kalyani University Incubation Centre

University of Kalyani, Kalyani, District – Nadia, West Bengal - 741235

**Institution's
Innovation
Council**

University of Kalyani

2025



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Operational Guidelines and Manual *of* **Kalyani University Incubation Centre** *under the* **Institution's Innovation Council**

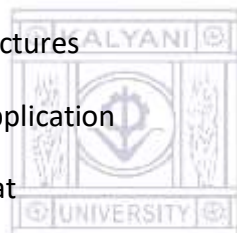


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ABBREVIATIONS

KU	University of Kalyani/ Kalyani University
KUIC	Kalyani University Incubation Centre
GoWB	Government of West Bengal
DSTBT	Department of Science & Technology and Biotechnology
Hol	Head of the Institution (Registrar)
EMD	Earnest Money Deposit
SD	Security Deposit
IPR	Intellectual Property Rights
LoA	Letter of Acceptance
CIF	Central Instrumentation Facility
SOP	Standard Operation Procedure
DSIR	Department of Scientific and Industrial Research
PAN	Permanent Account Number
TAN	Tax Deduction Account Number
GST	Goods and Services Tax
DG	Distributed Generation
CCTV	Closed-Circuit Television
AC	Air Conditioner



GLOSSARY OF SELECTED TERMS

- Incubator** An incubator is an organization or program that helps new and early-stage businesses to grow by providing services such as: Office space, Mentoring, Access to funding, Business development resources, Networking opportunities, etc.
- Incubatee** An incubatee refers to a person, startup, or business that is currently receiving support from an incubator.
- Co-working Space** A co-working space is a shared work environment where individuals from different companies, startups, or freelance backgrounds work independently or collaboratively.
- Security Deposit (SD)** This is a refundable sum of money (subject to fulfilling other requirements) paid by the incubated startup (incubatee) to the incubator at the time of onboarding or signing the incubation agreement as a form of financial protection against potential loss or damage. It acts as a guarantee that the terms of an agreement will be fulfilled.
- Earnest Money Deposit (EMD)** This is a refundable deposit (subject to fulfilling other requirements) to be paid by a startup (incubatee) to the incubator when applying for incubation or participating in a selection process.

EXECUTIVE SUMMARY

Overview

The present times demand and promote an urgency for fostering a culture of innovation that goes beyond the business-as-usual tradition, especially for the young minds. This is an era that requires more entrepreneurs than employees for ensuring sustained National growth. Incubation Centres, as part of such initiatives, are being established to create a conducive space for young minds and probable new-age entrepreneurs to help and support the transformation of their innovative ideas into operable business propositions.

Mission

The Kalyani University Incubation Centre (KUIC) has been planned and designed for providing an ecosystem of innovative thinking for students of different faculties and promote and encourage the choice of venturing into entrepreneurship development in their young minds. The mission of the centre will be to encourage and nourish innovations starting from idea generation through start-up development and facilitate a platform for budding entrepreneurs to start business ventures with minimal risks. The KUIC will offer its infrastructure not only for the KU fraternity but also for innovators from external domains and strive to promote grassroot innovators as well.



Objective

- To create a thinking platform and an environment and infrastructure conducive to innovative idea generation for entrepreneurship development.
- To encourage new and existing start-ups based on boundary-breaking and boundary-pushing approaches.
- To provide mentorship for start-ups in the arena of science and technology, scaling-up, commerce, economics, marketing and legal especially IPR issues.
- To bring together academics, industry and finance institutions in frequent brainstorming and knowledge dissemination sessions and workshops.

Support

The KUIC shall be a fully equipped unit offering support to entrepreneurship in terms of infrastructure, provisions of start-up grants *via* liaison with government institutions, banks and angel investors, different levels of industry tie-ups, single-window IPR enforcements, and all types of technical, technological, industrial, marketing, and legal help to the budding entrepreneurs. The infrastructure provisions will include equipped laboratories, and classrooms along with discussion platforms. The Centre shall continuously strive to promote entrepreneurship and self employment.

The purpose of this manual is to describe the facilities of KUIC, rates, application procedures, agreements and starting operation in KUIC, rent and service charge, exit formalities, role of the HoI etc.

Objectives of the Manual:

- Describing the overall facilities in KUIC
- Documenting the application process in KUIC
- Roles and responsibilities of the management team of KUIC for billing, collection from KUIC incubatees and dispute redressal
- General terms and conditions of space booking
- Outlining maintenance requirements of KUIC
- Roles and responsibilities of the HoI of KUIC
- Responsibilities of KUIC incubatees

Major amenities in the KUIC:

- Uninterrupted lab operations (as per University Practices)
- 24 x 7 gated security and CCTV surveillance
- Uninterrupted access to the incubation facility (as per University Practices)
- 100% power backup (DG support)
- Drinking water supply
- Fire extinguishing system



BASIC INCUBATION FACILITIES AT KUIC

The following facilities are presently available in the KUIC:

1. Incubation space available:
Number of Built-in Laboratory Spaces: ~ 100 sq. ft. – 4 nos.
Number of Co-Working Workbench Incubation Spaces: 12 nos.
2. Open floor (for self-set-up): 1 Floor
3. Central Instrumentation cum Analytical Testing Facility
4. Business support facilities
5. Consultancy cum IPR Cell
6. Conference Hall

The details about these facilities are given below:

Built-in Laboratory Spaces: This facility refers to the individual laboratory modules equipped with air conditioning provision along with water and power connection and drainage systems as per the requirement of the incubatee. These will primarily consist of basic structures with tile flooring, wall putty and without modular furniture, false ceiling, wiring, light fitting, painting etc. which may be made to the specialized laboratories as per the requirements and plan/drawings of the incubatee on a payment basis (if feasible). Laboratory spaces will be offered to the incubatees on monthly rent, as specified later.

Workbench Incubation Spaces: These are the co-working spaces for nurturing entrepreneurship ideas towards responsible innovation/startups. Approximately a 100 sq.ft. space with a workbench would be offered to budding entrepreneurs by paying the hourly membership fee. The space will be allotted on a first come-first served basis.

The rate for Workbench Incubation Space is charged on a per-seat basis including AC modular facility, seating arrangement and electricity charges. Service charges have to be paid extra. A prospective entrepreneur should book Workbench Space (by providing the necessary document), as per the payment terms as mentioned in the General Terms and Conditions. For renewal of booking, prior intimation is to be given for further necessary action. For additional hour(s) of booking beyond 12 hours, the same has to be notified to the authority for extension of hour(s). The payment for the same has to be made accordingly.

Open floor (for self-set-up): These are the bare unfurnished floors only with tile flooring, wall putty and without modular furniture, false ceiling, wiring, light fitting, painting, water and electrical connections etc. The facilities need to be set up and furnished by the incubatees themselves, upon prior approvals of the plan and drawings by the KUIC authority. Otherwise, KUIC authority may also arrange to get the module ready for the Incubatee on payment by the incubatees. However, partitions will be earmarked on the open floors by the KUIC authority, if more than one Incubatee be allotted to that floor. This is to be noted that during departure the bare module will have to be returned to the authority only removing the movable items from the allotted space. The incubatees have to compensate for any damage made to that allotted module before departure.

Central Instrumentation cum Analytical Testing Facility: An equipped central instrumentation facility is there at the KUIC to provide reliable services to the clients of the KUIC as well as for catering to the demand of the analytical testing services of the incubatees. The equipment of this facility will be used to provide services to the incubatees for carrying out their R&D activities. Equipment specialists will provide the necessary services to the incubatees on the basis of prior booking (on a first come - first served basis) and payment (as per University prescribed rates). Instruments will also be available to the scientists and researchers from the colleges and universities as per availability.

Presently the following sets of equipment are available in the Central Instrumentation Facility (S N Innovation Centre):

1. **Confocal Microscope (ZEISS LSM 800)**
2. **Automated DNA Sequencer (Applied Biosystems 3500 Genetic Analyzer)**
3. **Inverted fluorescence Microscope (Axio Vert A1- FL-LED, Carl Zeiss)**
4. **CO₂ Incubator (Cell Expert C170, Eppendorf)**
5. **-86°C freezer (CryoCube, Eppendorf)**
6. **Refrigerated Centrifuge (5702 centrifuge, Eppendorf)**
7. **Spectrofluorometer (F-7100, Hitachi)**
8. **Multimode plate reader (Varioskan Lux, Thermo fisher)**
9. **Powder X Ray Diffractometer (Bruker D8 Advance)**
10. **Scanning Electron Microscope (ZEISS EVO LS10)**
11. **NGS: Ion Gene Studio S5 System (Thermo Fisher)**
12. **BioRad EZ Gel Documentation System**

Along with other minor and standard instruments.

New instruments may continue to be procured based on the demands from the incubatees after getting approval of the authority.

Business support facilities: To assist the incubatees, business support facilities will be there in the KUIC to provide the latest biotech information and guidance on regulatory requirements, statutory requirements, market potential, etc. to the clients. University of Kalyani already has an Intellectual Property Rights Cell supported by the Department of Science and Technology, Govt. of West Bengal and KAPILA Scheme, Government of India. This Cell will also conduct IP analysis, technology evaluation and valuation and facilitate technology transfer for clients (on a payment basis).

Conference Hall: KUIC with approval from its authority shall give access to its incubatees to the different Conference Halls in the University as per their requirements. The conference Halls are suitable for events such as business conference calls and meetings, equipped with (i) Projector, (ii) WiFi/Internet facility, (iii) Comfortable chairs, (iv) Audio or video conferencing equipment (optional), (v) White Board, (vi) AC. Conference Hall will be available to the incubatees on prior booking and payments on a first-come-first served basis.

PAYMENT TERMS

Rental rates: Rents of the incubation spaces are based on the floor area of the space occupied by the incubatees exclusively for their own use.

Security Deposit (SD): A security deposit equivalent to one month's rent is to be deposited during the space booking after the proposal is accepted and the Provisional Allotment Letter is issued. SD amount will be refunded after surrendering the vacant modules to the satisfaction of the University. The SD amount will be adjusted with the outstanding rentals and other charges, if any, and the cost of damages, if any, during the process of surrendering the space.

Earnest Money Deposit (EMD): Advance rent of one month is to be deposited as the EMD during the space booking after the proposal is accepted and Provisional Allotment Letter is issued. EMD is to be adjusted with last month's rent without any interest. If there is any uncovered amount of damage or any other kind of loss, after adjusting security deposit, such amount will be recovered out of EMD. In a case where cost of damage exceeds SD and EMD, the balance amount shall be billed and to be paid by the incubatee.

Power charges: Bills will be raised against the electricity consumption (including through DG set) by the individual incubatees, as per calculations made by the University.

Property tax / other taxes: Any taxes mandatorily paid to the Govt. authorities, in actual, either directly to the local authorities or in case, the same is paid by the KU, necessary reimbursement has to be made by the incubatees on demand. The common taxes will be proportionately claimed from the incubatees based on the floor areas occupied.

Service charges: Service charges/ common area maintenance charges will have to be paid by the incubatees proportionately, based on the floor area occupied for the purpose of common area maintenance.

Water charges: The billing on water charges, if any, will also be paid by the incubatees.

Billing and Payment methods: All the bills/invoices will be produced to the incubatees in hard copies by the KUIC. All the formalities related to payments must be completed within 7 days after the respective bills are placed by the KUIC. Any delayed payment will attract a levy of penal interest @ 2% per month on monthly dues. Any requisition for space for less than a month shall have to be made on a prior payment basis after approval of KUIC. GST, if any, will be levied as applicable on the bill amount.

ALLOTMENT OF SPACE

Filled-in Application Form, complete in every aspect (Signed & scanned), will have to be submitted *via* online application mode, in the prescribed format as uploaded in the University website. Incomplete Application will summarily be rejected. Applications received through email / hard copy will not be considered.

The allotment of Built-up space is made on a fixed price and will be allotted on the merit, societal benefit and business prospect of the application.

It is to be noted that, companies working in any fields of Biotechnology, Life Sciences, Software Development, E-commerce, and Digital Marketing, etc. will be eligible to apply for office space in the KUIC. The limited space is to be provided to the start-up grantees and companies as per the stipulation. The space is to be allotted to the selected incubatee after screening of application along with supporting documents by the competent authority and subsequent approval of the competent authority.

The allotment will be given on a monthly rental basis primarily for 11 months that may be extended to a total of 3 years. In some special cases the rental agreement may be executed up to a maximum period of 5 years. Further renewal of the allotments is considered at the discretion of the KUIC.

The allotment process is as follows:

1. The availability of the space in KUIC as reflected in the University website.
2. The application and the documents will be reviewed by the KUIC, based on the merit, societal benefit and business prospect of the Application. The competent authority (HoI) will approve the allotment proposal on recommendation of expert committee.
3. Depending on the availability of the incubation modules the applied space will be allotted.
4. After getting the approval from the competent authority, a 'Provisional Allotment Letter' will be issued to the applicant.
5. Then the applicant needs to submit the EMD (one month's advance rent) and SD amount (one month's rent) along with the 'Letter of Acceptance' (LoA) and requisite papers for execution of the Rental Agreement (specified below).
6. A 'Rent Agreement' will be executed between the applicant and the KUIC, following which the 'Final Allotment Letter' will be issued in favour of the incubatee for the respective module. The entire process after issuance of the 'Provisional Allotment Letter' to the disbursement of the 'Final Allotment Letter' should be completed within 30 calendar days.
7. **EMD calculation method** – Floor area X (Rental rate + Service Charges) (excluding GST, if applicable). EMD is adjustable as per terms and conditions.
8. **SD calculation method** – Floor area X Rental rate (excluding Service Charge and GST, if applicable). SD is refundable as per the Terms & Conditions.
9. The Applicant should be ready with the Engineering Drawings/Plan for the allotted modules, which is to be submitted on request at any time (only for the applicants availing Open Floors or only if the module requires customization).

Execution of Rental/ Leave & License Agreement:

1. After the Provisional Allotment Letter is issued, the Rental/Leave & License Agreement is to be executed between the KUIC and the Incubatee.
2. For Agreement execution: (i) 2 nos. non-judicial stamp paper, (ii) 2 copies Photograph of the Proprietor/ Partner/ Head of the Organisation and (iii) 30 nos. executive Bond paper to be submitted to the KUIC for agreement execution.
3. On receipt of the non-judicial stamp papers and legal dummy papers, Rent/Leave & License Agreement is executed with the Incubatee.
4. The agreement is accordingly drafted, printed in a pre-defined format duly vetted by the Legal Cell of KU, and sent to the respective incubatees for their signing process. After the prospective Incubatee-signing is completed, the same is sent to the KU management for final execution.
5. One copy of the agreement will be handed over to the incubate and another copy will be retained by KUIC.

Handing Over of Allotted Space:

1. After the agreement is done, the plan and engineering drawings of the lab/module need to be submitted by the incubatee within 10 days, in case, the open floor is allotted, and/or the module is to be customised by the KUIC management/authority. Bare or unfurnished modules will be handed over to the incubatees for getting the space ready at their own discretion, subject to prior approval of the plan and engineering drawings by the University Engineer.
2. The incubatees will have a time span of 3 months to ready their lab, failing to which the application may be terminated and the agreement may be cancelled.
3. After getting the lab ready, a Handover Statement will be signed by both the incubate and KUIC Authority.
4. The inventory of the equipment/furniture/electrical fixtures, if any as fitted and the room status etc. will be signed jointly and a copy will be handed over to the incubatee.
5. Initial electricity meter reading of meter of all the respective modules will jointly be recorded and will be signed. A copy of the same will be handed over to incubatee.
6. In case, the incubatee do not take over the possession within 30 days without any information/ prayer, the EMD and SD will be liable to be forfeited. In case, the incubatee cannot take over the possession within the specified time for any medical reason or any unforeseen reason, special time may be allowed upon their request, if deemed reasonable by the Hol.

Fit-out Time:

Rent free fit out time will be given for the following facilities:

- Ready modules and Unfurnished modules/bare spaces – 15 days from the date of possession.
- Co-Working space – No fit-out time.

Cancellation of the application for the modules (for all types of facilities including co-working and commercial):

The applicant may cancel their applied module at any time, before taking possession, through proper official communication (through hard copy and/or e-mail). The EMD amount shall be forfeited in that case. However, the SD amount will be refunded, following the Terms & Conditions given below:

Renewal of the Rental/ Leave & License Agreement:

1. If the incubation contract and agreement are to be extended, incubatees should initiate the process of renewal submitting a Renewal Request to the KU authority before 2 months of expiry of the existing contract.
2. Renewal Request should be supported by proper justification and achievements of the previous term.
3. For renewal, the same process (as mentioned above) will be followed for, (i) Approval of Renewal Request, (ii) Execution of Rental/ Leave & License Agreement and (iii) Payments of EMD, (iv) No SD is to be paid again; already paid SD will continue till the termination of the final contract/tenure/agreement.

Module Surrender Proposal:

1. The incubatees may surrender their occupied modules with a prior intimation of 20 days (notice period).
2. A Surrender Proposal will have to be submitted by the incubatee to the KUIC.
3. All the due payments, applicable as mentioned before, must be cleared by the said Notice Period along with the next and final month's payments in advance; otherwise, it will be adjusted with the SD.
4. The Rent/Leave & License Agreement will be terminated after the 20-day Notice Period is over as soon as the Surrender Proposal is accepted by the authority within the notice period.
5. If the possession of the said module is not handed over to KUIC by the incubatee on or before the completion of the specified notice period, the rental and other bill will be continued.
6. A signed inventory document, made during the handing over of the module (for equipment/furniture/electrical fixtures, if any as fitted and the room status etc.), will be checked jointly at the time of departure, for any damage that occurred in the module or any missing items, noted earlier.

Eviction of the incubatee: Eviction of the incubatee by the KUIC will be carried out on recommendation of KU authority for violation of any of the terms of the agreement. Legal advice may be sought if considered necessary by the KU authority.

Procedure for materials/goods to be taken out: A written application along with a list of items must be made to KUIC before taking back the materials/goods from the module. After getting approval from the HoI the materials/goods can be taken back from the module as per the checklist of items submitted along with the application on any official working day during office hours. Only movable items are to be taken out without damaging the module.

RESPONSIBILITIES OF THE INCUBATEES

1. All incubatees must be registered startup grantees with the Government of India/ Government of West Bengal or any other state of India and must abide by the rules and regulations and terms of the agreement and the Standard Operation Procedure (SOP).
2. The incubatees must ensure that they are not doing any unauthorized activities inside the premises and modules of KU, apart from the incubation activities proposed in the application.
3. Incubatees will use the premises for their stated business purposes only; will not conduct any other business in or from their allotted modules; will obey all laws, ordinances, and health regulations; and will do nothing that may jeopardize the reputation of the University and/or the condition of the building.
4. No incubatee shall have permission to sublet their allotted module, common instruments in the KU to any other agency for any purpose.
5. Any illegal activity detected inside the KUIC or KU premises needs to be reported to the authority immediately.
6. Incubatees shall be responsible for adhering to the requirements of the Information Technology Act of 2000 and its subsequent Amendments, Digital Personal Data Protection Act (DPDP Act) of 2023, Cyber Security Act, 2023 and other related Acts and Regulations.
7. Incubatees will not do anything or keep anything in or around the premises that in any way will increase the risk of fire or obstruct any common passage/ space or that may conflict with fire or insurance regulations/ guidelines.
8. Tobacco and alcohol consumption is strictly prohibited.
9. The hand-over of modules and exit formalities, as specified, must be followed by each incubatee.
10. Incubatees must help in maintaining the professional environment in the KUIC.
11. In case of any issue faced by the incubatee, it is primarily to be informed to the Coordinator, KUIC.
12. Closing/ suspension or resumption of the business process must be informed to the Coordinator, KUIC well in advance.
13. Incubatees shall respect the rights of all other incubatees/occupants of the building/ university campus to maintain peace and will not disturb any of them unreasonably with noise and odour, or in any other way.
14. All abusive, disorderly, violent, or harassing conduct by an incubatee, including but not limited to abusive and/or foul language, sexually explicit comments towards others is prohibited and any such act shall be a ground for immediate termination of the right to occupy the incubation space. Likewise, vandalism of any kind by an incubatee on or to university property is prohibited.
15. Incubatees shall be responsible for the behaviour of all their employees, interns, guests, visitors, and invitees within the KU campus.

16. Incubatees will not obstruct entrances, public areas, hallways or other corridors, stairs, exits, elevators, lobbies, driveways, parking areas, walks, or fire escapes.
17. Incubatees will not drill holes or fasten any article on any part of the premises, or damage or deface the same. Nothing, including clothes, towels, pictures, or any other item, shall be hung from ceilings, pipes, sprinklers, or any fixtures of the premises.
18. Incubatees will keep/store any personal property only within their allotted module/space.
19. Maintenance requests shall be submitted in writing to the KUIC.

Conflict Resolution (Levels of Grievance Redressal):

Level 1: Coordinator of KUIC

Level 2: Arbitration / HoI of KU

Grievances may be reported in writing or through email primarily to the Coordinator, KUIC who will resolve the issue(s). If the matter is not resolved at the Coordinator, KUIC, Level 2 may be informed to resolve the issue.



GENERAL TERMS & CONDITIONS FOR THE INCUBATEES

1. Initially, the KUIC will enter into a general agreement with the incubatee for a period of 11 months. The general agreement may be extended up to 3 years after expiry of the initial period as stated, provided the KUIC is satisfied with the performance of the incubatees.
2. The incubatees will have to submit to the KUIC, the copies of their (i) Trade Licence and/or Company Registration Certificate (if registered), (ii) Company PAN, (iii) PAN of the Proprietor/Partners/Director(s), (iv) GST Registration Certificate (if available), (v) Memorandum & Articles of Association (for company applicant)/Partnership deed (for partnership firm), (vi) Active bank account details along with a cancelled cheque, (vi) Start-up Grant Sanction Certificate. Any change or renewal made to such documents is to be informed to the KUIC immediately along with the latest copy of the same.
3. The rent payable by the incubatees will be decided by the KUIC as per KU norms, rates and policies. The rent may be increased from time to time as and when decided by the Hol, KU.
4. The incubatees will have to pay one month's rent in-advance as Earnest Money Deposit which will be adjusted with the last month's rent.
5. The incubatees will have to pay additionally one month's rent in-advance as a Security Deposit which will be adjusted with the outstanding rental etc. amount, if any, while surrendering the space and the cost of damages done, if any found during the process of surrendering the space. Refer to Payment Terms for details.
6. The incubatees will have to pay the electricity charges on a monthly basis according to the electric bill provided by the KUIC.
7. (i) Service Charges, (ii) Property tax / any other mandatory Govt. tax, (iii) Water charges are to be paid on sharing basis with other incubatees as charged by the KUIC, based on the allotted floor area ratio. This is in addition to the cleaning, sweeping and other housekeeping arrangements made by the incubatee for his incubatee area.
8. Laboratory usage charges will be calculated upon the booking schedule for specific instruments in the Central Instrumentation Facility (CIF). The rates are fixed by the KU authority. The availability of the instruments in the CIF is subject to prior booking to the authority on a 'first-come-first served' basis.
9. The rent and other charges should be paid by the incubatees within 7 days from the date of generation of the invoice.
10. GST shall be payable by the incubatees if KU is deemed liable to pay GST on its collections from incubatees.
11. Any delayed payment in respect of rent and other charges will attract a levy of penal interest @ 2% per month on monthly dues.
12. The incubatees should have the clearances for Biosafety, Animal Ethics and Clinical Trials (if applicable) from competent authorities. The same are to be submitted to the KUIC before engaging in such research/manufacturing activities.
13. The incubatees must acknowledge the KUIC in any patent or publication, viz. Article, Paper, Book, Book Chapter etc. The same should be submitted to the KUIC for record. Use of the name of KU in marketing documents or other publication materials shall be subject to the approval of KUIC.

14. The Income Tax, Bank documents and other relevant documents of the incubatee shall be furnished, if requisitioned by the KU authority for financial and audit purposes.
15. Water will be available only at the centrally located toilet blocks, drinking water basin associated with cooler and built-in laboratories. Water connections if needed by the incubatees are to be made by the incubatees themselves at their own cost with the permission of the KU authority.
16. The incubatees will refrain from making any addition, alteration or modification by means of structural construction, cutting or grounding floors, slabs, walls and beams etc. within the module and also in the area appurtenant to the same. However, interior decoration and allied jobs related to the need of the incubatees may be carried out with prior written permission from the KU authority by submission of detailed drawings of the job to be executed.
17. The incubatees will not be allowed to do any work that may cause or generate biohazards outside and inside of the allotted incubatee space in the name of the research activities.
18. The incubatees will have to keep the allotted module and surrounding area clean and free of waste, garbage etc. Disposal of lab wastes, other than conventional solid and liquid wastes, must be taken care of by the incubatees.
19. The incubatees will not be allowed the allotted module or any part thereof for any purpose other than the proposed (in the application) and approved R&D and manufacturing.
20. The incubatees will not be allowed to carry on in the allotted module any unlawful, illegal or immoral activities which may be considered offensive or a source of any annoyance, inconvenience or nuisance to the area surrounding the module.
21. Any legal proceedings shall be subject to Kalyani jurisdiction.
22. The incubatees will have to allow people or staff authorized by the KU authority for inspection or repairing purposes or to do any work in connection therewith, within the allotted module without any obstruction or hindrance by the employees of the incubatees.
23. The possession of the module will be handed over on execution of the 'Rent & License Agreement' and issuance of the 'Final Allotment Letter' to be issued by the Hol.
24. Incubatees shall issue their own Identity Cards for every employee as well as for their guests to enter the KU premises. Copies of ID proofs of the management of incubatees and their employees must be submitted to the Coordinator, KUIC.
25. Incubatees will be allowed to take Trainees/ Interns under them from among university students (subject to availability) or elsewhere, with permission from the Hol. The responsibility of the actions of such trainees/ interns shall be entirely with the incubatee engaging them. Incubatees engaging trainees/ interns have important role in the generation of trained manpower and are encouraged to take responsibilities for their placements.
26. Termination: Gross violation of any of the Terms & Conditions may lead to termination of the Agreement.
27. Standard Operating Procedure (SOP) will mean these operational guidelines including any changes made in future.

RENT AND FEE STRUCTURES

Allotment Rate for Kalyani University Incubation Centre					
Per Sq. ft monthly rate as per Carpet Area			Per seat rate for Workbench Space		
Bare Retail (Unfurnished)	Plug-and-play laboratory modules (Furnished)	Service Charge (common area maintenance)	Per seat monthly rate	Per seat per day (12 hours) rate	Rate per additional hour
Rs. 50/-	Rs. 150/-	Rs. 25/-	500/-	250/-	50/-
Allotment Rates of Conference Room at Kalyani University Incubation Centre					
<ul style="list-style-type: none"> Electricity and DG consumption reimbursement as per energy consumption Property tax/ municipal tax extra as actual 					
Mentorship Fees* <ol style="list-style-type: none"> Hourly Mentorship Project based Mentorship Conference/ Seminar Mentorship Technical Mentorship (to be decided by a Committee of Incubatee, Mentor and University nominee nominated by Hol) Consultancy on IPR Facilitation & Technology Management Consultancy of Business Support Cell 			Rs. 3,500/- per hour Rs. 50,000/- per 3 months Rs. 10,000/- per conference/ Seminar Rs. 500/- per IP To be decided as per quantum of proposed business by Committee as in Sl. No. 4		
Central Instrumentation cum Analytical Testing Facility (instrument wise charges)			As per existing University Rates		

*Rents and Fees are subject to revisions from time to time

DOCUMENTS FOR APPLICATION

The incubatees will have to submit the copies of their-

- (i) Trade Licence and/or Company Registration Certificate (if registered);
- (ii) Company PAN;
- (iii) PAN of the Proprietor/Partners/Director(s);
- (iv) GST Registration Certificate (if any);
- (v) Memorandum & Articles of Association (for company applicant)/Partnership deed (for partnership firm).
- (vi) Active bank account details along with a cancel Cheque, to the KUIC;
- (vii) Start-up Grant sanction Certificate.

Any change or renewal made to such documents is to be informed to the KUIC immediately along with the latest copy of the same.

APPLICATION FORMAT

(Applications to be received online; Link Provided in University Website: www.klyuniv.ac.in)

1. **Venture Name:**

2. **Stage of Venture:** Idea stage/ Proof of Concept in process/ POC complete/ Business Launch

3. **Address of Registered office:**

4. **Contact No.:**

5. **Email Address:**

6. **Website:**

7. **Domain:**

From among: Agri-tech/ Software Technology Including AI & Machine Learning / Clean & Green Energy Solutions/ Cyber Security/ Fintech & Financial Services/ Food and Nutrition Products/ Health care/ Biotechnology/ IoT Products/ Research and Development Tools/ Robotics & Automation/ E-commerce & Supply Chain Management/ Telecom & Electronics/ Others (please specify)

8. **Name and Profile of Proprietor/ Partners/ Director(s): (Add rows if necessary)**

Sl. No.	Name of Member & Designation	Email ID	Contact No.

VENTURE DETAILS

1. **Vision of Product/ Service:**

Within 300 words explain the goals & strategies of the company, mentioning the milestones

2. **Problem/s that the product or service aims to solve or shall help to minimize:**

3. **Solution Details:**

Include detailed description of the solution/s for critical success factor. Clearly mention within 300 words –

- what your product/service is about:
- what does your product do/service do:
- what capabilities your product/service has:

4. **Critical success factors:**

Mention at least 2-3 areas which should be focused more which will allow your start up to succeed and also mention 2-3 areas where errors can sink your startup (maximum 300 words)

5. **What are your plans for commercialization, both long and short-term:**

Proof points: how have you validated these assumptions? In simple terms, you need to explain - How will the product/service be promoted and sold/offered? maximum 300 words

6. **Your differentiator:**

In one line, how this start up idea is 10 times better vs competition at solving a problem in an aspect that is important to consumers.

7. **Business Plan/Presentation about your company/Idea. (Attach document if any)**

8. **Expectation of the Applicant from the University in terms of Mentorship and other expertise**

9. **Any other details which would help in evaluating your application:**

Internship done/Work experience related to your idea

Declaration:

We hereby agree that the declaration and facts in the application are true and best to our knowledge and no material has been concealed.

SIGNATURE(S) OF APPLICANT(S)

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