



**P. R. Pote (Patil) Education & Welfare Trust's Group of
Institutions**
College of Engineering & Management, Amravati
Maharashtra

Incubation Center Policy Document



pSTEP
(Pote Science & Technology Entrepreneurs Park)

Approved by AICTE, New Delhi & Affiliated to SGBAU, Amravati Accredited by
NAAC, Kathora Road, Amravati – 444602

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Preamble:

P. R. Pote Patil College of Engineering and Management (PRPCEM) Amravati has launched an incubation centre **Pote Science Technology Entrepreneurship Park (pSTEP)** to handhold aspiring entrepreneurs and provide facilities and assistance to start, incubate and successfully run businesses that involve innovation, societally important and environmentally relevant technologies. Incubatees will be provided facilities and services such as office and workspace, communication and computation facilities and uninterrupted power supply and water etc. in addition to offering mentoring, counseling and training. To start with, the **pSTEP** will focus on Small businesses (existing and startups) that have a potential for growth.

1. Introduction

P. R. Pote Patil College of Engineering and Management (PRPCEM) Amravati was established in the year 2008 and is located 10 kms away from Amravati center, Bus stop and Railway station. The campus spreads over 100 acres. In a stimulating environment, greenery surrounded area. It has created standard in infrastructure which supports co-curricular as well as extra-curricular activities with modern facilities. Students avail services such as fully air-conditioned auditorium, class rooms, conference room, computer laboratories with 24 hours online support, fully automated 24 hours library & online journals etc for their projects. It also provides sports facilities & inimitable canteen facility. The campus is equipped with facilities like biggest AC auditorium, hospital etc. It also provides various recreation facilities. The college has established an incubation center **pSTEP (Pote Science Technology Entrepreneurship Park)**, to promote budding entrepreneurs.

Very highly reputed personality **Dr. A. P. J. Abdul Kalam** visited our college and guided us for betterment of students. Under the regular guidance of **Dr. Vijay Bhatkar** our group continuously tries to cope with speed of technology.

- **Purpose**

The mission of the pSTEP at PRPCEM is to create an innovation-based environment to ensure the success of innovative enterprises and communicate knowledge and technology through integrating the academic world with the business world and benefiting from the experiences of faculty, industry in this field.

- **Description**

The pSTEP at PRPCEM will provide an ecosystem to innovations of enterprising students, alumni of the colleges and innovator of rural region. The pSTEP at PRPCEM shall provide working space at flexible lease, common office and Maker's laboratory facilities, idea generation, mentoring, and other technical resources in a network mode and at the center. The pSTEP at PRPCEM shall host approximately 8 to 10 incubators at a time in a 5,000 square feet well equipped facility that would include a mix of office and lab space & necessary infrastructure for prototype building & support. The facility, owned by the P. R. Pote (Patil) Education & Welfare Trust's Group of Institutions College of Engineering & Management,

- **Vision:**

The primary vision of incubation Centre is to facilitate a platform for a

budding entrepreneur to start a business venture with minimum risks.

- **Mission:**

- The mission of Incubation Centre is to nurture and empower the next - generation entrepreneurs to serve the local problems.
- The students, research scholars, faculty and alumni of GNITS can come up with their ideas which might lead to the startup.

2. Objectives of incubation center

- i. To create jobs, wealth and business aligning with national priorities.
- ii. To promote new technology/ knowledge/ innovation-based startups.
- iii. To provide a platform for speedy commercialization of technologies developed by the host institution or by any academic/ technical/ R&D institution
- iv. To build a vibrant startup ecosystem, by establishing a network between academia, financial institution, industries and other institutions.
- v. To provide cost effective, value added services to startups like mentoring, legal, technical, intellectual property related services.

3. Core Strength of P. R. Pote (Patil) Education & Welfare Trust's Group of Institutions College of Engineering & Management (PRPCEM), Amravati.

PRPCEM Amravati is managed by P. R. Patil Group of Educational Institutes Amravati was established in the year 2009 and is located 10 kms away from Amravati center, Bus stop and Railway station. The campus spreads over 100 acres, in integrated campus of Pote Patil group, in consort with

- **P. R. Pote (Patil) Pharmacy College**
- **P. R. Pote (Patil) Agriculture College**
- **P. R. Pote (Patil) Architecture College**
- **P. R. Pote (Patil) Ayurveda Medical College**

In a stimulating environment, greenery surrounded area. It has created standard infrastructure which supports co-curricular as well as extra-curricular activities with modern facilities. Students avail services such as fully air-conditioned auditorium, class rooms, conference room, computer laboratories with 24 hours online support, fully automated 24 hours library & online journals etc for their projects. It also provides sports facilities & inimitable canteen facility. The Campus is equipped with facilities like swimming pool, gymnasium etc. It also provides various recreation facilities.

4. Need of Innovation, Incubation and Enterprise Centre and selection of area

The engineering graduates have a difficulty with unemployment and frequently require retraining in cutting-edge technological fields. The ever-changing technological landscape necessitates on-the-fly learning while also presenting young engineers with fresh chances and challenges. A paradigm shift is underway, and job seekers must become job creators in order to not only offer possibilities to other graduating engineers but also to improve the value of their engineering education. The PSTEP's at PRPCEM campus will serve as the Innovation Ecosystem, igniting the passion of young engineers and innovators from the neighborhood to turn their ideas into prototypes that can be fostered in incubators.

- Lack of awareness on Entrepreneurship and Innovation
- Confidence building among youth
- Availability of space (Real Estate) and Equipment
- Access to experienced knowledge partners and Networking
- Availability of Finance
- Support for Entrepreneurship
- ICT infrastructure (Wireless and Wired-line)
- Institute Support
- Training Programs

5. Involve communities in innovation and entrepreneurial activities

Every year more than 1900 aspiring graduate tuning their skill in this campus. College continuously in four of developing **Technology Echo System** in ruler area, via various program organized by institutes like

1. Adopting 5 villages
2. Unnat Bharat Abhiyan / Maharashtra
3. NSS
4. Academic scholarship for farmer ward
5. TECHELONS (College level technical competition)
6. Project competition
7. Hackathon
8. Boot Camp
9. Workshop based ruler health/agriculture/Agro - engineering

To broaden their knowledge, the PRPCEM, along with Pharmacy, Architecture, and

Ayurveda Colleges from across campus, have formed the PSTEP at PRPCEM.

The core strength of the PRPCEM is its highly competent human resource, well equipped laboratories and location which is reachable for rural as well urban area of students and locality. The institute is well connected to other Engineering college and industry through

- Institutes - Institutes Interaction cell (more than 50 colleges)
- Industry-Institutes Interaction Cell (50+ Industry)
- Alumina Association (more than 4000 alumina register)
- **pSTEP** (Pote Science Technology Entrepreneur Park)

Institute, having professional network teeming with youngsters with bright ideas and big aspirations.

The PRPCEM, with its well-equipped laboratories, would like to leverage this demographic advantage to build a vibrant ecosystem to support initiatives for wealth creation in an era of competitive technological developments. As a technical institute, it is better positioned to apply its technical and professional knowledge in practical applications. With a network of more than 150 trained engineering faculty and access to sophisticated equipment in college laboratories, the PSTEP at PRPCEM can accelerate pre-incubation activities up to prototype level, significantly improving the chances of the innovations' survival.

6. List focus areas / sectors

1. Agriculture and Allied Fields
2. Building Materials/Construction Technology
3. Electricity, New and Renewable Energy and Environmental sustainability
4. Health and Pharmaceuticals
5. Information & Communication Technology (ICT)
6. Sensor Technology
7. Manufacturing and Engineering
8. Micro and Nano-electronics
9. Water, Sanitation and Solid-Liquid Waste Management
10. Housing – Urban and Rural
11. Telecommunication
12. Cyber Security
13. Drone Technology

7. Infrastructure support

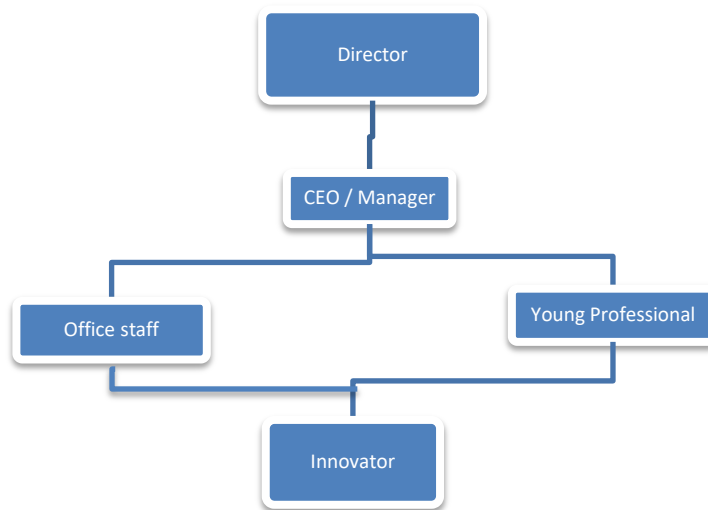
The proposed center is expected to have multiple themes; therefore, it will need a variety of workspaces to house things like IT equipment, fabrication space, analytical equipment, etc. The following infrastructure is intended to be built in stages within the ear indicated 5000 square foot area:

- Office for the Centre Head
- Meeting / Discussion Room (s)
- Conference Room for use of clients
- Co-Working Space with furniture
- Individual Working space with furniture
- Cafeteria & other amenities
- Space for makers lab and analytical equipment
- Fabrication Lab Equipment
- Internet, Networking and other communication facilities
- Computers and Printers
- IP support
- Uninterrupted supply of power and water
- Library

8. Envisaged Services to Incubatees

- Managed office space including offices or workshop space on an affordable basis. Business modelling services to help incubates make a business plan
- Financial advice services related to funding and investments Advertising and marketing services such as the provision of lists of potential suppliers, businesses, potential investors, and distributors
- Training services providing insight into the principles of market economy, as well as upgraded professional and technical skills Legal and
- IPR advisory services to help the incubates through the legal processes linked to registrations as well as patents
- Industrial infrastructure including electricity, telecommunication, lab and industrial machines can be provided to support testing of IoT technologies
- Network services such as providing links and relationships with other organizations that can promote and sustain the interests of the incubatees After incubation support services for successful companies that graduate from the incubator

9. Proposed team, board members and governance structure



The following individuals will be PSTEP 's at PRPCEM Participants.

1. **Students-** All UG, PG, and PhD students across all academic disciplines at all Universities and colleges that are linked with them will be covered by the Center during their studies, and students enrolled in diploma programs will also be taken into consideration.
2. **Faculty-** All University and linked college lecturers who are willing to turn their research and innovations into prototypes must participate.
3. **Staff-** All non-teaching staff members of the University and affiliated colleges shall be eligible for activities under the PSTEP 's at PRPCEM.
4. **Alumni-** The PSTEP 's at PRPCEM also cover graduates of the college for two years from the date of their graduation of the last degree.
5. **Society-** The society will benefit from the innovations and may participate in the identification of problems to be solved in exchange for affordable solutions.

10. Action Plan for Creating Innovation and Entrepreneurship Ecosystem

1. Technology Trainings-

Seminars and training emphasizing topics of special interest in emerging technology will be conducted on a regular basis. To excite the ideas in minds of students.

2. Boot Camp-

3. Hackathon

4. Project competition

5. Resource Library

11. Incubatees Selection & Exit Policy

• Eligibility

Incubation center **pSTEP** is open to:

- i. Students of PRPCEM
- ii. Faculty members of PRPCEM.
- iii. Research Scholars/Innovators.
- iv. Alumni of PRPCEM.
- v. R & D partners of PRPCEM.

• Admission Procedure

pSTEP, invites applications from potential technology start - ups to avail the services of **pSTEP** business incubator. The process of selection is detailed under selection process. At the opening level, applicants for admission in business incubator will be required to submit filled application, the application can be availed from the **pSTEP** office. A brief idea about the technology and business, type of research or development assistance needed, availability of start -up capital, services expected from **pSTEP** and declaration that the details shared are not for any trade or commercial secret.

• Selection Criteria for Acceptance innovation:

The criteria used to evaluate applicants throughout the process will be based on the purpose of the Centre.

• Broad criteria for the selection of entrepreneurs

Open invitation for applications would be released and potential incubatees would be requested to apply. Interview would be organized with shortlisted start-ups. Evaluation would be based on following key parameters:

• General

- potential for business growth
- ability to create jobs
- ability to generate net profit
- potential for social impact
- potential to strengthen and diversify the economy
- compatibility with incubator objectives and existing clients.

- **Technical**
 - value-added by innovation
 - core competence
 - time to market
 - patent situation
 - uniqueness of concept
 - access to external expertise/faculty/facilities.
- **Business**
 - market knowledge and focus on specific industry
 - dedicated team
 - integrity and capacity for hard work
 - ability to handle crisis and risk
- **Potential incubatees**
 - University graduate students
 - Researchers
 - IT Industry Professionals
 - Start-ups / SMEs
 - Innovation branch of existing firms Incubatees

Selection Process

A panel of eminent technocrats will process the applicants, interview the promoters will be held and select the ventures for incubation after carefully evaluating the business idea, market availability, potential value of the technology, growth prospects, innovative content and promoter team. The panel will consist

- | | |
|------------------------------|---------------------------|
| i. Management representative | - Shri. Shreyaskumar Pote |
| ii. Principal | - Dr. D. T. Ingole |
| iii. Faculty | - III Cell In charge |
| iv. Department faculty | - EDC Cell Member. |
| iv EXPERT | -Mr. Sanjay Jadhao |

12. Intellectual Property

Intellectual Property (IP) can be a patent, software code, copyright, design

registration, developed product, or alike. IP for incubation purpose will be assessed based on the following details:

- a. Whether any seed grant (from public or private sources) has been used in developing the technology which will go into the product(s) of the proposed company.
- b. If yes, details of the understanding with the funding agency in terms of sharing of the IP.
- c. Whether any people other than the applicants have worked on the technology and if their work will be incorporated in the product(s). If yes, whether such other person has a right in IP ownership.
- d. If the IP is developed at **pSTEP**, Amravati, whether any **pSTEP** infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the technology that will go into the product(s).
- e. If the IP is developed at **pSTEP**, whether any consultancy projects were executed in the proposed area.
- f. A statement from the “owners/ innovators/ creators” of IP to the effect that they are the “owners/ innovators/ creators” of IP as the case may be.

13. Other Services

Apart from physical infrastructure as stated above, business incubator intends to create certain other supports and services which would include but not limited to:

- a. Pool of mentors, experts in technology, legal, financial and related matters, with or without consideration,
- b. Organizing events to help companies in networking and showcasing their technologies,
- c. Meetings with visitors such as alumni, Venture Capitalists, industry professionals.

Incubate companies can avail of above support and services when required.

14. Information Submission

Incubate companies will submit information to **pSTEP** about all material changes or developments taking place in their companies from time to time. Such

information could be (but not limited to) change in name of the company, change in business or product profile, change in directors, promoters or shareholders, acquisition of a new office, additional equity or debt investments.

15. Tenure in Business Incubator

Companies will be permitted to stay in business incubator, to begin with, for a period of 36 months (3 years). **pSTEP** may, at its own discretion, permit companies to extend their stay for a maximum period of another 24 months.

16. Exit Policy An incubated company will leave the incubator under the following circumstances:

- Completion of two years stay (if no extension granted; They may be granted maximum two extensions for 6 months each at a time at the sole discretion of the Incubator).
- Underperformance or non-viability of business proposition as decided by BLL on case to case basis.
- When the company enters in an acquisition, merger or amalgamation or reorganization deal resulting in a substantial change in the profile of the company, its promoters, directors, shareholders, products or business plan.
- Any other reason for which BLL may find it necessary for an incubated company to leave

Incubate companies will leave the incubator under the following circumstances:

- i. Completion of stay for thirty-six months, unless the stay is extended by **pSTEP**.
- ii. Underperformance or in viability of the Business proposition.

17. Disclaimer

The incubate company will understand and acknowledge that **pSTEP** intends to provide support and service to the Company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies developed in the Institute to commercialization by incubating and supporting new enterprises. It is understood that by agreeing to provide various support and service, **pSTEP** does not undertake responsibility for:

- a. Ensuring success of an incubate company, its products/ process/ services or

marketability.

- b. Ensuring quality of support and services provided by **pSTEP** and business incubator to the complete satisfaction of the incubate companies or their promoters/founders.
- c. Ensuring quality of services of the consultants engaged by the incubate companies through business incubator/ **pSTEP**.

Incubate companies will have to apply their judgements before getting in to a relationship with them. The incubate companies agree that business incubator/ **pSTEP**, Amravati or their employees shall not be held liable for any reason on account of the above.

18. Agreements:

The following agreements are required to be signed by the incubate companies to the extent applicable:

- ✓ **Service agreement/MoU:** Between **pSTEP** & an incubate company for admission of the company in business incubator.
- ✓ **License Agreement:** Between **pSTEP** & an incubate company for transfer of technology from **pSTEP** in favor of incubate companies.
- ✓ **Loan Agreement:** Between **pSTEP** & Incubate Company on sanction of any seed loan to the incubate company in business incubator.
- ✓ **Usage of Facilities at Host / Partner Institute:** Between **pSTEP** & an incubate company for usage of institutional facilities / resources by the incubate company as per the prevailing policy of host institute.

Applicants, who are current faculty or students or alumnae of **PRPCEM**, aspiring for incubation shall first obtain necessary permission and approval from the Institute for transfer / licensing to use IP in favor of prospective incubate companies in the Business Incubator intended to be promoted/ supported by the inventor. The companies or promoters/founders will pay consideration in lieu of the transfer / licensing of / permission to use IP in their favor, which will be decided by **pSTEP, Amravati**.

19. Operational Procedure

1. Action plan

Phase I: Planning (Six months)

1. Establish the Board of Directors and Executive Committee

2. Initiate design and fab lab/facility
3. Hire CEO / Manager and other supporting staff
4. Identify innovation in specific areas
5. Receive funds to explore feasibility of innovation
6. Establish various committees viz selection, investment committee etc

Phase II: Project Implementation and Resource Development (within nine months)

1. Invite proposals from interested candidates
2. Evaluation and acceptance of the proposals
3. Endorsement of Key Stakeholders
4. Enroll professionals for value-added resource network
5. Finalize service providing and implementation

2. Seed Loan

pSTEP may provide seed loan subject to the availability of funds/ grants/ schemes meant for this purpose.

Investment committee-

- | | |
|---------------------------------------|----------------------|
| 1. Principal | - Head |
| 2. Angel & V. C. Investor (2 members) | - Member |
| 3. Industry Expert (2 members) | - Member |
| 4. Finance and Accounting Officer | - Member |
| 5. Legal Cell | - Invite Member |
| 6. Faculty Coordinator | - In charge of pSTEP |

3. Implementation Plan

S. N.	Item	Y1 (first half)	Y1 (Second half)	Y2	Y3	Y4	Y5
1	Finalize goals and mission along with key partners, form SPV and appoint board of directors						
2	Select and train a dynamic management team						
3	Create linkages to research, learning and professional communities						

4	Leverage State and National policies to raise seed funding for incubator						
5	Build creative physical infrastructure						
6	Invite applications and select a group of incubatees (repeat every year)						
7	Carry out incubation program for (24 months program)						
8	International entrepreneurship event in (year)						
9	Ideation competition (every year)						
10	Monitor the performance, assess effectiveness and expand impacts of incubates						

4. Outline Mentoring, Counseling and Training Efforts

It is intended to offer the full range of services necessary for an effective incubation Centre, starting with the identification/scouting of the best ideas for innovation and continuing with the provision of strategic support, co-working space, technology support, operational support, access to prototype funding.

- Assist in the regular operation of the investment committee to choose the best idea for prototype.
- Regular participation and review of register innovation to ensure they are on track against the program goals and appropriate remediation plans are in place
- Participate and ensure regular running of management committee and their recommendations are being executed
- Ensure active ecosystem is being built around and suitable support (mentors, support services) is made available to register innovation.

5. Mentors Details: (Academic)

Name	Designation	Relevant Work Experience	Qualification	Mobile Number	Email Id
Dr. D.T.Ingole	Head, pSTEP	Industrial: 2 Years Teaching: 33 Years	M.E. PhD (Electronics Engg)	9422157902	prpotepatilcollege@gmail.com

Sanjay Jadhao	Chairman, Jadhao Gears Ltd., Amravati	35 Years	B.E. Production M.E. Production		sanjayjadhao123@gmail.com
Dr. Rahul Ghongade	Associate Prof (Electronics & Telecom., Dept.)	Industrial: 2 Years Teaching: 22 Years	M.E., PhD	9766314042	rahulghongade@rediffmail.com
Dr. Sanjay Warkad	Associate Prof (Electrical Dept.)	Industrial: 2 Years Teaching: 22 Years	M.E., PhD	8830401553	sbwarkad@gmail.com
Dr. Parag Wadnerkar	Associate Prof (Mechanical Dept.)	Industrial: 1.5 Years Teaching: 29 Years	M.E., PhD	9422193566	p_wadnerkar@rediffmail.com
Dr. Mhd. Zuhair	Associate Prof (CIVIL Dept.)	15 Years	M.E. PhD	9823962311	zuhairgcoe@gmail.com
Dr. Chitra Dhawale	Associate Prof (MCA Dept.)	Industrial: 1 Years Teaching: 20 Years	MCA. PhD	9890895358	cadhawale2122@gmail.com
Dr. Amol Bhoyar	Associate Prof (H&S Dept.)	21 years	M. Sc. (Chemistry PhD)	9423623933	amolbhoyar@rediffmail.com
Dr. Nilesh Thakare	Associate Prof (H&S Dept.)	22 years	M. Sc. (Physic) PhD	9960616448	Nilesh_thakarey@rediffmail.com
Dr. Ajay Gadicha	Asst. Prof. (Comp. Sc. Dept.)	13 years	M. E. PhD	9422342543	ajjugadicha@gmail.com
Dr. Shilpa Khapare	Asst. Prof. (H. & Sc. Dept.)	18 years	M. Sc.(Math),M. Phil, PhD	9834358486	sstatte@gmail.com
Swapnil Gawande	Patent Consultant	20 years	LLB	9890333567	sjgawande@gmail.com

6. Mentor (Industrial Person) List

Sr. No.	Name of Firm/Industry	Name of Nominees	Position Hold
1	Er. R. D. Lambe	JPE & NIR JV, Amravati	Project Director
2	Er. Sagar Deshpande	Chapekar & Company, Nagpur	Structural Engineer
3	Er. Nawab Muddasir	R. M. Dayaramani Engineers & Contractors, Nagpur	Project Manager
4	Er. Farukh Khan	National Engineering, Oman Pvt. Ltd. NEOPL JV MNEC, Nagpur	Resident Engineer
5	Er Vijay Kattamwar	Laxmi Civil Engineers Pvt. Ltd. Kolhapur	Senior Project Manager

6	Mr.Sanjay Jadhao	Jadhao Gears Pvt.Ltd, Amravati	Managing Director
7	Mr.Nilesh Vidhate	Add Techno PVt.Ltd Nandgaon Peth MIDC Amravati	Managing Director
8	Dr. Mrs. N. S. Sonare	Special Biochem Pvt Ltd, C- 12 Nandagaon Peth Amravati	Managing Director
9	Mr. Ravindra Sharma	Autosys Indore	Director
10	Mr. Mrunal Kothari	Kothari Power System, Amravati	Director
11	Mr. Hemant Laxman Pangarkar	Rajani Electricals Pvt. Ltd	Entrepreneur
12	Mr. Mangesh Bharati	MDB Electrosoft, Amravati	Entrepreneur
13	Mr. Shrikant Atkarne	SPARTA SOFT, Pune	Marketing EXECUTIVE
14	Mr. Sonu Prakash	APPWARS Technologies,	Founder & CEO
15	Mr. Sachin pande	Skillship foundation	Founder & CEO



Dr. D.T. Ingole

Principal

P. R. Pote (Patil) Education & Welfare Trust's Group of Institutions

College of Engineering & Management, Amravati