



SRI CHANDRASEKHARENDRASARASWATHI VISWA MAHA VIDYALAYA

Deemed to be University u/s 3 of act 1956 | Accredited with "A" Grade by NAAC
Enathur, Kanchipuram, Tamil Nadu - 631 561



APPLICATION FORM FOR INCUBATEES

Name of the Organization :

Name of the Entrepreneur :

Age & Date of Birth :

Address for Communication :

Permanent Address :

Phone Res :

Off :

Mobile :

Email :

Educational qualification :

Class/Course	Name of the College/Institution	Branch	University / Board of study	Year of pass	% Secured

Innovative Skills & Experience :

Type of Business :

Brief description of Product and Business/Service:
(Attach separate sheet)

Start-up Year: 2016

A one page write-up on why you want to become an entrepreneur:

Legal position:

Proprietorship / **Partnership** / Corporation / Private

Service expected from SCSVMV-TBI :

Facilities	Yes	No
Workspace		
Shared office services		
Access to specialized equipment		
Management assistance		
Business planning		
Access to finance		
Technical assistance (Testing & Quality control etc.)		
Networking support		
Branding and marketing		
Patenting		
Mentoring/ Counselling		
Technology Upgradation (R & D)/Value Addition		

Details of your Team:

Number of employees that will be resident (if applicable):

Full-time_____

Part-time_____

Consultants_____

Number of employees in the Organization :

Promoter details :

Name of the Promoter :

Educational Qualification :

Designation :

Years of Experience :

Address for Communication :

Permanent Address :

Phone Res :

Off :

Mobile :

Email :

Fax :

Estimated Project cost with breakup details:
(in table format)

References:

1 Name of the Reference :

Designation :

Address :

Phone :

Email :

2 Name of the Reference :

Designation :

Address :

Phone :

Email :

Date:

Signature

Place:

FOR OFFICE USE ONLY		
Name of the Firm/Organization		
Room No		
Area		
Intercom No		
Advanced paid with details		
Date		
Facilities provided by SCSVMV-TBI		
Facilities	Details	Charges
Cubicle		
Fan		
Tubelight		
Executive Chair		
Visitor's Chair		
Computer with Table		
Internet Connectivity		
Telephone Line		
Fax		
Photocopies		
Laboratory Equipments		
R & D		
Others		

Remarks:

Date:

PSO
SCSVMV-TBI

SCSVMV-TBI
RULES & REGULATIONS FOR INCUBATEES

1. The incubatee will be permitted to register only if the idea proposed is innovative, relevant and/or commercially viable. Novelty in the form of (a) utilization of un-utilized or underutilized raw materials, (b) green technology (c) value additions with scope for establishing in market, (d) energy saving models, (e) process variations (f) uniqueness in product or its use pattern (g) innovative strategies in implementation, (h) low cost solutions (i) alternative & socially sensible services (j) industry specific problem solving etc only will be normally accepted for registration.
2. Full payment of incubatee registration fee of Rs. 5000 (no change since 2008) will make the incubatee eligible for office space & lab/ workshop use rights.
3. Potential incubatees (not yet developed clean inclination for start-up or are not convenient in opting for full fledged registration but remain potent in terms of strength of idea) are provided with limited support as pre-incubation services. Nominal fee towards registering (pre registration) considered. Proof-of- concept encouraged with intermittent usage of facilities, networking support (to an extent) etc., from TBI.
4. For lab use & office space use rentals are to be paid by the incubatees & potential incubatees as per the established guidelines in place for the same. This can be remitted in quarterly basis for instance. A few concessions can be issued (as motivational components) to most promising pre-incubation / incubation works based on merit, speciality of the idea realization patterns etc.
5. Incubatees get preferences / consideration on various TBI initiatives through.
 - (a) Strength of the innovation idea incubated
 - (b) Rate of progress shown by the incubatee
 - (c) Innovativeness in implementation & output of incubation.
 - (d) Right conduct & focused activities
 - (e) Domain specificity
 - (f) Progress as evaluated by officials
 - (g) Social commitment & B – savvy approaches
 - (h) Genuine perseverance
6. If the incubatee requires any reference letter from TBI, they shall
 - (a) Produce a written request letter with details thereon.
 - (b) Basing on the merit of the content provided & expert opinion on the same, reference letter is given shape.
 - (c) Recommendation for secondary funding or seed funding is initiated for specific ideas under available govt. schemes or authorized firm sponsored programmes by TBI time to time. Selection will be through screening by managing committee or screening committee for the same.
7. For un-announced schemes, letter is issued only for introduction as an incubatee with matter-of-fact info on incubation at TBI. Recommendation and/ or shouldering of the financial responsibilities in whatsoever format is **not** in the scope of the incubation centre.

8. Incubation supports are being extended in the TBI facility normally during SCSVMV office hours in all working days. Extended activities, if any, by the incubatee can be entertained only on merit basis & upon obtaining permission from higher-ups as per prevailing rules in the campus.
9. Incubation facilities extended shall be used only for the intended purpose. TBI brand could be used by incubatees after intimating the same in written form.
10. Exit policy is based on facts such as
 - (a) Tenant period (2to 3years)
 - (b) Extended marketing of products
 - (c) IPR & Marketing by tenant
 - (d) Sustenance in Business
 - (e) Meeting the incubation milestones
 - (f) Failure to do so repeatedly

Date:

Signature of the Incubatee