

**Policy and Procedures**  
**JNTUH Innovation Foundation – TBI**  
**JNTU Hyderabad, Kukatpally,**  
**Hyderabad-500085.**

## **Introduction**

JNTUH Innovation Foundation (jTBI) is an umbrella organization at JNTU Hyderabad for fostering entrepreneurship and nurturing tech start-ups. It administers a business jTBI which provides 'Start to scale' support for technology-based entrepreneurship and facilitates the conversion of research activity into entrepreneurial ventures.

This document covers the following processes:

1. Eligibility
2. Admission process
3. JNTU Hyderabad Association
4. IP from other sources
5. Incubation
6. Guidelines

The policy is subject to periodical review and amendments. It will be the responsibility of the companies admitted to/associated with jTBI to update themselves from time to time on amendments in jTBI policy and procedures. jTBI reserves the rights to make an exception of all or any of the terms of policy for a particular company or a promoter on a case to case basis.

### **1. Eligibility**

1.1 Incubation is open to Technology start-ups with preference to be given to start-ups having affiliation with jTBI & JNTU Hyderabad community which includes:

Focus of jTBI for incubation of proposals/business ideas shall be on the following basis:

- IP and Product Based Start-ups
- Proposals with clear Market/ User validation
- Proposals with potentials for strong identifiable involvement or Usage of jTBI and JNTUH Resources.
- Proposals which will have high growth potential, social and strategic impacts,

1.2 Applications for incubation with BI will be made in the name of registered entity within the meaning of the Companies Act, 2013. If a company has not been registered, an application may be made in the names of all promoters/ founders; however, the promoters/ founders must ensure that the company is registered within a period of three months from the date of approval of the application for admission in BI.

## **2. Admission Process**

Based on the merits of the case, the following processes could be adopted for evaluation of the idea/business plan for incubation/support purposes.

### **2.1 Two levels of review process:**

Incubatees are selected based on two steps

- i. Internal review (Comprising of jTBI Business team & Senior members)
- ii. External review by 2 or more reviewers (Comprising of experts from the domain, investor, industry, established entrepreneur, potential client/user).

However, the review process may be relaxed on case to case basis

Incubation approval is subject to completion of satisfactory review process. jTBI will have a sole discretion whether to admit or reject a proposal for incubation and the decision of jTBI in this regard shall be final. jTBI is not bound to give any reason in case a proposal is rejected.

## **3. JNTU Hyderabad Association**

If any venture involves Intellectual Property (IP) transfer and/or JNTU H Faculty involvement and/or usage of labs from JNTU Hyderabad for incubating a start-up and/or for any other program, an explicit approval should be obtained from JNTU Hyderabad including from the faculty-in-charge whose labs are going to be used. In addition, with view to ensure safety and security of all concerned, all compliances and procedures for lab usage should be strictly adhered to.

## **4. IP from other sources:**

4.1 If IP of any other organisation or institution is involved, NOC from the said organisation or institution should be obtained.

In any of the above cases, if there are anyone/ team who has worked on the IP and if any of them is not part of the start-up, an NOC shall be obtained from such members for usage of the IP in the start up.

## **5. Incubation Support**

### **DETAILS OF FACILITIES**

#### **5.1. Physical infrastructure:**

- Furnished Office Space
- Shared resources: Meeting rooms, Conference rooms, Pantry

- Office productivity equipment: Photocopier, Shredder, Scanner, Projector, video audio conferencing facilities
- Lab: jTBI Lab with Equipment and software tools, Facilitation for access to JNTUH Labs, and or of any other institute/organization. It will be subject to the said organization/ Institute's approval and policy.

#### 5.2. Utility:

- Electricity
- Internet

#### 5.3. Advisory and coaching:

- Technical & Business Mentoring from Corporates, Successful entrepreneurs, Partners etc...
- Trainings and workshops
- Free advisory from Experts - legal, CA, IP, fund raising. Areas may be added/ removed during the incubation. The supported entities however will have to pay for specific transactions.

#### 5.4. Network:

- Facilitation for business, professionals and expert network
- Facilitation for investors network
- Facilitation for industry connection
- Showcasing opportunities
- JNTUH network of alumni and experts

#### 5.5. Ecosystem advantage:

- Experiential learnings from like minded people in jTBI
- JNTUH ecosystem- Technical Expertise & Equipment, students, library, easy access to IP
- jTBI brand
- Media visibility

#### **Guidelines:**

1. The facilities will remain under the overall control of JTBI, and will be available to the INCUBATEE only for specific activities as permitted by JTBI at such time.
2. Physical incubation: In consideration of making available **2(Two)** dedicated desks in the JTBI, the INCUBATEE Company shall pay **Rs: 4,000/- (Rupees Four Thousand only)** as Charges per month per Desk plus applicable taxes. The aforesaid Charges shall be payable in advance on or before 5<sup>th</sup> day of every calendar month.

3. The Incubatee will have to deposit Rs. 25,000/- (Rupees Twenty-five thousand only) with jTBI as non-interest bearing returnable security deposit. The said amount will be returned at the time of vacating the JTBI after deducting outstanding dues if any.
4. If an INCUBATEE Company requires more space or has vacant space, a request for additional space/surrender of the space is required to be made to JTBI in writing.
5. The supported entity shall pay for the usage of photocopier on actual basis.
6. The ownership of all assets and facilities so provided as a part of supported entity supports and facilities rests with JTBI or JNTUH as the case may be.
7. No cost for electricity/internet consumption or any utility or service is charged separately to the incubatees. However, jTBI retains a right to limit the free electricity/internet consumption and other utility, beyond which charges will become payable by the Incubatee.
8. The address of JTBI can be used as the address of communication only and not as the Registered Office of the INCUBATEE.
9. The Incubatee is also obliged to submit to JTBI one copy each of the below mentioned documents initially and as and when amended, and (as and when approved by their Board of Directors).
  - a. Company Incorporation Certificate
  - a. Founders' Agreement: Between the founders of the company
  - b. Aadhar of Founder Directors
  - c. GST
  - d. PAN
  - e. Annual Report
  - f. Major Work Orders
  - g. Any Other Associations, Memberships, Licences, Patents related documents
10. The INCUBATEE should also inform jTBI on the progress of the incubation projects and should make presentations on a quarterly basis.
11. It will be obligatory for the jTBI to involve experts and /or use existing lab facilities during the developmental activities for mutual benefits. The consultancy charges payable to the external experts, if any, will be according to the norms as laid down by jTBI in this regard from time to time. Special Lab Equipment, Infrastructure and material provided at the specific request of the Incubatee will be charged at mutually agreed prices.

12. jTBI intends to provide support facilities to the Company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies by incubating and supporting new enterprises. jTBI does not undertake responsibility for :

- Ensuring success of an INCUBATEE Company, its products/Process/Services or Marketability.
- Ensuring quality of services of the consultants engaged by the Incubate Companies through jTBI/Network of Mentors/Investors /Partners. Incubate Companies will have to apply their judgements before getting into a relationship with them

jTBI (or) its employees shall not be held liable for any reason on account of the above.