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| **C:\Users\moins\Desktop\download.png** | **SGVU Biotechnology Business Incubator (SGVU-BBI)**  **Suresh Gyan Vihar University, Jaipur**  **(Sponsored by DST-Rajasthan)** |  |

**Business Plan Template**

The following template can be used for creating a comprehensive business plan. Though the sequence shown is not mandatory, the plan must cover all the sections listed in the template:

1. Introduction / Company overview
2. Concept / Proposition / Product description
3. Market opportunity
4. Competition survey
5. Development plan and milestones
6. Marketing plan
7. Management / Organizational chart
8. Financials
9. Risks and de-risking strategies
10. Appendix

**Facilities Overview**

**Incubation Space**:

Fully furnished, air conditioned space to the incubates. The centre has rooms of three sizes.

1. The Incubation office space 1000 sq. ft.,
2. The 6 biotechnology laboratory space 5000sq.ft (Microbiology , Biotech, Central Instrumentation Facility, Plant Tissue Culture Animal cell culture ,Aseptic Room, Preparation Room)
3. Poly House -10000 sq.ft
4. Hydrphonics lab- 1000 sq.ft
5. Seminar / Conference Halls.

Upon admission to SGVU-BBI, the following facilities will be offered to the incubated companies on an individual basis:

* Office space.
* Computers - Up to two on rental basis. More than two can be availed at market rates.
* Printer.
* Internet connection.
* Phone connection - Each company will pay the rentals and bills.
* Standard Furniture as decided by **SGVU-BBI**.
* One Accommodation to Director / Promoter depending upon the availability (One room in hostel).

**Common Infrastructure**:

**SGVU-BBI** provides a common pool of hard and soft infrastructure to be shared by all incubated companies. The following resources are provided:

* Fax machine.
* Photocopying machine.
* Document Scanner.
* Library: Management Books, Subscription to IT, Business, Management and Trade journals and newspapers.
* Meeting/Conference room with projection equipment.
* Tele or Video conferencing facilities.

**Institute infrastructure**:

**SGVU-BBI** may facilitate access to the Institute infrastructure or laboratories as per the norms of SGVU Jaipur

**Services**:

**SGVU-BBI** may associate with professionals for accounting, IP, legal and management expertise on a part-time basis. The incubated companies can avail their services. Any direct services provided to an incubator would have to be paid for by the incubation to the service provider.**SGVU-BBI** will also provide soft infrastructure and business services to the incubated companies. The possible services and support items are listed as follows:

* Common secretarial pool/staff.
* Intern Support: To provide support in management, incubators will be assigned an MBA student, if desired.

**Mentoring and Advisory Services:**

* Strategic Checkups: The **SIIC** Head will meet the company CEOs at least once a month for strategy reviews and discussion of operational issues.
* An incubated company will have to take a faculty advisor as a mentor on technology issues.
* Specialized mentors will also be made available to the companies to assist with particular strategic areas or to provide project-oriented consultation. These arrangements may begin as a pro Bono arrangement with an option for both parties to graduate to a paid relationship.
* An incubated company may avail the consulting services by empanelled professionals.