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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)** |  |

**INCUBATION ADMISSION PROCEDURE**

All the applicants shall have to read and agree to the terms and conditions of the incubation. Then only their applications shall be processed.

**STAGE 1: Submit Executive Summary/ Business Plan**

As a first step in the admission process, the prospective company should submit an Incubation Application containing the Business plan, Certificate of incorporation and Memorandum & Articles of Association. SGVU-BBI then shall present the executive summary to an internal review committee for comments on technical and business feasibility of the idea.

Here are the Evaluation Criteria:

1. Some representative criteria to be applied for evaluation (not limited to these).
2. Strength of the product idea in terms of its technology content, innovation, timeliness and market potential.
3. Profile of the core team/ promoters.
4. Intellectual Property generated and the potential of the idea for IP creation.
5. Financial/ Commercial Viability and 5 year projections of P&L, Balance Sheet and Cash Flows.
6. Funds requirement and viability of raising finance.
7. Time to market.
8. Break-even period.
9. Commercial potential, demand and requirement in India.
10. Scalability.
11. **STAGE 2: Presentation to Evaluation Committee of SGVU-BBI**
12. If the initial evaluation of the business plan / executive summary is positive, SGVU-BBI will arrange a meeting with the company founders, during which the company will be expected to present a PowerPoint presentation describing critical aspects of the business plan to the evaluation committee. The presentation will be followed by Q&A session. After the presentation, a final decision will be made regarding the company's entry into the incubator. The company will be informed of the final decision after the presentation. The presentation through video conferencing is also permitted.
13. The constitution of the evaluation committee will be comprising of representatives of SGVU-BBI and Suresh Gyan Vihar University along with technical, financial and other experts.
14. **Research & Due Diligence**:
15. Throughout the application process, on an as-needed basis, SGVU-BBI will perform research and due diligence of the company, the management team, the industry, and the current and future competitive elements facing the business. SGVU-BBI may require further information from the applicant, and may ask the applicant to revise the executive summary and/or presentation. SGVU-BBI may at its discretion seek advice of various government bodies who have sponsored the incubation centre like DST etc.
16. **Non-Disclosure**:
17. SGVU-BBI, adheres to strict confidentiality throughout the application process. However, SGVU-BBI will not sign any 'non-disclosure' agreements.