

**Standard Operating Procedure (SOP)
For Applying for Startup Support from University Innovation &
Incubation Centre (UIIC), Mangalayatan University**

1. Purpose

This SOP outlines the procedure for students, alumni, and faculty members of Mangalayatan University to apply for innovation, incubation, and startup support through the University Innovation & Incubation Centre (UIIC).

UIIC provides mentoring, infrastructure, training, funding guidance, and incubation facilities to help innovators convert ideas into sustainable business ventures.

2. Eligibility

Applicants must meet any one of the following criteria:

- Currently enrolled student of Mangalayatan University
- Alumni of Mangalayatan University
- Faculty member of Mangalayatan University
- Startup team with at least one member from Mangalayatan University

Applicants must have:

- A valid startup idea / prototype / early-stage business
- Willingness to work full-time or part-time on the venture
- Commitment to incubation guidelines (SOP)

3. Application Process

Step I: Submit Expression of Interest (EOI)

Interested applicants must submit a written request or email to UIIC stating:

- Name and department/course
- Contact details
- Brief description of the startup idea
- Stage of the startup (Idea / Prototype / Launched)

Step II: Proposal Submission

Applicants must submit a **Startup Proposal** including the following details:

1. Title of Startup Idea
2. Problem Statement
3. Proposed Solution
4. Innovation & Uniqueness
5. Target Market / Users
6. Business Model
7. Required Support from UIIC (e.g., mentoring, lab, funding, marketing)
8. Team Details
9. Implementation Plan
10. Expected Outcomes

Step III: Screening & Evaluation

The submitted proposal will be assessed by the UIIC Evaluation Committee based on:

Evaluation Criteria

- Innovativeness & originality
- Market feasibility
- Social or economic impact
- Technical viability
- Team capability
- Business scalability
- Financial sustainability

Step IV: Presentation & Interview

Shortlisted teams will be invited for:

- Pitch presentation
- Personal interview
- Discussion on execution strategy

Step V: Approval & Onboarding

Selected startups will receive:

- Formal confirmation letter
- Allocation of workspace / mentorship
- Orientation on incubation rules
- Startup roadmap finalization

4. Support Provided by UIIC

Selected candidates may receive:

- Workspace facility
- Expert mentoring
- Access to labs and infrastructure
- Training & workshops
- Legal and registration guidance
- Government scheme assistance
- Funding linkage
- Business plan refinement
- Marketing & prototype support

5. Code of Conduct

Incubatees must:

- Use infrastructure responsibly
- Submit regular progress reports
- Maintain ethical business standards
- Follow UIIC policies
- Actively participate in mentoring sessions

6. Exit Policy

The standard incubation period at UIIC shall be **up to 2 years** from the date of formal onboarding.

An incubated startup may exit UIIC under the following conditions:

A. Normal Exit (Within or at the end of 2 Years)

A startup may exit successfully before or at the completion of the 2-year incubation period if it:

- Achieves product or service commercialization
- Generates stable revenue and becomes self-sustainable
- Secures external funding or establishes independent operations

B. Early Exit (Before Completion of 2 Years)

UIIC may recommend early exit if:

- The startup fails to show measurable progress for two consecutive review cycles
- The team becomes inactive or discontinues work on the startup

- Incubation terms, code of conduct, or university policies are violated

C. Exit at Completion of 2 Years

At the end of the **2-year incubation period**, the startup must:

- Graduate from UIIC and move to an independent workspace, **or**
- Submit a formal request for limited extension (maximum 6 months), which will be subject to approval by the UIIC Committee based on performance and genuine need

D. Exit Formalities

Before exit, the startup must:

- Submit a final progress and impact report
- Clear all dues (if any) and hand over allocated infrastructure
- Complete documentation related to intellectual property, if supported by UIIC

7. Contact Details


For application and clarification, contact:

University Innovation & Incubation Centre (UIIC)

Mangalayatan University

Email: uiic@mangalayatan.edu.in

Office: SH-13, Shipra Block, Mangalayatan University


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Registrar