IDEATION, INNOVATION & INCUBATION CENTRE (IIIC)

STANDARD OPERATING PROCEDURE (SOP)

1. Preamble and Purpose

The **Ideation, Innovation & Incubation Centre (IIIC)** is the CAIAS platform for **ideation, innovation, entrepreneurship, startup development, incubation, consultancy and industry engagement**, supporting the journey **from Idea to Impact**.

IIIC supports students, faculty, staff, alumni, internal and external startups, innovators and industry partners, subject to institutional policies. Its purpose is to build an ecosystem that turns ideas into viable products, services and ventures; provides pre-incubation and incubation support; facilitates consultancy; enables industry collaboration; and gives students and faculty meaningful exposure to innovation and entrepreneurship.

Status and funding: IIIC is run by CAIAS and is funded entirely from CAIAS's own resources. It is not currently recognized or funded by any external agency, such as a government scheme or funding body. If IIIC later receives external recognition or funds, the conditions of that source will be added to this SOP.

2. Scope

This SOP applies to all IIIC activities, programmes and services:

- Ideation, innovation and entrepreneurship development
- Pre-incubation, incubation and startup support
- Resident Startup workspace and facilities
- Repayable funding support for eligible incubatees
- Faculty consultancy and professional services
- Industry engagement, mentoring and expert engagement
- Training, workshops, competitions and innovation challenges
- Intellectual property (IP) and commercialization support
- Student innovation and social impact initiatives

Research remains primarily with the **Centre for Research**. IIIC may support research-linked innovation, IP, commercialization and entrepreneurship (see 12.4).

3. Definitions

Term	Meaning
Innovator	A student, faculty member, staff member or alumnus working on an idea not yet incorporated as a venture.
Pre-incubation	Early-stage support (idea validation, prototyping, mentoring) with no dedicated workspace.
Incubation	Structured support for a startup, which may include workspace, for a defined term under an agreement.
Internal Startup	A startup led or co-founded by current CAIAS students, faculty, staff or alumni.
External Startup	A startup with no CAIAS founder, admitted on merit and fit.

Term	Meaning
Resident Startup	An Internal or External Startup admitted to IIIC workspace under the Incubation & Support Services Agreement (ISSA).
ISSA	The Incubation & Support Services Agreement signed with each Resident Startup and prepared for its requirements. Its minimum content is in Annexure A.
Schedule A	The part of the ISSA that records each startup's approved support, workspace, incubation period and fees. It changes with each startup's requirements.
IIIC Committee	The body defined in 4.2.
Competent Authority	Principal, CAIAS, unless otherwise stated.
Incubatee	A Resident Startup admitted to IIIC's incubation framework, as used in the Funding Policy.
Governing Body	The governing body of CAIAS, whose approval is needed for larger funding sanctions and write-offs.

4. Governance

4.1 Reporting and Leadership

IIIC functions under CAIAS and is led by the Director – IIIC, who reports to Principal, CAIAS. The Manager – IIIC supports the Director.

4.2 IIIC Committee

An IIIC Committee advises on and recommends startup admissions, exits and policy matters, and evaluates funding applications.

- **Chair:** Director – IIIC
- **Members:** Manager – IIIC; faculty members; industry or investor mentor; finance or legal representative
- **Meetings:** at least once per quarter and as needed for admissions

4.3 Director – IIIC

Provides strategic direction; prepares and implements annual plans; supervises innovation, incubation and consultancy; builds institutional and industry partnerships; approves activities within delegated authority; ensures policy compliance; represents IIIC externally; and reviews outcomes and impact.

4.4 Manager – IIIC

Runs day-to-day operations; manages facilities and workspace; handles startup onboarding and documentation; coordinates mentors, consultants, programmes and events; maintains records, forms, agreements and reports; coordinates with the SIC; and implements leadership decisions.

4.5 Faculty and Staff

May mentor, evaluate ideas, support IP and commercialization, run training, and undertake consultancy through IIIC with institutional approval, in line with CAIAS policies, financial norms and professional requirements.

4.6 Mentors, Experts and Consultants

Internal or external experts in strategy, technology, finance, marketing, legal and compliance, IP, product development and other areas may be engaged through appointment letters, agreements or consultancy arrangements, and are bound by Sections 11 and 13.

4.7 Resident Startups

Resident Startups shall comply with the ISSA and facility guidelines, use facilities responsibly, maintain confidentiality and data security, pay applicable charges, and act professionally. Depending on the approved arrangement, support may include workspace, meeting facilities, internet, shared resources, mentoring, industry connections and student engagement opportunities.

The nature and extent of support depend on each startup's requirements, available resources and institutional approval, and are recorded in Schedule A of its ISSA.

4.8 Student Innovation Council (SIC)

The SIC is the student platform for innovation, entrepreneurship, startups, industry engagement, training, volunteering and social impact.

- **Core structure** - President, Vice-President, Joint Director and Secretary-Innovation & Entrepreneurship, Joint Director and Secretary-Startup & Incubation, Joint Director and Secretary-Industry Engagement Cell.
- **Responsibilities:** mobilize students; support approved programmes; promote opportunities; support student–industry engagement; assist with outreach and documentation; maintain conduct and confidentiality.
- **Limits:** SIC office bearers shall not independently make institutional, financial, partnership, consultancy, incubation or other official commitments on behalf of IIIC or CAIAS.
- **Selection:** (1) call for applications; (2) submission of Statement of Purpose (SoP) and CV; (3) shortlisting on eligibility and documents; (4) interview by the IIIC panel; (5) final approval by the Competent Authority. Criteria: academic eligibility and standing, commitment, leadership, communication, initiative, relevant experience, SoP, CV and interview.
- **Tenure and vacancies:** one academic year, renewable up to two terms, subject to the programme or batch. Office bearers may be removed by the Director for misconduct, sustained inactivity or loss of eligibility. Vacancies are filled by the same selection process, or by interim nomination of the Director.

5. Startup Admission, Incubation and Exit

5.1 Eligibility

- Has a defined product or service and a team of at least 2 members
- Is aligned with IIIC focus areas and does not conflict with CAIAS values or law
- Is registered, or commits to register within 90 days of admission
- Has no unresolved legal disputes affecting CAIAS
- Internal Startups: founders in good academic or employment standing

5.2 Admission Procedure

1. **Application:** the startup submits the IIIC application form with pitch, team details and registration details (registration no., PAN, GSTIN, authorised representative).
2. **Screening:** the Manager checks completeness and eligibility within [10 working days].
3. **Evaluation:** the IIIC Committee reviews through pitch and interview, scoring on problem, solution, team, market, feasibility and fit.
4. **Decision:** the Committee recommends; the Director approves; the applicant is informed in writing.
5. **Onboarding:** the ISSA and Schedule A are signed, the security deposit is paid, workspace and access are allocated, and an orientation is held.

5.3 Standard Agreement and Schedule A

Every Resident Startup signs an Incubation & Support Services Agreement (ISSA). Because support differs from startup to startup, each agreement is prepared to the startup's requirements. It must contain the minimum

content in Annexure A, and its fee schedule forms part of the ISSA itself. Startup-specific terms are recorded in a Schedule A, which covers:

- **Startup details:** entity type, registration, representative, nature of business, sector and incubation period
- **Approved support** (applicable Yes/No, with particulars): incubation and support services, workspace and meeting facilities, mentoring and expert support, consultancy and professional support, business development, industry connect, student projects and internships, placement and career engagement, research and innovation, IPR and commercialization support, programmes and events, other
- **Workspace details:** seats or capacity, access period, permitted timings, permitted users, special conditions
- **Fees and payment:** monthly fee, security deposit, additional services, taxes and due dates

Any change to a mandatory term needs the Director's approval, and the Competent Authority's approval where it affects fees, IP, liability or equity. Every agreement is reviewed by Legal before signing. Signed copies are kept in IIIC records, with a copy to the startup.

Key standard terms

- **Nature of relationship:** no partnership, joint venture, agency, employment, franchise or investment relationship is created.
- **No guarantees:** IIIC does not guarantee funding, investment, customers, contracts, revenue or any business outcome.
- **Term:** the period stated in the agreement. Renewal is by mutual agreement, subject to compliance and settlement of dues.
- **Monitoring:** the startup gives reasonable updates on its activities and achievements for IIIC records, reporting and evaluation, subject to confidentiality. Progress is reviewed every six months.
- **Disputes:** first by mutual discussion; then under Indian law, with the courts at Bengaluru, Karnataka having jurisdiction.

5.4 Exit and Termination

- **Notice:** either party may terminate with 30 days' written notice.
- **Immediate action:** IIIC may suspend or terminate immediately for serious misconduct, illegal or unauthorized activity, facility misuse, non-payment, material breach, false or misleading information, or significant institutional, legal or reputational risk.
- **On termination or expiry**, the startup shall settle all dues, return CAIAS/IIIC property and resources, stop using the facilities, and stop using the CAIAS/IIIC name, address, logo or identity.
- **Deposit:** adjusted against dues, damage or loss; the balance is refunded after settlement of all dues.
- IIIC keeps an exit record. Confidentiality and IP clauses continue after exit.

6. Pre-Incubation, Training and Programmes

IIIC runs idea validation, bootcamps, workshops, competitions and innovation challenges. Each programme requires: a proposal approved by the Director, defined objectives and budget, participant records, feedback collection, and a short outcome report to the Manager within 15 days of completion. Pre-incubated teams may apply for incubation under 5.2.

7. Faculty Consultancy

Faculty consultancy is governed by the CAIAS Consultancy Policy, Framework and Guidelines (the "Consultancy Policy"). If this SOP and the Consultancy Policy differ, the Consultancy Policy prevails. IIIC administers the process; the step-by-step workflow is in Annexure B.

Key requirements

- **Who:** full-time faculty, faculty teams, departments, interdisciplinary teams and other CAIAS units authorised to undertake consultancy. Other staff may do so only with the principal's written approval.

- **Registration:** every assignment is registered before it starts on the Consultancy Registration Form, and IIIC assigns a unique Consultancy ID.
- **Approval:** Faculty/Team → IIIC verification → HOD verification → Principal approval. The Director – IIIC approves consultancy below ₹1,00,000, as delegated by the principal, on the conditions in the Consultancy Policy. Work starts only after approval, and IIIC, the HOD and the Principal act within 3, 3 and 5 working days respectively.
- **Academic duties:** consultancy must not interfere with teaching, research, supervision, examinations or administration.
- **Time limit:** an average of one working day per week, 52 working days a year and 4 days a month, as per the Consultancy Policy.
- **Resources:** CAIAS resources are used only with prior approval, with charges recorded before work starts.
- **Money:** all payments go to the designated institutional account and are processed by Finance. Faculty do not collect or keep fees personally. The Faculty/Team share is as per the latest approved CAIAS financial provisions.
- **Changes:** any material change in scope, value, duration, team, deliverables, client or resources needs prior approval.
- **Records:** IIIC keeps the Central Consultancy Services Register. IIIC verifies and closes each consultancy on completion.

Consultancy or professional support given to Resident Startups as part of their ISSA is registered under the same procedure. Engagement of external mentors and experts by IIIC (4.6) follows its own appointment letters or agreements.

8. Facilities and Access

- Workspace and facilities are allocated by the Manager based on availability and the approved arrangement.
- Meeting rooms and shared equipment are booked through the Manager; usage is logged.
- Access hours, visitor entry, safety, and security rules are issued as facility guidelines and form part of the ISSA.
- Workspace access is an incubation support service for the approved purpose and authorised users. It creates no ownership, tenancy, leasehold or other proprietary interest.
- Alterations, installations, transfer, sub-allocation or third-party use of space or facilities need IIIC's prior written approval.
- The startup is responsible for loss or damage to CAIAS/IIIC property caused by its negligence, misuse or wilful misconduct.
- Where approved, IIIC may issue a separate No Objection Certificate (NOC) for use of the CAIAS address for GST, banking or other statutory needs. It creates no proprietary right.
- Startups may not use the CAIAS/IIIC name or logo, or present themselves as its agent, partner or representative, without prior approval.

9. Financial Provisions

Each startup's fees, including its fee schedule, are set out in its ISSA, based on the approved support and within fee norms approved by the Competent Authority. There is no separate fee-schedule annexure.

Item	Provision
Monthly Incubation & Support Fee	As specified in the ISSA; payable on or before the 5th of each month to the officially designated CAIAS/IIIC account

Item	Provision
Security deposit	Three (3) months' monthly recurring fee, refundable after expiry or termination and settlement of dues; may be adjusted against dues, damage or loss
Additional services	Services outside the monthly fee are provided subject to availability, approval and applicable charges
Taxes	Applicable taxes and statutory charges are borne by the Resident Startup
Equity in startups	None under the standard ISSA. Any equity arrangement needs separate written approval of the Competent Authority
Faculty consultancy	Fees are received only in the designated institutional account and processed by Finance. Faculty/Team share and resource charges are as per the Consultancy Policy
Grants	Routed and accounted for as per CAIAS financial norms
Incubatee funding support	Repayable debt, not equity. Disbursed, tracked and recovered by Finance as per Section 10 and the Funding Policy. No conversion to equity without separates written approval of the Competent Authority

All receipts and payments go through CAIAS accounts. No individual office bearer or staff member may collect fees on IIIC's behalf in a personal capacity.

10. Incubatee Funding Support

Repayable funding support is governed by the CAIAS Incubatee Funding Support Policy, Framework and Guidelines (the "Funding Policy"). If this SOP and the Funding Policy differ, the Funding Policy prevails. Funding Support is given only out of CAIAS's own funds allocated for this purpose. The workflow is in Annexure C.

10.1 Nature of Funding

- Funding is repayable, either interest-free or interest-bearing as approved. It is not a grant and not equity.
- It is discretionary. Admission to incubation gives no right to funding, and the "no guarantee of funding" clause of the ISSA is unaffected.
- Conversion to equity or any other arrangement needs separate written approval of the Competent Authority.

10.2 Eligibility and Limits

- A Resident Startup is good standing under its ISSA, with all ISSA payments up to date, no overdue dues, and the minimum incubation period set in the Funding Policy.
- A registered entity with PAN, and a signatory whose authority is shown by board resolution or equivalent.
- An approved project or activity with a budget, milestones and a repayment plan.
- No unresolved conflict of interest (Section 11).
- Funding limits, repayment terms and approval tiers are set in the Funding Policy and reviewed each year by the Competent Authority. No single Incubatee receives more than the per-startup cap, and total sanctions do not exceed the annual funding limit.

10.3 Procedure

1. **Application:** the startup submits project plan, budget, milestones, funding type and amount requested, and repayment proposal.
2. **Screening:** The Manager checks eligibility and completeness.
3. **Evaluation:** the IIIC Committee assesses viability, use of funds, repayment capacity and risk, and recommends amount, funding type, interest, repayment schedule, security and conditions. Conflicted members step out.

4. **Approval:** Finance reviews the terms, and approval is given according to the approval tiers in the Funding Policy (Director – IIIC, Principal, or Principal with Governing Body approval). An approval reference is recorded.
5. **Agreement:** a Funding Support Agreement is signed with a repayment schedule and an approved-utilization schedule, after review by **[Legal/Finance]**.
6. **Disbursement:** Finance disburses as the agreement provides (lump sum, instalments or milestone-linked), and withheld later instalments if conditions, milestones or reports are not met.
7. **Monitoring:** the startup submits progress and utilization reports with supporting documents. IIIC reviews them and Finance tracks spending. Material changes to the project, purpose or budget need prior written approval.
8. **Repayment:** the startup repays as per the schedule into the designated account. Finance records receipts.
9. **Default and non-compliance:** handled in the stages set out in the agreement (reminder, notice of default, corrective arrangement, suspension, recovery, termination). Misuse of funds goes through a written Notice of Non-Compliance. Extension or restructuring needs prior written approval from the Competent Authority and a written amendment.
10. **Closure:** the startup submits a Funding Completion and Utilization Report. Closure is recorded only after full repayment of principal, interest and other dues, and completion of reporting.

10.4 Responsibilities

Role	Responsibility
Startup	Application, proper use of funds, reports, repayment, record keeping
Manager – IIIC	Screening, file, monitoring coordination, funding register
IIIC Committee	Evaluation and recommendation
Finance	Terms review, disbursement, repayment tracking, default process, settlement
Director – IIIC	Approval as per the tiers in the Funding Policy
Competent Authority (Principal)	Extensions and restructuring, final decisions on default, and write-offs (with the Governing Body above the limit in the Funding Policy)

10.5 Link with Incubation

Funding is separate from ISSA fees. Exit or termination of the ISSA does not cancel funding obligations, and the funding agreement states what follows from it. Dues may be adjusted against the security deposit, and the ISSA says so.

11. Conflict of Interest

- Anyone involved in evaluation, mentoring, approval or consultancy must disclose any actual, potential or perceived financial, family or professional interest in the startup, client or matter.
- A conflicted person must not take part in the related evaluation, decision or approval.
- For funding support, anyone with an interest in the applicant (as mentor, faculty, consultant, equity holder or otherwise) is excluded from its evaluation and approval, and this is minuted.
- Faculty or staff holding equity, a directorship or a paid role in a Resident Startup must disclose this in writing to the Director and obtain approval from the Competent Authority.
- For consultancy, the declaration is made in the Consultancy Registration Form, and any doubt is referred to the principal as per the Consultancy Policy. Consultancy must not compete with CAIAS's core academic or institutional interests.
- The Manager records disclosures. Non-disclosure is a disciplinary matter.

12. Intellectual Property and Commercialization

12.1 Ownership

- **Pre-existing IP:** each party keeps its own pre-existing IP, technology, content, data and trademarks; the ISSA transfers no ownership. IP from jointly undertaking projects is governed by separate written terms based on each party's contribution.
- **Student/faculty IP** is governed by the CAIAS IP policy; where silence and ownership is agreed in writing before work begins.
- **Consultancy IP** is as per the consultancy agreement; by default, pre-existing IP stays with its owner.

12.2 Support

IIIC assists with IP awareness, prior-art searches, filing support through empanelled professionals, and technology licensing or commercialization.

12.3 Liability

Resident Startups and external parties bear responsibility for their products, services, statutory compliance and any third-party claims, and indemnify CAIAS as set out in the ISSA. CAIAS does not warrant any startup products or outcomes and is not liable for indirect, consequential or commercial losses.

12.4 Research Overlap

Where a project involves both IIIC and the Centre for Research, the Directors of both agree in writing on roles, funding, IP and credit before work begins; unresolved matters go to the Competent Authority.

13. Confidentiality and Data Protection

All parties shall keep confidential any non-public information of startups, clients and CAIAS, and use it only for its intended purpose. Personal data is collected only as needed, stored securely, and handled as per applicable data-protection law and CAIAS policy. Confidentiality obligations continue after exit or end of engagement. Data breaches must be reported to the Manager immediately.

14. Grievance and Disciplinary Process

- Complaints are submitted in writing to the Manager, who acknowledges within 3 working days.
- The Director attempts to make a resolution within 15 working days.
- Unresolved or serious matters are referred to by the IIIC Committee, and to the Competent Authority.
- Violations may lead to warning, suspension of access, termination of incubation or engagement, or referral under CAIAS disciplinary rules. Cases involving students follow the student code of conduct.

15. Records, Reporting and Review

Records: applications, evaluations, agreements, consultancy files, funding files and the funding register, financial records, attendance and event reports are retained for 7 years, or as CAIAS policy requires. Funding records are kept until all obligations are settled, and for 7 years after.

Annual report to CAIAS leadership, covering at least the KPIs below:

KPI	Measure
Startups	Applications received, admitted, graduated, exited
Revenue and funding	Startup revenue, funds raised, grants secured
CAIAS funding support	Amount sanctioned, disbursed, repaid and overdue; number of startups funded
Consultancy	Engagement and income generated
Programmes	Events held and participants reached
IP	Disclosures, filings, grants, licences

KPI	Measure
Student engagement	Students involved, internships, projects
Impact	Jobs created, social and environmental outcomes

Review: this SOP is reviewed at least once a year and after any major policy change. Changes need Competent Authority approval and are logged in the revision history.

16. Recognition and Certification

IIIC may issue certificates, Letters of Appreciation or other recognition, subject to CAIAS procedures and based on participation, contribution, performance and fulfilment of responsibilities, to: SIC office bearers and members, volunteers, student innovators, programme participants, mentors and experts, faculty contributors, Resident Startups, industry and ecosystem partners, and others making significant contributions.

Annexures

Annexure A: Minimum Agreement Content (ISSA)

Annexure B: Consultancy Workflow

Annexure C: Incubatee Funding Workflow

Annexure A: Minimum Agreement Content (ISSA)

The Incubation & Support Services Agreement (ISSA) is prepared for each Resident Startup according to its requirements. Every ISSA must contain the following.

A.1 Mandatory terms (in every agreement)

1. **Parties:** legal name, registration no., PAN, GSTIN, registered address, authorized representative and designation.
2. **Purpose and scope:** the support IIIC may provide, and a statement that no partnership, joint venture, agency, employment, franchise or investment relationship is created.
3. **No guarantee:** IIIC does not guarantee funding, investment, customers, contracts, revenue or business outcomes.
4. **Term and renewal:** start and end dates; renewal by mutual agreement, subject to compliance and settlement of dues.
5. **Workspace and facility use:** access is a support service only; no ownership, tenancy or leasehold; no alteration, sub-allocation or third-party use without approval; compliance with timings, safety and security rules.
6. **Fees and payment (fee schedule):** the fee schedule is part of the ISSA itself and states the monthly fee, the security deposit (three months' fee, refundable and adjustable against dues, damage or loss), the due date (on or before the 5th of each month), additional services and charges, taxes, and the designated CAIAS/IIIC account.
7. **Responsibilities:** of the Resident Startup (accurate information, legal compliance, responsible use, timely payment, loss or damage to property, notice of material changes) and of IIIC (facilitation subject to availability).
8. **Intellectual property:** each party keeps its pre-existing IP; joint IP is agreed separately by contribution; no use of the CAIAS/IIIC name, logo or IP without approval.
9. **Confidentiality and data protection.**
10. **Student and personnel engagement:** subject to CAIAS policies; no employment relationship with CAIAS is created.
11. **Use of CAIAS/IIIC name and address:** including the conditions for any No Objection Certificate (NOC) for GST, banking or statutory use.
12. **Liability and indemnity.**
13. **Monitoring and information:** reasonable updates on activities and achievements.
14. **Termination:** 30 days' written notice by either party; immediate suspension or termination by IIIC for serious grounds; exit obligations (settle dues, return property, stop access, stop use of name and address).
15. **Conflict-of-interest disclosure.**
16. **Dispute resolution and governing law:** mutual discussion first; then Indian law and the courts at Bengaluru, Karnataka.
17. **General provisions and signatures:** amendments in writing, no assignment without approval, severability, electronic execution, signatures with witnesses and official seal.

A.2 Startup-specific terms (Schedule A)

Recorded for each startup: its details; the support areas approved (workspace, mentoring, consultancy, business development, industry connect, student projects or internships, placement, research and innovation, IPR support, programmes); workspace details (seats, access period, timings, permitted users); the incubation period; fees and deposit amounts; and any special conditions.

A.3 Approval and records

- Any change to a mandatory term needs the Director's approval, and the Competent Authority's approval where it affects fees, IP, liability or equity.
- Every agreement is reviewed by Legal before signing.
- Signed agreements are kept in IIIC records, with a copy to the startup.

Annexure B: Consultancy Workflow

This workflow follows the CAIAS Consultancy Policy, Framework and Guidelines. IIIC coordinates each step and keeps the records.

No.	Stage	What happens	Responsible	Record
1	Client request	The client sends a written request (email or letter) to the faculty member and to IIIC. IIIC logs on to enquiry.	Client; IIIC	Client request
2	Proposal	The Faculty/Team prepares a proposal: scope, deliverables, milestones or stages, timeline, team, resources needed, fee and payment terms, and a conflict-of-interest declaration.	Faculty/Team	Draft proposal
3	Proposal verification	HOD verifies the proposal for expertise fit, workload, academic duties and resource use.	HOD	Verified proposal
4	Sharing with client	The verified proposal is shared with the client in writing, stating that it is subject to CAIAS approval. IIIC is copied.	Faculty/Team; IIIC	Proposal sent
5	Client acceptance	The client accepts in writing (agreement, work order, purchase order, letter of engagement, accepted proposal, MoU or email confirmation).	Client	Acceptance document
6	Registration	On acceptance, the Faculty/Team fills the Consultancy Registration Form (faculty and department, client, scope and deliverables, duration, value and payment terms, use of CAIAS resources, proposed fee distribution, conflict-of-interest declaration) and attaches the acceptance.	Faculty/Team	Registration Form
7	Verification and approval	IIIC verifies (within **3** working days) and assigns a **Consultancy ID**; the HOD verifies (**3** days); the principal approves (**5** days). The Director – IIIC may approve consultancy below ₹1,00,000 that uses no CAIAS resources and involves no students, Resident Startup or conflict declaration. A late stage is escalated by IIIC to the Principal. If not approved, reasons are recorded and sent within 3 working days, and the Faculty/Team may resubmit or ask the principal to reconsider within 7 working days.	IIIC → HOD → Principal / Director – IIIC	Consultancy ID, approval
8	Start	Work begins only after approval. Resource charges, if there are any, are recorded before starting.	Faculty/Team	Approved registration
9	Milestone updates	At every milestone or stage, the Faculty/Team posts an update to IIIC within **5** working days: work done, deliverables, status, issues, and payments due or	Faculty/Team; IIIC	Milestone update

No.	Stage	What happens	Responsible	Record
		received. IIIC records it. Any material change in scope, value, duration, team, deliverables, client or resources needs prior approval.		
10	Payments	Payments are received only into the designated institutional account and processed by Finance. Faculty do not collect fees personally.	Finance	Payment records
11	Completion	On completion, the Faculty/Team submits the Consultancy Completion and Closure Form: work and deliverables completed, outcomes, value and payments received, fee distribution, and any outstanding dues.	Faculty/Team	Closure Form
12	Verification and closure	IIIC verifies the form, deliverables and payments with Finance and the HOD, closes the consultancy, and updates the Central Consultancy Services Register, within **7** working days.	IIIC	Closed record, Register entry
13	Settlement	Finance monitors outstanding payments and completes the financial settlement and fee distribution.	Finance	Settlement record

Roles: Faculty/Team (registration, execution, deliverables, compliance, closure form); HOD (proposal and departmental verification); IIIC (verification, Consultancy ID, milestone records, closure, Register); Principal (final approval and oversight; the Director – IIIC approves below ₹1,00,000 as delegated); Finance (payment receipt, accounting, fee distribution, dues).

Annexure C: Incubatee Funding Workflow

This workflow follows the CAIAS Incubatee Funding Support Policy, Framework and Guidelines and the Funding Support Agreement. IIIC coordinates each step with Finance.

No.	Stage	What happens	Responsible	Record
1	Application	The startup submits its project plan, budget, milestones, funding type and amount requested, repayment proposal, and registration and signatory documents.	Startup	Application
2	Screening	The Manager checks eligibility (good standing under the ISSA, no dues, registration, signatory authority) and completeness within **[7]** working days.	Manager – IIIC	Screening note
3	Evaluation	The Committee assesses viability, use of funds, repayment capacity and risk. Conflicted members step out. It recommends amount, type, interest, schedule, security and conditions.	Committee	Recommendation, minutes
4	Approval	Finance reviews the terms. Approval is given as per the tiers in the Funding Policy (Director – IIIC, Principal, or Principal with Governing Body approval), and an approval reference is assigned.	Finance; Competent Authority	Approval reference
5	Agreement	The Funding Support Agreement with its repayment and utilisation schedules is prepared, reviewed by **Legal** and signed by both parties.	IIIC; Legal/Finance; both parties	Signed agreement
6	Disbursement	Finance disburses as per the agreement once conditions are met. Later instalments are withheld if conditions, milestones or reports are not met.	Finance	Disbursement record
7	Monitoring	The startup submits progress and utilisation reports with invoices every **quarter**. IIIC reviews them. Any material change in project, purpose or budget needs prior written approval.	Startup; IIIC	Reports, review notes
8	Repayment	The startup repays per the schedule into the designated account. Finance records receipts.	Startup; Finance	Repayment ledger
9	Default or non-compliance	If a payment is missed: written reminder (7 days), notice of default (15 days), corrective arrangement, suspension, recovery, termination. For misuse of funds: Notice of Non-Compliance (15 days to respond; decision ordinarily within 15 days).	Finance; Competent Authority	Notices, decisions
10	Extension or restructuring	Allowed only with prior written approval of the Competent Authority, documented as a written amendment or revised schedule.	Competent Authority	Amendment
11	Completion	The startup submits the Funding Completion and Utilisation Report.	Startup	Completion report
12	Verification and closure	IIIC and Finance verify repayment of principal, interest and other dues and completion of reporting. Closure is recorded in the funding register.	IIIC; Finance	Closure record, register entry