

**NATIONAL INITIATIVE FOR DEVELOPING
AND HARNESSING INNOVATIONS
(NIDHI)**

**Centers of Excellence
(NIDHI-CoE)**

**GUIDELINES
AND
PROFORMA FOR SUBMISSION OF PROPOSALS**



सत्यमेव जयते

Government of India
Ministry of Science & Technology
Department of Science & Technology
National Science & Technology Entrepreneurship Development Board
Technology Bhawan, New Mehrauli Road
New Delhi-110016

National Initiative for Developing and Harnessing Innovations (NIDHI)

Background

National Initiative for Developing and Harnessing Innovations (NIDHI) is an umbrella programme conceived and developed by the Innovation & Entrepreneurship division, Department of Science & Technology, Government of India, for nurturing ideas and innovations (knowledge-based and technology-driven) into successful startups. The programme would work in line with the national priorities and goals and its focus would be to build an innovation driven entrepreneurial ecosystem with an objective of socio-economic development through wealth and job creation.

NIDHI aims to nurture start-ups through scouting, supporting and scaling of innovations. The key stakeholders of NIDHI includes various departments and ministries of the central government, state governments, academic and R & D institutions, mentors, financial institutions, angel investors, venture capitalists and private sectors. NIDHI is developed keeping in line the new national aspirations and on the basis of DST's experience of three decades, in promoting innovative start-ups.

The key components of NIDHI are –

1. NIDHI-GCC - **Grand Challenges and Competitions** for scouting innovations;
2. NIDHI-**PR**omotion and **A**cceleration of **Y**oung and **A**spiring technology entrepreneurs (NIDHI-PRAYAS) - Support from Idea to Prototype;
3. NIDHI-**E**ntrepreneur **I**n **R**esidence (NIDHI-EIR) - Support system to reduce risk;
4. Startup-NIDHI through Innovation and Entrepreneurship Development Centres (IEDCs) in academic institutions; encouraging Students to promote start-ups;
5. Start-up Centre in collaboration with MHRD; Inculcating a spirit of entrepreneurship in National Institutions of Higher Learning;
6. NIDHI-**T**echnology **B**usiness **I**ncubator (TBI) - Converting Innovations to start-ups;
7. NIDHI-Accelerator - Fast tracking a start-up through focused intervention.
8. NIDHI-Seed Support System (NIDHI-SSS)- Providing early stage investment;
9. **NIDHI Centres of Excellence (NIDHI-CoE) - A World class facility to help startups go global;**

NIDHI-Centers of Excellence (NIDHI-CoE)

Background

Business incubation has been globally recognized as an important tool for economic development and job creation. Innovation and Entrepreneurship Division of Department of Science and Technology (DST) has been supporting the technology based startups through its flagship programme of “Technology Business Incubator”. Technology Business Incubators have been supported primarily in and around academic and technical institutions to tap potential technology ideas and innovations for venture creation by effectively utilizing expertise and existing infrastructure already available with the host institution. Technology based new enterprises are high risk and high growth ventures, and they require an enabling environment like **NIDHI-Centre of Excellence (NIDHI-CoE)** to enhance the prospects of their success.

So far, a network of about 100 STEPs/TBIs supported by the DST exists across the country which have nurtured over 3000 startups. The existing STEPs and TBIs would act as a reservoir of knowledge in venture promotion including the resources and networks and help NIDHI-CoE in aligning the linkages with both national as well as international partners. These centres would be able to nurture a large number of startups and be able to provide them with the best of services that would enable a greater percentage of scalable and high growth ventures. Such centres would bring with them maturity and experience in incubation, best practices for nurturing startups, capability to accelerate businesses and provide global networks for startups to exploit. Thus, the NIDHI-CoE proposes to strengthen existing capacities of STEP/TBIs and support potential start-ups with different pursuits and practices in transferring technological innovations into marketable products/high-growth companies.

To further augment and scale up existing incubation activities in TBIs, the Department would provide an enhanced support Rs.50 crore in 5 years. The support would include a design/product/prototype development & Validation Centres along with the Patent Facilitation centres, state-of-the-art technology based TBI facilities to accommodate minimum 100 startups and an accelerator for 10 high potential startups. The support would encourage innovation, entrepreneurship, successful business development, and community revitalization, and ensure development of local economy.

Objectives of NIDHI-CoE

- To promote new technology/knowledge/innovation based impact making startups.
- To provide cost effective, value added services to startups like mentoring, legal, financial, technical, intellectual property related services.
- To scale up existing/new activities targeted at seeding and supporting startups.
- To provide a platform for speedy commercialization of technologies developed by the host institution or by any academic/technical/R&D institution or by an individual.
- To build a vibrant startup ecosystem, by establishing a network between academia, financial institutions, industries and other institutions.
- To create jobs, wealth and business in alignment with national priorities.

Eligibility for Submission of a Proposal of NIDHI-CoE

- a. The proposal is to be submitted by an existing Incubator, which has been in existence for at least five years. The host institute is supposed to provide adequate expertise and infrastructure for scaling up of existing incubation activities.
- b. In non-academic institution, it should be a legal entity registered in India with the clear purpose and objective of promoting research, innovation and entrepreneurial ecosystem. It would be essential to have partnership with at least one academic institute of repute / technical institutes of repute/existing TBIs or STEPs/institutions/government bodies engaged in promotion of innovation and entrepreneurship.
- c. The financial support for establishing a NIDHI-CoE would be extended to a not-for-profit legal entity registered as a society/trust/section 8 company. DST requires a NIDHI-CoE to collaborate with an industry, an academic institution and with other institutions of repute focusing on innovation, research, commercialization and start-up promotion. *DST, at present, does not support for-profit incubators.*
- d. The host institution should be in existence for at least 8 years. This will not apply to entities created by the central government or state governments. DST would welcome partnership with the State Governments and other Departments of Central Government.
- e. Support shall be extended in setting up of NIDHI-CoE in PPP mode. Partnerships with complementing expertise shall be encouraged. It is expected that 30% of the total project cost is funded by the collaborating partner. A MoU defining different roles and responsibilities between collaborating partners should be submitted along with the application. The funding should be given to the not-for-profit entity created for managing NIDHI-CoE.
- f. The proposals which are not complete or do not provide information on 15 point of eligibility criteria (SI No 8 in Proforma for Application), will not be considered.

Target and Outcome

The NIDHI-CoE would create a space to incubate at least 100 startups at any given point of time. The NIDHI-CoE would target to graduate 150 startups in five years in IT and related domains and 100 startups in other sectors like Biotech, manufacturing, energy, agri-business etc.

Review and Monitoring

The continuation of support and annual funding to the NIDHI-CoE is entirely performance based and will be reviewed by the National Experts Advisory Committee (NEAC) every year. The performance is monitored both in quantitative and qualitative manner by the NEAC. As and when it is felt necessary, a team constituted by DST may be sent for monitoring the progress of the NIDHI-CoE. In case of significant shortfall in the progress, the support may also be terminated mid-term upon the recommendation of NEAC. It is expected that the NIDHI-CoE

attains self-sustenance at the end of five years.

Submission of Proposal

- a. Proposal (two hard copies + soft version in MS word document) in the prescribed proforma which is available at <http://www.nstedb.com/> along with the necessary enclosures including consent for Terms & Conditions. The proposal should be forwarded by the Head of the Host Institute along with the endorsement as per the Annexure-I & II. The proposal should be sent to the following address:-

The Member Secretary,
National Science & Technology Entrepreneurship Development Board,
Department of Science & Technology,
Technology Bhawan,
New Mehrauli Road,
New Delhi-110016.

eMail- praveen.roy@nic.in
Website: www.nstedb.com

- b. Enclosures to be submitted with the proposal by the institutions other than the Publicly Funded Institutions

- | | | |
|---|---|---------------|
| 1 | Registration Certificate of the TBI | One copy |
| 2 | Memorandum of Association of the Host Institute & TBI | One copy |
| 3 | Audited Statement of Accounts of the applicant TBI for the last three years | One copy each |
| 4 | Annual Reports for the last three years of the applicant TBI | One copy each |

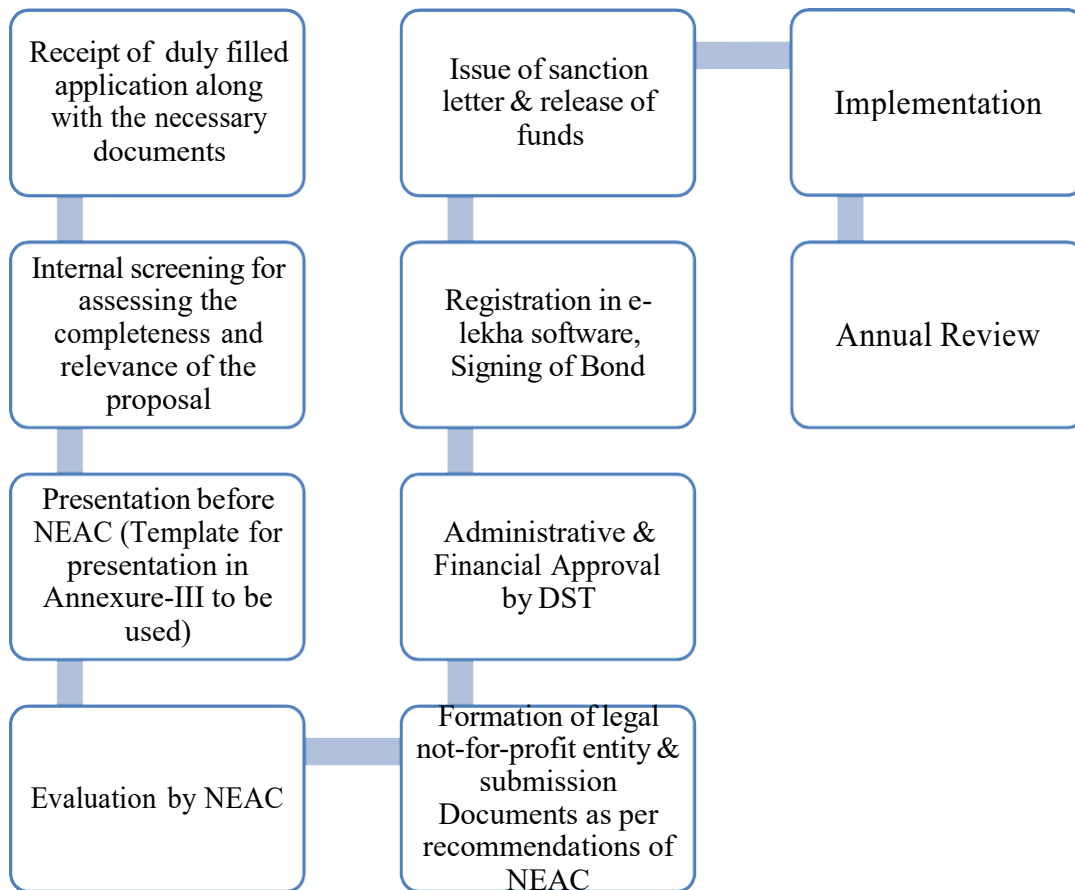
Acceptance and Processing of Application

The proposals are received throughout the year, however the National Expert Advisory Committee (NEAC) on Innovation, Incubation and Technology Entrepreneurship meets at least twice in a year. Any proposal submitted up to one month before the meeting will be placed before the NEAC.

Evaluation of Proposal

The proposals are evaluated based on the merit and the capability of the Host TBI/Institution in promoting technology based startups. The evaluation is done by the National Expert Advisory Committee on Innovation, Incubation and Technology Entrepreneurship, constituted by the Department consisting of experts in the domain of R&D, technology development & commercialization, entrepreneurship etc. The Department shall take a final decision to support the NIDHI-COE based on the recommendation of the Committee.

EVALUATION PROCESS FLOW CHART



NB: Some of the steps may not be required for all applicants.

Pre-requisites for Release of Funds

Once the proposal for NIDHI-CoE is agreed in-principle by DST, the process for the sanction of NIDHI-CoE and subsequent release of funds would be taken up after ensuring the following preliminary actions are taken by the Host Institution:-

- (i) In case the TBI is not registered as a non-profit / legal entity, registration of NIDHI-CoE as not for profit society/trust or a section 8 company by the Host Institution should be done.
- (ii) Provision of a minimum of 50000 sq. ft (including existing incubation space) of furnished space for hosting the NIDHI-CoE. The NEAC may examine higher or lower requirements of space on a case to case basis. In case of publicly funded institutions support can be considered for construction of building.
- (iii) Creation of a separate interest bearing bank account under the name of registered NIDHI-CoE.

- (iv) Registration of the NIDHI-CoE in the PFMS.
- (v) The minimum period of lease for which the HI should provide land & building is 30 years. It is assumed that HI would continue to provide support beyond the initial lease period. The commitment letter from HI should be enclosed for the same.

1.8 Implementation

- (i) After in-principle approval of the Department of Science and Technology for supporting a NIDHI-CoE, the grant for NIDHI-CoE would be released only after ensuring that all pre-requisites have been fulfilled.
- (ii) The NIDHI-CoE will be administered by the apex body called Governing Body. The Governing Body needs to be chaired by the Head of the Host Institution. The Governing Body of the NIDHI-CoE should meet every six months to review progress of NIDHI-CoE and provide policy guidelines. HI and NIDHI-CoE should ensure that the operations are in line with the sanctioned proposal and activities are tailored to attain projected milestones. The Government Body should provide adequate autonomy and flexibility to the Chief Executive Officer (CEO) to make speedy & transparent decisions.
- (iii) NIDHI-CoE is a specialized facility, hence for its proper day to day operation and management, competent manpower must be recruited. Each NIDHI-CoE would have a dedicated CEO & a compact team with domain knowledge and management expertise, who work full time for NIDHI-CoE.
- (iv) Host institution would constitute a selection committee with a DST nominee as a member for the selection of the CEO. A suitable incentive mechanism (share of surplus, earning of NIDHI-CoE, equity stake, etc) should be evolved by the host institution for the CEO and his team. HI shall be free to decide on the remuneration of CEO. The DST grant for the salary for the CEO will be limited to Rs.2.00 lakhs p.m. or actual, whichever is lower. This limit of Rs. 2.00 lakhs is fixed in the year 2016-17 and would get revised every year with a hike in salary of 10%.
- (v) The NIDHI-CoE would evolve a transparent system for selection of incubatee. The incubatee should be admitted fulfilling the admission criteria. CoE TBI should execute appropriate agreement with incubatee. The residency period and the exit policy may also be defined clearly in the agreement.
- (vi) Each NIDHI-CoE is required to have a web-site of its own and should update it on a regular basis but at least once in a quarter, including the details of incubatee.

GENERAL GUIDELINES

- (i) DST has priority areas for supporting NIDHI-CoEs. The current focus areas are manufacturing, agriculture, healthcare, clean-tech, energy, water and Internet of Things (IOT) etc. These areas are suggestive but are not restrictive.
- (ii) To apply for hosting NIDHI-CoE, the host institution should fulfill the criteria of eligibility as given in para 1.3.
- (iii) The proposal should be accompanied by both forwarding letter by the Host Institute (HI) and endorsement from the Head of the Institution. In case of educational institute (Head of the Institution) should forward the proposal. In case of partnership with state government institutions/state corporations/other institutions of repute, the application should be forwarded by the Head of the partner institution. The application can also be forwarded by the State S&T Councils if they are partners in setting up NIDHI-CoEs.
- (iv) A copy of Bye Laws/Memorandum of Association in case of registered Society/Trust, Registration Certificate of the Private/other organizations acting as a Host Institute is to be attached with the proposal. In case of incubators in non-academic institutions, if they have partnership with other academic institutions, R&D organizations or industries, a copy of MoU should be submitted along with the application.
- (v) The annual accounts/balance sheet of NIDHI-CoE as presented to the Governing Body along with the annual report are required to be made available to DST.
- (vi) It is expected that at the end of five years the NIDHI-CoE becomes self sustainable and no further support is requested from DST. It would be responsibility of the Host Institution and the Governing Body of the NIDHI-CoE to ensure the smooth continuation of activities after completion of 5 yrs.
- (vii) The release of grants after the first year and each subsequent year is subject to satisfactory performance of NIDHI-CoE. For this purpose the progress of work and achievement of milestones is to be sent by NIDHI-CoE to DST in the prescribed format.
- (viii) In case of any kind of problem in the implementation of the programme, the same needs to be documented properly and brought to the knowledge of the NIDHI-CoE Governing Body and then to DST as early as possible. This will include inability to get adequate number of incubatee, frequent leaving of incubatee, inability to meet targets etc. In view of any problem, a revised action plan has to be sent to DST.
- (ix) Non-performance and non-compliance to the conditions required for sustainable incubation may result in discontinuation of further support and refund of unspent DST grant.

TERMS AND CONDITIONS

- (i) As per the latest instruction by Controller General of Accounts (CGA), Government of India, the grantee institution is required to register at CGA website (<http://pfms.nic.in>) to facilitate release of funds.
- (ii) All NIDHI-CoEs are required to execute a Bond (in prescribed proforma) on a non-judicial stamp paper before any grants-in-aid are released to them.
- (iii) The Host Institute /Governing Body of NIDHI-CoE would put in place a proper mechanism for ensuring proper implementation and execution of Technology Business Incubator (NIDHI-CoE). This mechanism is through a Committee known as the Project Evaluation & Monitoring Committee. This Committee consists of representatives of the DST, technical experts and financial experts.
- (iv) The furnished space provided to the NIDHI-CoE by the Host Institute should be on long term lease/agreement and in the name of not-for-profit entity existing/created for the NIDHI-CoE. The minimum period of lease/agreement for which the HI should provide land & building is 30 years and HI should ensure that it will continue to provide support beyond the initial lease period. The commitment letter should be enclosed for the same.
- (v) The grant being released should be exclusively spent for the specified purpose for which it has been sanctioned within the stipulated time. Any unspent balance out of the amount sanctioned, including interest accrued, would be refunded to the Govt. of India by transferring to Consolidated Funds of India (through Non-Tax Receipt Portal (NTRP), i.e., www.bharatkosh.gov.in).
- (vi) The grantee shall furnish to Department of Science and Technology, utilization certificate and an audited statement of accounts pertaining to the grant as per the prevalent financial rules of Government of India.
- (vii) The grantee is required to send two copies each of following to Department of Science and Technology at the end of each financial year as well as at the time of seeking further installments of the grant, if any.
 - a. Progress report (hard & soft copy);
 - b. Audited statement of accounts relating to the amount sanctioned; and
 - c. Utilization certificate, in the prescribed proforma,
- (viii) All the assets acquired or created from the grant shall be installed in the premises of the NIDHI-CoE and not in any other department/Division of the host institute, unless specifically approved by the Department of Science and Technology on the recommendation of the NEAC.
- (ix) Assets acquired wholly or substantially out of government grant, except those declared as obsolete and unserviceable or condemned in accordance with the procedure laid down in the General Financial Rules (GFR), shall not be disposed off without the prior approval of the Department of Science and Technology.
- (x) NIDHI-CoE would maintain a record of all the capital equipment procured and once these are unserviceable/obsolete/unusable they should be disposed with a prior

permission for assets more than Rs.1.00 lakh from the Department of Science and Technology. The fund thus generated from disposal of capital equipment should be flowed back for CoE -TBI activities.

- (xi) Concerned officers of DST or its authorized representatives may visit the organization/NIDHI-CoE for ascertaining the progress of work and attempt to resolve any difficulties that might be encountered in the course of implementation.
- (xii) The Controller and Auditor General (CAG) of India at his discretion shall have the right of access to the books of account for the grant received from the Government.
 - (i) The grantee will maintain separate audited accounts for the grant. The funds released should be kept in a separate bank account earning interest, the interest earned should be reported to the Department of Science and Technology. The interest thus earned against the released grant shall be remitted to Consolidated Funds of India (through Non-Tax Receipt Portal (NTRP), i.e., www.bharatkosh.gov.in).
- (xiii) The grantee must not entrust the implementation of the work for which the grant is being sanctioned to another institution and divert the grant receipts as assistance to the latter institution. In case the grantee itself is not in a position to execute or complete the project, it may be required to refund forthwith the Department of Science and Technology, the entire amount of grants-in-aid received by it.
- (xiv) DST reserves the right to terminate support to the project at any stage, if it is convinced that the grant is not being utilized properly or that appropriate progress in the project work is not being made.
- (xv) Where support has been provided by DST under specific conditions accepted by a grantee institution and if it does not comply with these conditions, it will be liable to refund the grant already received in such a manner as may be required by the Government and no further DST grant will be allowed to such an institution.
- (xvi) DST will not have any liability towards the manpower appointed by the grantee institution for implementation of the project.
- (xvii) DST will have no responsibility in case of any loss is caused to any life or property due to accident, fire or any other reasons. The Host Institute is required to take appropriate safety and insurance measures to safeguard against any loss to human life and property related to NIDHI-CoE.
- (xviii) The DST will have no liability on account of any omission or commission of regulatory/statutory requirement by the NIDHI-CoE or its incubatee and their companies.
- (xix) The Grantee will indemnify, defend and hold harmless the Department of Science and Technology from and against, and in respect to, any and all losses, expenses, costs, obligations, liabilities and damages, including interest, penalties and attorney's fees and expenses, that the Grantor may incur as a result of any negligent or willful acts or omissions of the Grantee.

PROFORMA FOR SUBMISSION OF PROPOSAL

Please fill up the proforma completely, incomplete proposals are liable to be rejected. Even if information is not available for a particular point please record that information is not available.

1. Executive Summary

2. Name of the Host Institution/Organization:

Address :
Phone :
Fax :
E-mail :
Website :

3. Name & Designation of the Head of the Institution/Organization:

Address :
Phone :
Mobile :
Fax :
E-mail :

4. Name, Designation & Contact Details of the CEO/Head of NIDHI-CoE:

Address :
Phone :
Mobile :
Fax :
E-mail :

5. Name of NIDHI-CoE as Registered Society/Trust or Section 8 Company (if NIDHI-CoE is already registered. Enclose a copy of Registration Certificate, Memorandum of Association, etc. related to the NIDHI-CoE)

6. Bank Account Details of NIDHI-CoE:

Name as given in Account
Account No.
IFSC Code
MICR Code
Name of bank with complete branch address
(Enclose a copy of cancelled cheque)

7. Host Institution (HI)* Information-General

- I. Number and names of academic departments with number of associated faculty in the department.
- II. Total student strength (separately for UG/PG/Doctorate courses)
- III. Total number of teaching and research faculty with PhD qualification.

*Non-academic/other institutions may provide details on core activities, team & resources available.

8. Performance of the applicant TBI

Please provide information in the following format -

	PARTICULARS	DETAILS
1	Number of physically incubated startups promoted so far	
2	Number of Graduated Ventures in operation as on date	
3	Cumulative Sales Turnover in (INR Crore) of ventures (Incubatee & Graduated) during last 3 years	
4	Current employment (Incubatee & Graduated)	
5	Awards at different levels won by promoted Ventures (Regional / National / Global)	
6	Awards won by Incubator / Incubation teams - for proficiency in Incubation field (Regional / National / Global)	
7	Funds raised for INCUBATION RELATED ACTIVITIES - grand challenges / business plan competitions etc.	
8	Total Seed Funding raised by Incubator for startups	
9	Cumulative Quantum of external funding (debt+equity) raised by incubatee and graduated ventures	
10	Total number of patents granted for Start-ups who are currently being incubated or have graduated	
11	Total built-up area dedicated exclusively for incubator as on date (in sq. ft.)	

12	Dedicated and Full time Incubation Head	
	PARTICULARS	DETAILS
13	Number of professional staff - full time employed by Incubator (Admin & part time staff not be included)	
14	Quantum of financial Powers to Head of Incubator	
15	Salary structure / compensations of the professional staff involved in TBI (different from Host Institution)	

NB : 1. Information on all the 15 items above is mandatory.

Please provide the details. Separate sheets may be attached indicating the breakup.

The information provided above shall be self-certified by the applicant TBI. Any discrepancy detected at subsequent stage will result in disqualification and discontinuation of support to the NIDHI-CoE.

9. Feasibility of NIDHI-CoE

To be evaluated based on the institution's strength, preparedness in hosting COE TBI, business ecosystem, NIDHI-CoE business plan, operating model, systems and processes and effective leadership. Following factors would be considered.

- a. Reasons for the applicant TBI to promote NIDHI-CoE (500 words)
- b. Strength of the applicant TBI in hosting NIDHI-CoE
- c. Overall business environment of the location of the applicant TBI and ecosystem in the region (500 words)
- d. Assessment of entrepreneurial needs
- e. Proposed Thrust Area of Incubation (Please highlight the technology domain that NIDHI-CoE would focus on. This should be aligned with the possibility of promoting economically viable startups).
- f. Notable achievements of existing incubate and graduated companies, if any.
- g. Sources of tapping new incubate entrepreneurs
- h. Financial model of the Incubator for operational sustainability of the NIDHI-CoE after five years as the DST support is available for first five years only.

10. How much built- up area (in sq.mt./sq. ft.) will be made available for NIDHI-CoE? (Please enclose Layout of the proposed space).

S.No.	Description	Space Proposed (sq.mt./sq ft.)
1	Incubation Space (Cubicles)	
2	Conference Room	
3	Meeting Room	
4	Cafeteria	
5	Office Space	
	Total	

11. Year-wise work plan for five years (a separate time linked activity chart to be provided along with the detailed work plan.

12. Target milestones (should be projected based on most likely attainable targets)

	Outcome	1st Year	2nd Year	3rd Year	4th Year	5th Year	Total
a.	No. of new entrepreneurs to be admitted for incubation						
b.	No. of entrepreneurs to be graduated from the incubator						
c.	No. of new products/technologies to be developed/innovations to be commercialized						
d.	No. of training programmes to be conducted						
e.	No. of conferences/seminars/ workshops to be organized						
f.	Other notable services to be provided (specify)						

13. Budget

	Expenditure Heads	Amount (Rs in Cr)
A.	Capital Expenditure (Non-Recurring)	
1	Thrust area Equipment/Machineries/ Instruments/Tools & Devices/ IT systems	
2	Office equipment including state-of-the art communication network / Installations	
3	Building (for public funded institutions only) / Renovation/furnishing of space for TBI (Incubation Cubicles and Spaces / Interaction Centres, Workstations, Design Centre/IP Facilitation Centre, Conferencing Facilities)	
	Total A	
B.	Operational Expenditure (Recurring) 5 yrs.	
1	Manpower (including support for Talent development for the Incubation Managers) Suggested Manpower Structure 1. CEO - One Rs 24L @ 2 lakh) lakhs pa 2. Manager - Four Rs 15-20 lakhs pa each 3. Exec. Astt - Four Rs 8-10 lakhs pa each 4. Support Staff - Four Rs 5-7 lakhs pa eac	
2	Travel	
3	Utility and Maintenance	
4	Marketing, Promotion and Publicity	
5	Networking and Training Programmes	
6	Other Expenses including consumables, printing, publications, books, journals, etc.	
7	Administrative Overheads	
8	Miscellaneous and Contingencies	
	Total B	
	Grand Total (A+B)	

NB : HI will provide a certificate from Govt. approved valuer certifying the total land area allotted for NIDHI-CoE and the built up area for the NIDHI-CoE and its current market value.

(Rs. In Lakhs)

Sl. No.	Item of Expenditure*	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total
A	Non-Recurring						
a	Building(for public funded institution only)/Renovation/furnishing of space for NIDHI-CoE excluding the cost of land & building (Provide details as annexure)						
b	Thrust area equipment (Enclose a list with approximate cost)						
c	Office equipment including state-of-the art communication network						
	Total A						
B	Recurring**						
1	Manpower						
2	Travel						
3	Utility and maintenance						
4	Marketing, promotion and publicity						
5	Networking and Training Programmes						
6	Other Administrative Expenses including consumables, printing, publications, books, journals, etc.						
7	Miscellaneous and Contingencies						
	Total B						
C	DST's contribution (% of B)	100%	100%	80%	60%	40%	
	Total C						
	Total A + C						

* Budget to be submitted along with the justification of each item and a list indicating cost along with the quotations for the thrust area equipments, office equipments under non-recurring expenditure on a separate sheet.

** Budget break-up of Recurring Expenditure- manpower, utility and maintenance, marketing promotion, training programmes and Miscellaneous & contingencies along with the justification to be given on a separate sheet.

Funding pattern: Out of the total recurring expenditure incurred by the NIDHI-COE against the approved amount, following mode of funding by DST would be followed on actual recurring expenditure.

<i>1st Year</i>	<i>2nd Year</i>	<i>3rd Year</i>	<i>4th Year</i>	<i>5th Year</i>
<i>100%</i>	<i>100%</i>	<i>80%</i>	<i>60%</i>	<i>40%</i>

14. Means of Financing:

	Means of Financing	Amount Rs in crores
1	Contribution of DST towards Non-Recurring grant	
2	Contribution of DST towards Recurring grant	
3	Revenue Generation from NIDHI-CoE activities	
Total:		

Public funded institution would be eligible for 100% support including building but in case of private institution the host institution will have to provide for the building 50,000 sqft and contribute 25% of the equipment cost. Private institutions would be eligible for a recurring support of Rs 20.00 crores and a maximum of Rs 10.00 crores for equipment.

15. Revenue generation projections for sustainability of COE TBI

Sl. No.	Means of revenue generation	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total
1							
2							
3							
4							
5							
	Total						

16. Attach endorsement from the Head of the Institutions as given at Annexure-I.

Name & Signature of the
Head of the Institution (with seal)

Name & Signature of the
CEO CoE TBI (with seal)

Date:

Place:

CERTIFICATE

ENDORSEMENT FROM THE HEAD OF THE HOST INSTITUTION

1. We have gone through and agree to abide by the Terms and Conditions of the DST grant for NIDHI-CoE.
2. We have not submitted, nor do we intend to submit this, or a similar project proposal, to any other agency for financial or other support. In case we submit a proposal to the other agency and get the support, we will keep DST informed.
3. We undertake to submit progress reports, statement(s) of accounts, utilization certificates as required.
4. Certified that Dr/Shri/Smt.....is the CEO/Head of proposed NIDHI-CoE of the proposed NIDHI-CoE. The CEO/Head of proposed NIDHI-CoE will assume the responsibility of implementation of the activities as per guidelines.
5. Certified that the hardware, other basic facilities and such other administrative support required for successful running of NIDHI-CoE will be extended to the NIDHI-CoE by Host Institute, as per terms and conditions of the grant.
6. Our institution assures to undertake the complete financial and other management responsibilities of the NIDHI-CoE, and successful running of NIDHI-CoE beyond five years of sanction of NIDHI-CoE by DST. We are aware that the DST grant is only for five years.
7. Certified that the minimum period of lease to provide land and building to NIDHI-CoE is 30 years and we will continue to provide support beyond the initial lease period.
8. If any of the above statements found to be incorrect by DST at any point of time, the organization takes the responsibility to refund the entire amount released by DST.

Date.....
Place.....

Name & Signature of the
Head of Institution

**TEMPLATE FOR FORWARDING LETTER FROM THE HOST INSTITUTE
(on the Letter Head)**

I hereby forward the proposal of Centre for Excellence in Technology Business Incubator (NIDHI-CoE) – “.....” to be established at

It is being ensured that space 50,000 sq ft and basic facilities will actually be available as and when required for the NIDHI-CoE activities. We have not sought support for the same project / similar activities from any other source.

It is agreed to abide by the terms and conditions of the DST grant.

The following documents are enclosed for consideration-

ITEMS	NUMBER OF COPIES
(a) Endorsement from the Head of the Institution (on the Letter Head)	One
(b) Proposal for the NIDHI-CoE duly signed (2 hard & 1 soft copy)	Two
(c) Registration certificate of the NIDHI-CoE	One
(d) Registration Certificate, Memorandum of Association of the Host Institute and Applicant NIDHI-TBI, Audited Balance Sheet and Annual Report of previous three years of the Applicant TBI.	One

Date :

Place:.....

Name & Signature
Head of Host Institute