



Revised Guideline for Operation and Management of Startup Centers, 2023

**Department of Employment & Entrepreneurship
Ministry of Industry, Commerce & Employment**

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Acronyms

BDS	Business Development Services
CSI	Cottage and Small Industry
CSIPD	Cottage and Small Industry Promotion Division
DoEE	Department of Employment and Entrepreneurship
DoI	Department of Industry
EPD	Entrepreneurship Promotion Division
ESD	Employment Service Division
FYP	Five Year Plan
IT	Information Technology
LC	Letter of Credit
LGBTQIA+	Lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual
MoICE	Ministry of Industry Commerce and Employment
NKRAs	National Key Results Areas
PPCM	Policy Planning and Coordination Meeting
PWDs	People with Disabilities
QR Code	Quick Response Code
ROICE	Regional Office of Industry, Commerce and Employment
SC	Startup Center
SCBDU	Startup Center and Business Development Unit
SSC	Startup Center Committee

1. BACKGROUND

Entrepreneurship is gaining momentum as a viable career option in the country. Today, entrepreneurship is viewed as a catalyst for economic development and one of the key solutions in tackling unemployment issues through self-employment and import substitution through formation of ventures concerned with production of goods & services. As a result, the government launched the Start-up¹ and CSI Flagship program in the 12th Five Year Plan (FYP) to accelerate and propel CSI in the country. The government is of the view that focusing on promoting innovative and vibrant Startups could contribute to three National Key Results Areas (NKRAs) of 12th FYP namely: i) NKRA 2: Economic diversity and productivity enhanced. ii) NKRA 3: Poverty Eradicated & In-equality reduced, iii) NKRA 11: Productive & Gainful Employment created.

The Article 9 of the Constitution of the Kingdom of Bhutan states “*the State shall endeavor to promote those circumstances that would enable the citizens to secure an adequate livelihood.*” The Economic Development Policy 2016 recognizes that “*unless the constraints to business growth are systematically addressed, the capacity of the private sector as the engine of growth cannot be enhanced.*” The policy also recognizes the need for the development of CSIs and its potential to promote regionally balanced development, create jobs and inculcate a culture of entrepreneurship in the society. The National Employment policy 2013 also aims to achieve full, productive, meaningful and decent employment for the people of Bhutan, which will drive the country towards achieving high levels of human development and contribute to the maximization of Gross National Happiness.

In accordance with the Constitution, 11th FYP, 12th FYP, Economic Development Policy 2016, CSI Policy 2019, and National Employment Policy 2013, the first Startup Center was established in 2018 at Changzamtog, Thimphu and was handed over from the Department of Industry to the Department of Employment and Entrepreneurship (DoEE) in February 2023. The center provides affordable incubation space, business incubation services for incubatees such as mentoring programs, business health check-up, promotion and launch of new CSI startups’ products and services. Thus, helping in the promotion and enhancement of the overall entrepreneurial ecosystem in the country. The Startup Center at Dhamdum, Samtse was completed and handed over to the DoEE in May, 2023.

¹ Businesses or projects undertaken by the entrepreneurs which have the potential to scale up

2. RATIONALE

The rationale for establishment of the Startup Center:

- To provide affordable incubation space for CSI Startups
- To provide incubation and business development support and services
- To promote the culture of entrepreneurship
- To enhance the entrepreneurship ecosystem

3. OBJECTIVES

The following are the objectives of the guideline:

- To ensure effective and efficient management of the Center
- To ensure transparent allotment of incubation space
- To provide relevant and effective incubation services

4. SCOPE AND APPLICATION

- This guideline shall be entitled “Guideline for Operation and Management of Start-Up Centers 2023.”
- This guideline will cover the Start-Up Centers under the Department of Employment and Entrepreneurship (DoEE), Ministry of Industry, Commerce and Employment (MoICE).
- This guideline shall be effective from 1st September 2023.

5. START-UP CENTER MANAGEMENT ORGANOGRAM

Organogram

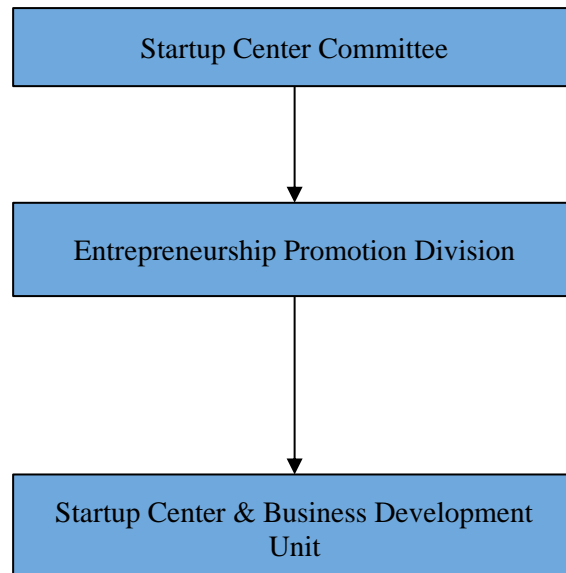


Figure 1: Organogram of Startup Center Management

5.1. Startup Center Committee (SCC)

The Startup Center Committee shall comprise of the following members:

- Chairperson, Head of Department, DoEE, MoICE
- Chief Program Officer, EPD, DoEE, MoICE
- Chief Program Officer, ESD, DoEE, MoICE
- Chief Program Officer, LMICGD, DoEE, MoICE
- Chief Industries Officer, CSIPD, DoI, MoICE
- Member Secretary, Unit Head of SCBDU

5.1.1. Two-thirds of the members including the Chairperson shall constitute a quorum

5.1.2. The decision shall be taken on the basis of consensus of the members present.

5.2. Roles and Responsibilities of SCC

- Provide strategic direction and guidance for the proper management of the center
- Submit policy-level matters and issues to the Secretary/PPCM

- Review the progress of implementation and outcomes achieved
- Provide reports on SC to the Secretary/PPCM.
- Review plans, programs, and budgets for the SC.
- Resolve issues which are beyond the capacity of the EPD.
- Review and approve the shortlisted applicants for the incubation services.
- Assess the time extension for incubation tenure if applied for extension
- Review and update the application criteria as and when deemed necessary
- Revise the Guidelines as and when deemed necessary and submit for approval of the Secretary/PPCM.

5.3. Roles and Responsibilities of the Chairperson

- To chair the meetings of the SCC
- To spearhead and guide the functions and management of SCC
- To call for any meetings of the SCC as deemed necessary
- To take the lead role in determining the composition and the structure of the SCC
- To be the representative of the SCC to the Ministry

5.4. Roles and Responsibilities of the Member Secretary

- Plan and prepare the agenda, documents, reports and any other relevant documents for the meetings of SCC.
- Coordinate, manage and monitor the day-to-day functions of the SCC including plans and programs in close consultation with the EPD.
- Plan and prepare the venue and content for the meeting of the SCC and confirm the participation of the members of the SCC
- Maintain documents containing the details of every SCC meeting including attendance of the members, resolutions and the minutes of the meeting.
- Apprise the Chairperson on the need to call meetings of the SCC.
- Present agenda, reports and other relevant documents to the SCC
- Update and record the progress/action taken on the decisions of the SCC

5.5. Entrepreneurship Promotion Division (EPD)

The EPD will be responsible for the management of the SC and provide guidance and support to the SCBDU which shall be responsible for managing the SCs with the help of the Regional Offices for Industry, Commerce and Employment (ROICE), where necessary.

5.6. Startup Center and Business Development Unit (SCBDU)

SCBDU under the EPD will carry out the following roles and responsibilities pertaining to the administration and management of the SCs:

- Maintain the physical infrastructure
- Provision of incubation space and common facilities (resource rooms, reprographic services, internet, etc.) at a nominal rate
- Provide business development services
- Lease and execute Contract Agreement
- Collect monthly rent and deposit in the Government revenue account
- Conduct screening and intake of incubatees
- Review and monitoring of incubatees
- Maintain files and records of incubatees and any related correspondence
- Track and report the performance of the incubatees to the Department

6. ELIGIBILITY CRITERIA FOR INCUBATEES

The following criteria shall be applied for any prospective incubatee:

- The applicant must be a Bhutanese citizen.
- Must be at least 18 years of age at the time of application.
- The business must be a CSI business based on production or manufacturing or an IT-based business
- Inclusive of women, youth², individuals in need of care and support, LGBTQIA+, and PWDs.

7. INCUBATION SERVICES

The SC shall provide the following services:

7.1. Incubation Space

Incubation space with relevant furniture will be provided based on availability. Common facilities such as resource rooms with internet and secretarial services (photocopying, telephone, scanning and fax, etc.) shall also be provided at a nominal rate³.

7.2. Business Development Services (BDS)

The following BDS will be provided:

- Training in business plan preparation, marketing, basic costing and pricing, and basic bookkeeping, sales management, etc.
- Create awareness of general rules and regulations related to CSIs and entrepreneurship

² Person between the ages of 15 to 24.

³ Minimal fee is charged to cover the cost of providing the service.

- Coaching and mentoring services
- Assist market research and development of networks with other businesses.
- Conduct seminars and workshops on business management.
- Building networks and linkages with Financial Institutions and relevant stakeholders both within and outside the country.

8. INCUBATION TERMS AND CONDITIONS

8.1. Incubation Tenure

The incubation tenure shall be for a period of 3 years. However, under emergency situations or special circumstances, extension if any, shall be provided upon the approval of SCC.

8.2. Incubation Rent

The rent for the incubation space shall be based on the area of the space allotted. The incubation space rent of Nu. 5.32 per square feet shall be applied. The revision in rates will be subject to the decision and approval of the PPCM as per the prevailing laws of the country.

- A security deposit equivalent to three months' rent amount shall be paid at the time of contract signing.
- The new incubatees entering the Center for the first time shall be given a rental waiver for the first 6 months if the incubatee stays for more than 2 years. However, if the Lessee leaves before that then the security deposit shall be forfeited.
- If the rental of the space is for 1 year or less, then the rental waiver of 6 months is not applicable.

8.3. Rental Collection

- The SCBDU shall collect the rent from the Lessee and deposit it at the Regional Office of Industry, Commerce and Employment (ROICE).
- The ROICE shall then issue the payment receipt to the SCBDU
- SCBDU shall accordingly keep the record.

To ensure efficient and effective rental collection process, the Department shall explore the provision of online rental payment.

8.3.1. Rent for Training Hall

- Users of the training hall at the Startup Center shall be charged a nominal fee of Nu. 2500 per day. This shall be applicable for the users outside the Government.
- The charges shall be collected and deposited into Government's Royal Government Revenue (RGR) account.
- The Center shall maintain a hall booking record either physically or online.
- The Center shall maintain a money receipt booklet or issue online receipts.
- The services such as Wi-Fi connection, Air conditioner, Television Screen, whiteboard and furniture shall be provided free of cost.
- Users will be levied a nominal fee for additional equipment such as Interactive Board, In-focus (projector), etc., (as annexed in ANNEXURE VI).

8.4. Contract Agreement

The applicant who is selected to be awarded the incubation space must enter into a contract with the SC. The contract agreement is as annexed in ANNEXURE II

8.5. Termination of Contract

The termination of contract may result due to:

- Violation of terms and conditions of the Contract Agreement, the SCBDU shall notify the incubatees in writing and forward the issue to SCC for necessary action.
- Voluntary vacation of the space from the incubatees.
- End of the contract period/tenure-

8.6. Abandonment of Space

8.6.1. A rental unit is deemed to have been abandoned on the occurrence of any of the following circumstances, but not limited to:

- a. If the tenant fails to pay the rent for two consecutive months and fails to communicate to the Lessor about his whereabouts;
- b. In the event, the Lessee leaves the rental unit permanently without any notice to Lessor;
- c. That the Lessor has sufficient evidence to prove that the Lessee permanently left the rental unit;
- d. In the event where after the end of the tenancy, the goods are left behind in the rental space, those goods shall be considered abandoned.
- e. Any other condition defined in chapter VIII of Bhutan Tenancy Rules and Regulation 2018.

8.6.2. Issues with the abandonment of space shall be dealt in accordance with Bhutan Tenancy Act 2015 and the Tenancy Rules and Regulation 2018 (CHAPTER VIII)

9. APPLICATION PROCEDURE

The following procedure shall be followed to select the incubatees:

1. The call for applications shall be announced in the media. A period of one month shall be provided for submission of application.
2. Applicants shall submit the duly completed Application Form (Annexure I) along with the valid business license and other relevant documents either via online or in hard copy to the SCBDU/EPD.
3. The SCBDU shall verify, shortlist and submit the shortlisted applications.
4. The shortlisted applicants shall be presented to the Startup Center Committee (SCC) or the Evaluation Committee (formed as and when needed) to pitch their business ideas⁴ and for approval within 20 working days.
5. The approved applicants shall be issued a Letter of Acceptance within five (05) working days from the date of the SCC/Evaluation Committee meeting. The unsuccessful applicants shall be issued a regret letter citing the reasons thereof.
6. The Contract Agreement (Annexure II) shall be signed between the EPD and incubatees within 30 working days from the issuance of Letter of Acceptance. The duration may be extended due to unavoidable/unforeseen circumstances.
7. The physical space shall be handed over upon signing of the Contract Agreement along with the physical stock inventory.
8. The incubation program shall commence as specified in the Contract Agreement.

10. SELECTION PROCESS

10.1. Submission of Application: Interested startups who fulfill the eligibility criteria can apply for the incubation space by filling out an online application form or by submitting the duly filled application form to the Startup Center or DoEE.

10.2. Initial Screening: Once the applications are received, it will be reviewed by the Startup Center Management/SCBDU. They will check if the startup meets required eligibility criteria and look for startups that have a strong, scalable business model, and a product or service that has the potential to disrupt the market. Startups that meet those criteria will be shortlisted to move on to the next stage.

⁴ Rubrics for evaluation is annexed in annexure III

10.3. Pitch Deck Review: The shortlisted candidates will be then called to pitch their business idea in front of Evaluation Committee⁵/SCC. The pitching will provide insights into the problem the startup is trying to address, commitment, market opportunity, competition, and revenue model and growth strategy.

10.4. Final Selection: Based on the results of their business idea pitching, the startups will be selected for the incubation program in the startup center. The number of startups selected will depend on the number of incubation spaces available.

10.5. Notification: The selected startups will be notified and incubation space will be provided after signing the Contract Agreement. While those startups which are not selected will be notified with the letter of regret.

11. MONITORING AND EVALUATION

- The SCBDU, EPD shall provide progress reports on a half-yearly basis and as and when necessary.
- The incubatees shall present quarterly progress reports to the Unit/EPD
- The Unit shall conduct Business Health Check-Up⁶/tracer studies⁷ from time to time.
- The Unit shall conduct ad hoc monitoring to ensure incubation space does not remain idle.

12. Dispute Settlement

- The Lessor and Lessee shall amicably resolve any disputes arising from the tenancy.
- In the event of failure to resolve a dispute amicably then the dispute shall be resolved as per the prevailing laws of the country.

13. AMENDMENT

This guideline shall be amended as and when deemed necessary by the SCC and approved by the Secretary/PPCM.

⁵ Entrepreneur in the relevant field will be invited during evaluation

⁶ An exercise to measure the overall health of the business

⁷ Study on the graduated startups from the startup center

Annexure I

Application Form

(The clarity of the information provided will be important in deciding whether to approve or not approve your application. Please write clearly or preferably type. Please use additional sheets if necessary)

A. Personal Information

- 1. Name:-----
- 2. Gender: -----
- 3. Date of Birth:-----
- 4. Citizenship Identity No.:-----
- 5. Academic Qualification :-----
- 6. Current Address:-----
- 7. Contact No.:-----
- 8. Email id: -----

B. Details about additional qualification/training program attended (attach certificate):

Sl. No	Name of Institution	Training	Duration
1			
2			
3			
4			
5			

C. Proposed Business Information

1. Briefly describe your business idea: -----

2. What support do you expect from the business incubation center?

3. What kind of technology would be used?

4. Specify the requirement of space in sq. ft.?

5. Where do you plan to establish the business after graduating from the incubation program?

Name & signature of applicant
Date:

Annexure II

Contract Agreement

This Contract is made on this.....(date) of.....(month).....(year) between Business Incubation Center (BIC) Management as Lessor on behalf of the Department of Employment and Entrepreneurship, Ministry of Industry, Commerce and Employment on the one part and Mr./Mrs.....bearing CID No.....promoter ofintending to start business as a Lessee on the other part.

WHEREAS THE LESSOR is the exclusive owner of the Startup Center at Changzamtog under Thimphu Dzongkhag hereunder and intends to lease out the same.

AND WHEREAS THE LESSEE has fulfilled the criteria to the LESSOR to undergo incubation program at the Startup Center.

TERMS AND CONDITIONS

1. The tenure of the Contract shall be valid for a maximum period of **3 years** from the date of signing of this Contract by both the parties.

Lessee

2. The Lessee shall vacate the space at the end of 3 years.
3. The Lessee shall pay a monthly rent of Nu 5.32 per ft² of space allocated for the purpose of the incubation program. The revision in rates will be subject to the decision and approval of the PPCM as per the prevailing laws of the country.
4. The Lessee shall pay utility charges such as electricity and water if required.
5. The Lessee shall not utilize the space for any other activity other than for the purpose of the above-mentioned business activity.
6. The Lessee shall utilize the space for his/her business and not sublet to third parties.
7. The Lessee shall not carry out any activity that will lead to damage and re-designing of the existing facility.

8. The Lessee shall deposit the rent for the space by the 5th day of the following month without any delay.
9. If the Lessee fails to pay the rent, the Lessee shall be charged a penalty on the outstanding amount at a penal interest of 24% per annum.
10. If the Lessee fails to pay the rent for more than two (2) months then the Lessor shall terminate the contract agreement and the notice to vacate within 10 days will be issued. However, the lease rent and other utility bills shall be payable till the vacation of the space.
11. The Lessee shall take the responsibility of informing the Lessor when he/she is aware of any danger to the facility and other cohorts.
12. The Lessee shall ensure the maintenance of cleanliness and hygiene within the rented space and the surrounding areas.
13. The Lessee shall fully abide by the environment protection laws and by-laws and shall dispose-off the waste/unwanted material as per environment clearance issued by the competent authority and to carry out remedial measures as and when the environment legislation so demands for such activities.
14. The Lessee shall be responsible for and bear the cost of minor repair and damages to the building and the premises including electrical, water supply and sewerage.
15. The Lessee shall abide by the laws of the Royal Government in force.
16. If the Lessee halts operation for a period of more than 30 days, the Lessee shall inform the Lessor the reasons for halting the activities. In the event Lessee fails to provide valid justification, the Lessor shall take appropriate action including **termination of the Contract Agreement.**
17. The Lessee shall write a formal application to the SCBDU if Lessee is on leave or out of station for more than 1 week.
18. The Lessee shall attend training and programs provided by the Lessor.
19. The Lessee shall not create nuisance to other Lessees.
20. The Lessee shall not carry out unlawful activities.
21. The Lessee shall maintain decorum and follow the rules in place (Smoking, Drinking, Spitting of Doma, proper disposal of waste, etc.,)

22. The Lessee shall vacate the facility and hand over to Lessor in original condition as per handing taking over note. The Lessee shall clear all the dues that the Lessee owes to the Lessor and other concerned agencies and obtain no due certificate from the Lessor and the concerned agencies.
23. The Lessee shall have the right to voluntarily surrender the leased space subject to clearing of all dues and serving 2 months' notice to the Lessor. The actual vacation shall be completed within the notice period. The Lessee shall be required to pay the lease rent and other charges until the vacation of the space.
24. However, if the Lessee has completed a 6-months rental waiver period then the Lessee shall be required to rent the space for more than two (2) years.
25. Despite the above (clause 24), If the Lessee wishes to leave the space, then the security deposit of three months shall be forfeited and deposited into the government's RGR account.

LESSOR

26. The Lessor shall revise the rent as per the decision and approval of the PPCM as per the prevailing laws of the country.
27. The Lessor may provide Business Development Services and advisory services free of cost to the Lessee during the incubation period.
28. The Lessor shall have the right to take over the rented space from the incubatees during the tenure period in the interest of the Government. The Lessor shall serve 2 months advance notice to the Lessee.
29. The Lessor shall carry out major repairs of electrical, water supply and sewerage system as and when required but not those due to the negligence of the Lessee. However, the cost of day-to-day maintenance of minor fitting and fixtures shall be borne by the Lessee
30. The Lessor shall return security deposit at the time of exit upon deducting the damages if any as per the Tenancy Act of Bhutan 2015 and Tenancy Rules and Regulation 2018.
31. In the event of the violation of terms and conditions of this Contract Agreement, the Lessor shall have the right to **terminate the Contract and forfeit the Security Deposit** and the Lessee shall comply with the clause 22 of this Contract Agreement.

32. Notwithstanding anything contained herein, if there is, in the opinion of the Lessor any breach by the Lessee or by the person claiming through or under him of any of the covenants or conditions hereinbefore contained and the provisions of the Tenancy Act of the Kingdom of Bhutan 2015 and Tenancy Rules and Regulation 2018 the Lessor reserves the right to terminate the lease and evict the Lessee by giving prior notice without any compensation by the Government.

The Schedule of Property

- 1. Allotment Order No.** :
- 2. Approved Activity** :
- 3. Room / space no.** :
- 4. Area** :
- 5. Physical stock inventory** : (Attach separate sheet)

IN WITNESS WHEREOF the parties hereto have executed this Contract Agreement on day, month and the year.

Signed by (affix legal stamp).....Name.....CID No.
.....on behalf of DoEE, MoICE, the LESSOR,

In presence of (sign).....Name.....CID card
No.....

Signed by (affix legal stamp)..... Name.....CID No.
.....the LESSEE,

In presence of (sign).Name.....CID No.....

Annexure III

Evaluation form for Business Idea Pitching, Startup Center, Changzamtog

Date:

Sl No.	Name	Business Idea (40)	Skills/ Knowledge (25)	Readiness to take up the business (20)	Future plans/scale up plans (15)	Total (100)	Remarks

Name of Evaluator:

Signature:

Annexure IV

Rubrics for Incubation Space Time Extension

SI No.	Criteria	Description	Score (1-5) ⁸				
			1	2	3	4	5
1	<i>Milestone Achievement</i>	Incubatees should have achieved significant milestones during their initial incubation period, such as product development, market validation, customer acquisition, or revenue generation.					
2	<i>Feasibility</i>	Assesses whether the business idea can realistically be executed and sustained, considering various factors such as financial, technical, operational, legal, and market-related aspects. A higher score can be given if the project or idea is deemed to be feasible and has the potential to be successful with additional time.					
3	<i>Business Viability</i>	Incubatees should demonstrate the potential for long-term business viability through their <i>business model, revenue projections, and market analysis.</i>					
4	<i>Extension Availed/Not availed</i>	Assess whether incubatees have availed the previous extension	Yes-0				No-1
5	<i>Commitment</i>	Incubatees should demonstrate a high level of commitment to their startup including regular attendance at trainings and programs conducted by the center.					
6	<i>Additional Value</i>	Incubatees should have demonstrated the potential to create additional value beyond their initial business idea, such as creating jobs, fostering innovation, or addressing social or environmental challenges.					
7	<i>Reasons for Extension</i>	This criterion requires incubatees to state legit reasons and evidences for time extension					

⁸ Each criterion has the maximum score of 5 and minimum of 1.

Annexure V

Guidelines to assign the score for each criterion

SI No	Criteria	Score Breakdown
1	Milestone Achievement	<p>1- Poor performance: No significant milestone was achieved during the incubation period.</p> <p>2- Below average performance: Some milestones were achieved, but the incubatee did not achieve all major milestones during the incubation period.</p> <p>3- Average performance: The incubatee achieved some significant milestones during the incubation period, but not all major milestones.</p> <p>4- Above average performance: The incubatee achieved most of the major milestones during the incubation period.</p> <p>5- Excellent performance: The incubatee achieved all major milestones during the incubation period and showed exceptional progress.</p>
2	Feasibility	<p>1- Poor feasibility: The business idea is not feasible due to major issues in one or more areas such as financial, technical, operational, legal, or market-related aspects.</p> <p>2- Below average feasibility: The business idea has some major issues that make it difficult to execute and sustain.</p> <p>3- Average feasibility: The business idea is feasible but may face some challenges in execution and sustainability.</p> <p>4- Above average feasibility: The business idea is highly feasible and has good potential for success.</p> <p>5- Excellent feasibility: The business idea is highly feasible and has a strong potential for</p>

		success.
3	Business Viability	<p>1- Poor viability: The incubatee has not demonstrated the potential for long-term business viability through their business model, revenue projections, and market analysis.</p> <p>2- Below average viability: The incubatee has demonstrated some potential for long-term business viability, but there are significant concerns about sustainability.</p> <p>3- Average viability: The incubatee has demonstrated some potential for long-term business viability, but there are some concerns that need to be addressed.</p> <p>4- Above average viability: The incubatee has demonstrated good potential for long-term business viability through their business model, revenue projections, and market analysis.</p> <p>5- Excellent viability: The incubatee has demonstrated strong potential for long-term business viability through their business model, revenue projections, and market analysis.</p>
4	Extension Aailed Or Not.	<p>Yes- 0</p> <p>No- 1</p>
5	Commitment	<p>1- Poor commitment: The incubatee did not demonstrate a high level of commitment to their startup, did not attend any sessions, training and mentoring programs conducted by the management.</p> <p>2- Below average commitment: The incubatee demonstrated some commitment to their startup and attended less than 50% of the training, sessions and mentoring programs conducted by the management.</p> <p>3- Average commitment and progress; The incubatee demonstrated an average level of commitment to their startup and attended more than 50% but less than 75% of trainings, sessions and mentoring programs conducted by the management</p> <p>4- Above average commitment and progress: The incubatee demonstrated a high level of commitment to their startup and attended more than 75% but less than 100% of training and</p>

		<p>mentoring programs conducted by the management.</p> <p>5- Excellent commitment: The incubatee demonstrated a high level of commitment to their startup and attended 100% of training and mentoring programs conducted by the management.</p>
6	Additional Value	<p>1-Little to no additional value : The incubatee did not demonstrate any potential to create additional value beyond their initial business idea.</p> <p>2- Some potential for additional value: The incubatee demonstrated some potential to create additional value beyond their initial business idea, but it was limited in scope or impact.</p> <p>3- Average potential for additional value: The incubatee demonstrated some potential to create additional value beyond their initial business idea, and it could have a moderate impact.</p> <p>4- Above average potential for additional value: The incubatee demonstrated good potential to create additional value beyond their initial business idea, and it could have a significant impact.</p> <p>5- Excellent potential for additional value: The incubatee demonstrated exceptional potential to create additional value beyond their initial business idea, and it could have a substantial impact on society or the environment.</p>
7	Reasons for Extension	<p>1-Invalid or insufficient reasons: The incubatee provided invalid or insufficient reasons for time extension.</p> <p>2-Inadequate progress: The incubatee requested additional time due to inadequate progress and not meeting milestones during the incubation period.</p> <p>3- External factors: The incubatee requested additional time due to external factors beyond their control that affected their progress during the incubation period.</p> <p>4-Refinement of business model: The incubatee requested additional time to refine their</p>

		business model and strategy to improve their chances of success. 5-Exceptional circumstances: The incubatee requested additional time due to exceptional circumstances such as unexpected personal or medical emergencies that affected their progress during the incubation period. The reasons provided for the extension are valid and well-supported.
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Note:

- The maximum score of the assessment shall be **31 Points**
- The minimum score of the assessment shall be **6 Points**
- The average score of the assessment shall be **16 Points**
- The threshold score for the assessment shall be **18.6 Points** (Which is 60% of the total score)

The startup should score more than or equal to 18.6 points to be eligible for the extension.

ANNEXURE VI

Sl No.	Particular	Cost	Remarks
1	Hall Fee	2500/day	The services such as Wi-Fi connection, Air conditioner, Television Screen, whiteboard and furniture shall be provided free of cost.
2	Mi Interactive Board	1000	Center has Mi Board capable of Multiple task thus eliminating the need of TV screen, projector or white board. It is all in one Board.
3	In Focus Projector	500	
Total		4000.00	If the user avails all the facilities of the Training Hall then they have to pay total of Nu. 4000 per day upon booking the Hall. If the user wants to book the only the Hall then the they have to pay Nu. 2500 only.