Subject: - Minutes of the 1st Meeting of the Sub-Committee for implementation of scheme “Support for Entrepreneurial and Managerial Development of MSMEs through Incubators” under CLCS-TUS

I am directed to forward a copy of the minutes of the 1st Meeting of the Sub-committee for implementation of scheme “Support for Entrepreneurial and Managerial Development of MSMEs through Incubators” under CLCS-TUS held on 20.12.2019 at 11:00 AM under the Chairmanship of Deputy Director General is enclosed herewith for kind information and further necessary action as per the decision taken in the meeting.

Encl: As above

(Rakesh Kumar)
Deputy Director
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To,

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Copy for Information to:
1. PS to DDG (DPS), O/o DC (MSME).
2. PS to JDC (MK), O/o DC (MSME)
Minutes of the 1st Meeting of Sub-Committee for Implementation of Scheme “Support for Entrepreneurial and Managerial Development of MSMEs through Incubators” under CLCS-TUS held on 20.12.2019 at 1100hrs at the O/o DC (MSME).

The 1st meeting of Sub-committee for implementation of Scheme " Support for Entrepreneurial and Managerial Development of MSMEs Through Incubators" under CLCS-TUS was held on 20-12-2019, under the Chairmanship of DDG(DPS), O/o DC(MSME), New Delhi.

List of participants in the meeting is annexed (Annexure-A)

**DISCUSSION AND DECISIONS:**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Scheme components of incubation scheme</th>
<th>Provision mentioned in the approved guideline</th>
<th>Proposals placed in the PMAC and Decisions/Comments/Approvals of PMAC</th>
<th>Action by concerned Dls/NIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Nos. 1</td>
<td>Registration as Host Institute (HI)</td>
<td>Institutions such as Technical colleges, universities, and other professional colleges/institutes, R&amp;D institutes, NGOs involved in relevant activities, Entrepreneurs Development Centre (EDCs), MSME-Dls/TCs, and DICs or any institute / organization of central/State Govt may apply for HI and setup a Business Incubator (BI). His registered under previous scheme need to re-register themselves through online MIS to avail benefits of the scheme. Institutes in the North East Region will be given priority for supporting Bls. The HIs/BIs should also encourage participation from women/ SC/ST candidates for the inclusive implementation of the scheme</td>
<td>1. Total 428 Proposals received for Registration as HI till date and 21 already approved by PMAC as a HI. Remaining 407 proposals were approved in principle by the committee subject to the condition that all the requisite documentation needs to be completed. 2. It was also directed that no money for Grant for P&amp;M shall be released to any institute till at least 2 ideas are approved for that HI. 3. Every HI is supposed to have its independent status and money shall not be released in the name of the trust or the group of institutions. All the requisite tax documents need to be obtained from them. 4. Delay by the concerned MSME DI in forwarding the applications was also discussed and it was decided that attempt should be made to open as many incubation</td>
<td>NMIU NIC</td>
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Ver4 incubation 27.12.19

| Agenda Nos. 2 | 3.4 Grant in Aid support to Host Institutes (HIs) | Gol Grant in Aid support will be provided to approve Host Institutes (HIs) for incubation related defined activities. HIs may submit proposal as per format through concerned Implementing Agency (IA). IA after due diligence may forward the Proposal with recommendations to NMIU. Evaluation Committee constituted at NMIU level will consider and forward deserving Proposals to O/o DC-MSME for approval. Govt. of India shall provide Grant in Aid through NMIU as mentioned below. 3.4.1 Grant in Aid support for Plant and Machinery to HIs up to Rs. 1.00 cr. (max) HIs shall be provided grant of up to Rs. 1.00 Cr. for procurement and installation of relevant plant and machines including hardware and software etc. in BI in order to strengthen the technology related R&D activities and common facilities for |

|  |  | centres as possible, but no money for grant shall be given to any IC until some worthy proposals/ideas/seed capital funding proposals are received and approved. 5. NIC was advised to modify the MIS accordingly so that links to grant is made conditional upon approval of at least 2 ideas for any HI. 6. Similarly auto forward option needs to be activated after 15 days of pendency with the concerned DI. 7. An automated message needs to be sent on receipt of application from any HI as acknowledgement and assuring them get back within a month’s time. |

|  |  | Total (10 online + 4 offline) Proposals submitted by approved Host Institutes (HI) for Grant in Aid for seeking capital support for plant and machinery. It was decided that after approval of minimum two ideas from each HI, the first installment of GIA shall be released. MIS needs to be amended accordingly. An automated message needs to be sent to all the applicants in this regard. |

|  |  | NIC |
incubates of BI. This grant will be provided in two equal installments of Rs. 50.00 lakh each.

| Agenda Nos. 3 | 3.4.2 Grant in Aid to Hi for developing and nurturing the ideas up to max. Rs. 15.00 lakh per idea | 1. Total 159 online proposals submitted to IAs of ideas by approved HIIs for Grant-in-Aid for developing and nurturing the ideas, Out of 159, 88 proposals recommended by IAs.  
2. A common template for ideas was approved with following criteria/parameters.  
➤ What is the problem you are solving, please describe?  
➤ Explain the solution proposed?  
➤ Describe the product/service  
➤ Identify the sector to which the product/services relates to?  
➤ What is the unique/innovative/competitive aspect of the product/service  
➤ Please let us know, the market target customers & positioning of the product.  
➤ Please explain the business plan from seeding, development to commercialization  
➤ Background of the person who all are part of the team working on the project  
➤ Please explain the detailed economics, funding requirement expenses & income plan over the next 5 years after start. Please attach the Product/service documentation.  
3. An automated message needs to be sent to all His when they are approved to send the ideas in this format.  
4. For the 159 ideas received so far, the same message needs to be sent, to be | NMIU NIC |
replied to within 15 days.
5. Expert committees, sector wise to be constituted for evaluation of these ideas.
6. Ideas need to be received directly by NMIU. At the evaluation stage, concerned DIs need to be involved in the expert committee and for further follow up.
7. NIC to modify the MIS for the ideas accordingly.

| Agenda Nos. 4 | 3.4.3 SEED capital support fund for setting up of startups: | Assistance of up to Rs.1.00 cr as grants in aid for the seed capital support to appropriate incubates shall be provided. Financial assistance may be given in the form of soft loan, interest free loan, equity participation, grant or combination of these etc. Various expert agencies may be empanelled as Business Enablers with the approval of PMAC and they will play a pivotal role in commercialization of ideas. | Total 4 Proposals submitted by approved HIs to IAs for seed capital support fund for setting up of start-up.
These proposals also need to be evaluated on the basis of same template as approved for the ideas. HIs to be sent templates accordingly. Automated messages to be sent to HIs for all future proposals at the stage of approval of HI only. | NIC NMIU |

Other issues taken up with the permission of chair:-

- Financial support of Rs. 2.00 Cr for the Activities under Advertisement & Publicity through PPDC – Agra (NMIU – Secretariat) was approved. National wide idea challenge and publicity campaign needs to be floated by PPDC Agra through DAVP.
- Empanelment process for Accelerator/ Business Enablers needs to be initiated. Draft RFP was discussed in the meeting and approved, which needs to be uploaded and duly published after IFW Concurrency

There being no other agenda seen, meeting ended with the vote of thanks to chair.

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## Attendance Sheet

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name &amp; Designation</th>
<th>Organisation</th>
<th>Contact number &amp; Email Address</th>
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<tbody>
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