



## TAMIL NADU STARTUP AND INNOVATION MISSION

(A Section 8, Company under the MSME Department, Government of Tamil Nadu)

ROC No: 0021/TANSIM/2024

Date: 10.02.2025

### SANCTION ORDER

Subject: StartupTN- Order for Establishing a Pre Incubation Center in your Institution - under the StartupTN Pre Incubation Centre Scheme - Issued - Reg

- Ref :
1. Advertisement for inviting proposals to establish the StartupTN Pre Incubation centre dated 24.07.2024
  2. Online Application Dated 23.08.2024
  3. Provisional Sanction Order dated 12.11.2024

With reference to your online application in the reference 2nd cited for the StartupTN Pre-Incubation Centre, we had previously issued the provisional sanction order dated 12.11.2024. In continuation of the same, we are pleased to inform you that StartupTN has successfully completed the due diligence process as specified in the provisional sanction order. Accordingly, Final sanction order is hereby granted for the implementation of the centre titled **"StartupTN Pre-Incubation Centre at Stella Mary'S College of Engineering"** under the StartupTN Pre-Incubation Centre Scheme, for funding support of ₹7.5 lakhs out of the total estimated project cost of Rs.22.50 lakhs.

This order is subject to the following terms and conditions.

#### I. Registration of Section 8 company :

You shall take immediate action to register a Section 8 company for the Pre-Incubation Centre. For branding purposes, the Host Institution shall use the name **"StartupTN"** as a prefix.

It is not mandatory registering the section 8 company with the name of **"StartupTN"** - Prefixed

#### II. HI details & broad scope of the project and its cost:

1. The Scheme title: **StartupTN - Pre Incubation Centre**
2. Name of the sanctioned Host Institution: **Stella Mary'S College of Engineering**

**Tamil Nadu Startup and Innovation Mission (StartupTN)**

No. 327, CMRL Building, 10th Floor, Anna Salai, Nandanam, Chennai 600 035.

Phone: 044 - 22256789 | E-mail: [ceo@startuptn.in](mailto:ceo@startuptn.in) | Website: [www.startuptn.in](http://www.startuptn.in)

3. Name and designation of the authorized representative of the Host Institution:

**Dr. R. Suresh Premil Kumar, Principal, Stella Mary'S College of Engineering**

4. Total Scheme Cost: Rs. **22,50,000/- (Including the Contribution of StartupTN, Host Institution and Partnering Industry)**
5. StartupTN Contribution: Rs. 7,50,000/- on reimbursement basis
6. Host Institution Contribution:  
In Cash: Rs. 7,50,000/-  
  
In-Kind  
Space - 3000 Sq Ft (Minimum)  
Infrastructure  
Equipment Facility as required  
Mentorship  
Networking Opportunities  
Workshops and Training
7. Industry Partner Contribution: - Rs. 7,50,000/- (The Host Institution holds full responsibility for securing the complete fund from the Industry Partner)
8. Milestones, Deliverables and Key Activities of the Pre-Incubation Centre  
Please refer to Annexure 1

### **III. Other terms & conditions:**

#### **1. About the Scheme:**

StartupTN invited applications from institutions to establish StartupTN Pre-Incubation Centres (PIC). StartupTN plans to establish PICs in higher educational institutions from Tier II, III, and IV cities of Tamil Nadu, where formal Incubation Centres are yet to be created. StartupTN PICs aim to support early-stage Startups with scalable innovations. Institutions interested in aiding aspiring entrepreneurs with prototype development, mentorship, workshops, and training on entrepreneurship applied to establish a PIC.

## 2. Detailed Financial Breakdown:

Sl. No.	Budget head	1st Year StartupTN Contribution (INR)	2nd Year Host Institution Contribution (INR)	Partnering Industry Contribution (INR) (Operational Expenses for Both Years)	Total (INR)
1.	<b>Formation of Section 8 Company and other Legal compliances</b>	50,000/-	20,000/-		70,000/-
2.	<b>Manpower</b> Pre-Incubation Manager - 1 No. @ <b>INR 35,000</b> per month (with an annual increase of 5%)  <b>Incubation Associate</b> - 1 No. @ <b>INR 15,000</b> per month (with an annual increase of 5%)  Unpaid Interns - 2 Nos. (Final Year Students)	6,00,000/-	6,30,000/-	7,50,000/-	12,30,000/-
3.	<b>Events</b>	1,00,000/-	1,00,000/-		2,00,000/-
	<b>Total</b>	<b>7,50,000/-</b>	<b>7,50,000/-</b>	<b>7,50,000/-</b>	<b>22,50,000/-</b>

## 3. Technical Advisory Committee for PIC:

You shall take action to form a Technical Advisory Committee (TAC) in consultation with StartupTN. This TAC will comprise experts as below:

1. Representative from Regional IIC institution
2. Representative from the Regional Incubation Centre
3. Representative from the Host Institution
4. Representative from the Partnering Industry
5. Representative from a progressive Startup in the region
6. Representative from Regional Startup Builder (Community)
7. Representative from District Industry Centre

The TAC will review the activities of the Centre and the progress of the aspiring entrepreneurs or startups who are enrolled in the Centre. The PIC will form the TAC in consultation with StartupTN.

#### **4. Terms and Conditions**

##### **Funding and Financial Management:**

- **Utilization of Funds:** Funding is exclusively for the specified purpose within the stipulated time.
- **Bank Account:** The Pre-Incubation Centre (PIC) shall create a dedicated bank account under its official name for all operational activities. All financial transactions related to the centre must be conducted exclusively through this account.
- **Reimbursement Basis:** StartupTN contributes ₹7.5 lakhs on a reimbursement basis. The Host Institution must initially cover expenses and submit supporting documents for reimbursement. The guidelines for bill submission for reimbursement will be communicated through the appropriate official channels.
- **Audited Accounts:** The grantee must furnish a utilisation certificate and an audited statement of accounts at the end of each financial year.

##### **Infrastructure:**

- **Minimum Space Requirement:** Host Institutes must provide a minimum of 3000 sq ft space on a medium-term pro bono basis, registered under the StartupTN PIC not-for-profit entity.
- **Minimum Infrastructure Period:** Infrastructure must be provided for at least 5 years to operate the Pre Incubation centre.
- **24/7 Accessibility:** Incubation spaces and technical infrastructures must be accessible to entrepreneurs, startups, and aspirants 24/7 without restrictions.

##### **Governance and Compliance:**

- **Board Members:** One representative from StartupTN will act as Board Observer in every board meeting from the corresponding StartupTN regional hub.
- **Board Meetings:** The PIC must conduct board meetings at least 3 times a year.
- **Technical Advisory Committee (TAC):** Quarterly TAC meetings must be held, with minutes submitted to the StartupTN Management Committee.

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- **Recruitment Protocols:** The Pre Incubation Centre must be informed of every recruitment process in advance, including a representative from StartupTN in the interview panel, and get approval for appointments.
- **Legal Entity:** The Host Institution must register the PIC as a legal entity (Section 8, Non-Profit) to operate the Pre-Incubation Centre.
- **Logo Usage:** If the Pre-Incubation Centre wishes to use the StartupTN logo for events, it must submit the event promotion materials, including designs, to StartupTN for review and obtain prior approval before each event.

#### **Operational Guidelines:**

- **Resource Management:** The Incubation Manager/Associate must be a full-time employee without any additional roles in the Host Institution. Failure to comply will result in funding cessation.
- **Quarterly Reporting:** Quarterly activity reports and newsletters must be submitted to StartupTN by the 10th of next month.
- **Data Requests:** Any data requested by StartupTN regarding activities, incubated startups, or ecosystem-related information must be submitted promptly.
- **Review Meetings:** Whenever StartupTN conducts review meetings, the Head of the Host Institution and the Manager of the Pre-Incubation Centre must attend.
- **Revocation of Sanction:** If the Pre-Incubation Centre remains inactive for more than a month or demonstrates poor performance during the scheme period, StartupTN reserves the right to revoke the sanction order without prior notice.
- **Timeline for Incorporation:** The Host Institution must complete the incorporation process as a Section 8 company of the Pre-Incubation Centre within 45 days of signing the agreement.

#### **Outcome of the PIC:**

- **Startup Creation:** The PIC must create at least 10 startups annually, progressing from the Idea stage to the Prototype level.
- **Mentor Pool:** The StartupTN Pre-Incubation Centre must establish a strong mentor pool, including industry experts, business experts, legal experts, technical experts, and subject matter experts. Using StartupTN's MentorTN platform, the centre must organise a minimum of 5 cohort-based mentorship programs annually for its incubated startups.
- **Innovation Ecosystem:** The Pre-Incubation Centre must establish a strong innovation ecosystem within the student community.
- **Employment Creation:** The Pre-Incubation Centre must create a substantial number of employment opportunities through the Incubated Startups.



### Additional Funding and Resources:

- **Other Funding Supports:** If applying for additional funding from other government or private sources, prior intimation must be given to StartupTN.
- **Additional Resources:** Any additional resources beyond the Manager/Associate must be funded by the Host Institution without impacting the ₹7.5 lakhs allocated for the second year and the ₹7.5 lakhs committed by the Industry Partner.
- **Industry Contribution:** The industry commitment of ₹7.5 lakhs must be utilised exclusively for operational costs over both years. This includes expenses for events, infrastructure setup, office expenses, etc, but must not be used to cover manpower costs. The Pre-Incubation Centre must receive the industry contribution funding directly into the Pre-Incubation Centre's bank account. Any other form of contribution other than the committed amount will not be accepted.

### Flexible Terms:

- **Scheme Modifications:** StartupTN reserves the right to modify the scheme without prior notification.

We kindly request you acknowledge receipt of this order as early as possible as a token of having accepted this order and the terms and conditions specified therein.



  
Mission Director & CEO  
StartupTN

10/02/25

To,

Mr. R Robert,  
EDC Convenor,  
Stella Mary'S College of Engineering,  
Aruthenganvilai, Azhikal Post,  
kanyakumari - 629202,  
Tamil Nadu.

Copy To,

1. Dr. R. Suresh Premil Kumar,  
Principal,  
Stella Mary'S College of Engineering.
2. General Manager, FaMe TN.

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