RESOURCES · POLICY

VJ Hub Incubation Policy 2.9

The complete policy document governing incubation, infrastructure, fees, categories and governance at Vignana Jyothi Foundation for Entrepreneurial Excellence.

DOCUMENT

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SECTION 1

Preamble

Vignana Jyothi (VJ), hereinafter referred to as the "Society" or "VJ", is a not-for-profit society that has been running educational institutions in Hyderabad since 1993. The Society has established the **Vignana Jyothi Foundation for Entrepreneurial Excellence** (commonly known as "VJ Hub") in 2017 and registered it under Section 8 of the Companies Act, 2013. VJ Hub may be treated as an in-house academic incubator for all educational institutions run by the Society. The Society recognises innovation, entrepreneurship, technology commercialisation, and value-oriented engineering as strategic pillars for academic excellence, societal impact, and national self-reliance.

The Incubator functions as a structured innovation platform to foster deep-technology solutions, advanced engineering innovations, and performance-enhancement technologies for industrial, infrastructure, and defence–civil systems. It shares its campus and is spearheaded by **VNRVJIET**, and operates in alignment with the National Innovation and Startup Policy (NISP) 2019, Startup India, Atal Innovation Mission (AIM), Government of Telangana Startup frameworks, and applicable AICTE/UGC guidelines.

SECTION 2

Vision, Mission, Goals, Objectives

2.1 Vision

To be a catalyst in creating a vibrant entrepreneurial community to translate academic and industry research into commercialisable and socially beneficial products.

2.2 Mission

- Facilitate incubation of new enterprises with innovative, deep-tech, translational, and value-engineered technologies.
- Provide physical, technical, mentoring and networking support to incubatees.
- Encourage faculty-led, student-led, and research-driven startups, along with startups founded beyond the VJ institutions.
- Convert academic research into commercial products and services.
- Integrate startups with the regional, national, and industry supply-chain ecosystems.

2.3 Goals

- Facilitate creation of financially viable and self-sustaining ventures.
- Serve as a long-term innovation and technology support platform for industry and government.
- Enable cost optimisation, performance enhancement, and lifecycle extension of existing systems through value engineering.

2.4 Objectives

- Promote innovation, deep-tech, and translational research and development.
- Enable import substitution and indigenous technology development.
- Facilitate add-on and subsystem-level technologies for existing industrial platforms.
- Encourage value engineering and cost optimisation initiatives.
- Leverage VJ institutions' faculty and expertise for consultancy and technology transfer.
- Facilitate regional ecosystem-wide collaborations for incubatees.
- Provide opportunities to showcase ventures at appropriate platforms and forums.

SECTION 3

Incubation Services

In addition to standard services, the Incubator explicitly supports value engineering studies, system optimisation, subsystem redesign, and technology upgradation projects for industrial and government stakeholders. General services include:

- Physical infrastructure — utilities, internet, conference rooms, office furniture.
- Software access via shared resources at VNRVJIET and other VJ institutions.
- Auxiliary support through equipment usage, library access, and mentoring.
- Connections to subject matter experts from VJ faculty.
- Production assistance including R&D and prototyping via the Incubator and VNRVJIET facilities.
- IP creation, IPR protection, and commercialisation facilitation.
- Investor connect and service-provider connect for IPR & compliance.
- Events for founder–investor–partner–customer discovery.
- Ecosystem event announcements and participation facilitation.

SECTION 4

Incubatee Categories

The Incubator offers pre-incubation as well as physical/virtual incubation/co-incubation across four categories:

A VJ Internal Founders

Students, faculty/staff, and recent alumni (≤ 3 years).

B VJ-Affiliated External Founders

Alumni > 3 years, ex-employees, VJ-network founders.

C Industry Partner Startups

Company-backed R&D ventures.

D External Startups

Government / Investor / CSR / Accelerator-funded, bootstrapped.

SECTION 5

Infrastructure & Facilities

5.1 Physical Infrastructure

- Open co-working seats and dedicated cabins.
- Meeting, conference and discussion rooms.
- High-speed internet, utilities, and basic office furniture.
- Registered-office / correspondence address (where specifically permitted).

5.2 Shared Facilities (at VNRVJIET)

- Electronics & Embedded Systems Lab
- Electrical & Power Systems Lab
- Mechanical & Manufacturing Lab
- Civil Engineering & Materials Testing Lab
- Makerspaces and Tinkering Lab

Access is facilitated by the Incubator through the R&D Cell (RDC) or specific academic departments. Any such resource use may attract fees per the policy of the said VJ institution.

5.3 Makerspace Usage

Makerspace usage is governed by the current Makerspace Tariff Schedule.

SECTION 5.4

Incubation Fees & Space Usage Policy

Incubatees may opt for one of the following models:

- **Per-Seat Model:** Rent calculated on a per-seat basis, suitable for software, service, or early-stage teams. One incubatee company may not be allotted more than **5 seats**.
- **Per-Square-Foot Model:** Rent calculated on allocated carpet area, suitable for hardware, deep-tech, or teams requiring enclosed / custom spaces. One incubatee company shall be allotted an area of **100–400 ft^2**, based on availability and IC discretion.

SECTION 6

Categorical Framework for Incubation

The following notes apply across all categories below:

- **IP matrix** records ownership, inventorship, and commercialisation rights. *Background IP* is pre-existing IP with the Institute and/or Industry; *foreground IP* is generated during collaboration/incubation.
- SSA: Share Subscription Agreement · UC/SE/AE: Utilisation Certificate / Statement of Expenditure / Audit Evaluation
- EHS: Environment, Health & Safety · ESG: Environmental, Social, and Governance · MVP: Minimum Viable Product

ATTRIBUTE	CATEGORY A	CATEGORY B	CATEGORY C	CATEGORY D
Eligibility	Students, Faculty/Staff, Alumni ≤ 3 yrs	Alumni > 3 yrs, Ex-employees, VJ-network	Company-backed, deep-tech, lab-intensive	External startups (Govt / Investor / CSR / Bootstrapped)
Funding Source	VJ / Institutional / Departmental R&D	Founder / VJ-network / Angel	Industry / CSR / Institutional R&D	Govt / Investor / CSR / Accelerator / Bootstrapped
IP	Founder-owned; VJ IP per VJ IP Policy	Founder-owned; VJ IP per VJ IP Policy	Joint IP as per collaboration terms	Founder-owned; joint IP where VJ resources used
Seed Capital	IC review, equity-equivalent stake ≥ 2%	IC review, equity-equivalent stake ≥ 2%	As per industry/CSR terms	As per funding source / term-sheet
Tenure	18–24 months	18–24 months	As per scheme / 24 months, whichever earlier	As per scheme / 24 months, whichever earlier
Assessment	Annual	Annual	Per funding-agency milestones	Per funding-agency milestones
Reporting	Annual	Annual	Funding-agency UC/SE/AE + Annual	Funding-agency UC/SE/AE + Annual

ATTRIBUTE	CATEGORY A	CATEGORY B	CATEGORY C	CATEGORY D
Exit / Graduation	Final report; 3–5 yr engagement	Final report; 3–5 yr engagement	Final technical & financial report, Asset Disposition Note	Final technical & financial report, Asset Disposition Note

For Category D startups, the executed agreement follows the **Category D Incubation Agreement** template.

SECTION 7

Application and Admission Procedure

Admission into the Incubator is done on a **rolling basis** round the year, not periodically in cohorts. Expression of Intent and/or Request for Incubation must be made through the Incubation Request Form available on the Incubator's website or by e-mailing the Incubation Manager.

Initial scrutiny is by the Incubation Committee (IC). Shortlisted applicants are typically asked to submit:

- Certificate of Incorporation
- DPIIT Recognition
- Founders' or Shareholders' Agreement
- PAN & Aadhaar of Founders/Directors
- PAN/TAN of the Company
- GST Registration Certificate
- Annual Reports and Financial Statements
- Copies of major work orders, contracts, or engagements
- Licenses, statutory registrations, memberships, and IP details (patents, trademarks) with proofs

Apply via the **Incubation Request Form**.

SECTION 8

Exit, Graduation, Termination

Exit or graduation happens at the end of the tenure, on achievement of milestones, or upon mutual agreement. Termination may occur for non-compliance, misuse of facilities, or breach of policy. All allocated premises must be vacated and exit formalities completed as prescribed by the Incubator.

SECTION 9

Governance, Administration & Institutional Interventions

9.1 Incubator Governing Board (IGB)

Approves incubation recommendations from the IC; approvals may be by e-mail or in a Board meeting.

9.2 Incubator Advisory Board (IAB)

Provides oversight and quarterly reviews the Incubator's performance, recommends sustenance and growth initiatives, and promotes the Incubator. IAB resolutions are presented to the IGB.

9.3 Incubation Mentor Pool (IMP)

A curated pool of mentors — from VJ faculty, alumni, industry and the ecosystem — supporting incubatees across domains.

9.4 Incubation Committee (IC)

Meets monthly to oversee startup selection, performance reviews, resource allocation (including seed capital requests), mentoring, investor and ecosystem connect. The IC comprises:

- Dean / Director of R&D at VNRVJIET
- Faculty In-charge of Incubation at VNRVJIET (or equivalent)
- VJIM Faculty Member, nominated by the Director of VJIM
- Incubator Representative
- Head of Innovation at the VJ institution corresponding to the startup's domain

9.5 Incubation Manager / Representative(s)

Runs day-to-day operations of the Incubator, is the primary point of contact for incubatees, and coordinates across VJ institutions.

SECTION 10

Amendments

This policy is a living document and may be amended by the Incubator with approval of the IGB, in response to regulatory changes, ecosystem needs, or operational learnings.

SECTION 11

Disclaimer

The Incubator provides supports and services to Incubatees in good faith to promote entrepreneurship. None of the Society, VJ institutions, or the Incubator — individually or collectively — undertakes responsibility for ensuring success of an incubatee company, its products/processes/services, marketability, or the complete satisfaction of the Incubatee. Incubatees are advised to apply their own judgement before entering any relationship facilitated by the Incubator, any VJ institution, or the Society.

Questions on the policy?

Reach out to the Incubation Manager for clarifications or a walk-through.

Contact the Hub →