

# LORDS INSTITUTE OF ENGINEERING AND TECHNOLOGY

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Himayath Nagar, Hyderabad – 500 029, Telangana

## INCUBATION POLICY

Lords Technology Business Incubator (Lords TBI)

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## PREAMBLE

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Lords Institute of Engineering and Technology (LIET), established with a vision to transform young minds into future leaders, hereby establishes this Incubation Policy to create a structured, transparent, and empowering ecosystem for entrepreneurship and innovation. This policy governs all activities, engagements, rights, and responsibilities related to the Lords Technology Business Incubator (hereinafter referred to as 'Lords TBI' or 'the Incubator').

This policy has been inspired by and benchmarked against the best global and national incubation frameworks, including those of IIT Bombay's Society for Innovation and Entrepreneurship (SINE), IIM Ahmedabad's Centre for Innovation Incubation and Entrepreneurship (CIIE.CO), T-Hub (Hyderabad), Stanford University's StartX, MIT's Deshpande Center, and guidelines from NITI Aayog, Startup India, MEITY, and DST-NIMAT.

This policy applies to all current students, faculty, staff, alumni, and external innovators who seek to use Lords TBI's infrastructure, mentorship, funding, and institutional support. All parties engaging with Lords TBI are bound by the terms set forth in this document.

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## SECTION 1: VISION, MISSION & STRATEGIC OBJECTIVES

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### 1.1 Vision

To build a world-class incubation ecosystem that transforms Lords Institute into a hub of deep-tech innovation, responsible entrepreneurship, and scalable ventures — generating meaningful employment and driving socioeconomic impact in Telangana and beyond.

### 1.2 Mission

Lords TBI's mission is to:

- Systematically identify, nurture, and accelerate high-potential ideas from students, faculty, and alumni through structured programs and mentorship.
- Provide physical infrastructure, financial resources, legal support, and industry access to early-stage startups.
- Foster a culture of curiosity, risk-taking, and ethical entrepreneurship within the academic community.
- Build a thriving alumni network and mentor pool that feeds back into the ecosystem.

- Align with national programs such as Startup India, Atal Innovation Mission, and TIDE 2.0 to maximise resource availability for incubatees.

### 1.3 Strategic Objectives

1. Facilitate at least 10 new startups annually through structured incubation programs.
2. Support a minimum of 25 students per batch through the Entrepreneurship Bootcamp (EBC) pre-incubation program.
3. Secure at least two government-backed grants or external funding partnerships per academic year.
4. File a minimum of five Intellectual Property (IP) applications annually, inclusive of patents, trademarks, and copyrights.
5. Achieve at least three successful startup exits within three years of this policy's implementation.

## SECTION 2: DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings assigned to them:

TERM	MEANING / DEFINITION
<b>Lords TBI</b>	Lords Technology Business Incubator — the formal incubation unit of Lords Institute of Engineering and Technology.
<b>LIET / College</b>	Lords Institute of Engineering and Technology, Hyderabad.
<b>Incubatee</b>	Any individual, team, or registered entity formally admitted to Lords TBI under an incubation agreement.
<b>Pre-Incubatee</b>	An applicant admitted to the Entrepreneurship Bootcamp (EBC) for structured pre-incubation training, prior to formal incubation.
<b>EBC</b>	Entrepreneurship Bootcamp — a mandatory structured 8-week pre-incubation program designed to prepare idea-stage and prototype-stage founders for formal incubation.
<b>Startup</b>	An entity recognised under the Startup India initiative or any early-stage venture in the process of developing a scalable business model.
<b>Faculty Startup</b>	A venture co-founded or founded by a full-time faculty member of LIET, either independently or with students/external partners.
<b>IP / IPR</b>	Intellectual Property / Intellectual Property Rights — includes patents, copyrights, trademarks, trade secrets, and design rights.
<b>Equity Stake</b>	A shareholding interest in a registered company, held by Lords TBI in exchange for resources, mentorship, IP licensing, or seed funding provided.

<b>EC / Review Committee</b>	The Executive Committee of Innovation and Entrepreneurship — the governing body responsible for admissions, reviews, and policy decisions at Lords TBI.
<b>Seed Fund</b>	A non-dilutive grant or soft loan provided by Lords TBI to an early-stage incubatee startup for proof-of-concept development.
<b>Graduation / Exit</b>	The formal process by which an incubatee concludes its association with Lords TBI, either due to milestone achievement, external funding, or completion of tenure.
<b>MoU Partner</b>	An academic institution, R&D organisation, or industry partner having an active Memorandum of Understanding with LIET.
<b>Alumni</b>	Individuals who have completed their degree from Lords Institute of Engineering and Technology.
<b>Sabbatical Leave</b>	A period of paid or partially paid leave granted to a faculty member to exclusively pursue their startup venture.

## SECTION 3: SCOPE AND APPLICABILITY

This Policy applies to all programs, activities, agreements, and engagements conducted by or through Lords TBI. Its provisions are binding on:

- All current full-time students of LIET (UG, PG, and PhD).
- All full-time faculty and staff members of LIET.
- Alumni of LIET within ten (10) years of graduation.
- External innovators, entrepreneurs, and startups admitted under specific programs or MoU partnerships.
- R&D and industry partners with an active MoU with LIET.

Lords TBI may selectively admit external startups that are not affiliated with LIET but bring significant innovation potential, industry relevance, or social impact. Such admissions shall require explicit approval of the Executive Committee and shall be subject to all terms of this Policy.

## SECTION 4: GOVERNANCE STRUCTURE

### 4.1 Executive Committee (EC)

The Executive Committee is the apex decision-making body of Lords TBI. It shall consist of:

6. Chairperson: Principal / Director of LIET (ex-officio)

7. Chief Executive / Director, Lords TBI
8. Dean – Research & Development
9. Dean – Academics
10. Faculty Coordinator, Lords TBI
11. Two External Members (industry / VC / legal expert)
12. Student Entrepreneur Representative (1 nominee from active incubatees)

The EC shall meet at least once every quarter. A quorum of five members, including the Chairperson or their designee, shall be required for any formal decision.

## 4.2 TBI Operations Team

The day-to-day operations of Lords TBI shall be managed by the TBI Operations Team, comprising the TBI Director/Manager, Program Coordinator, IP & Legal Advisor, Finance Officer, and Mentor Relations Officer.

## 4.3 Mentor Panel

Lords TBI shall maintain a curated pool of mentors drawn from industry, academia, government, and the investor community. Mentors shall be assigned to incubatees on the basis of domain relevance and the startup's stage of development. Mentors may serve on a voluntary basis or receive a nominal honorarium as approved by the EC.

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# SECTION 5: PRE-INCUBATION — ENTREPRENEURSHIP BOOTCAMP (EBC)

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**Note:** *The EBC is a mandatory gateway for all idea-stage and prototype-stage applicants. Only individuals with an existing registered company (incorporated for at least 12 months) or an advanced, market-tested prototype with demonstrated traction are exempt from the EBC requirement, subject to EC review.*

## 5.1 Purpose of the EBC

The Entrepreneurship Bootcamp (EBC) is a rigorous, structured 8-week pre-incubation program designed to transform raw ideas into validated, investable concepts. It serves as the primary filter and foundational training pathway for Lords TBI. The EBC ensures that only prepared, committed, and capable founders enter the formal incubation program.

## 5.2 Who Must Complete the EBC

Participation in the EBC is mandatory for:

- Students with an idea (no prototype or product yet).
- Students or alumni with a base/early prototype that has not been tested with real users.
- Faculty or staff proposing a startup at an ideation stage.
- External applicants at the ideation or early-prototype stage.

The EBC is NOT mandatory for:

- Applicants with a registered company (Private Limited / LLP) operational for at least 12 months.
- Applicants with demonstrated product-market fit (minimum 100 paying customers or validated pilot with documented results).
- Applicants who have received external funding of Rs. 10 Lakhs or above from a recognised investor.
- Startups that have previously completed an equivalent program at a recognised incubator (subject to EC approval).

## 5.3 EBC Structure and Curriculum

The EBC shall be conducted twice a year (July–August and January–February) and shall span eight (8) weeks, combining online modules, weekend immersions, live mentoring, and peer critique sessions.

WEEK	MODULE	KEY LEARNING OUTCOMES	DELIVERABLE
Week 1	<b>Ideation &amp; Problem Discovery</b>	Define the problem statement; identify target customer segments; understand pain points through primary research.	Problem Canvas
Week 2	<b>Market Research &amp; Validation</b>	Conduct structured interviews; build empathy maps; validate assumptions through real-world data.	Validated Problem Statement
Week 3	<b>Business Model Design</b>	Apply Business Model Canvas; understand revenue streams, cost structures, and value propositions.	Business Model Canvas
Week 4	<b>Product &amp; MVP Planning</b>	Map features vs. customer needs; define MVP scope; learn agile prototyping basics.	MVP Blueprint
Week 5	<b>Financials &amp; Funding Literacy</b>	Read basic P&L and balance sheets; understand unit economics; explore funding instruments.	5-Year Financial Projections

<b>Week 6</b>	<b>Legal &amp; IP Fundamentals</b>	Types of business entities; contracts; introduction to IP protection; compliance basics.	Company Registration Plan
<b>Week 7</b>	<b>Pitching &amp; Storytelling</b>	Develop an investor pitch; craft a compelling narrative; practice public speaking.	Investor Pitch Deck (v1)
<b>Week 8</b>	<b>Demo Day &amp; Jury Review</b>	Final presentations before EC and external judges; receive structured feedback.	Final Pitch & EBC Certificate

## 5.4 EBC Evaluation and Outcome

Participants shall be evaluated throughout the EBC based on:

13. Submission of weekly deliverables (30%)
14. Participation in workshops, mentoring sessions, and peer reviews (20%)
15. Quality of Final Pitch at Demo Day (30%)
16. Assessment of founder commitment, coachability, and teamwork (20%)

Upon successful completion of the EBC (minimum 60% aggregate score), participants shall receive a Certificate of Completion and become eligible to apply for formal incubation at Lords TBI. Those scoring 75% or above shall receive a 'Distinction' tag and be fast-tracked for incubation review. Participants who do not clear the EBC on their first attempt may re-apply for the next cohort. A candidate may attempt the EBC a maximum of two (2) times.

## 5.5 EBC Fees and Stipend

The EBC shall be offered at a nominal participation fee of Rs. 500 (for LIET students) and Rs. 2,000 (for alumni and external participants). This fee is non-refundable. Exceptional performers (top 10% by score) shall be eligible for a performance-linked stipend of Rs. 3,000 to Rs. 5,000, subject to budget availability.

# SECTION 6: ELIGIBILITY FOR FORMAL INCUBATION

## 6.1 Eligible Applicant Categories

CATEGORY	WHO QUALIFIES	EBC REQUIREMENT
<b>Category A</b>	LIET Students (UG/PG/PhD) — individual or team	Mandatory for idea/prototype stage. Exempt if advanced prototype with traction or registered company.

<b>Category B</b>	LIET Faculty & Staff Members	Mandatory for ideation stage. Exempt if concept is backed by published research or existing IP filing.
<b>Category C</b>	LIET Alumni (within 10 years of graduation)	Mandatory for idea stage. Exempt if registered company or funded startup.
<b>Category D</b>	MoU Partner Institutions' Students/Faculty	Mandatory. Must complete LIET EBC or equivalent (subject to EC approval).
<b>Category E</b>	External Innovators / Entrepreneurs	Case-by-case. EC may waive EBC for startups with strong external validation.
<b>Category F</b>	Industry / R&D Partners (with active MoU)	EBC not required. Direct application subject to EC review.

## 6.2 Team Composition

A team may comprise a minimum of one (1) and a maximum of five (5) co-founders at the time of application. At least one co-founder must be a LIET student, faculty, staff, or alumni for Category A, B, and C applications. Any changes to the founding team post-admission must be communicated to Lords TBI within 15 days and require EC approval.

## 6.3 Company Registration Requirement

Applicants who are not yet incorporated must register their entity within ninety (90) days of receiving formal incubation approval. Acceptable structures include Private Limited Company, LLP, or OPC under applicable law. Failure to register within the stipulated period will result in immediate suspension of incubation support.

# SECTION 7: ADMISSION PROCESS FOR FORMAL INCUBATION

## 7.1 Application Procedure

Applications shall be submitted through the Lords TBI online portal on a rolling basis, with the following documents:

17. Completed Application Form.
18. EBC Completion Certificate or exemption evidence.
19. Executive Summary (max 5 pages): problem, solution, market, revenue model, team.
20. Pitch Deck (10–15 slides).
21. Proof of IP filing or prototype documentation (if applicable).
22. Company registration documents (if incorporated).

23. Government recognition letters (Startup India DPIIT, DST TIDE, etc.), if any.

## 7.2 Screening and Evaluation

### Stage 1 — Document Review (within 10 working days of application)

The TBI Operations Team shall review submitted documents for completeness and minimum eligibility. Applications that pass Stage 1 shall be notified for Stage 2.

### Stage 2 — Pitch Presentation Before EC (within 20 working days of Stage 1 clearance)

Shortlisted applicants shall present to the EC in person or via video conference, evaluated on:

EVALUATION PARAMETER	WEIGHTAGE
Problem-Solution Fit and Innovation Quotient	25%
Market Opportunity (Size, Accessibility, Timing)	20%
Team Capability, Commitment, and Diversity	20%
Business Model and Revenue Potential	15%
Prototype / Traction / Existing Validation (if any)	10%
Social Impact and Alignment with National Priorities	10%

The EC's decision shall be communicated in writing within ten (10) working days. The decision of the EC is final. Lords TBI is not obligated to provide reasons for rejection.

## 7.3 Direct Admission Track

The following may be considered for direct admission subject to EC ratification:

- Startups that have received funding of Rs. 15 Lakhs or above from an Angel or VC fund.
- Startups with DPIIT recognition and annual revenue of Rs. 5 Lakhs or above.
- Serial entrepreneurs with at least one prior successful venture.
- Startups pre-screened under any State or Central Government scheme where incubator affiliation is a requirement.

# SECTION 8: INCUBATION PROGRAMS AND SUPPORT

## 8.1 Program Types

### Program 1 — Resident Incubation (Physical)

Dedicated desk space or a private cabin within Lords TBI premises, with access to all physical infrastructure and the full suite of Lords TBI services. Designed for startups that benefit from co-location and intensive mentoring.

### **Program 2 — Virtual Incubation**

For software, digital, or remotely-operated ventures. Includes access to mentorship, advisory sessions, legal support, network access, and Lords TBI events — without a permanent physical seat. Shared hot-desking is available on pre-booked basis.

### **Program 3 — Sector-Specific Incubation Tracks**

Focused tracks aligned with priority sectors such as EdTech, HealthTech, AgriTech, FinTech, CleanTech, and AI/ML, designed in partnership with sector-specific industry partners and government bodies.

## **8.2 Infrastructure and Facilities**

Resident incubatees shall have access to the following (subject to availability):

- Furnished co-working and dedicated workspace.
- High-speed internet connectivity (minimum 100 Mbps dedicated bandwidth).
- Desktop and laptop computers (shared pool), printing, scanning, and photocopying.
- Conference rooms and boardrooms (by appointment).
- College library and e-resource access.
- LIET laboratories (subject to departmental availability and commercial usage policy).
- Maker space / Fabrication lab (subject to safety training and scheduling).

**Note:** Usage of LIET laboratories and maker spaces for commercial purposes shall be charged at rates determined by the concerned department. Such usage shall require prior written approval from the Head of the respective Department.

## **8.3 Mentorship and Advisory Support**

Every incubatee shall be assigned a Primary Mentor within fifteen (15) days of admission, with a minimum of two (2) structured mentoring sessions per month. Lords TBI shall also organise at least four (4) open Mentor Office Hours sessions per semester, accessible to all incubatees.

## **8.4 Networking and Visibility**

- Participation in at least two national-level startup events or competitions per year.
- Introductions to VCs, Angel Networks, and Corporate Innovation teams.
- Opportunities to present at industry events, investor meets, and technology showcases.
- Regular Demo Days hosted by Lords TBI, open to investors, media, and industry.

## 8.5 Legal, Financial, and Compliance Support

Lords TBI shall provide, directly or through empanelled service providers, the following at subsidised rates:

- Company registration and statutory compliance (GST, MCA filings, etc.).
- Drafting of co-founder agreements, MoUs, NDAs, and term sheets.
- Financial modelling, accounting, and tax advisory.
- Guidance on IP filing — patents, trademarks, copyrights, and design registrations.
- Support in applying for government grants (Startup India, SIDBI, BIRAC, MEITY, T-Fund, etc.).

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## SECTION 9: SEED FUND AND FINANCIAL SUPPORT POLICY

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### 9.1 Purpose and Scope

Lords TBI may provide seed funding to qualified incubatees to facilitate proof-of-concept development, prototype building, or initial go-to-market activities. Seed funding shall be disbursed only when funds are available within the Lords TBI corpus and shall not be interpreted as an entitlement or guarantee upon admission.

### 9.2 Types of Financial Support

- **Seed Grant:** A non-repayable grant of up to Rs. 2.00 Lakhs for early-stage prototype and product development.
- **Soft Loan:** A low-interest or interest-free loan of up to Rs. 5.00 Lakhs, repayable within twenty-four (24) months from disbursement, for growth-stage incubatees.
- **Access to External Funds:** Lords TBI shall actively assist incubatees in applying for Government of India grants, State Government schemes, SIDBI, BIRAC, DST, and other institutional funding programs.

### 9.3 Eligibility for Seed Funding

24. Be formally admitted to Lords TBI with a signed Incubation Agreement.
25. Have submitted audited financials or a utilisation plan for the requested amount.
26. Have completed at least three (3) months of active incubation at Lords TBI.
27. Present a credible deployment plan with measurable milestones.
28. Not have received more than Rs. 5.00 Lakhs in previous external funding (for seed grants only).

### 9.4 Application and Disbursement Process

Applications for seed funding shall be submitted using the prescribed Seed Fund Application Form. The EC shall review and approve all seed funding decisions. Disbursement shall be milestone-linked — first tranche released upon approval, subsequent tranches upon submission of utilisation certificates and progress reports. Misuse of seed funds shall result in immediate repayment demand and suspension from Lords TBI.

## SECTION 10: INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY

**Note:** This section governs all IP matters arising in the context of Lords TBI's incubation programs. It must be read alongside LIET's overarching IPR Policy. In case of conflict, the more specific provision of this Incubation Policy shall apply.

### 10.1 IP Ownership — General Principle

Intellectual Property created by an incubatee using their own resources and time, and independent of LIET's infrastructure, funding, or faculty involvement, shall belong entirely to the incubatee or their registered company. However, IP created using LIET's infrastructure, institutional funding, or with significant direct intellectual contribution of LIET faculty shall be subject to Sections 10.2–10.5 below.

### 10.2 IP Co-Created with LIET Resources or Faculty

SCENARIO	OWNERSHIP	LIET STAKE
IP developed using only LIET infrastructure, no seed funding	Incubatee (primary); LIET (joint)	<b>Up to 20% commercialisation revenue share</b>
IP developed using LIET seed grant / institutional funds	Incubatee (primary); LIET (joint)	<b>Up to 25% commercialisation revenue share</b>
IP developed with substantial inventive contribution of LIET faculty	LIET and Incubatee (joint)	<b>Co-inventors listed; LIET holds ≥30% of IP rights</b>
IP developed independently — no LIET resources used	Incubatee / Startup Company (100%)	<b>Nil — LIET has no claim</b>
Patent filed in LIET's name on behalf of incubatee (LIET bears filing cost)	LIET files; commercial rights licensed to Startup	<b>Min. 20% of all commercialisation income / royalty</b>

The exact terms of IP co-ownership, revenue sharing, and licensing shall be documented in writing in the Incubation Agreement or a separate IP Agreement signed at the time of admission or IP filing — whichever is earlier.

### 10.3 IP Filing — Process and Responsibilities

29. Submit an IP Disclosure Form to the TBI IP & Legal Advisor within 30 days of conceiving or developing the IP.
30. The IP & Legal Advisor shall assess the IP for novelty, utility, and commercial potential within 21 days.
31. If Lords TBI decides to co-file, a shared IP Agreement shall be signed before filing.
32. If Lords TBI declines co-filing, the incubatee is free to file independently and retains 100% rights.
33. Lords TBI shall bear all costs associated with IP filings it co-initiates.
34. All ongoing renewal and maintenance costs for jointly-owned IP shall be shared proportionately.

### 10.4 IP Licensing to Startup Companies

Where a patent or other IP held by LIET is to be used commercially by an incubatee's startup, Lords TBI shall execute a formal IP Licensing Agreement setting out the scope and territory of the licence, the royalty rate or revenue share payable to LIET (minimum 5% of net revenue attributable to the licensed IP), sub-licensing rights, and conditions under which the licence may be revoked.

### 10.5 Pre-Existing IP

IP created by an incubatee before their formal admission to Lords TBI belongs entirely to the incubatee and is not subject to any LIET claim. However, if Lords TBI's resources are subsequently used to further develop, commercialise, or protect this pre-existing IP, the provisions of Section 10.2 shall apply prospectively to those new developments.

## SECTION 11: EQUITY, STAKE, AND CONSIDERATION POLICY

### 11.1 Principle of Fair Consideration

Lords TBI provides real, quantifiable value to incubatees in the form of infrastructure, mentorship, institutional branding, seed funds, IP support, and network access. In recognition of this support, Lords TBI may take a proportional equity stake or other consideration in the incubatee's startup. The principle governing this section is proportionality — the greater the support provided, the greater the consideration.

### 11.2 Equity Stake Framework

BASIS OF STAKE	EQUITY RANGE	CONDITIONS
Physical Infrastructure + Facilities only (resident incubation)	0.5% – 2%	Standard resident incubation; no seed funding.

Mentorship + Networking + Virtual Incubation only	<b>0% – 0.5%</b>	Virtual incubation; no physical space or seed funding.
Seed Grant provided (up to Rs. 2 Lakhs)	<b>1% – 3%</b>	Convertible into equity at next qualified funding round.
Seed Grant + Physical Infrastructure + IP Filing Support	<b>2% – 5%</b>	Combination support package; negotiated at admission.
Use of LIET Brand + Logo + Alumni Network	<b>0.5% – 1%</b>	In addition to other applicable equity above.
Substantial faculty IP contribution or LIET-originated technology	<b>3% – 10%</b>	Where LIET's IP is core to the product; separate IP Agreement required.
Maximum aggregate stake (all factors combined)	<b>Up to 10%</b>	Hard cap. LIET shall not hold more than 10% equity in any incubatee company.

**Note:** All equity arrangements shall be formally documented in the Incubation Agreement. No oral agreements on equity shall be binding. Equity shall be formally transferred as per applicable company law at the time of the incubatee's first external funding round or at the end of the incubation tenure, whichever occurs first.

### 11.3 Revenue Sharing as an Alternative to Equity

At the mutual agreement of the EC and the incubatee, Lords TBI may opt for revenue sharing instead of an equity stake. Revenue sharing shall be capped at 3% of the startup's net annual revenue, payable from the second year of commercial operations, for a maximum period of five (5) years.

### 11.4 Faculty and Staff Startup Equity Rules

35. The faculty/staff member must formally disclose the startup to the Principal and TBI Director within thirty (30) days of incorporation.
36. The startup shall not compete directly with any of LIET's existing revenue-generating programs or services.
37. LIET shall not hold more than 20% of the individual faculty/staff member's personal shareholding in the startup (e.g., if the faculty holds 30% equity, LIET's stake from this rule shall not exceed 6%). This is always subject to the overall 10% cap on LIET's total equity in the company.
38. The faculty/staff member shall not use student labour, college equipment, or institution resources for their startup without prior written approval from the Principal and payment of applicable usage charges.
39. The faculty/staff member shall not recruit current LIET students as paid employees of their startup without prior written disclosure to and approval from the Principal.

### 11.5 Monthly Facility Charges

Incubatees occupying physical space within Lords TBI shall pay a monthly facility charge set at a substantially discounted rate compared to commercial market rates in Hyderabad. The charge shall be reviewed annually by the EC. It may be waived partially or fully for seed-stage startups during their first twelve (12) months, subject to EC approval and availability of institutional grants.

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## **SECTION 12: TENURE, PERFORMANCE REVIEW, AND GRADUATION**

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### **12.1 Incubation Tenure**

The standard incubation tenure at Lords TBI is twenty-four (24) months from the date of execution of the Incubation Agreement. This tenure may be extended for an additional twenty-four (24) months upon satisfactory performance review, bringing the maximum total tenure to forty-eight (48) months. Any stay beyond forty-eight (48) months requires special EC approval and shall be subject to prevailing market-rate facility charges and fresh consideration negotiation.

### **12.2 Quarterly Performance Review**

Every incubatee shall undergo a formal quarterly performance review by the TBI Operations Team, assessing: progress against milestones, financial health, team stability, and compliance with Lords TBI reporting norms. An incubatee receiving an 'Unsatisfactory' rating in two consecutive reviews shall be placed on a 60-day Performance Improvement Plan (PIP). Failure to improve within the PIP period may result in termination of the incubation agreement.

### **12.3 Graduation Criteria (Normal Exit)**

40. Completion of the 24-month standard tenure (unless extended).
41. Raising investment of Rs. 2 Crores or more from Angel or Venture Capital investors.
42. Annual revenue exceeding Rs. 2 Crores or achieving Profit Before Tax exceeding Rs. 60 Lakhs.
43. Team size exceeding fifteen (15) full-time employees.
44. Acquisition by another company or successful public listing.

### **12.4 Early Exit (Termination)**

Lords TBI reserves the right to terminate an incubation agreement before completion of the standard tenure under the following circumstances:

- Non-payment of monthly facility charges for more than sixty (60) days.
- Failure to register the company within the stipulated ninety (90) day period.
- Material misrepresentation in the application or during the incubation period.

- Violation of LIET's code of conduct, academic integrity policies, or applicable laws.
- Unauthorised change of founders, shareholders, or business direction without EC concurrence.
- Irresolvable disputes among co-founders that render the startup non-operational.
- Misuse of seed funds, LIET's name, infrastructure, or IPR.
- Persistent failure to submit required reports, disclosures, or financial information.

In all cases of early exit, a notice period of thirty (30) days shall be provided, except in cases of fraud or gross misrepresentation, where immediate termination without notice is permissible.

## 12.5 Exit Obligations

45. Clear all outstanding financial dues to Lords TBI.
46. Return all physical assets, access cards, and equipment belonging to Lords TBI or LIET.
47. Complete the formal share transfer (if equity was agreed upon) as per company law procedures.
48. Provide Lords TBI with the new registered office address and updated contact information.
49. Submit a final exit report covering product status, team, financials, and future plans.
50. Obtain a formal 'No Dues Certificate' from Lords TBI before vacating.
51. Complete an exit feedback survey to help Lords TBI improve its programs.

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# SECTION 13: FACULTY AND STAFF STARTUP POLICY

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## 13.1 Encouragement of Academic Entrepreneurship

Lords Institute of Engineering and Technology actively encourages its faculty and staff members to translate their research, expertise, and domain knowledge into viable entrepreneurial ventures. Academic entrepreneurship enriches the teaching environment and strengthens Lords TBI's credibility.

## 13.2 Disclosure and Approval

52. Provide a written disclosure to the Principal and TBI Director within thirty (30) days of the decision to incorporate.
53. Obtain a No-Objection Certificate (NOC) from the Principal confirming the proposed startup does not conflict with LIET's interests.
54. Disclose the startup's nature, sector, revenue model, co-founders, and any use of LIET resources, branding, or student involvement.

## 13.3 Sabbatical Leave for Faculty Startups

A faculty member may apply for sabbatical leave to exclusively pursue their startup venture under the following conditions:

- The startup has been formally admitted to Lords TBI (or an equivalent recognised incubator).
- The startup has demonstrated annual turnover of Rs. 5 Lakhs or above and is operationally viable.
- The faculty member has completed a minimum of three (3) years of full-time service at LIET.

Sabbatical leave shall be for a period of up to twenty-four (24) months. During this period:

55. The faculty member shall receive fifty percent (50%) of their last drawn salary, subject to EC and Management approval.
56. All service benefits (seniority, pension contributions) shall continue to accrue.
57. The faculty member shall not take up full-time employment elsewhere during the sabbatical.
58. Bi-annual progress reports shall be submitted to the Principal and TBI Director.
59. At the end of the sabbatical, the faculty member may return to their academic position or resign with appropriate notice per their employment contract.

The decision to grant sabbatical leave is entirely at the discretion of the Principal and the Management of LIET. Sabbatical leave is not an entitlement and may be declined without reason.

### **13.4 Faculty Champions Program**

Faculty members who actively support student startups as mentors or domain experts (without co-founding or taking equity) are designated as 'Faculty Champions' and shall receive: a formal letter of recognition from the Principal, appropriate weightage in their Annual Performance Appraisal, and priority consideration for research grants and consultancy projects facilitated through Lords TBI.

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## **SECTION 14: STUDENT SUPPORT POLICIES**

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### **14.1 Deferred Placement Policy**

Students who are active incubatees at Lords TBI and wish to pursue their startup full-time are eligible to defer their campus placements under the following conditions:

60. A written application for placement deferral must be submitted to the Training and Placement Cell and the TBI Director at least thirty (30) days before the start of the placement season.
61. The deferral shall be for a maximum period of one (1) academic year from the standard placement date.

62. During the deferral period, the student's placement records are maintained and they remain eligible for subsequent placement drives.
63. The deferral does not affect the student's academic standing, degree conferment, or graduation.

## 14.2 Academic Flexibility for Incubatees

LIET shall explore the following academic accommodations for active incubatees, subject to the approval of the Academic Committee:

- Permission to substitute final-year project/dissertation work with equivalent startup-related research, product development, or market study.
- Attendance relaxation of up to 10% (above the standard minimum threshold) for documented investor meetings, government program obligations, or official mentoring sessions.
- Course credit recognition for EBC participation and incubation milestones, consistent with the curriculum's elective credit structure.

## 14.3 Student Travel Support

Travel by student incubatees for startup-related activities may be partially supported by Lords TBI, subject to: prior written approval from the TBI Director, submission of travel plan, purpose, and estimated expenses, and a post-travel report submitted within seven (7) days of return. Travel support shall be limited to Rs. 15,000 per trip per startup and Rs. 40,000 per startup per academic year, subject to budget availability.

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# SECTION 15: INFORMATION REPORTING, DISCLOSURE, AND CONFIDENTIALITY

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## 15.1 Mandatory Reporting by Incubatees

64. Monthly Progress Report: A 1–2 page update on milestones, challenges, and next-month priorities. Due by the 5th of every month.
65. Quarterly Financial Statement: A summary of revenues, expenses, cash position, and funding received. Due within 10 days of the close of each quarter.
66. Annual Review Report: A comprehensive year-end review submitted 30 days before the incubation anniversary date.

Incubatees must also promptly notify Lords TBI (within 15 days) of: change in company name, registered address, directors, or shareholders; any external equity or debt funding; involvement in litigation or

regulatory action; significant changes in business model or product; and any acquisition, merger, or public listing plans.

## 15.2 Confidentiality Obligations of Lords TBI

Lords TBI shall treat all business information, technology details, financial data, and strategic plans shared by incubatees as strictly confidential and shall not disclose them to any third party without written consent, except as required by law, for government grant reporting, or in aggregate anonymised form for institutional reporting or academic research.

## 15.3 Conflict of Interest

All Lords TBI staff, EC members, and mentors must declare any conflict of interest with respect to incubatee startups in writing to the TBI Director. An individual with a declared conflict must recuse themselves from all decisions affecting the relevant incubatee.

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# SECTION 16: CODE OF CONDUCT FOR INCUBATEES

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All incubatees and their team members, while on Lords TBI premises or representing Lords TBI, must:

67. Maintain professional and respectful conduct towards all staff, mentors, fellow incubatees, and visitors.
68. Comply with all applicable laws, regulations, and the policies of LIET.
69. Not engage in any activity that brings disrepute to Lords TBI or LIET.
70. Not reproduce, misappropriate, or commercially exploit the IP of fellow incubatees, LIET, or any third party without proper authorisation.
71. Not use the Lords TBI premises or institutional network for any purpose other than the registered startup's activities.
72. Not use or permit the use of Lords TBI's name, logo, or brand in any marketing material or public statement without prior written approval from the TBI Director.
73. Maintain hygiene, security, and orderliness of shared spaces. Any damage to Lords TBI property shall be made good by the responsible incubatee.
74. Report any concern, complaint, or harassment incident promptly to the TBI Director or the Principal.

## SECTION 17: DISCLAIMER AND LIMITATION OF LIABILITY

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Lords TBI provides all its support, services, infrastructure, and introductions in good faith. By entering into an Incubation Agreement, the incubatee expressly acknowledges and agrees that:

75. Lords TBI does not guarantee the commercial success, profitability, marketability, or viability of any incubatee's product, service, or business.
76. Lords TBI does not warrant the quality or suitability of advice, mentoring, or services provided by any mentor, advisor, or service provider in its network.
77. Lords TBI shall not be held liable for any direct, indirect, consequential, or incidental loss suffered by an incubatee arising from the use of Lords TBI's services, infrastructure, or networks.
78. The incubatee is solely responsible for all business decisions, contractual obligations, financial commitments, and statutory compliances of their startup.
79. Lords TBI reserves the right to amend, update, or revise this Policy at any time. Changes shall be communicated to all active incubatees in writing and shall take effect thirty (30) days after such notification.

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## SECTION 18: DISPUTE RESOLUTION

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### 18.1 Internal Resolution

Any dispute arising between an incubatee and Lords TBI shall first be addressed through internal resolution. The aggrieved party shall submit a written complaint to the TBI Director, who shall attempt resolution within twenty-one (21) days of receipt.

### 18.2 EC Review

If the matter is not resolved at the TBI Director's level, either party may escalate to the Executive Committee. The EC shall convene within thirty (30) days and issue a final decision in writing. The decision of the EC shall be final and binding on all parties.

### 18.3 Arbitration

If the matter cannot be resolved through the above internal mechanisms, the parties agree to submit to arbitration under the Arbitration and Conciliation Act, 1996, with the seat of arbitration in Hyderabad, Telangana, India. The language of arbitration shall be English.

## SECTION 19: POLICY AMENDMENTS AND PERIODIC REVIEW

This Policy shall be reviewed at least once every two (2) years by the Executive Committee, or earlier if necessitated by changes in applicable law, government policy, or significant developments in the startup ecosystem.

Any amendments shall be approved by the EC and the Principal. All active incubatees shall be notified in writing. Amendments shall not retroactively affect rights or obligations already crystallised under an Incubation Agreement, unless mutually agreed in writing.

## APPENDIX A: PRE-INCUBATION (EBC) APPLICATION CHECKLIST

#	CHECKLIST ITEM	STATUS
1	Completed EBC Application Form (online portal)	<input type="checkbox"/>
2	Brief description of your idea / problem you are solving (max 500 words)	<input type="checkbox"/>
3	Team profile (bio of each member, their role, and relevant experience)	<input type="checkbox"/>
4	Any existing prototype, mockup, or proof-of-concept (photos / video link)	<input type="checkbox"/>
5	Evidence of any customer/user feedback, surveys, or market research conducted	<input type="checkbox"/>
6	Student / Staff / Alumni ID card or proof of affiliation to LIET	<input type="checkbox"/>
7	EBC participation fee payment receipt	<input type="checkbox"/>
8	Declaration of no conflict of interest and agreement to abide by Lords TBI policies	<input type="checkbox"/>

## APPENDIX B: KEY CONTACTS AND RESOURCES

ROLE	CONTACT	EMAIL / PORTAL
<b>TBI Director / Manager</b>	Lords TBI Office	tbi@lords.ac.in
<b>EBC Coordinator</b>	Lords TBI Office	ebc@lords.ac.in
<b>IP &amp; Legal Advisor</b>	TBI Operations Team	ip@lords.ac.in
<b>Seed Fund Applications</b>	TBI Finance Officer	seedfund@lords.ac.in
<b>Principal's Office</b>	LIET Main Campus	principal@lords.ac.in
<b>Lords TBI Portal</b>	lords.ac.in/tbi	Online Application System



**Principal**

**PRINCIPAL**

**Lords Institute of Engineering & Tech.**  
*(An Autonomous Institution)*  
Sy. No. 32, Himayath Sagar, Hyderabad-500091.TS.