

## Standard Operating Procedure

An incubation Centre is crucial for ensuring smooth operations, maintaining consistency, and achieving the desired outcomes. The following is our framework of CITBIF – SOP.

### **Orientation Program-CATAPULT:**

Describing the stages of accepting start-ups, such as the application method, selection criteria, and assessment standards.

Defines the agreements and information the Incubation Centre and the start-ups must have.

### **Mentoring and Assistance:**

Establish criteria for matching mentors with start-ups according to their unique requirements and areas of specialisation.

Establish the parameters for the frequency and structure of the mentoring sessions as well as the KPIs that will be used to gauge the program's success.

### **Resource and Infrastructure:**

We Specify the guidelines for utilising the physical assets of the Incubation Centre, including the offices, conference rooms, and labs.

Establish guidelines for the usage of equipment, shared spaces, and other IT resources.

### **Workshops and Instruction:**

Create a calendar for holding seminars and training sessions on various facets of innovation, sustainability, and entrepreneurship.

Indicate for each training session what the subjects, instructors, and anticipated results are.

### **Networking and Events:**

Arrange and carry out conferences, seminars, and networking events to foster communication between entrepreneurs, investors, mentors, and industry specialists.

Record the steps involved in planning and publicising these events, such as participant registration and follow-up actions after the event.

**Financing and Investment:**

Describe the steps involved in helping businesses obtain capital, such as creating pitch decks, corresponding with possible backers, and negotiating financing terms.

Provide rules for keeping an eye on and assessing the financial performance of companies and making sure that all financial transactions at the incubator are transparent.

**Monitoring and Evaluation:**

We set up a system that includes frequent evaluations and performance reviews to monitor each start-ups development and milestones.

Provide a way for mentors, entrepreneurs, and other stakeholders to provide feedback so that the Incubation Centre can keep improving its assistance and services.

**Exit Strategy:**

Specify how start-ups will be assisted upon their readiness to depart the Incubation Centre. This should include advice on how to grow their companies, locate appropriate office space, and make the switch to independent operations.

Describe how to stay in touch with former students' businesses and use their achievements to promote the Incubation Centre.

Our CIBIF-SOP will be frequently reviewed and revised in response to stakeholder feedback as well as the evolving demands of start-ups and the entrepreneurial ecosystem. This will enable our Incubation Centre continued adaptability and efficacy in fostering the development of long-lasting companies.