Support for Entrepreneurial and Managerial Development of MSMEs through Incubators- HI Manual
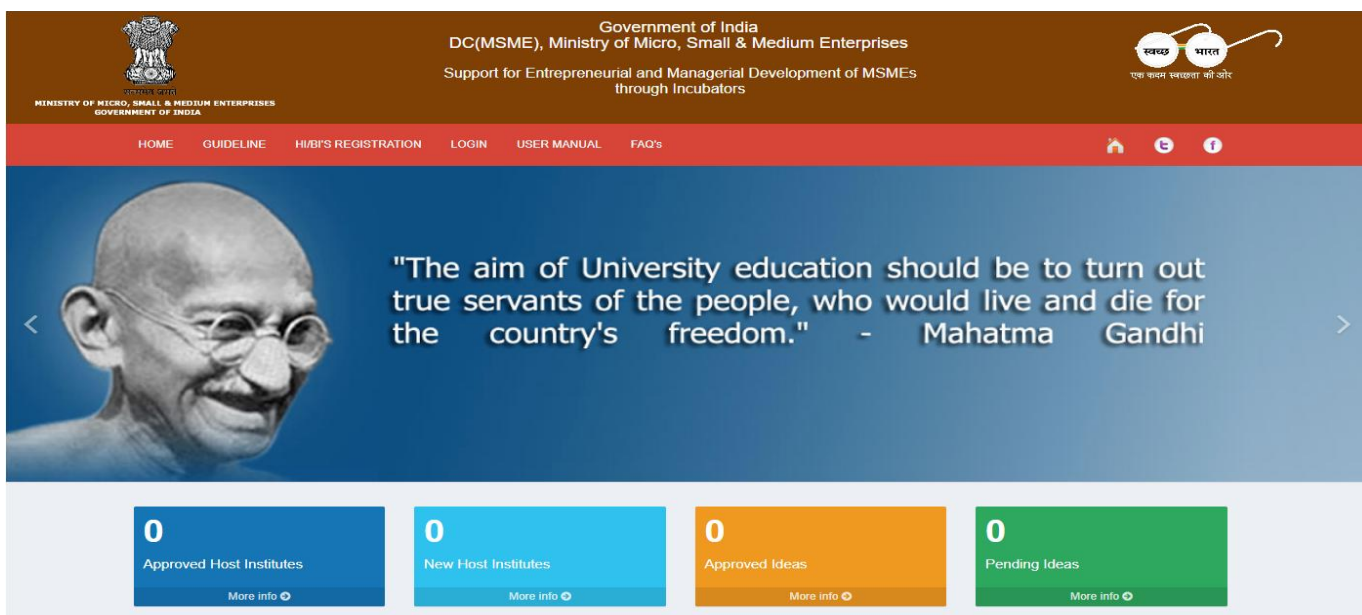
Web Address: https://my.msme.gov.in/inc/

Major Functions which HI/BI can perform thru this portal are:

A. HI/BI Registration.
B. HI/BI Login.
C. HI/BI Approval Application.
D. HI/BI Application View.

A. HI/BI Registration

1. After opening the website (**https://my.msme.gov.in/inc/),** clicking on **HI/BI REGISTRATION** button as shown in screen below.
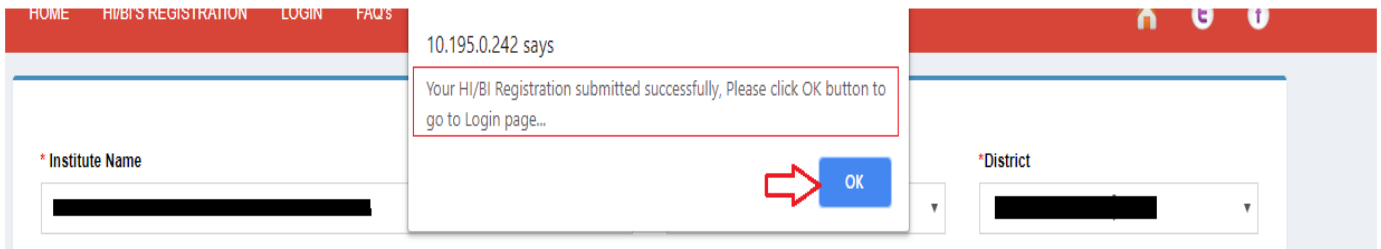

2. After clicking on HI/BI REGISTRATION button, HI/BI Registration window will be displayed, Enter all the details and clicking on **submit** button as shown in screen below.

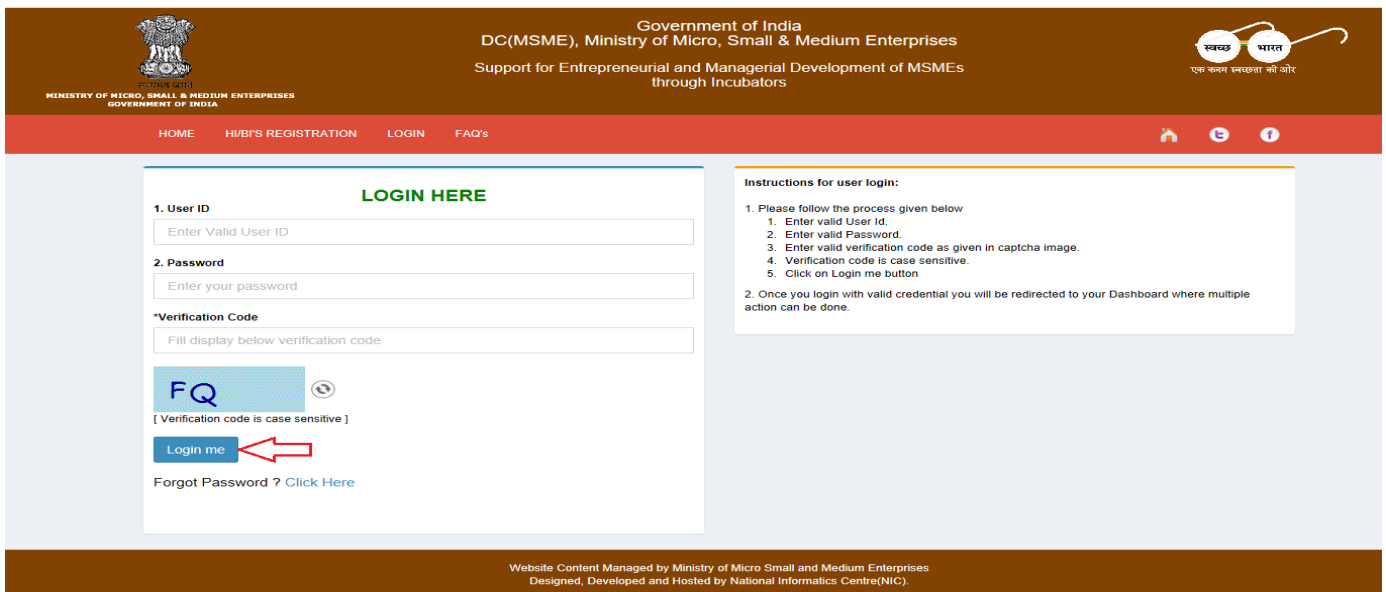3. After clicking the submit button, registration successfully message will be displayed. Clicking on **OK** button, login window will be display as shown in the screen below.

B. HI/BI Login

1. After click on OK button the registration will be complete. Enter the Login id and Password and click on **Login me** button as shown in screen below.

C. HI/BI Application for Approval

1. After successful login, the HI/BI dashboard will be open. HI/BI application will be open by clicking on Apply for HI/BI Approval button. After clicking on button Apply button will be displayed as shown in screen below.

2. After click on Apply button, HI/BI application window will be display, fill all the detail and click on submit button as shown in screen below.

*1. Details of Institution/Agency

Institute Name	State	District
▮▮▮▮▮▮	▮▮▮▮▮▮ ▼	▮▮▮▮▮▮ ▼

Name of the Dean / Principal / Head of the Institute	Pin code	Mobile No. +91
▮▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮▮

Address of Institution

▮▮▮▮▮▮

Tel No. with STD code

▮▮▮▮▮▮

Email Id

▮▮▮@▮▮▮

2. Category of the Host Institute

▮▮▮▮▮ ▼

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*3. About the Institution

* Year of establishment	*Number of teaching staff	*Total no. of student	*Number of academic courses offered
Year of establishment.	Number of teaching staff	Total student	Number of academic courses offred

* Details of registration/affiliation/accreditation

i) University affiliation	ii) AICTE approval	iii) NABL/ other accreditation	iv) Any other
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
[Upload only pdf,File size should not exceed 2 MB]	[Upload only pdf,File size should not exceed 2 MB]	[Upload only pdf,File size should not exceed 2 MB]	[Upload only pdf,File size should not exceed 2 MB]

*Last two years audited annual accounts with auditor's report

Choose File No file chosen

[Upload only pdf,File size should not exceed 3 MB]

*Number of students enrolled during last two years

Number of students enrolled during last two years

[Save Draft]

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*4. Details of existing/proposed Business Incubator:

* Name of person in charge of BI	* Designation of person in charge of BI	*Email ID	*Mobile No. +91
Name of person in charge of the inc	Name of person in charge of the inc	Email ID	Mobile No.

*Area of BI in Sq. ft.(Total area)	*Area of BI in Sq. ft.(buildup area)	* Audited financial statements of BI for last three years
Area of BI in Sq. ft.(Total area)	Area of BI in Sq. ft.(buildup area)	Choose File No file chosen
		[Upload only pdf , File size should not exceed 3 MB]

*List of Major machines/equipment/instrument installed at HI & BI

List of Major machines/equipment/instrument installed at HI & BI

[Save Draft]

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5. Industrial R&D / consultancy undertaken, if any, during previous two years (submit the certificate of completion of project from the client)

Choose File No file chosen   [Upload]

[Upload only pdf,File size should not exceed 4 MB]

6. Details of entrepreneurship development related activities undertaken during last two years, if any (submit proof of completion of activities)

Choose File No file chosen   [Upload]

[Upload only pdf,File size should not exceed 4 MB]

7. Details of any assistance taken from any of the schemes of this Ministry:

SNo.	Name of the Scheme	Year of sanction	Amount Sanctioned	Utilization certificate submitted or not	Add
1					Add

* List of products/processes/technologies developed/modified along with details, and whether they have been commercialized or not?

* IPRs obtained along with details

* Major external assignments executed

*Awards and Recognition (in about 200 words)

* Select Implementing Agency

Choose Implementing Agency ▼

Declaration

☑ I have read the scheme guidelines and shall abide by all the conditions required for seeking financial assistance. I hereby declare that information given above is true to the best of my knowledge. Any information /documents that may be required to be verified, shall be provided immediately before the concerned authority. I hereby declare that I have not availed of any financial assistance for the scheme from any other government agency.

* Verification Code

Fill display below Verification Code

9H 👁

[Verification code is case sensitive]

Final Submit ⇐

3. After click on final submit button, submitted successfully message window will be display as shown in the screen below.

localhost:2812 says

Your Details submitted successfully, Please click OK button to go to Dash Board...

OK ⇐

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA

HOME   APPLY FOR HI/BI APPROVAL ▾   LOGOUT ▾   WELCOME : KULDEEP11@TEST.COM

Proposal for registration as Host Institute (HI) to establishment/set up Business Incubator (BI)

Your Details submitted successfully, Please go to Dash Board.

D. HI/BI Application View

1. After click on final submit button, the application will be submitted. HI/BI can view the application detail by clicking on VIEW DETAILS button as shown in screen below.

Government of India
DC(MSME), Ministry of Micro, Small & Medium Enterprises
Support for Entrepreneurial and Managerial Development of MSMEs through Incubators

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA

HOME   APPLY FOR HI/BI APPROVAL ▾   LOGOUT ▾   WELCOME : VIPRAJ@GMAIL.COM

VIEW DETAILS ⇐

IDEA OF INCUBATEE DETAILS

0 Submitted Ideas	0 Clarification Ideas	0 Rejected Ideas	0 Approved Ideas
More info ❯	More info ❯	More info ❯	More info ❯

SEEKING CAPITAL SUPPORT PLANT & MACHINERY DETAILS

0 Submitted Seeking Capital	0 Clarification Seeking Capital	0 Rejected Seeking Capital	0 Approved Seeking Capital
More info ❯	More info ❯	More info ❯	More info ❯

2. After click on button, the application view will be display as shown in screen below.

Government of India
DC(MSME), Ministry of Micro, Small & Medium Enterprises
Support for Entrepreneurial and Managerial Development of MSMEs through Incubators

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA

स्वच्छ भारत
एक कदम स्वच्छता की ओर

HOME | APPLY FOR HI/BI APPROVAL ▾ | LOGOUT ▾ | WELCOME ▮

VIEW DETAILS

Proposal details submitted by Host Institute (HI) to establishment/set up Business Incubator (BI)

Reference No. :- ▮

1. Details of Institution/Agency

Institute Name	▮	Name of the Dean / Principal / Head of the Institute	▮
Address of Institution	▮		
State Name	▮	District Name	▮
Pin code	▮	Mobile No. +91	▮
Tel No. with STD code	▮	Email Id	▮
2. Category of the Host Institute	Technical College		
3. About the Institution			
Year of establishment	▮	Number of teaching staff	▮
Total no. of student	▮	Number of academic courses offered	▮
Details of registration/affiliation/accreditation			
i) University affiliation	View/Download	ii) AICTE approval	No File Uploaded
iii) NABL/ other accreditation	No File Uploaded	iv) Any other	View/Download
Last two years audited annual accounts with auditor's report	View/Download	Number of students enrolled during last two years	236

4. Details of existing/proposed Business Incubator:

Name of person in charge of BI	▮	Designation of person in charge of BI	▮
Email ID	▮	Mobile No. +91	▮
Area of BI in Sq. ft.(Total area)	▮	Area of BI in Sq. ft.(buildup area)	▮
Audited financial statements of BI for last three years	View/Download	List of Major machines/equipment/instrument installed at HI & BI	▮
5. Industrial R&D / consultancy undertaken, during previous two years:	View/Download	6. Details of entrepreneurship development related activities undertaken during last two years	View/Download

7. Details of any assistance taken from any of the schemes of this Ministry:

Name of the Scheme	Year of sanction	Amount Sanctioned	Utilization certificate submitted or not
▮	▮	▮	▮

8. Details of Incubation related activities undertaken by the Business incubator (BI) in the last three years.

List of products/processes/technologies developed/modified along with details, and whether they have been commercialized or not?	▮	IPRs obtained along with details	▮
Major external assignments executed	▮	Awards and Recognition	▮

Declaration

☑ I have read the scheme guidelines and shall abide by all the conditions required for seeking financial assistance. I hereby declare that information given above is true to the best of my knowledge. Any information /documents that may be required to be verified, shall be provided immediately before the concerned authority. I hereby declare that I have not availed of any financial assistance for the scheme from any other government agency.

Print

3. If proposal may be deferred by National Monitoring and Implementation Unit (NMIU) or Project Monitoring and Advisory Committee. After HI/BI successfully login, Update button will be displayed on dashboard. HI/BI will edit/update application, by clicking on Update button. After clicking on Update button, application will be open in edit mode. Remark will be displayed on the top of application. HI/BI will enter clarification remark and click on update button. After clicking the update button, Confirmation window will be open. Click on OK button, application updated successfully as show in the screen below.

END HI/BI APPLICATION MANUAL