

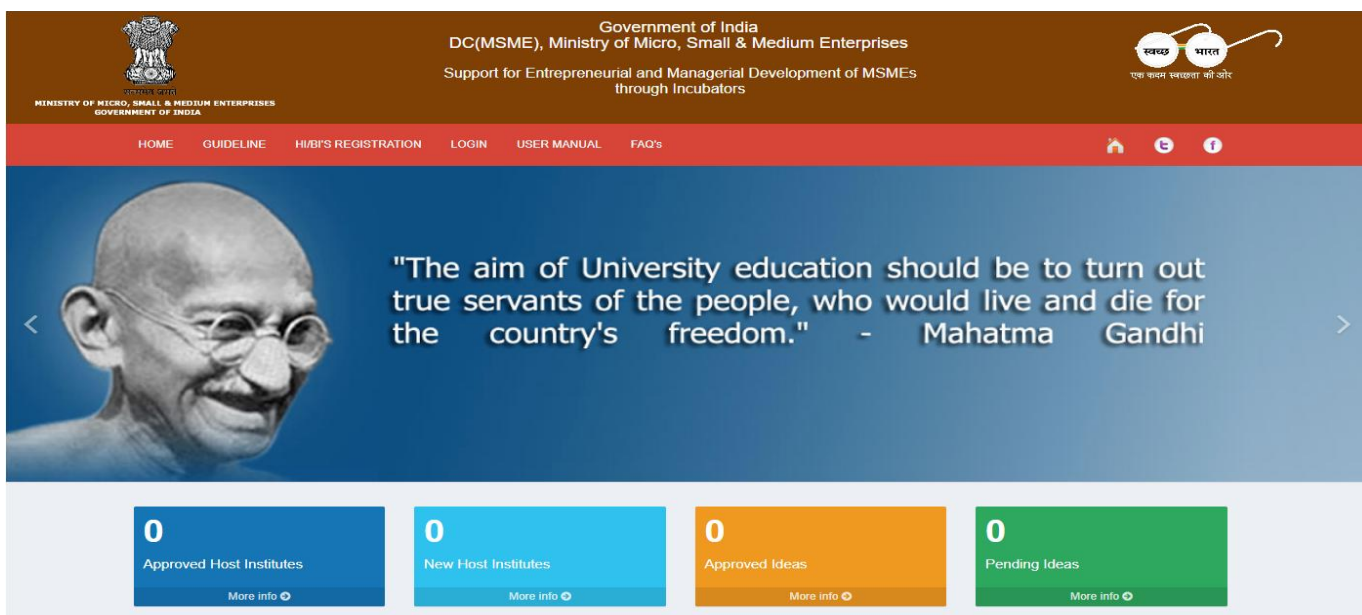
Web Address: <https://my.msme.gov.in/inc/>

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.

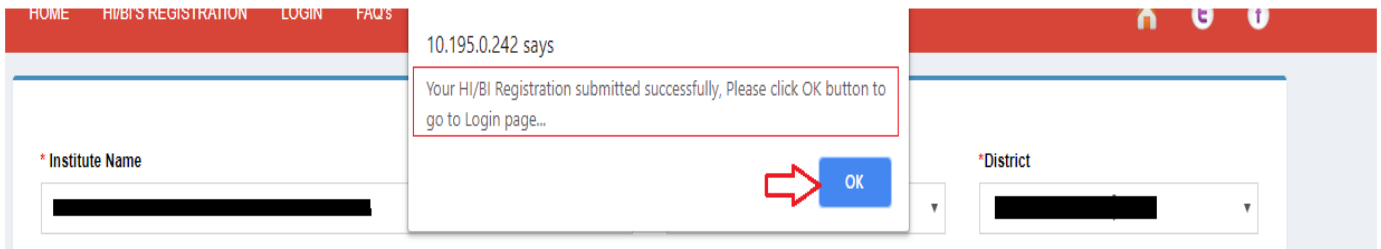


2. After clicking on HI/BI REGISTRATION button, HI/BI Registration window will be displayed, Enter all the details and clicking on **submit** button as shown in screen below.

HI/BI'S REGISTRATION

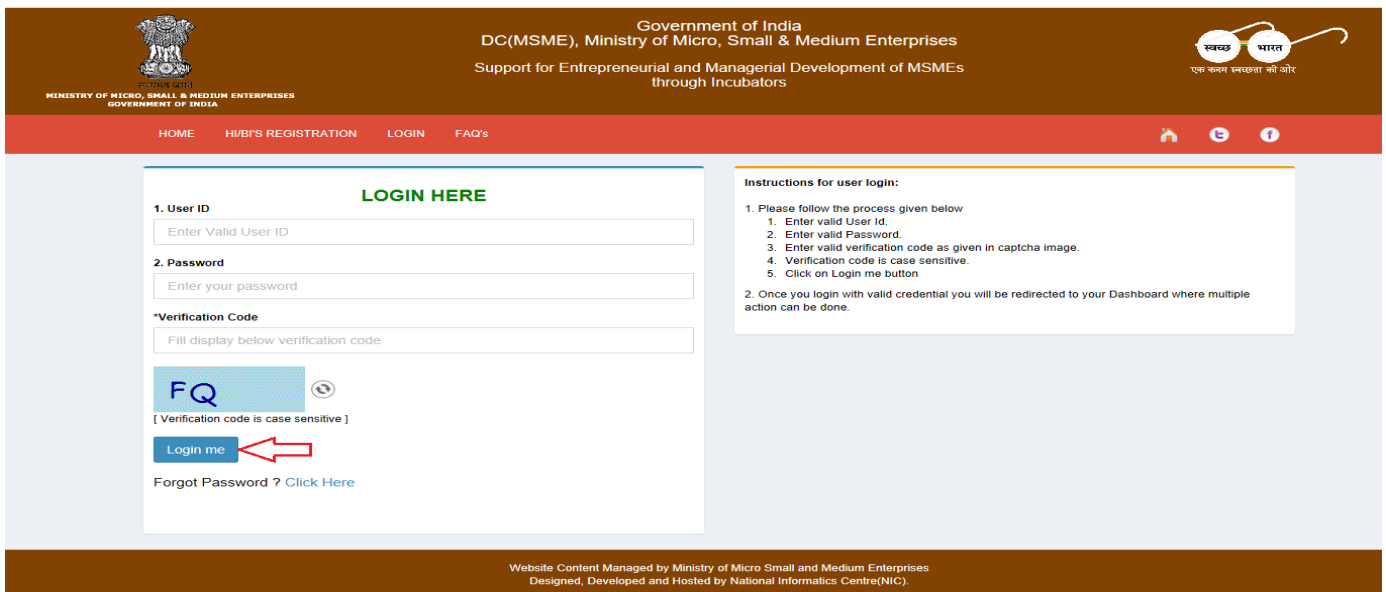
<p>* Institute Name</p> <input type="text" value="Institute Name"/> *Name of the Dean / Principal / Head of the Institute <input type="text" value="Name of the Dean/ Principal/ Head of the Institute"/> *Address of Institution <input type="text" value="Address of Institution"/> * Select Category of the Host Institute <div style="border: 1px solid black; padding: 5px;">Choose Category of the Host Institute Technical College Universities Other Professional colleges/Institutes R&D institutes NGO involved in relevant activities EDCs of O/o DC(MSME), New Delhi MSME-DIs/Technology Centers(TCs) District Industries Centre (DICs) Any other Institute/organization of Central/State Gov.</div>	<p>*State</p> <input type="text" value="Choose State/UT"/> *District <input type="text" value="Choose District"/> *Pin code <input type="text" value="Pin code"/> *Mobile No. +91 <input type="text" value="Mobile No."/> *Tel No. with STD code <input type="text" value="Tel No."/> *Email Id <input type="text" value="Email Id"/> *User Id <input type="text" value="Enter User Id"/> <small>[Upper case letter, special character and space are not allowed]</small> * Password <input type="text" value="Create a password"/> *Confirm Password <input type="text" value="Confirm your password"/> <small>(Password must be at least 8 characters long having atleast one lower case, one upper case, one numeric and one special character).</small> *Verification Code <input type="text" value="Fill display below verification code"/> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 5px auto;">A5</div> <small>[Verification code is case sensitive]</small> <input type="button" value="Submit"/> Already Registered ? Click Here
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- 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

- 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

- 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.



- 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 <input type="text"/>	State <input type="text"/>	District <input type="text"/>
Name of the Dean / Principal / Head of the Institute <input type="text"/>	Pin code <input type="text"/>	Mobile No. +91 <input type="text"/>
Address of Institution <input type="text"/>	Tel No. with STD code <input type="text"/>	Email Id <input type="text"/>
2. Category of the Host Institute <input type="text"/>		

***3. About the Institution**

* Year of establishment <input type="text"/>	* Number of teaching staff <input type="text"/>	* Total no. of student <input type="text"/>	* Number of academic courses offered <input type="text"/>
* Details of registration/affiliation/accreditation			
i) University affiliation <input type="text"/>	ii) AICTE approval <input type="text"/>	iii) NABL/ other accreditation <input type="text"/>	iv) Any other <input type="text"/>
[Upload only pdf,File size should not exceed 2 MB]			
* Last two years audited annual accounts with auditor's report <input type="text"/>	* Number of students enrolled during last two years <input type="text"/>	Save Draft	
[Upload only pdf,File size should not exceed 3 MB]			

***4. Details of existing/proposed Business Incubator:**

* Name of person in charge of BI <input type="text"/>	* Designation of person in charge of BI <input type="text"/>	* Email ID <input type="text"/>	* Mobile No. +91 <input type="text"/>
* Area of BI in Sq. ft.(Total area) <input type="text"/>	* Area of BI in Sq. ft.(buildup area) <input type="text"/>	* Audited financial statements of BI for last three years <input type="text"/>	
[Upload only pdf, File size should not exceed 3 MB]			
* List of Major machines/equipment/instrument installed at HI & BI <input type="text"/>			

[Save Draft](#)

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

[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)

[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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

- * 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 (in about 200 words)

- * Select 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



[Verification code is case sensitive]


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

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.

IDEA OF INCUBATEE DETAILS			
Submitted Ideas	Clarification Ideas	Rejected Ideas	Approved Ideas
Submitted Seeking Capital	Clarification Seeking Capital	Rejected Seeking Capital	Approved Seeking Capital

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



HOME
APPLY FOR HI/BI APPROVAL ▾
LOGOUT ▾
WELCOME [REDACTED]

VIEW DETAILS

Proposals/Accounts submitted by Host Institute (HI) to establishment/set up Business Incubator (BI)

Reference No. :- [REDACTED]			
1. Details of Institution/Agency			
Institute Name	[REDACTED]	Name of the Dean / Principal / Head of the Institute	[REDACTED]
Address of Institution	[REDACTED]		
State Name	[REDACTED]	District Name	[REDACTED]
Pin code	[REDACTED]	Mobile No. +91	[REDACTED]
Tel No. with STD code	[REDACTED]	Email Id	[REDACTED]
2. Category of the Host Institute	Technical College		
3. About the Institution			
Year of establishment	[REDACTED]	Number of teaching staff	[REDACTED]
Total no. of student	[REDACTED]	Number of academic courses offered	[REDACTED]
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	[REDACTED]	Designation of person in charge of BI	[REDACTED]
Email ID	[REDACTED]	Mobile No. +91	[REDACTED]
Area of BI in Sq. ft.(Total area)	[REDACTED]	Area of BI in Sq. ft.(buildup area)	[REDACTED]
Audited financial statements of BI for last three years	View/Download	List of Major machines/equipment/instrument installed at HI & BI	[REDACTED]
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
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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?	[REDACTED]	IPRs obtained along with details	[REDACTED]
Major external assignments executed	[REDACTED]	Awards and Recognition	[REDACTED]
Declaration			
<input checked="" type="checkbox"/> 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			

Website Content Managed by Ministry of Micro Small and Medium Enterprises
Designed, Developed and Hosted by National Informatics Centre(NIC).

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.

The screenshot shows the dashboard for the Ministry of Micro, Small & Medium Enterprises, Government of India. The header includes the logo and the text: "Government of India, DC(MSME), Ministry of Micro, Small & Medium Enterprises, Support for Entrepreneurial and Managerial Development of MSMEs through Incubators". The navigation bar has "HOME", "APPLY FOR HI/BI APPROVAL", and "LOGOUT". The user is logged in as "WELCOME : KULDEEP11@TEST.COM".

The main content area is titled "IDEA OF INCUBATEE DETAILS" and contains four cards: "Submitted Ideas" (0), "Clarification Ideas" (0), "Rejected Ideas" (0), and "Approved Ideas" (0). A red arrow points to the "UPDATE" button above the "Submitted Ideas" card.

Below the cards is a table titled "Application Remarks":

Action	Date	Status	Remark
Submitted	2023-08-24 10:00:00 AM	Submitted for NMIU Approval	
Submitted	2023-08-24 10:00:00 AM	Clarification Requested by NMIU	Enter clarification remark
Submitted	2023-08-24 10:00:00 AM	Submitted for NMIU Approval	

Below the table is a form titled "Enter Clarification Remark" with a text input field. A red arrow points to this field. Below the input field is a "Declaration" section with a checked checkbox and the text: "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." Below the declaration is a "Verification Code" section with a text input field and a "Verification Code" image. Below the input field is a red arrow pointing to the "Update" button.

The screenshot shows a confirmation dialog box with the text: "localhost:2812 says Are you sure do you want to final submitted application?". The dialog has "OK" and "Cancel" buttons. A red arrow points to the "OK" button.

The screenshot shows a success message dialog box with the text: "localhost:2812 says Your Details submitted successfully, Please click OK button to go to Dash Board...". The dialog has an "OK" button. A red arrow points to the "OK" button.

END HI/BI APPLICATION MANUAL