



GUWAHATI BIOTECH PARK

Technology Complex, IIT Guwahati, Guwahati-781039

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TERMS OF REFERENCE (TOR) FOR MANAGER- INCUBATION

A. Brief background and objectives of Guwahati Biotech Park

Guwahati Biotech Park (GBP), is an initiative launched by Government of Assam to promote scientific research and development leading to marketable product in biotechnology and allied areas through entrepreneurship development particularly in the North-Eastern region of the country. GBP was incepted in the year 2008 and is a registered Society under the Societies Registration Act, XXI of 1860; currently located at Technology Complex, IIT Guwahati, Guwahati-39, Assam, India.

The objectives of Guwahati Biotech Park are:

1. To encourage and support the start-up, incubation and development of innovation led, high growth knowledge based business in the multidisciplinary area of biotechnology.
2. To provide state-of art infrastructure facilities and single window services for setting up biotechnology, chemical and biological industries in the park.
3. To act as an engine for the growth of the biotechnology, chemical and biological industry and to act as a facilitator and a catalyst in the process of industry's development.
4. To provide formal and operational links with centers of knowledge creation such as national R&D laboratories, Universities, Medical Institutions and research organizations in India and abroad and create a strong network.
5. To promote setting up biotechnology industrial ventures, contract research organization and healthcare industry.

Structure of Guwahati Biotech Park

Following are the components of Guwahati Biotech Park to promote research base entrepreneurship and Biotech industry development:

1. **Business Enterprise Zone;**
2. **Business Support Facilities;**
3. **Technology Incubation Centre (TIC):** As a first endeavour of the Park's activities an Incubation Centre namely Guwahati Biotech Park Incubation Centre (GBPIC) has been established in the temporary campus within IIT Guwahati premises. This Incubation Centre is being financially supported by DBT, GOI and established through a tripartite agreement among S & T Department, Government of Assam, DBT, GOI and IIT

Guwahati. Ready-to-lease modular laboratories equipped with modern laboratory Work Stations (Laboratory size ranging from 300-1620 SF) and other utilities are available at the current set up of Guwahati Biotech Park Incubation Centre which are leased out to Entrepreneurs/Firms/Societies/Scientists/Students interested in pursuing R&D activities in biotechnology and related areas. The Incubation Centre consists of the following facilities with different sophisticated equipments;

- i. Central Analytical Instrumentation Facility
- ii. Bioprospecting facility
- iii. Micropropagation Facility
- iv. Herbal Extraction Facility
- v. Fermentation Facility
- vi. Utility

4. Consultancy Cell

Guwahati Biotech Park now intends to engage a Manager-Incubation on contractual basis to look after the incubation aspects of GBP.

B. Objectives of the Assignment and Scope

The Manager- Incubation will report to the Chief Executive Officer of Guwahati Biotech Park and will be the prime interface for entrepreneurs at Guwahati Biotech Park. In particular, the responsibility of the Manager- Incubation *inter alia* will include the followings:

1. To promote incubation and entrepreneurship development
2. Maintain linkages with academia and industry to provide access to required infrastructure, incubation space, equipment at GBP
3. Identify and select potential incubatees/startups.
4. Monitor the progress of the incubatees/startups.
5. Provide technical inputs to incubatees at GBP.
6. Mentor Network: Develop the mentor network for the GBP and work with them to make the Incubated venture successful.
7. Partnerships: Partner with other organizations for providing services to the incubatees; marketing the GBP, sponsorships etc. Liaison with the government and industries
8. Funding for Incubatee Projects: Work with co-ordination with senior management for setting up of seed funds for start-ups, exploring venture capitals etc. Develop and maintain relationships with investors, Government bodies, service companies etc.
9. Prepare all required reports and maintain a comprehensive set of records on all incubatee activities.
10. Organize and coordinate entrepreneurial and incubator related events like workshops, conferences, accelerator programmes, platform meetings etc.
11. Any other official responsibilities as assigned by the CEO, GBP.

C. Educational Qualification, Experience and Age

1. **Educational Qualification:** M Sc/ M Tech in life sciences/ biotechnology/ Pharma from a recognized Board/University/Institute.
2. **Experience:** Minimum 4 years of experience in entrepreneurship development and incubation activities in any Government/Autonomous Body/Public Sector Undertaking or agencies/Reputed Private Sector organizations.
3. **Age:** The candidate shall not be more than 45 years of age as on 01/08/2018.
4. **Computer Skills:** Must have proficiency skills in Microsoft Office software including MS word, MS Excel, MS Power Point etc. and internet, email etc.

D. DURATION OF CONTRACT

Appointment will be on contractual basis initially for a period of 11 months and shall be extendable for a further period based on performance.

E. REMUNERATION:

Rs. 45,000/- per month (Consolidated Pay)

Sd/-

(Vinod Seshan, IAS)
Chief Executive Officer
Guwahati Biotech Park