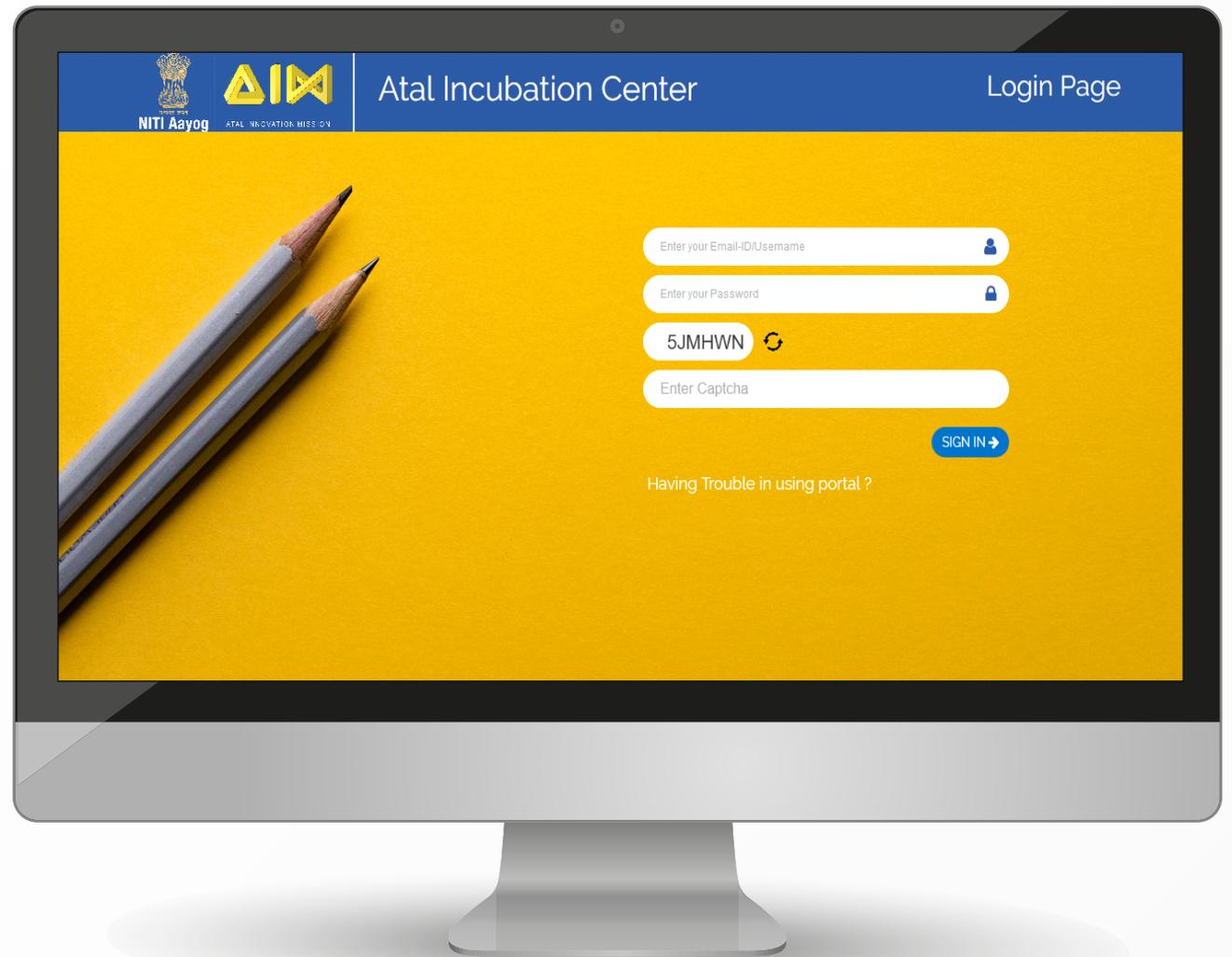




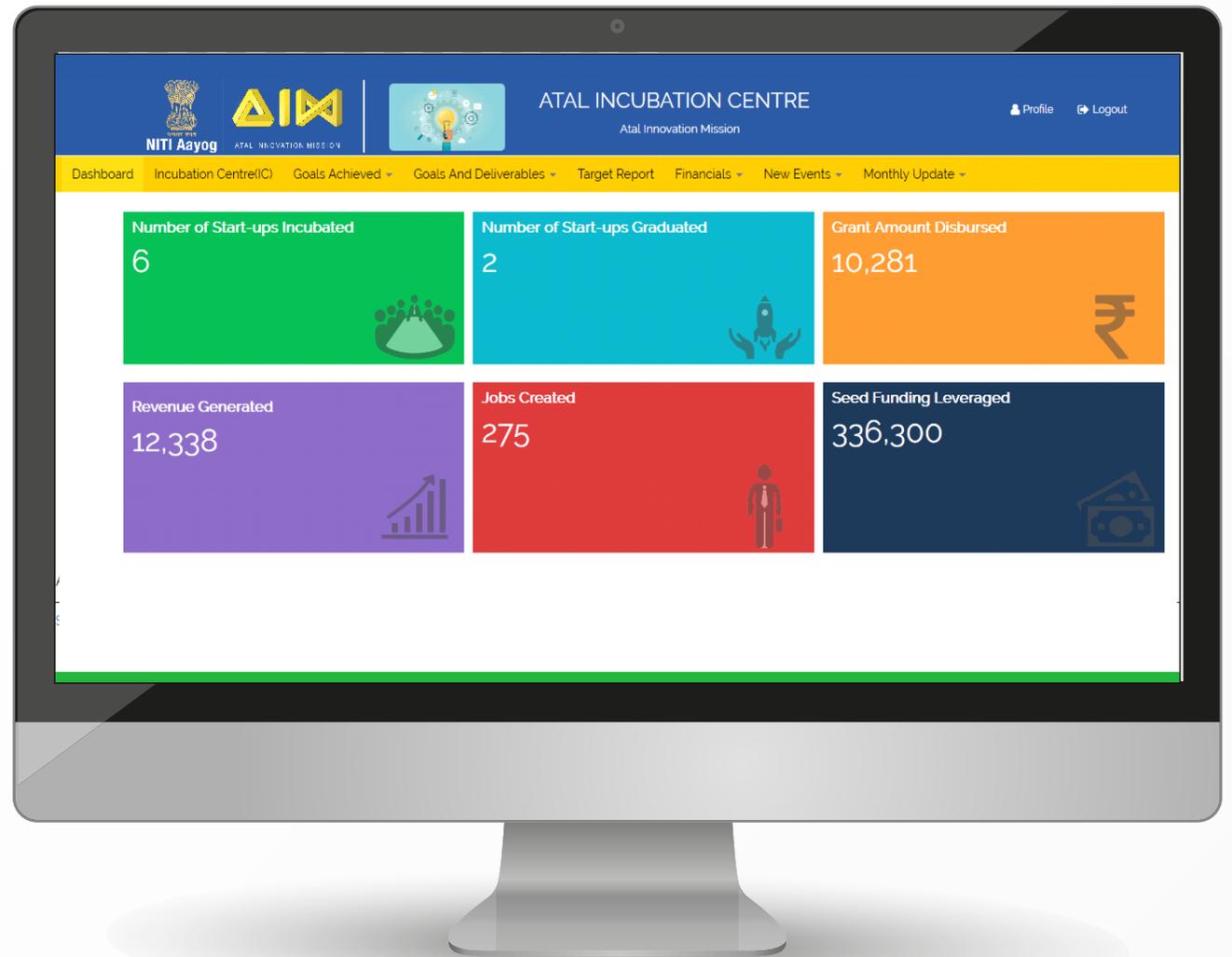
AIM AIC-EIC Portal User Guide

release v2.0

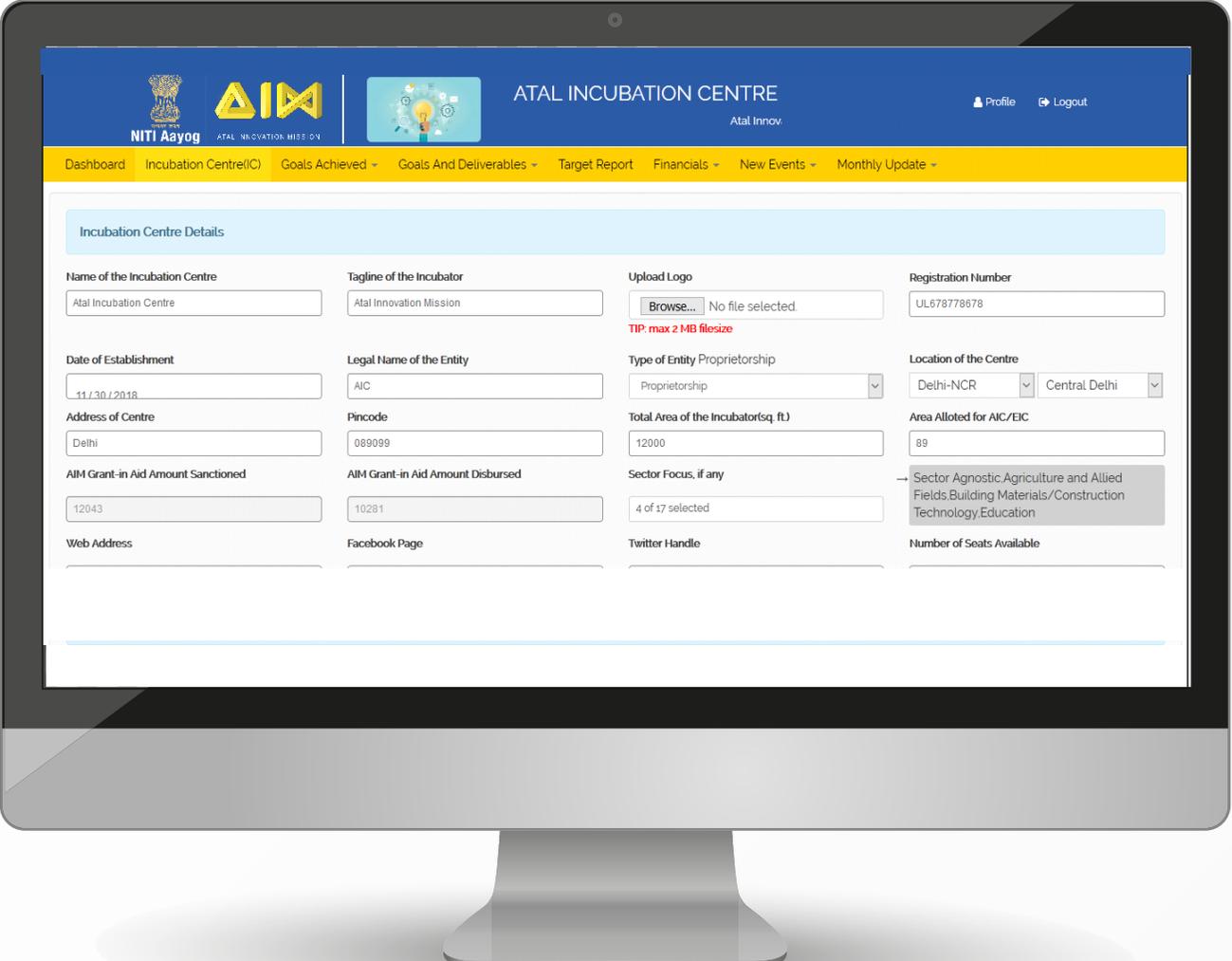
1. Go to <http://aim.gov.in/aic/> for the AIM portal
2. Please use your existing user credentials “Email ID/Username” and “Password” to log into the portal
3. If you are facing any issues, please use the "Having Trouble in Using Portal?" link to submit a query.



1. The dashboard provides overview of the progress of an incubator
2. Here you can select among multiple tabs like Goals Achieved, Target Report, New Events, etc. to submit or view your progress.



1. On clicking the “Incubation Centre (IC)” tab, you need to fill a form of general details about the incubator like Name, Registration Number, Date of Establishment, Sector Focus, etc.
2. Please fill details about grants received (in lakhs) from any other organisation, if any, in the “Other Grant Details” section
3. Also fill details about the CEO, team and infrastructure of the incubator in “CEO Details, Team Details and Office Infrastructure” sections. You can add more details using the ‘+’ symbol in the form
4. Please make sure all details are filled before saving

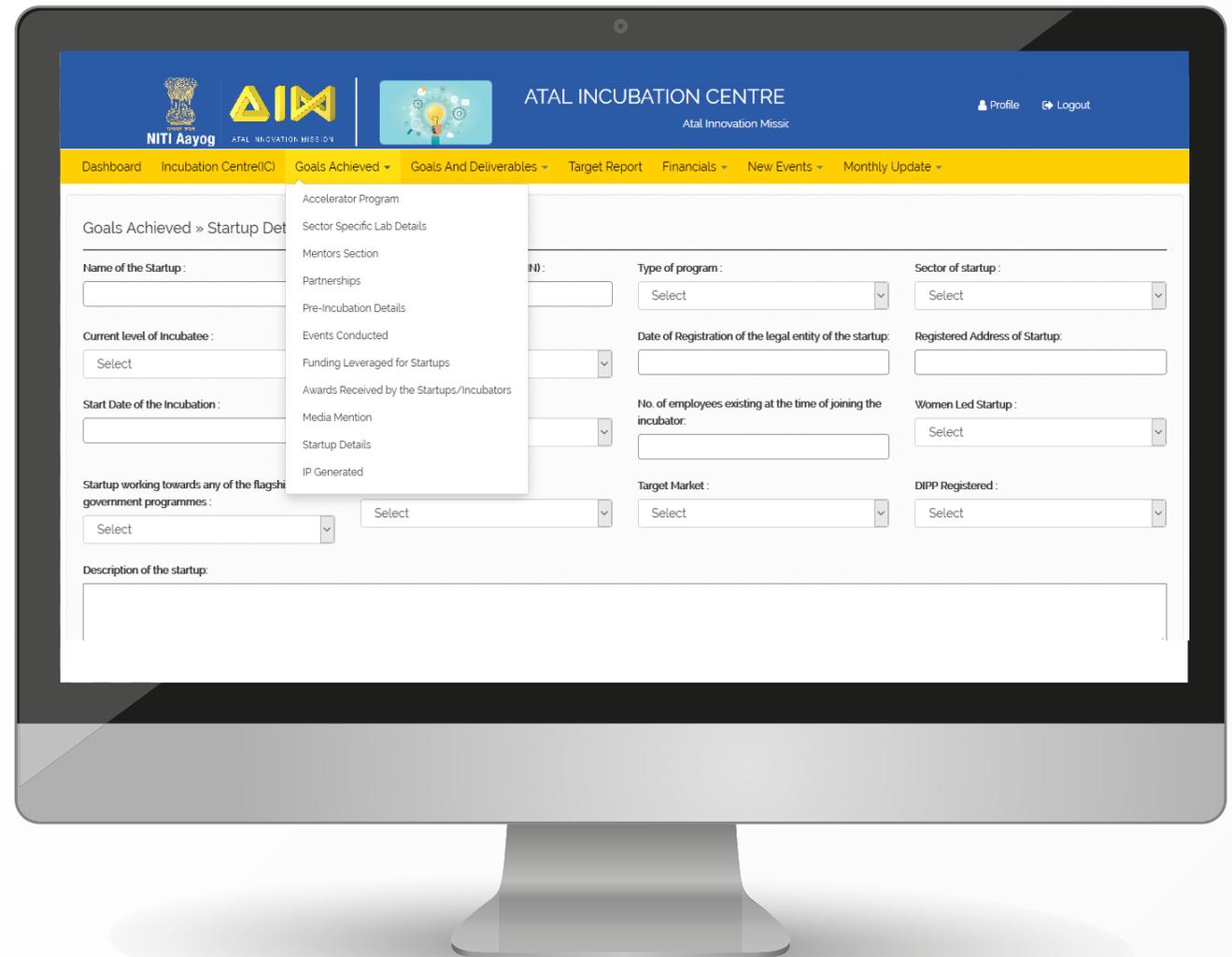


The screenshot displays the ATAL INCUBATION CENTRE web portal. The header includes the NITI Aayog and AIM logos, the text 'ATAL INCUBATION CENTRE Atal Innov', and user options for Profile and Logout. A navigation menu contains Dashboard, Incubation Centre(IC), Goals Achieved, Goals And Deliverables, Target Report, Financials, New Events, and Monthly Update. The main content area is titled 'Incubation Centre Details' and contains a form with the following fields:

Name of the Incubation Centre Atal Incubation Centre	Tagline of the Incubator Atal Innovation Mission	Upload Logo Browse... No file selected. <small>TIP: max 2 MB filesize</small>	Registration Number UL678778678
Date of Establishment 11/30/2018	Legal Name of the Entity AIC	Type of Entity Proprietorship Proprietorship	Location of the Centre Delhi-NCR Central Delhi
Address of Centre Delhi	Pincode 089099	Total Area of the Incubator(sq. ft.) 12000	Area Alloted for AIC/EIC 89
AIM Grant-in Aid Amount Sanctioned 12043	AIM Grant-in Aid Amount Disbursed 10281	Sector Focus, if any 4 of 17 selected	Sector Agnostic, Agriculture and Allied Fields, Building Materials/Construction, Technology, Education
Web Address	Facebook Page	Twitter Handle	Number of Seats Available

1. The “Goals Achieved” tab includes 11 sections:
 - Accelerator Program
 - Sector Specific Lab Details
 - Mentors Section
 - Partnerships
 - Pre-Incubation Details
 - Events Conducted
 - Funding Leveraged for Startups
 - Awards Received by Startups/Incubators
 - Media Mention
 - Startup Details
 - IP Generated

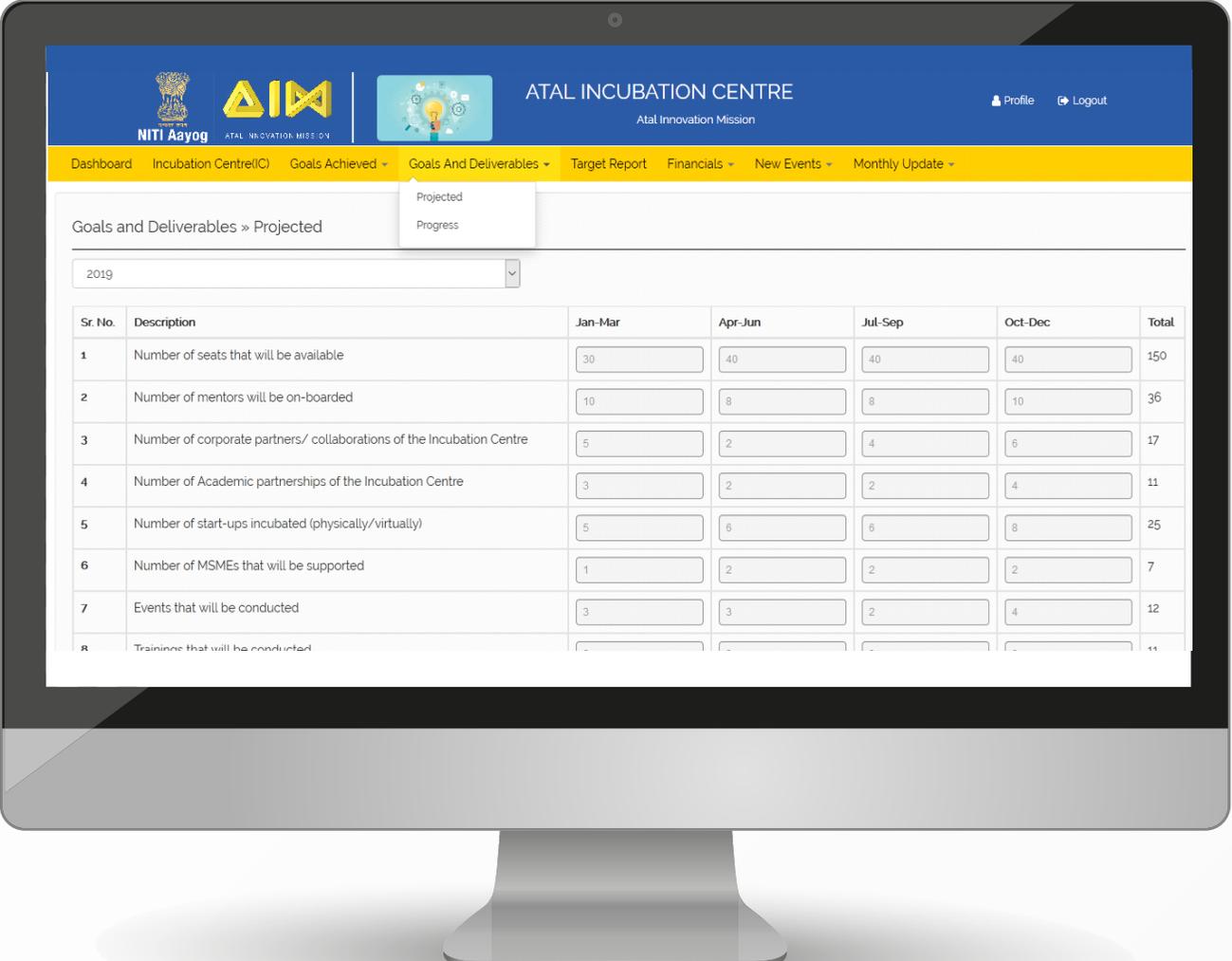
2. You need to fill progress details of the incubator in each of the respective sections
3. Please note that, to select and update an event in the “Events Conducted” section, you need to first fill details about new events in the “New Events” tab. Once selected, data in the fields will be populated automatically
4. Please make sure all details are filled correctly in the section before saving



- The “Goals and Deliverables” tab includes 2 sections:
 - Projected
 - Progress

- In the “Projected” section you can overview your proposed goals and deliverables, per year, submitted at the time of application

- Please note that goals and deliverables is editable by AIM admin only



ATL INCUBATION CENTRE
Atal Innovation Mission

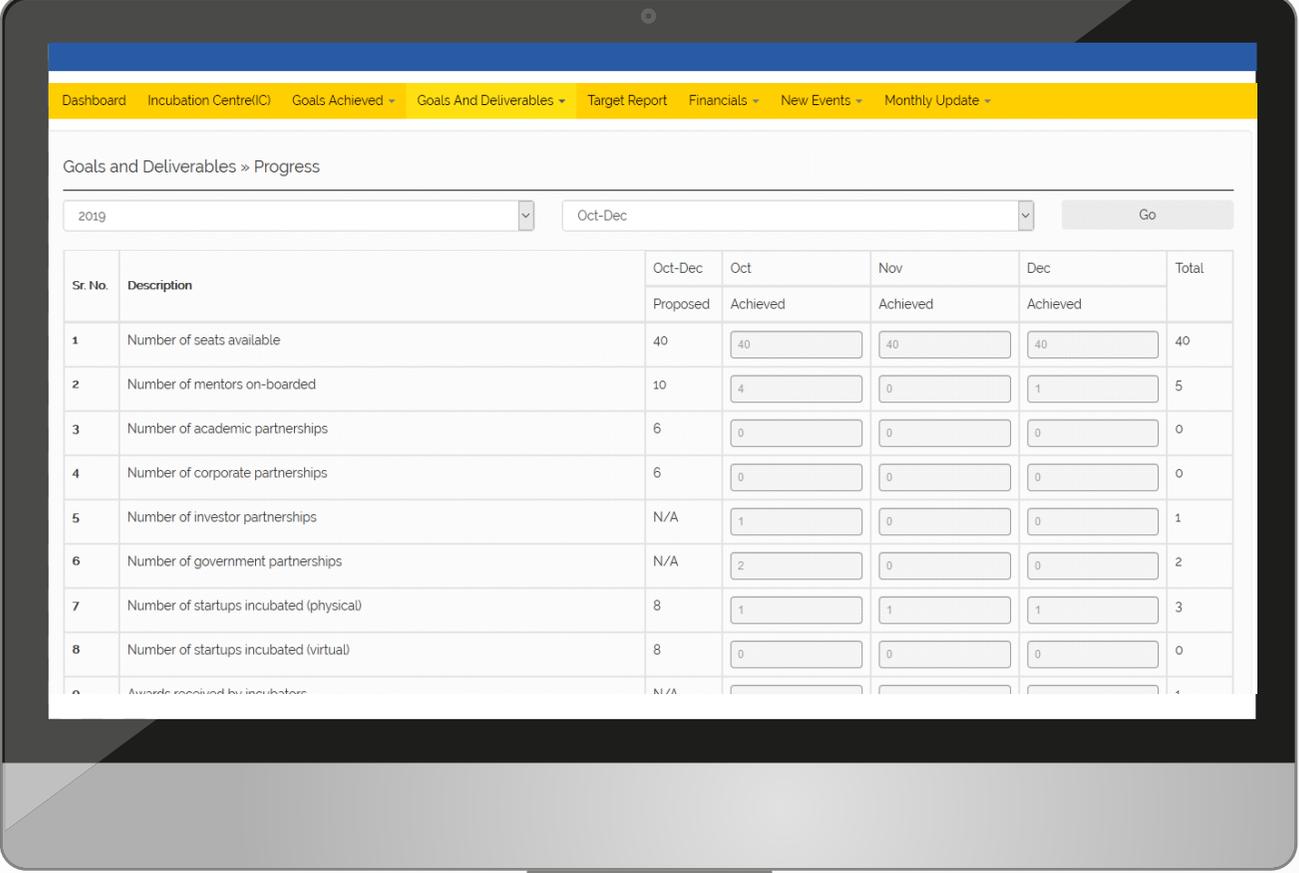
Dashboard Incubation Centre(IC) Goals Achieved **Goals And Deliverables** Target Report Financials New Events Monthly Update

Goals and Deliverables » Projected

2019

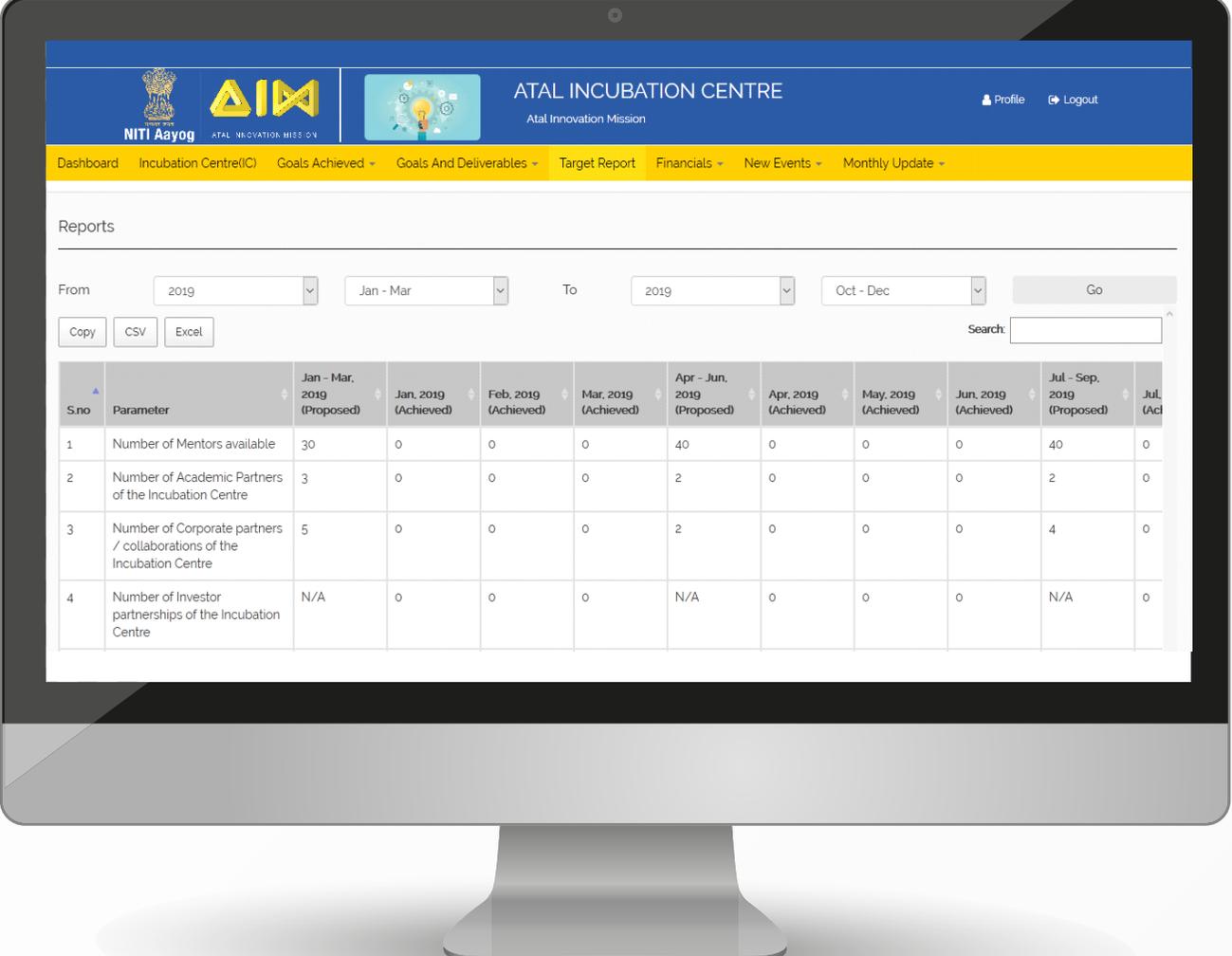
Sr. No.	Description	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
1	Number of seats that will be available	30	40	40	40	150
2	Number of mentors will be on-boarded	10	8	8	10	36
3	Number of corporate partners/ collaborations of the Incubation Centre	5	2	4	6	17
4	Number of Academic partnerships of the Incubation Centre	3	2	2	4	11
5	Number of start-ups incubated (physically/virtually)	5	6	6	8	25
6	Number of MSMEs that will be supported	1	2	2	2	7
7	Events that will be conducted	3	3	2	4	12
8	Trainings that will be conducted					11

1. In the “Progress” section, you can overview the progress (KPIs) of the incubator achieved against the proposed goals, for a quarter, per year
2. Please note that progress of the incubator will be automatically updated when details are saved under relevant sections of the “Goals Achieved” tab



Sr. No.	Description	Oct-Dec	Oct	Nov	Dec	Total
		Proposed	Achieved	Achieved	Achieved	
1	Number of seats available	40	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text" value="40"/>	40
2	Number of mentors on-boarded	10	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	5
3	Number of academic partnerships	6	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
4	Number of corporate partnerships	6	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
5	Number of investor partnerships	N/A	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1
6	Number of government partnerships	N/A	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	2
7	Number of startups incubated (physical)	8	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	3
8	Number of startups incubated (virtual)	8	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
9	Awards received by incubators	N/A	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

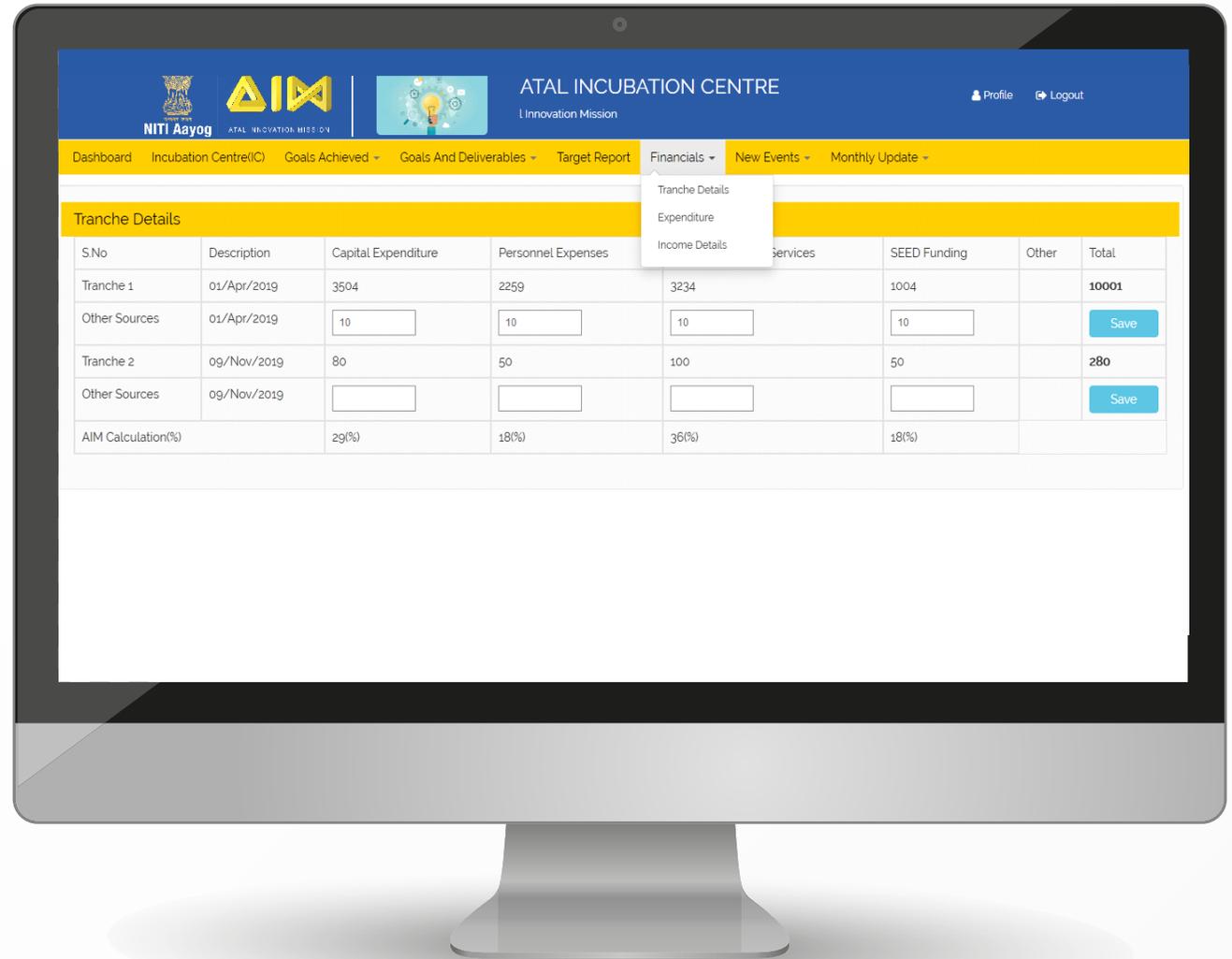
1. In the “Target Report” tab, you can overview the combined progress of the incubator for a specific period
2. You can also download reports for different key parameters for that selected period



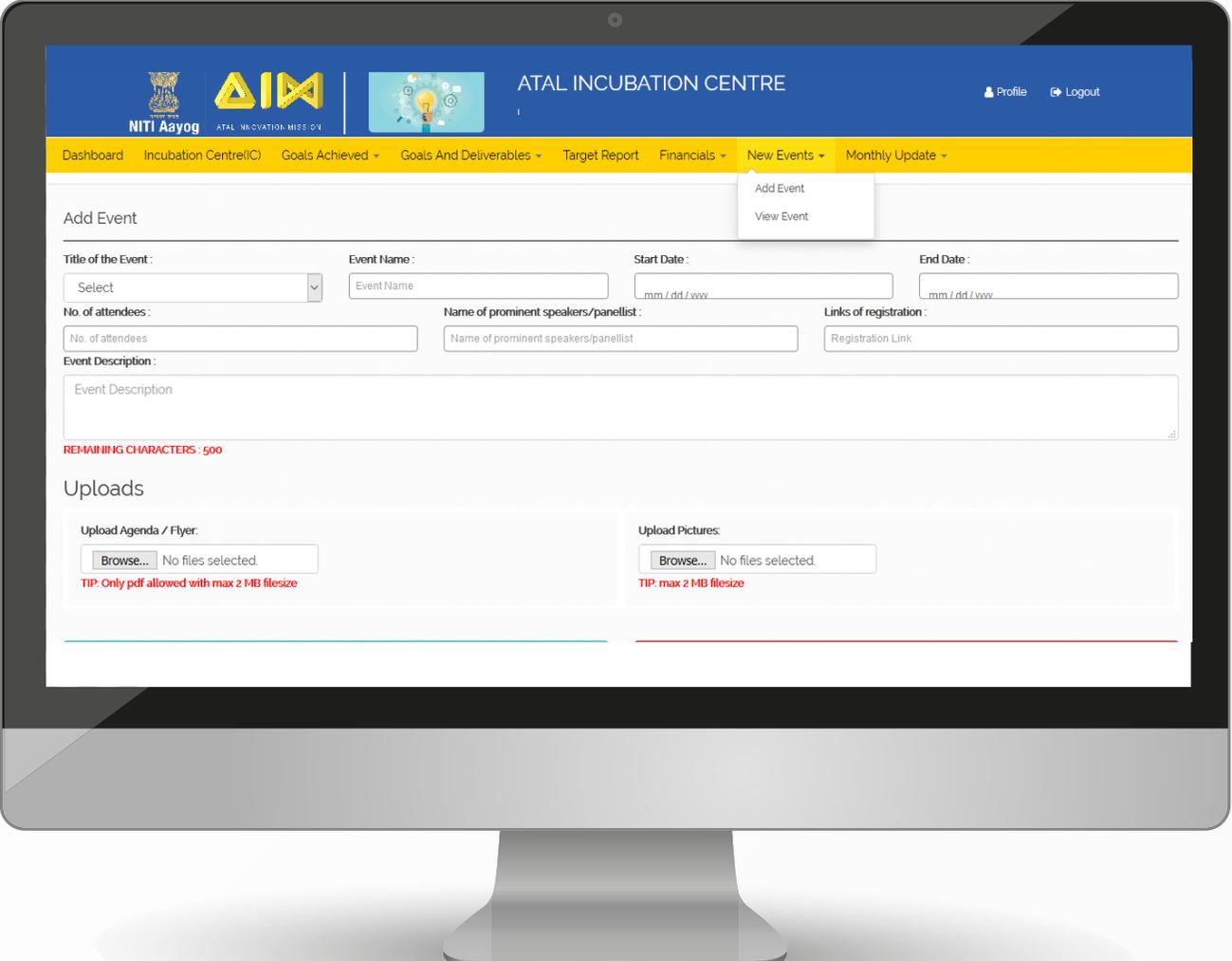
The screenshot displays the 'Target Report' interface for an ATAL Incubation Centre. The page includes a navigation menu with options like Dashboard, Incubation Centre(C), Goals Achieved, Goals And Deliverables, Target Report, Financials, New Events, and Monthly Update. The main content area shows a 'Reports' section with filters for 'From' (2019, Jan - Mar) and 'To' (2019, Oct - Dec). Below the filters are buttons for 'Copy', 'CSV', and 'Excel', and a search box. The primary feature is a table with 12 columns representing different time periods and 4 rows of key parameters.

S.no	Parameter	Jan - Mar, 2019 (Proposed)	Jan, 2019 (Achieved)	Feb, 2019 (Achieved)	Mar, 2019 (Achieved)	Apr - Jun, 2019 (Proposed)	Apr, 2019 (Achieved)	May, 2019 (Achieved)	Jun, 2019 (Achieved)	Jul - Sep, 2019 (Proposed)	Jul, (Acd)
1	Number of Mentors available	30	0	0	0	40	0	0	0	40	0
2	Number of Academic Partners of the Incubation Centre	3	0	0	0	2	0	0	0	2	0
3	Number of Corporate partners / collaborations of the Incubation Centre	5	0	0	0	2	0	0	0	4	0
4	Number of Investor partnerships of the Incubation Centre	N/A	0	0	0	N/A	0	0	0	N/A	0

1. The “Financials” tab includes 3 sections:
 - Tranche Details
 - Expenditure
 - Income Details
2. In the “Tranche Details” section, please fill details about funds (in lakhs) received from other sources, for every tranche
3. In the “Expenditure” section, please fill details about the funds utilised under different heads for every tranche
4. In the “Income Details” section, please fill details about the sources of income relevant to the incubator
5. Please make sure all details are filled correctly in the section before saving



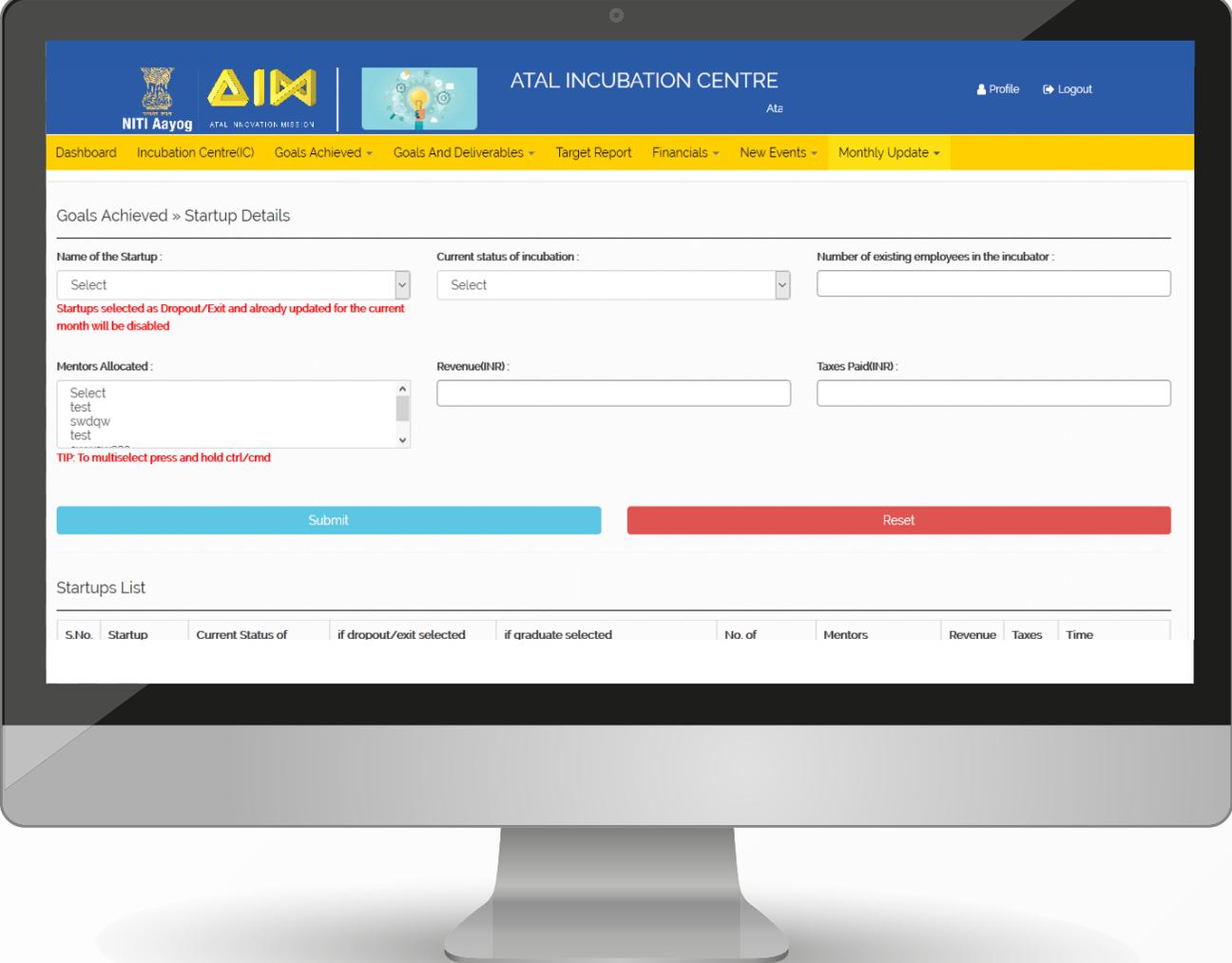
1. In the “New Events” tab you need to fill details about the event which is planned for the coming days
2. Once the event is conducted please go to “Events Conducted” section under “Goals Achieved” tab and update further details
3. You can also upload relevant agenda and pictures for the event
4. Please make sure all details are filled correctly in the section before saving



The screenshot displays the ATAL INCUBATION CENTRE web portal. The header includes the NITI Aayog and AIM logos, the text 'ATAL INCUBATION CENTRE', and user options for 'Profile' and 'Logout'. A navigation menu contains 'Dashboard', 'Incubation Centre(C)', 'Goals Achieved', 'Goals And Deliverables', 'Target Report', 'Financials', 'New Events', and 'Monthly Update'. The 'New Events' dropdown menu is open, showing 'Add Event' and 'View Event' options. The 'Add Event' form includes the following fields:

- Title of the Event:** A dropdown menu with 'Select' as the current option.
- Event Name:** A text input field with 'Event Name' as a placeholder.
- Start Date:** A date input field with the format 'mm / dd / yyyy'.
- End Date:** A date input field with the format 'mm / dd / yyyy'.
- No. of attendees:** A text input field with 'No. of attendees' as a placeholder.
- Name of prominent speakers/panellist:** A text input field with 'Name of prominent speakers/panellist' as a placeholder.
- Links of registration:** A text input field with 'Registration Link' as a placeholder.
- Event Description:** A large text area with 'Event Description' as a placeholder and a character count of 'REMAINING CHARACTERS : 500'.
- Uploads:** Two sections:
 - Upload Agenda / Flyer:** A 'Browse...' button with 'No files selected.' and a tip: 'TIP: Only pdf allowed with max 2 MB filesize'.
 - Upload Pictures:** A 'Browse...' button with 'No files selected.' and a tip: 'TIP: max 2 MB filesize'.

1. The “Monthly Update” tab comprises 1 section:
 - Startup Info
2. In the “Startup Info” section, you need to fill details about the incubated startups every month
3. You can select only those startups which are added in the “Startup Details” section under “Goals Achieved” tab
4. Please note that startups with the status selected as "Dropout/Exit" and already updated for the current month will be disabled from the drop down

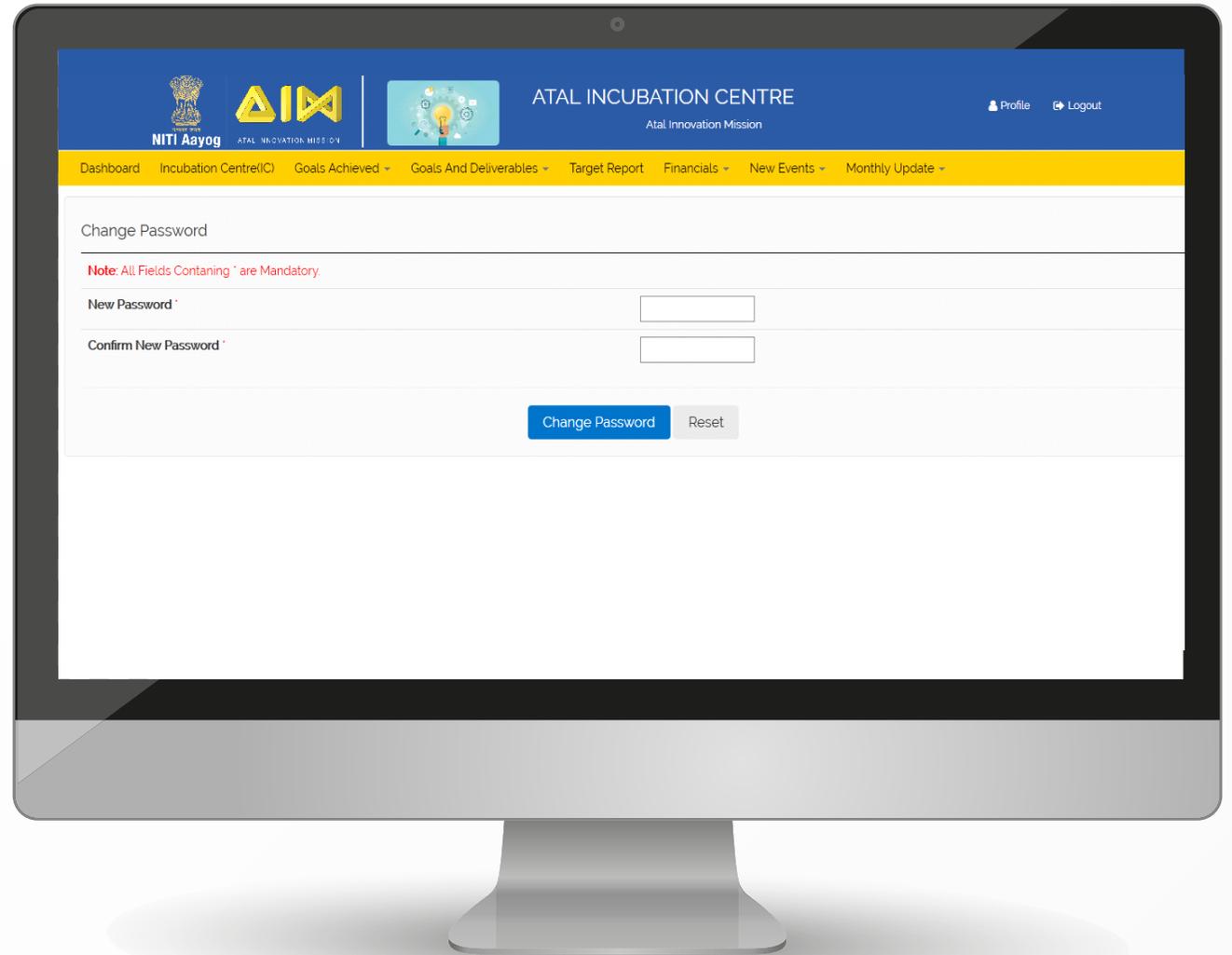


The screenshot displays the ATAL INCUBATION CENTRE web portal. The header includes the NITI Aayog and AIM logos, the text 'ATAL INCUBATION CENTRE', and user options for 'Profile' and 'Logout'. A navigation menu contains 'Dashboard', 'Incubation Centre(IC)', 'Goals Achieved', 'Goals And Deliverables', 'Target Report', 'Financials', 'New Events', and 'Monthly Update'. The main content area is titled 'Goals Achieved » Startup Details' and contains a form with the following fields:

- Name of the Startup :** A dropdown menu with 'Select' as the current option. A red warning message below it states: "Startups selected as Dropout/Exit and already updated for the current month will be disabled".
- Current status of incubation :** A dropdown menu with 'Select' as the current option.
- Number of existing employees in the incubator :** A text input field.
- Mentors Allocated :** A multi-select dropdown menu with options 'test', 'swdqw', and 'test'. A red tip below it says: "TIP: To multiselect press and hold ctrl/cmd".
- Revenue(INR) :** A text input field.
- Taxes Paid(INR) :** A text input field.

At the bottom of the form are two buttons: a blue 'Submit' button and a red 'Reset' button. Below the form is a 'Startups List' table with the following columns: S.No., Startup, Current Status of, if dropout/exit selected, if graduate selected, No. of, Mentors, Revenue, Taxes, and Time.

1. You can also change the password of your account from the “Profile” button on top right of the dashboard



Thanks!

Any questions?

Please contact us at incubator-aim@gov.in