

RSTCA

presents

Establishing Business Incubation Centre

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"Growing your business is our business"

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Introduction

“Business incubation is a business support process that accelerates the successful development of start-up and fledgling companies by providing entrepreneurs with an array of targeted resources and services. These services are usually developed or orchestrated by incubator management and offered both in the business incubator and through its network of contacts. A business incubator’s main goal is to produce successful firms that will leave the program financially viable and freestanding. These incubator graduates have the potential to create jobs, revitalize neighborhoods, commercialize new technologies, and strengthen local and national economies.”

There are around 5000 business incubators in the world and the incubation industry is slightly more than 2 decades old. It has come a long way from the “ Real Estate and Shared resources model” in the first generation to the current “in house debt / equity financing and success sharing” 3rd generation model. More than 3/4th of the business incubators are located in North America, Asia and Western Europe.

We comprise of faculty, alumni and students, mentors and service providers from the industry who span a variety of functional areas, sectoral domains and geographies and are passionately committed to helping disruptive innovations and aspiring entrepreneurs succeed commercially.

We know that it takes more than just early stage risk-capital to get a company off the ground - we enable most of what may be required by entrepreneurs through seed-funding, incubation, mentoring, training, knowledge dissemination and best practice research. For details on our initiatives towards fostering entrepreneurship.

ABOUT RSTCA

Registered under the registration number 134101/071/072 on Office of Company Registrar Office, Nepal; and under the Inland Revenue Department Nepal under the Permanent Account Number 602491800; Raj Sharma LLC is a company that works in the sectors like Management and Marketing Consultation; Financial Advisory; Stock and Banking Consultation; Accounting, Tax and Capital Formulation related Consultation Services here in Nepal. All the SBU that it works on has a different Managers and Advisory Panel.

RSTCA have organized HR Summit on June and TAXATION AND ACCOUNTING IN SOFTWARE national conference on Aug.

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Major Objectives

1. Initiate research in understanding the evolution, characteristics and practice of successful national, regional, and global entrepreneurs/entrepreneurship
2. Frame, design, and conduct essential training sessions for aspiring and practicing entrepreneurs to boost up their entrepreneurial potentiality/capabilities
3. Create and promote innovative yet effective entrepreneurial practices in order to encourage aspiring entrepreneurs
4. Offer all types of support to aspiring as well as existing entrepreneurs to start-up or scale-up their ventures/operations
5. Promote and encourage the adoption of social entrepreneurial concepts and practices among aspiring and existing entrepreneurs

Major Functions

1. Plan, schedule, organize and conduct regular workshops, seminars, talk sessions, symposiums, conferences and conventions for continuous dissemination of information pertinent to entrepreneurship and entrepreneurial development
2. Build up significant awareness of social entrepreneurship in the community members, corporate houses, small/medium enterprises, students, and other stakeholders, besides promoting the same through regular workshops, seminars, talk programs, exhibitions, and road shows
3. Mentor and guide the potential as well as prevailing entrepreneurs through every phase of their ventures
4. Provide office space/accommodation within the premises of King's College for the entrepreneurs enabling them to avail of appropriate guidance from experts
5. Undertake research/study in the areas of entrepreneurship and social entrepreneurship, besides publishing the findings
6. Publish the "Journal of Innovation & Entrepreneurship Development" every year, and to ensure that it is undertaken strictly and regularly
7. Seek for funds from national/international agencies, organizations, donors, and institutions, in order to make available the required capital to burgeoning and enduring entrepreneurs

Major Roles

1. Physical Infrastructure
 - a. RSTCA Incubation Centre provides work space to tenant companies at below market rate rent.
 - b. RSTCA Incubation Centre provides communication facilities like Phone, Fax, to tenant companies.
 - c. RSTCA Incubation Centre provides library facilities to tenant companies.
 - d. RSTCA Incubation Centre provides laboratory facilities to tenant companies.
2. Business Assistance
 - a. RSTCA Incubation Centre provides secretarial services to tenant companies.
 - b. RSTCA Incubation Centre provides technical assistance to tenant companies.
 - c. RSTCA Incubation Centre provides marketing assistance to tenant companies.
 - d. RSTCA Incubation Centre provides legal services to tenant companies

- e. RSTCA Incubation Centre provides networking support to tenant companies (e.g. with suppliers/customers etc)
 - f. RSTCA Incubation Centre provides human resource management services to tenant companies.
 - g. RSTCA Incubation Centre assists tenant companies in obtaining approvals
 - h. RSTCA Incubation Centre assists the tenant companies in product development activities.
 - i. RSTCA Incubation Centre helps tenant companies in securing capital.
3. Management Guidance and Consulting
 - a. RSTCA Incubation Centre disseminates information on business ideas.
 - b. RSTCA Incubation Centre helps the tenant companies in conducting feasibility studies.
 - c. RSTCA Incubation Centre helps the tenant companies in developing business plans.
 - d. RSTCA Incubation Centre provides business counseling to tenant companies.
 4. Enabling Environment
 - a. RSTCA Incubation Centre has created an environment where tenant companies learn from one another.
 - b. RSTCA Incubation Centre has reduced the time required to develop marketable products.
 - c. RSTCA Incubation Centre has reduced early stage operational costs helping tenant companies start the business with lower initial investment.
 - d. RSTCA Incubation Centre has accelerated the development of new firms by tenant companies.
 - e. RSTCA Incubation Centre has minimized the chances of failure of tenant companies.
 - f. RSTCA Incubation Centre has helped the tenant companies to establish credibility.
 - g. RSTCA Incubation Centre takes periodic feedback about tenant companies satisfaction with services.
 - h. RSTCA Incubation Centre has a formal procedure for handling tenant companies grievances.

Management Consulting Process

1. **Project Kickoff:** We work with RSTCA management team to:
 - a. Assess the company culture and industries served
 - b. Conduct process and requirements training
 - c. Establish the macro project plan and timeline
2. **Company Processes Identification:** We work with RSTCA leadership to identify all applicable QMS processes, their "owners" and specific meeting dates for first and second draft meetings for the development of each.
3. **Employee Awareness Training:** All employees will be taught the basic elements of the applicable ISO standard, their quality management system and how their work affects it.
4. **Procedure Development:** We work with RSTCA employees to draft the first version for all processes while constantly being vigilant to identify opportunities to "lean" them out. That is followed approximately two weeks later by reviews to finalize and initially issue the procedures to the system.
5. **Technical Requirements Consulting:** We conduct training and consult with RSTCA team to assure compliance, proper documentation and effective implementation of the newly established quality management system.

6. **Draft Quality Manual:** We develop an initial version of RSTCA quality manual that establishes policies for all required elements of the applicable ISO standard.
7. **Certification Company Selection:** We assist you with the selection of a sound "partner" company for certification as well as an effective Auditor from the selected company. We ensure the company you choose will be RSTCA partner over time in the pursuit of continual improvement.
8. **Internal Auditor Training:** We help you establish a sound auditing program that is vital to the health and continual improvement of the QMS. We will train company employees in the organization, scheduling, performance and reporting of internal audits. Training includes classroom and mentoring methodologies.
9. **Corrective Action Review and Implementation:** We help you prepare for the certification audit by ensuring all corrective actions resulting from internal audits are reviewed and effectively addressed to demonstrate the efficacy of the QMS.

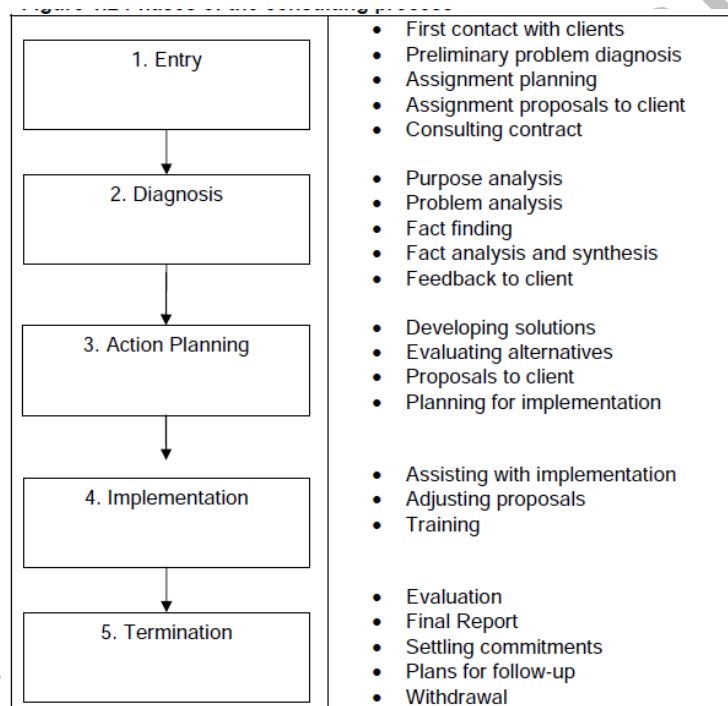


Fig: Management Consulting Process Map

Strategic Management Road Map

1. Reviewing Goals and Objectives
2. Evaluating Organizational Structure
3. Analyzing Internal Operations
4. Assessing Strengths and Weaknesses
5. Reviewing/Developing Position Descriptions
6. Reviewing Policies and Procedures Manual
7. Staff Utilization Planning
8. Reviewing Salary Structure and Incentive
9. Monitoring Systems
10. Management System Certification

Program

		MONTH													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
WORK	Physical Infrastructure	■	■												
	Training of 30 per batch		■	■	■	■	■	■	■	■	■	■	■	■	■
	Business Assistance				■	■	■	■	■	■	■	■	■	■	■
	Management Guidance					■	■	■	■	■	■	■	■	■	■
	Enabling Environment					■	■	■	■	■	■	■	■	■	■
	Assessment of Entrepreneurs					■	■	■	■	■	■	■	■	■	■
	Reporting							■	■	■	■	■	■	■	■

Cost

SN	Particulars	Unit	Rate	Amount
1	<i>One time Cost:</i>			
1	1 Flip chart stand	5	5,000.00	25,000.00
2	1 Projector Screen	2	8,000.00	16,000.00
3	Projector	1	60,000.00	60,000.00
4	1 Digital Camera,	1	90,000.00	90,000.00
5	1 Tripod stand for camera	1	10,000.00	10,000.00
6	Meeting Table	1	30,000.00	30,000.00
7	Meeting Chairs	14	5,000.00	70,000.00
8	Work Desk for 10 peoples	10	15,000.00	150,000.00
9	Work Chair for 10 peoples	10	5,000.00	50,000.00
10	White Board	2	5,000.00	10,000.00
11	Printer and Photocopy+ Scanner	1	100,000.00	100,000.00
12	High Speed Internet	1	10,000.00	10,000.00
13	Electrical wiring	1	15,000.00	15,000.00
14	Carpeting and Curtaining	1	60,000.00	60,000.00
15	Chairs for Training Room	30	4,000.00	120,000.00
16	AC For Training Room+ Office+ Meeting Hall	3	50,000.00	150,000.00
17	Coffee and Tea Centre for Office	1	50,000.00	50,000.00
18	Refregetator	1	30,000.00	30,000.00
19	Microwave	1	20,000.00	20,000.00
20	Telephone	2	20,000.00	25,000.00
21	Laptop	5	40,000.00	200,000.00
			TOTAL	1,291,000.00
2	<i>Recurrent Cost:</i>			
1	Banner	5	1,000.00	5,000.00
2	Training Materials and Books	200	1,000.00	200,000.00

3	Feeding	2700	70.00	189,000.00
4	Mentors Fees	2	50,000.00	100,000.00
5	Facilitators & Desk Officer Fee	1	25,000.00	25,000.00
6	Monitoring and evaluation, report	1	25,000.00	25,000.00
7	Administrative	13	15,000.00	195,000.00
8	Salaries	13	15,000.00	195,000.00
9	Rent	12	30,000.00	360,000.00
10	Stationery and Printing	1	40,000.00	40,000.00
	Sub Total:		TOTAL	1,334,000.00
			SUB TOTAL	2,625,000.00
	Contingencies		10%	262,500.00
	Grand Total	-	-	2,887,500.00

- ❖ The cost includes training for 30 peoples for 3 times a year
- ❖ The cost includes 10 entrepreneurs for service of office for one year
- ❖ The cost includes mentorship fees for mentors for one year
- ❖ The cost includes onetime setup cost of Business Incubation Centre of RSTCA

PROJECT SUSTAINABILITY (FINANCIAL AND NON-FINANCIAL)

1. Participants will register with some amount for the training.
2. Publishing a Leadership and entrepreneurship magazine RSTCA will start to publish a quarterly leadership & entrepreneurship magazine that will be sold nationally. Income will also be generated from advertisements placed in it.
3. Quarterly Newsletter and biannual project reports will be sent to funders and partners to keep them informed of the project development.
4. Yearly review of the project by consultants to understand the effectiveness of its impact, curriculum and approaches.
5. Creating a strong alumni network. This will empower leadership cooperation and solidarity.
6. Creating a strong vendor database and customer database needed by the entrepreneurs
7. Creating huge network with consultants and mentors to help make entrepreneurs business foster

CONTACT DETAILS

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