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

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

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

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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.
In the “New Events” tab you need to fill details about the event which is planned for the coming days.

Once the event is conducted please go to “Events Conducted” section under “Goals Achieved” tab and update further details.

You can also upload relevant agenda and pictures for the event.

Please make sure all details are filled correctly in the section before saving.
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.
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