

RTC Guidelines for the participation in MBC

Background

RTC has been participating in the Business Model contest titled the Mekong Business Challenge (MBC) since 2016. The College acknowledges that such an opportunity was made possible for the RTC students through the initiative and personal contact of Dr. Douglas Schofield. So far, 10 teams from RTC, representing Bhutan have participated in the challenge and RTC has hosted the 2018 round of the competition in Bhutan. This guideline is prepared in order to ensure effective and efficient participation for this competition drawing learnings from the past experiences. This guideline is prepared to streamline all the tasks that are associated with RTC's participation in this competition.

1. Team composition, Eligibility, Roles & Responsibility of Team Leader and Team Members

- 1.1. Team composition:** Each RTC MBC team will comprise a maximum of 3 and a minimum of 2 members. In general, to encourage maximum participation of students in this opportunity, College will always work towards having 3 members in a team. However, this is subject to change based on the changes in team composition specified by the MBC Organizers.
- 1.2. Eligibility:** RTC students from any programme are eligible to participate in this competition. However, the members representing the team must be a student of RTC during the duration of the competition. Other requirements such as attendance, academics performance, disciplinary records and any other selection criteria will be set by the RTC- MBC core working team. All the specific selection criteria related to the competition will be announced to the student body at the start of every spring semester.
- 1.3. Team leaders (TL):** The selected team members in consultation with the faculty mentor must appoint one of the members as the TL. The TL will be appointed by general consensus amongst the members and in case of more than one team members interested in becoming the TL, the faculty mentor will make the final pick of the TL.
- 1.4. Roles & Responsibilities of Team Leader (TL) & Team Members**
 - 1.4.1.** TL should provide necessary leadership in ensuring that all the team members are equally working & contributing towards the team's work. The TL has to take the charge of ensuring all the work is divided and shared across the members.
 - 1.4.2.** TL will submit a detailed plan of how the project will be executed and should indicate all major milestones that would be achieved during the course of the competition. This plan is to be prepared in consultation with the team members and faculty mentor.
 - 1.4.3.** TL will also have the responsibility of ensuring that the faculty mentor is consulted for any decision related to the team's performance
 - 1.4.4.** TL is the main focal person for any form of communication between the team and the college management and outsiders. However, the TL should seek the approval of the faculty mentor and the Marketing office, DERD before any communication (written/ oral/ online/ other forms) with outside parties.

1.4.5. TL should report (with necessary documents) to the Finance Office, RTC for the settlement of any advances taken on behalf of the team through the Faculty Mentor.

1.4.6. TL will need to maintain minutes of the business meetings (especially when there are important milestones or decisions being taken) which will need to be agreed upon and finalized by the members akin to any business setting.

1.5. Roles & Responsibilities of Team Members:

1.5.1. Team members are expected to equally work and contribute towards the team's work

1.5.2. Follow the instructions and responsibilities given by the TL and the faculty mentor

1.5.3. Should be available to attend to team's work even during holidays and weekends

1.5.4. Should get permission from the TL/ Faculty mentor in case if the team member fails in attending any team meetings/ appointments

1.5.5. Team members should report to the TL and Faculty mentor on the progress of their work and submit any receipts/ documents necessary to support any part of their job where expenses are incurred on behalf of the team

1.5.6. When a team member is found to be critically falling in contributing towards team's work, the Faculty Mentor in consultation with RTC-MBC Core Committee will retain the right to remove such members from the team. An official communication to this effect will be served with a copy to the AAD/RTC-MBC working committee.

2. Faculty Mentor

2.1. One of the interested faculty members will be appointed by AAD as the faculty mentor for the RTC- MBC team/s. This will not be a paid position but a voluntary contribution from the faculty mentor.

2.2. As the mentor, the faculty will be required to guide, advice and mentor the RTC-MBC team for every aspect of the preparation for the competition.

2.3. The faculty mentor will be eligible to travel with the team to the venue of the final competition, in case the MBC Competition is held in face to face mode.

2.4. The faculty mentor will normally serve as the main focal person for interaction between the college and the MBC Organizers with concerned PL/AAD officials in the loop. The faculty mentor should share any relevant material information related with the competition to the team members, Dean, AAD and RTC- MBC Working Committee.

3. Ownership of Business Idea generated by RTC -MBC Team

3.1. **Ownership till the competition round (including Final Round):** By default, all the team members will have equal ownership towards the business idea & the business generated through the MBC participation. Due to which all the team members are expected to equally contribute towards the project. In case if a team member fails in making this contribution, the other team member has the responsibility of reporting to the faculty mentor. The faculty mentor will relook at the ownership distribution share and consult with college management. In case if a team member is found to be performing below minimum expectation, the college reserves the right to remove such members.

- 3.2. **Ownership post competition round:** In case any team wishes to pursue the MBC Business Idea on a full-time basis or as an entrepreneur, college will not have any responsibilities towards operation of this business. **As stated above, the College will intervene in the ownership related issues or matters only upto the point till the competition is over.** Thereafter, as with any on ground start-ups, the team is required into a formal legal contract amongst the interested team members which should specify at the minimum the details on following areas. Name of the founders and the business, Ownership structure, Initial and additional Capital contributions, Role and responsibility of the members, Intellectual Property (IP) assignment, Removal or departure of founders, admission of new partners, Dispute resolution.
- 3.3. The students may either prepare the agreement themselves or take help of the Faculty Mentor or a legal consultant. The copy of the agreement must be kept with all the members, Faculty Mentor.

The following links have information and templates that can be used to prepare a founder's agreement.

<https://www.startups.com/library/expert-advice/startup-founders-agreement>

<https://www.pandadoc.com/founders-agreement-template/>

<https://www.law.upenn.edu/clinic/entrepreneurship/startupkit/founders-agreement.pdf>

<https://learn.marsdd.com/article/general-partnership-agreement-sample-template/>

4. Prize Money

In case if the RTC Team wins any top 3 position in the final round of MBC competition and is awarded cash as the prize instead of being invited at the business pitching event, such prize money will be subject to following requirements/ conditions.

- 4.1. The prize money will firstly be received by the College for which the Faculty Mentor will coordinate with the organisers under close coordination with AAD and RTC Finance Office
- 4.2. In order to ensure that there is fair settlement of the prize money, TL will not have the right to collect the amount under any circumstances. Even if the sponsors or organisers require the prize money to be deposited into the account of the team member, the entire amount should first be handed to the College and in turn the College will look to distribute to the team members accordingly. The amount so received into the account shall be handed to the College immediately upon receipt of the same.
- 4.3. The disbursement of the prize money will also be facilitated by the RTC Finance Office in keeping with the directions / documentations from the respective Department.
- 4.4. By default, the prize money will be shared equally between the team members
- 4.5. In case if there are any outstanding advance settlements, the prize money will first be used to settle/adjust those outstanding amounts after which the net amount will be

distributed to the team members. [Advance- the amount team has taken from the college as necessary running expenses while preparing for the competition, with the understanding that the members will repay it back]

- 4.6. If the team winning the prize money was provided with any seed funds to support the participation or undertake the activity such as building of the prototype, the seed funds is expected/required to be reimbursed out of the prize money so that the seed fund for the future will be restored and be available to support the future MBC participants or any other business club activities in the College.

5. Travel associated with participation in the final round of competition:

As with tradition of the MBC competition rounds, in case if the MBC Competition is held in Face to Face mode and the RTC MBC team gets selected to participate in the final round of the competition, this will normally require the RTC MBC team to travel outside the country. All the team members and the faculty mentor will be allowed for this trip. All the formalities and documents necessary for the travel will be facilitated by the Faculty Mentor with necessary support from relevant departments of the college like DERD. The TL will be required to provide necessary support to the faculty mentor for these tasks. In general this will involve the following steps:

- 5.1. Endorsement of the travel plan / participants from the College Management Committee with due information to HR & DERD offices (Travels organised without the endorsement will be treated as null and void *ab initio*).
- 5.2. Till date, MBC organisers have reimbursed RTC for the associated travel/airfare Flight expenses and is anticipated that the same process may be followed in the future. This would mean that the College will be required to advance out the funds for the travel for the team for which all financial process of obtaining authorisations/approvals will need to be completed (such as note sheets for purchasing flight tickets, advance amount for visa fees, sending passports, online payment of visa fees, etc.). To support all these logistics and make necessary arrangements, a concerned AAD official will be identified from AAD's office to liaise and coordinate with the DERD, Finance, HR and other relevant offices. The role of the AAD official will be only to support the Faculty Mentor in making necessary arrangements and coordinating the logistical aspects pertaining to the travel and assisting with the completion of formalities. However, all advances will be issued against the Faculty Mentor and it is the responsibility of the Faculty Mentor to keep track of the finances and ensure compliance of the financial norms/procedure. The AAD official will primarily be entrusted to orient and brief the Faculty Mentor for completing all the administrative and financial formalities as necessary.
- 5.3. Processing of passports if any of participants.
- 5.4. Liaising with DERD/HR for visa formalities.
- 5.5. Flight Reservation for Bhutan and overseas sectors.
- 5.6. Hotel Reservations
- 5.7. Travel Insurances

- 5.8. Actual Travel Coordination (airport pick up & drop, etc.) Settlement of receipts and advances by the Faculty Mentor (within 7 working days after returning from the competition). For delayed submissions beyond 7 working days and in case the reimbursement is not obtained as a result of delayed submission of these claims, the same will be treated as an advance recoverable from the Concerned Faculty Mentor and participating team members proportionately.
- 5.9. The Finance Office will then submit these receipts for onward reimbursement from the Organisers within 5 working days. For delayed submissions of these claims for reimbursement by the Finance Office beyond 5 working days and in case the reimbursement is not obtained as a result of delayed submission of these claims, the same will be treated as an advance recoverable from the Concerned Finance Officer. Upon receipt of the reimbursement, inform AAD and others concerned immediately.
- 5.10. In case the reimbursement is outstanding from the organisers side for 30 days or more, the same will need to be updated to AAD for further pursuance.

6. **Promotion related activities:** for any tasks carried out by the RTC-MBC team in terms of promoting their work in any print or other media, the TL should seek necessary approval from the faculty mentor and DERD office before making such promotions.

7. **Seed Fund: proposal, approval and settlement:**

College will facilitate finding sponsors from external agencies to provide seed funds to support our team participating in the MBC. While there is no guarantee from the college in the provision of the seed fund and it depends on the success of finding sponsors, however, the Team Leader with necessary coordination and contribution from the team members will have to submit a written proposal to seek the Seed Fund. This proposal has to be approved by the Faculty Mentor before the submission and the final proposal has to be submitted to Dean, AAD for the final approval. It may be iterated here that any proposal to carry out such fundraising initiatives should be approved by the Dean, AAD in writing/email.

The proposal should give an estimated breakdown of how the funds would be utilized. If the sponsoring agency transfers the funds to the College, the disbursement and settlement of the seed funds has to be done as per the RTC financial procedures. The Faculty Mentor with complete support from the TL has the responsibility of ensuring the settlement requirements are fulfilled as per the requirements.

8. **Funds Utilization and Settlement of expenses:**

The team must maintain a proper record of all the financial transactions. All the financial records should be verified by the Faculty mentor.

- 8.1. All expenses and receipts must be supported by verifiable documents which are acceptable to the Finance Office in keeping with the Financial Procedures.

- 8.2. All expenses need to be approved by the faculty mentor and the approval for item of expense beyond Nu.2,000/- s must be sought from the relevant approving authority at the AAD.
- 8.3. The team should identify & furnish details of one of their savings bank account, which will be used for all the receipts and payments for the MBC.
- 8.4. The accounts for the advances or seed funds must be settled periodically. However, once the competition or participation for that matter is completed in all aspects, settlement against all outstanding advances shall be settled within a maximum of 7 working days. Failure to settle the advance may lead to recovery of the advance from the payments owed by the College including salaries, security deposits or prize money or otherwise.
- 8.5. Note-sheet would be accepted if the original bills are not available and would be accepted as per the RTC financial procedure.