

**ASSAM**  
down town  
UNIVERSITY

## Student Innovation Grant Policy

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Assam down town University  
Sankar Madhab Path, Gandhi Nagar,  
Panikhaiti, Guwahati-26, Assam




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UNIVERSITY

## Internal Quality Assurance Cell (IQAC)

Gandhinagar, Panikhaiti, Guwahati-26

(Permission Granted via The ASSAM ACT, N.O. VIII OF 2010, Gazette [No. LQLR/2010/11] An  
ISO 9001:2015 certified & NAAC accredited University)

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## **Introduction:**

In its steadfast commitment to fostering a culture of innovation and entrepreneurship amongst its students, Directorate of Innovation Startup and Acceleration (DISA), Assam down town University has formulated the **AdtU Student Innovation Grant Policy**. This document serves as the formal framework governing the disbursement and utilization of dedicated funds aimed at propelling groundbreaking ideas and student-driven research and innovation initiatives into tangible and working prototype/products with an aim to eventually translate into startups and entrepreneurial ventures.

## **Scope of the Policy:**

The fundamental objective of this policy is to establish a well-defined and transparent mechanism for the allocation and utilization of Innovation grant, which will be available under the 'Student Affairs Fund', to be governed by the Directorate of Student Affairs (DoSA). This grant, amounting to a maximum of Rs. 25,000/- per academic/ non-academic project group or individual project is designed to enable full-time students at Assam down town University to bring their innovative ideas to realities.

It is crucial to emphasize that the core purpose of this initiative is to foster students' innovation, leading to the development of Minimum Usable Prototypes (MUPs). The ultimate objective is to pave the way for the establishment of startups founded on these prototypes and products. It is a prerequisite for the proposed technology/innovation to attain a minimum Technology Readiness Level (TRL) of 4 or higher as an outcome.

## **Policy Statement:**

### **A. Category I: Academic Innovation**

This segment is designed to support students at the Diploma, Undergraduate (UG), and Postgraduate (PG) levels in embarking on innovative projects, offering grants of up to Rs. 25,000 per academic project.

#### **Policy Guidelines:**

##### **1. Eligibility Criteria:**

- Participation is open to academic projects, whether undertaken by individuals or groups, within the undergraduate (UG) and postgraduate (PG) students at Assam down town University.
- There should be a plausible possibility of obtaining a patent for the proposed innovation.
- Candidates must not possess any backlogs in any subject at the time of application and should have maintained a minimum CGPA of 5 or above until the last semester.

**2. Deliverable:**

- Development of a prototype attaining a minimum Technology Readiness Level (TRL) of 4 and above as an outcome of the projects.
- Submission and/or publication of at least one patent by the students and the assigned faculty arising from the project.

**3. Application Procedure:**

- The application process shall commence at the beginning of each semester.
- The students have to apply through the ERP of AdtU where they have to select the category of Innovation (Academic) under the 'Student Affairs Fund' to avail the grant in consideration.
- Applicants are required to provide brief details about the proposed innovation, including details on methodology, objectives, project novelty, expected outcomes etc., as per the specified format.
- Students are required to provide the details of their need for equipment/consumables with proper justification, including tentative cost per equipment or consumable in the application.

**4. Formation of Faculty of Study (FoS) Evaluation Committee:**

- A committee for the evaluation of project eligibility for the Innovation Grant will be established at the FoS level.
- The committee should be composed of 5 faculty members with the FRIC member of the respective Faculty of study (FoS) as the Chairperson, and approved by Hon'ble Vice Chancellor of the University. A copy of the approved committee has to be submitted to the office of DISA by the Deans of all Faculty of Study.

**5. Evaluation by FoS Evaluation Committee- Technical Approval (Stage 1):**

- The committee will decide which projects or applicants are eligible for the Innovation grants.
- The committee will evaluate the necessity for equipment/consumables and approve the projects for innovation grants along with justifications. The evaluation committee will forward all approved projects along with the necessary documents to the office of DISA for final technical approval.
- The committee must submit following documents to the office of DISA:
  - Application form along with the project proposals of each selected project generated by the ERP.
  - A declaration form has to be submitted by all Project guides/Innovation mentors, the format of which will be shared by the office of DISA.
  - If there are multiple projects being considered for the grants, all of which are being supervised by the same project mentor, then the faculty member will need to fill out a single declaration form.

**6. Evaluation Criteria by FoS Evaluation Committee:**

The committee may evaluate submissions based on the following criteria

- Feasibility and Viability
- TRL level- Minimum of 4
- Potential for Scaling and Sustainability
- Budget Justification
- Possibility of patentability of the proposed project (Need to check available patent on the proposed idea/project)
- Past work done (if any)
- Any other criteria decided by the FoS evaluation committee and approved by the University authority.
- Scale of marking for above criteria will be decided by the committee at the time of evaluation.
- The committee may include additional criteria with the approval of the office of DISA.

**7. Final Technical Approval (Stage II):**

- The final Technical Approval based on the submitted proposals by all the students and shortlisted by the respective FoS evaluation Committee will be conducted by DISA. The final approval will be granted by the Director, DISA based on the project's alignment with the goals and objectives of the program as well as the appropriateness and justification of budgetary allocations.

**8. Financial Approval:**

- The list and details of approved projects will be submitted to the Directorate of Student Affairs (DoSA) by the office of DISA for financial approval.

**9. Exclusion Criteria:**

- Ongoing R&D projects (externally and internally funded) related to the proposed project undertaken by faculty members of AdtU will not be considered.
- If the proposed work is already patented, the proposal will not be considered.

#### **10. Fund Release:**

- The grant will be released after the final sanction by DoSA, as per recommendations made by the office of DISA.
- In the middle of an ongoing project, if additional equipment/consumables are needed, the individual student/group may submit an additional form following the same procedure for evaluation and submission.

#### **11. Utilization Certificate:**

- Upon project completion at the end of the semester, every individual student/group must submit project completion report along with 'Grant utilization certificate' clearly mentioning expenses incurred. Proper invoices or bills against the procured/purchased equipment and consumables have to be submitted.
- The review of project outcome (prototype of minimum TRL level 4 or proof of patent filing and publication) must be submitted.
- The timeline for UC submission shall be adhered to the students and it may vary for different projects.

#### **12. Audit:**

- Audit, both financial and administrative will be conducted as per the prevailing norms of Assam down town University.

### **B. Category II: Non- Academic Innovation**

This category will serve students at the Diploma, Undergraduate (UG) and postgraduate (PG) level to undertake independent innovative projects and avail grant upto **Rs. 25000** per project.

#### **Policy Guidelines:**

##### **1. Eligibility Criteria:**

- Participation is open to non-academic projects, whether undertaken by individuals or groups, within the diploma, undergraduate (UG) and postgraduate (PG) students at Assam down town University.
- Candidates must not possess any backlogs in any subject at the time of application and should have maintained a minimum CGPA of 5 or above until the last semester.
- There should be a plausible possibility of obtaining a patent for the proposed innovation.

**2. Deliverable:**

- Development of a prototype attaining a minimum Technology Readiness Level (TRL) of 4 and above as an outcome of the projects.
- Submission and/or publication of at least one patent by the students and the assigned faculty arising from the project.

**3. Application Procedure:**

- The application process shall commence at the beginning of each semester.
- The students have to apply through the ERP of AdtU where they have to select the category of Innovation as 'Non- Academic' to avail the grant in consideration.
- Students are required to provide the details of their proposal, proposing the need for equipment/consumables with proper justification, including tentative cost per equipment or consumable in the application.

**4. Formation of Evaluation Committee- Technical Approval:**

- The evaluation committee shall be established in the office of DISA, with the Director functioning as the Chairperson of the evaluation committee and other DISA officials, domain experts/external experts/Institution Innovation Council (IIC) members from any Faculty of Study as necessary. The committee's formation will be approved by the Hon'ble Vice Chancellor of the University.

**5. Evaluation Criteria by the Evaluation Committee:**

The committee may evaluate submissions based on the following criteria

- Feasibility and Viability
- TRL level- Minimum of 4
- Potential for Scaling and Sustainability
- Budget Justification
- Possibility of patentability of the proposed project (Need to check available patent on the proposed idea/project)
- Past work done (if any)

**6. Financial Approval:**

- Following technical approval, the list and details of the approved projects will be submitted to the Directorate of Student Affairs (DoSA) by the office of DISA for financial approval.

**7. Exclusion Criteria:**

- Ongoing R&D projects (externally and internally funded) related to the proposed project undertaken by faculty members of AdtU will not be considered.

- If the proposed work is already patented, the proposal will not be considered.

**8. Fund Release:**

- The grant will be released after the final sanction by DoSA, as per recommendations made by the office of DISA.
- In the middle of an ongoing project, if additional equipment/consumables are needed, the individual student/group may submit an additional form following the same procedure for evaluation and submission.

**9. Utilization Certificate:**

- Upon project completion, every individual student/group must submit project completion report along with 'Grant utilization certificate' clearly mentioning expenses incurred. Proper invoices or bills against the procured/purchased equipment and consumables have to be submitted.
- The review of project outcome (prototype of minimum TRL level 4 or proof of patent filing and publication) must be submitted.
- The timeline for UC submission shall be adhered to the students and it may vary for different projects.

**10. Audit:**

- Audit, both financial and administrative will be conducted as per the prevailing norms of Assam down town University.

Any item not covered by the above rules will be decided by the Directorate of Innovation Startup and Acceleration (DISA) whose decision will be final and binding.

The policy is subject to revised from time to time as and when required.