



ASSAM
down town
UNIVERSITY

NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Down town**
Charity Trust

Memo No: AdtU/R/2025-26/1194

Date: 11-05-2026

CIRCULAR

Notification of AdtU Student Innovation Grant Policy (Version-2.0)

This is to inform all concerned that the “AdtU Student Innovation Grant Policy (V 2.0)” is hereby notified and enclosed as **Annexure-I**.

The updated version incorporates several revisions aimed at strengthening and streamlining the implementation framework of the Student Innovation Grant Scheme, including the introduction of an External Student Category, enhanced governance structure, support for IPR and commercialization activities and other operational and procedural improvements.

All stakeholders are advised to refer to the revised policy document for detailed provisions, eligibility criteria, implementation procedures, and operational guidelines.

The revised policy shall be effective from 11th of May, 2026.

Issued with due approval of competent authority.

(Dr. Ashim Barman)

Registrar,

Assam down town University.

Copy for favour of their information to:

1. Executive Secretary to Chancellor, AdtU
2. Asst. Manager- Office of Vice Chancellor, AdtU
3. P.A. to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU
5. P.A. to Managing Trustee, dtCT
6. P.A. to Resident Trustee, dtCT
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. Office of the Controller of Examinations, AdtU
9. All Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/ Placement/ Library/CLPPD/IQAC)
10. HR Office
11. **Notice Boards/Message Desk (For display)**
12. Office file (for record)



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AdtU Student Innovation Grant Policy

Version: 2.0

w.e.f: 11-05-2026

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




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| S. No. | POLICY PARTICULARS: | |
|--------|---|--|
| 1. | Name of the Policy | AdtU Student Innovation Grant Policy |
| 2. | Policy Issue/Notification Number/Memo Number | AdtU/DISA/Pol-2026/01 |
| 3. | Date of Release | 11-05-2026 |
| 4. | Effective From | 11-05-2026 |
| 5. | Approval Date | 07-05-2026 |
| 6. | Version | V2.0 |
| 7. | Policy Title (Required) | AdtU Student Innovation Grant Policy |
| 8. | Superseded by | Student Innovation Grant Policy (V1.0) |
| | Approved by |  |

1. Introduction:

Assam down town University (AdtU), in its continued commitment to fostering a culture of innovation, creativity and entrepreneurship among its students has instituted the AdtU Student Innovation Grant Policy (Version 2.0). The policy aims to provide structured financial and institutional support to student-led innovative ideas, enabling their transformation into tangible prototypes, Minimum Viable Products (MVPs) and potential startup ventures.

Recognizing the dynamic nature of innovation and entrepreneurship, the University seeks to establish a robust, efficient and implementation-oriented framework for the identification, evaluation, funding and monitoring of student innovation projects. The policy also extends its scope to include students from other institutions having formal Memorandum of Understanding (MoU) with AdtU in order to promote a broader innovation ecosystem.

The policy is designed to encourage outcome-driven innovation with a focus on achieving defined Technology Readiness Levels (TRL), fostering intellectual property creation and enabling commercialization pathways for promising ideas. This document serves as a comprehensive framework outlining the scope, categories, processes, governance structure and financial provisions for the effective implementation of the AdtU Student Innovation Grant scheme.

2. Scope of the Policy:

This policy governs the framework for administration, implementation, and utilization of the AdtU Student Innovation Grant aimed at supporting student-led innovation and entrepreneurship initiatives within Assam down town University.

The scope of this policy extends to:

- Providing financial assistance to eligible applicants for the development of innovative ideas into prototypes, Minimum Viable Products (MVPs) or process innovations;
- Supporting innovation projects under **Academic, Non-academic and External student categories**, as defined under this policy;
- Facilitating participation of students from Diploma, Undergraduate (UG), Postgraduate (PG) and PhD programmes of AdtU as well as students from other institutions having a formal Memorandum of Understanding (MoU) with AdtU;
- Enabling support to eligible external student applicants in accordance with the provisions laid down under this policy;
- Facilitating outcome-oriented projects with a focus on achieving defined Technology Readiness Levels (TRL) and enabling pathways for intellectual property creation and commercialization;
- Establishing a structured mechanism for application, evaluation, approval, fund disbursement, monitoring and review of supported projects;
- Enabling implementation of the scheme through designated institutional mechanisms.

- The financial support under this policy shall be up to **Rs. 25,000 per project** and shall remain independent of the composition or strength of the project team. Any modification in the financial limits or funding provisions under this scheme may be effected through the issuance of an appropriate addendum or notification, duly approved by the competent authority of the University without necessitating an amendment to the entire policy document.

This policy shall apply to all eligible student applicants and project teams seeking support under the Student Innovation Grant and shall remain in force until modified or withdrawn by the competent authority.

Policy Statement:

3. Definitions:

For the purpose of this policy, unless the context otherwise requires, the following terms shall have the meanings assigned to them below.

3.1 Applicant: “Applicant” refers to any eligible student or group of students who submit a proposal under this policy to seek financial support for an innovation project.

3.2 Academic Project: “Academic Project” refers to an innovation project undertaken by students as part of their academic curriculum under the guidance of a faculty member of Assam down town University.

3.3 Non-Academic Project: “Non-Academic Project” refers to an innovation project undertaken by students outside the scope of their academic curriculum including independent, interdisciplinary or startup-oriented projects may or may not be under the guidance of a faculty member of Assam down town University.

3.4 External Student: “External Student” refers to a student enrolled in an institution other than Assam down town University, where such institution has a valid and active Memorandum of Understanding (MoU) with AdtU and who is eligible to apply under the provisions of this policy.

3.5 Project: “Project” refers to a proposed innovation, idea, product, process or solution submitted by an applicant under this policy, with the objective of developing a prototype, Minimum Viable Product (MVP) or other tangible outcome.

3.6 Innovation Grant: “Innovation Grant” refers to the financial assistance upto **Rs. 25000** provided under this policy to support approved projects, subject to the terms and conditions specified herein.

3.7 Technology Readiness Level (TRL): “Technology Readiness Level (TRL)” refers to a systematic metric used to assess the maturity level of a particular technology, where TRL 4 and above indicates validation of the technology in a laboratory environment or beyond.

3.8 Minimum Viable Product (MVP): “Minimum Viable Product (MVP)” refers to a functional version of a product developed with sufficient features to validate the core concept and usability in a real-world or simulated environment.

3.9 Competent Authority: “Competent Authority” refers to the authority empowered to approve, modify or take decisions with regard to this policy, which shall mean the Hon’ble Vice Chancellor, Assam down town University or any other authority duly authorised by the University.

3.10 Implementing Office/Body: Implementing Office/Body” refers to the office(s) designated for the execution and administration of this policy, which will be the **Directorate of Innovation, Startup and Acceleration (DISA) and/or down town Venture Labs foundation (dtVL)**, the Technology Business Incubator of Assam down town University.

3.11 Evaluation Committee: “Evaluation Committee” refers to the committee constituted for the purpose of evaluating project proposals under this policy, as may be constituted and notified by the Implementing Office from time to time.

3.12 Utilization Certificate (UC): “Utilization Certificate (UC)” refers to a document submitted by the student grantee to the Implementing Office, or by the Implementing Office to the University or the concerned authority, as applicable, certifying that the funds granted under this policy have been utilized for the intended purpose, supported by relevant bills and documents.

3.13 Statement of Expenditure (SoE): “Statement of Expenditure (SoE)” refers to a detailed financial statement indicating the expenditure incurred under the project along with supporting documents as required.

4. Categories under the Scheme:

The AdtU Student Innovation Grant shall be implemented under the following categories, based on the nature and context of the proposed innovation project:

4.1 Academic Innovation

This category shall include innovation projects undertaken by students as part of their academic curriculum under the guidance of a faculty member of Assam down town University. Such projects are expected to align with academic learning objectives while demonstrating innovation, research orientation, and the potential for prototype or product development, commercialization and patentability.

4.2 Non-Academic Innovation

This category shall include innovation projects undertaken by students outside the scope of their academic curriculum. These may include independent, interdisciplinary, or startup-oriented projects aimed at developing innovative solutions, products, or services with potential for real-world application, commercialization, and patentability.

4.3 External Student Innovation

This category shall include innovation projects proposed by students from institutions other than Assam down town University, where such institutions have a valid and active Memorandum of Understanding (MoU) with AdtU. Projects under this category shall be considered in accordance with the provisions of this policy and the terms of the respective institutional arrangement.

5. Provisions under the Policy:

The provisions under this policy shall govern the implementation of the Student Innovation Grant across all applicable categories, including Academic, Non-Academic, and External Student categories. These provisions outline the eligibility criteria, application process, deliverables, evaluation and approval mechanisms, monitoring and review framework, and fund utilization requirements. Unless specified otherwise, the provisions contained herein shall apply uniformly to all categories under this policy.

5.1. Eligibility Criteria

- **Academic & Non-Academic Category:** The applicant(s) must be enrolled as students of Assam down town University in Diploma, Undergraduate (UG), Postgraduate (PG) or PhD programmes.
- **External Student Category:** The applicant(s) must be enrolled as students in Diploma, Undergraduate (UG), Postgraduate (PG) or PhD programmes in an institution other than Assam down town University, provided that such institution has a valid and active Memorandum of Understanding (MoU) with AdtU at the time of application.

5.2. Application Guidelines

- The project may be undertaken individually or in a group, with the number of team members as may be specified by the Implementing Office through application calls or notifications issued from time to time.
- The proposed project should demonstrate innovation, novelty and feasibility for prototype or product development.
- The project should have the potential to achieve a minimum Technology Readiness Level (TRL) of 4 or above.
- The proposed innovation should have scope for patentability and/or commercialization, wherever applicable.
- For Academic category, the project must be undertaken under the guidance of a faculty member of Assam down town University; however, for Non-Academic and External Student categories, faculty guidance shall not be mandatory. Mentorship support may be assigned or facilitated by the Implementing Office, as deemed appropriate.

5.3. Deliverables

The approved projects under this category shall be expected to achieve the following deliverables.

- Development of a prototype or product achieving a minimum Technology Readiness Level (TRL) of 4 or above;
- Submission and/or publication of at least one patent by the students and the faculty mentor/assigned faculty member arising from the project.
- Demonstration of the developed prototype/product;
- Submission of project completion report

5.4. Application Procedure

- Applications shall be invited at the beginning of each semester or as may be notified from time to time.
- For Academic and Non-Academic projects, eligible students shall first register through the University ERP system with the prescribed basic details. Upon successful registration, applicants shall be required to submit the detailed project proposal through the prescribed Innovation Grant Application Form, in the format and manner as may be specified by the implementing office.
- Applications from the External Student category shall be received through digital mediums, including but not limited to website/ERP/Google Forms or such platforms as may be specified from time to time.
- The application shall include, but not be limited to:
 - Details of the project proposal;
 - Details of the student(s) and faculty mentor;
 - List of required equipment/consumables along with estimated cost and justification.
- Applications found to be incomplete or not meeting the prescribed requirements may not be considered for evaluation.
- Any modification in the application process, mode of submission, format or related requirements shall be notified by the Implementing Office from time to time.

5.5. Evaluation and Approval Process

- All applications received under this category shall be evaluated by an Evaluation Committee constituted for this purpose.
- The Evaluation Committee may comprise internal members from DISA, down town Venture Labs foundation (dtVL) and domain experts nominated from the Institution Innovation Council (IIC) or other relevant departments as considered necessary and shall assess the proposals based on the merit of the application.
- Separate Evaluation Committees may be constituted for different categories under the scheme. In cases where the implementation of the Non-Academic and External Student categories is facilitated through dtVL, a separate Evaluation Committee may be constituted accordingly.
- The evaluation of proposals shall be based on but not limited to the following criteria:
 - Innovation and novelty;
 - Technical feasibility and clarity of approach;
 - Potential for prototype or product development;
 - Scope for commercialization
 - Patentability;
 - Past work or progress, if any.

- Based on the evaluation, the Committee may recommend proposals for approval, rejection or modification and shall also recommend the amount of grant to be awarded for the approved projects.
- The final approval of projects shall be accorded by the competent authority based on the recommendations of the Evaluation Committee.
- The decision of the competent authority in this regard shall be final and binding.
- **Exclusion Criteria:**
 - Projects that are part of ongoing R&D initiatives (internally or externally funded) undertaken by faculty members of Assam down town University and are related to the proposed work shall not be considered;
 - Proposals involving work that is already patented shall not be considered.

5.6. Monitoring and Review

- All approved projects shall be subject to periodic monitoring to assess progress, performance and adherence to the approved objectives.
- The student grantees shall be required to submit progress reports, present updates or demonstrate the prototype/product at intervals as specified by the implementing office.
- DISA and/or dtVL may review the progress of the project at any stage and may seek additional information, clarification or presentation from the grantees as deemed necessary. The grantees shall extend necessary cooperation in all activities related to the project, including review processes, documentation and intellectual property (IP) related processes such as patent search, filing and associated formalities, wherever applicable.
- In case of fund misuse, unsatisfactory progress, non-cooperation, deviation from the approved proposal or failure to submit the required documents, the University or the Implementing Office may take appropriate action, including recovery of the grant amount, in full or in part as deemed necessary.
- Upon completion of the project, the final outcomes shall be evaluated based on the achievement of the intended deliverables, including prototype development, documentation and other applicable outputs.

5.7. Fund Utilization and Documentation

- The grant shall be utilized strictly for purposes related to the approved project, including procurement of equipment, consumables, travel and R&D expense for prototype development.
- Expenditures shall be supported by valid bills/invoices and relevant documents.
- Upon completion of the project, the student grantees shall submit:
 - Utilization Certificate (UC);
 - Statement of Expenditure (SoE);
 - Supporting bills and documents;
 - Final project report.
- Submission of the above documents and subsequent approval by the competent authority at DISA/dtVL shall be mandatory for closure of the project under this scheme.
- Any deviation from the approved utilization of funds may be subject to review and appropriate action as per University norms.

6. Governance and Implementation:

6.1 Governance

- The overall budgetary allocation for the AdtU Student Innovation Grant scheme shall be proposed by the Directorate of Innovation, Startup and Acceleration (DISA) at the beginning of each financial year and shall be approved by the competent authority of the University.
- The scheme shall operate under the overall guidance and supervision of the competent authority of the University.
- Periodic updates on the progress and implementation of the scheme shall be submitted to the Office of the Vice Chancellor and other relevant authorities, either through direct reporting or through institutional forums such as UACC and Core Committee meetings.

6.2 Implementation

The Directorate of Innovation, Startup and Acceleration (DISA) shall be the implementing body of the AdtU Student Innovation Grant Scheme and shall be responsible for the execution and administration of the scheme in accordance with the provisions of this policy. It will be responsible for:

- Inviting and processing applications;
- Constituting the Evaluation Committee;
- Facilitating evaluation and approval of projects;
- Monitoring and review of ongoing projects;
- Ensuring proper utilization of funds and compliance with documentation requirements.
- For projects under the Non-Academic and External Student categories, the implementation and fund management may be facilitated through dtVL. In such cases, dtVL shall be responsible for disbursement and management of funds and shall maintain proper accounts and submit Utilization Certificate (UC) and Statement of Expenditure (SoE) along with supporting documents, to the University or the concerned authority as may be required.
- DISA shall coordinate with dtVL and engage its various wings, including the Institution Innovation Council (IIC), Entrepreneurship Cell (E-Cell) and IPR Cell, and may also coordinate with other relevant bodies, as required for effective implementation of the scheme.
- The implementing bodies may issue necessary guidelines, instructions or clarifications for effective implementation of the scheme as may be required from time to time.

7. IPR and Commercialization:

- All matters related to intellectual property, including patents arising out of projects supported under this scheme shall be governed in accordance with the IPR Policy of the University, as amended from time to time.
- The Implementing Office shall facilitate support for intellectual property protection, including patent filing, through the IPR Cell of the University or any other designated body. The student grantees and their mentors shall extend necessary cooperation in all processes including documentation, patent filing and other associated formalities, wherever applicable.
- The ownership, rights and revenue sharing, if any, arising out of intellectual property generated under this scheme shall be governed as per the provisions of the University's IPR Policy.

- Projects demonstrating potential for commercialization may be provided with further support, including mentorship, incubation or other facilitation through appropriate institutional mechanisms.

8. Audit and Compliance:

- The implementation of the scheme, including financial and administrative aspect shall be subject to audit as per the prevailing norms of Assam down town University.
- All stakeholders, including the students, implementing office and any associated bodies involved in the execution of the scheme, shall ensure compliance with the provisions of this policy and other applicable rules and regulations of the University.
- The student grantees shall maintain proper records of expenditure and submit all required documents, including Utilization Certificate (UC), Statement of Expenditure (SoE) and supporting bills/invoices, as prescribed under this policy.

9. Amendment and Residual Powers:

- The University reserves the right to amend, modify or withdraw any provision of this policy, in whole or in part at any time with the approval of the competent authority.
- Any modification in the operational aspects, procedures, formats, timelines or implementation modalities of the scheme may be effected through notifications, guidelines or addenda, as may be issued from time to time without necessitating amendment to the entire policy document.
- Matters not explicitly covered under this policy shall be dealt with by the Implementing Office in accordance with the objectives of the scheme and the directions of the competent authority.
