



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/2025-26/1359

Date: 06-07-2026

CIRCULAR

Notification regarding implementation of the Revised AdtU Student Entrepreneurship Loan Scheme (Version 2.0)

This is for information of all concerned that the Competent Authority has approved the Revised AdtU Student Entrepreneurship Loan Policy (Version 2), which shall supersede the earlier version and come into force with immediate effect.

The revised policy aims to further strengthen the implementation of the existing AdtU Student Entrepreneurship Loan Scheme by providing a structured framework for the application, evaluation, sanction, disbursement, monitoring and repayment of interest-free financial assistance of up to Rs. 50,000/- to eligible students for undertaking entrepreneurial ventures. The scheme shall be implemented by the **Directorate of Innovation, Startup and Acceleration (DISA)** through **down town Venture Labs foundation (dtVL)** in accordance with the provisions of the approved policy.

All students enrolled in Diploma, Undergraduate, Postgraduate and PhD programmes of the University are encouraged to avail the benefits of the scheme. Applications shall remain open throughout the year and may be submitted through the University ERP/AdtU Connect App as per the prescribed procedure.

The detailed policy document is enclosed herewith and shall also be made available on the University ERP for reference.

All concerned are requested to take note of the above and disseminate the information among the students for wider participation.

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



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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 Entrepreneurship Loan Policy

Version: 2.0

w.e.f: 06-07-2026

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 Entrepreneurship Loan Policy
2.	Policy Issue/Notification Number/Memo Number	AdtU/DISA/pol-2026/03
3.	Date of Release	06-07-2026
4.	Effective From	06-07-2026
5.	Approval Date	24-06-2026
6.	Version	V2.0
7.	Policy Title (Required)	AdtU Student Entrepreneurship Loan Policy
8.	Superseded by	N.A
	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 Entrepreneurship Loan Policy. The policy aims to provide structured financial support to student entrepreneurs, enabling them to transform their business ideas and ventures into tangible enterprises.

Recognizing the importance of entrepreneurial development among students, the University seeks to establish a robust, efficient and implementation-oriented framework for the identification, evaluation, funding, disbursement, monitoring and repayment of student entrepreneurship loans. This policy is implemented through 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.

This document serves as a comprehensive framework outlining the scope, definitions, eligibility, processes, governance structure and financial provisions for the effective implementation of the AdtU Student Entrepreneurship Loan scheme.

2. Objectives of the Policy:

- To promote entrepreneurship and innovation among students of Assam down town University by providing access to early-stage financial support in the form of interest free loan.
- To encourage students to transform business ideas, products, services and business concepts into viable entrepreneurial ventures.
- To facilitate the creation of student-led startups and enterprises that contribute to economic development, employment generation and societal impact.
- To provide an institutional mechanism for evaluation, financial assistance, monitoring and support of student entrepreneurial initiatives.
- To strengthen the entrepreneurial ecosystem of the University by enabling students to gain practical experience in venture creation and business management.
- To align the University's efforts with national initiatives promoting innovation, startups and self-employment among youth.

3. Scope of the Policy:

This policy governs the framework for administration, implementation and utilization of the AdtU Student Entrepreneurship Loan aimed at supporting student-led entrepreneurial ventures within Assam down town University.

The scope of this policy extends to:

- Providing financial assistance to eligible student applicants for the development and implementation of entrepreneurial ventures.
- Supporting students enrolled in Diploma, Undergraduate (UG), Postgraduate (PG) and PhD programmes of Assam down town University.
- Empowering students to transform their creative business ideas into viable and sustainable enterprises, fostering a culture of entrepreneurship within the University.

- Establishing a structured mechanism for application, evaluation, approval, fund disbursement, monitoring and repayment of the loan.
- Enabling implementation of the scheme through designated institutional mechanisms, namely DISA and/or dtVL.
- The financial support under this policy shall be up to **Rupees Fifty Thousand Only (Rs. 50,000/-) per applicant/team** and shall remain independent of the composition or strength of the 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 seeking financial support under the Student Entrepreneurship Loan scheme and shall remain in force until modified or withdrawn by the competent authority.

4. Policy Statement:

Assam down town University recognizes entrepreneurship as an important pathway for self-employment, wealth creation and societal development. The University is committed to creating an enabling environment that encourages students to pursue entrepreneurial aspirations alongside their academic journey.

Through this policy, the University seeks to provide interest-free financial assistance to eligible student entrepreneurs for the development and implementation of innovative business ideas and ventures. The financial assistance provided under this policy shall be administered in a transparent, accountable and outcome-oriented manner through the designated implementing bodies of the University.

The University shall extend necessary institutional support for the successful implementation of the scheme while ensuring prudent utilization of funds, timely repayment of loans and adherence to the provisions of this policy.

5. Definitions:

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

5.1 Applicant: "Applicant" refers to any eligible student or group of students who submit a loan application under this policy to seek financial support for an entrepreneurial venture.

5.2 Entrepreneurship Loan: "Entrepreneurship Loan" refers to the financial assistance of up to **Rs. 50,000/-** provided under this policy to support approved student entrepreneurial ventures, subject to the terms and conditions specified herein.

5.3 Entrepreneurial Venture: "Entrepreneurial Venture" refers to a proposed or early-stage business idea, product, service or enterprise submitted by an applicant under this policy, with the objective of creating a viable and sustainable enterprise.

5.4 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.

5.5 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.

5.6 Evaluation Committee: "Evaluation Committee" refers to the committee constituted for the purpose of evaluating loan applications under this policy, as may be constituted and notified by the Implementing Office from time to time. The committee shall be headed by the Director, DISA, and other members selected by DISA and approved by the Vice Chancellor.

5.7 Sanction Letter: "Sanction Letter" refers to the official letter issued to a selected applicant upon approval of the loan, specifying the sanctioned amount, terms of the loan and repayment conditions.

5.8 Repayment Period: "Repayment Period" refers to the maximum duration within which the loan amount must be repaid by the beneficiary, as specified under this policy.

5.9 Unique Application ID: "Unique Application ID" refers to the unique identifier assigned to each applicant or team upon successful submission of the loan application, used for all future communication with the Implementing Office.

6. Eligibility Criteria:

To be eligible for the AdtU Student Entrepreneurship Loan, the applicant(s) must fulfil the following conditions:

- The applicant must be a bonafide student of Assam down town University, enrolled in Diploma, Undergraduate (UG), Postgraduate (PG) or PhD programmes at the time of application.

6.1. Application Guidelines:

- The application may be submitted individually or as a team. In the case of a team, all members must be enrolled students of AdtU. A Team may comprise two (2) to six (6) members.
- One member shall be designated as Team Leader for all communications. However, all team members shall remain jointly and severally responsible for compliance with the provisions of this policy.
- The proposed venture must be a new or early-stage entrepreneurial idea or business.
- The applicant must not be in default of any previous loan or financial obligation to the University.
- Applicants with a prior entrepreneurship loan that has not been fully repaid shall not be eligible for a fresh loan under this scheme.
- The proposed business idea or venture must be legal, ethical and aligned with the objectives of the University.

7. Provisions under the Policy:

The provisions under this policy shall govern the implementation of the Student Entrepreneurship Loan, including eligibility, application, evaluation, approval, disbursement, utilization, monitoring and repayment. Unless specified otherwise, the provisions contained herein shall apply uniformly to all eligible applicants under this policy.

7.1. Quantum of loan, Utilization and Tenure

- The maximum loan amount that can be availed by a student or group of students shall be **Rs. 50,000 (Rupees Fifty Thousand only)**.

- The Entrepreneurship Loan shall be **interest-free**. No interest shall be charged on the loan amount disbursed under this scheme, provided the loan is repaid within the stipulated repayment period. In the event of default beyond the repayment period, penal charges as specified by the University may be levied.
- The loan shall be utilized strictly for the intended and approved entrepreneurial purpose only.
- The tenure of the Entrepreneurship Loan shall be for a period of 6 (six) months from the date of disbursement.
- The loan must be repaid within 180 days from the date of disbursement or before the last semester examination, whichever is earlier.

7.2. Application Process

- Applications for the Student Entrepreneurship Loan will be open throughout the year;
- Interested students are required to apply through a dedicated link on the University ERP module/AdtU Connect App in the specified format. Students applying as part of a team should provide details about all team members.
- Applicants must furnish information about their funding requirements, including a brief description of their business idea or venture.
- Applicants may be asked to upload a PowerPoint presentation detailing the proposed venture.
- Upon successful submission, each applicant or team will be assigned a Unique Application ID for future communication with the Implementing Office.
- 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.

7.3. Evaluation and Approval Process

- All applications received under this policy shall be initially screened and assessed by the Implementing Office.
- Shortlisted applications shall be reviewed by the Evaluation Committee constituted for this purpose.
- The Evaluation Committee may call shortlisted applicants to present their business ideas before the committee. The composition, size and tenure of the Evaluation Committee shall be determined by the Implementing Body. The Implementing Body may reconstitute, modify or continue the Evaluation Committee, in whole or in part, from time to time as it may deem necessary for the effective implementation of the scheme.
- The evaluation of proposals shall be based on but not limited to the following criteria:
 - Novelty and innovation of the business idea;
 - Feasibility and clarity of the proposed venture;
 - Potential for revenue generation and sustainability;
 - Social or economic impact;
 - Commitment and preparedness of the applicant/team.
- The Implementing Body may prescribe detailed evaluation parameters, weightages, scoring mechanisms and assessment procedures from time to time.

- Based on the evaluation, the Committee may recommend proposals for approval, conditional approval or rejection and shall also recommend the loan amount to be awarded.
- The final approval of loans 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.
- Upon approval, Sanction Letters shall be issued to the selected applicants specifying the sanctioned amount and terms of the loan.

N.B. Any member of the Evaluation Committee having a direct or indirect interest in any applicant venture shall disclose such interest and recuse himself/herself from the evaluation process relating to that application.

7.4. Disbursement of Loan

- The disbursement of funds shall be made after the issuance of the Sanction Letter and fulfilment of any pre-disbursement conditions specified therein.
- The disbursed funds are intended to facilitate the development and implementation of the approved entrepreneurial project.
- The mode and schedule of disbursement shall be as specified in the Sanction Letter or as may be decided by the Implementing Office from time to time.

7.5. Monitoring and Review

- All approved loan beneficiaries shall be subject to periodic monitoring to assess the progress and utilization of funds.
- DISA and/or dtVL may review the progress of the venture at any stage and may seek additional information, clarification or presentation from the beneficiaries as deemed necessary. The beneficiaries shall extend necessary cooperation in all activities related to the venture, including review processes and documentation.
- In case of fund misuse, unsatisfactory progress, non-cooperation, deviation from the approved proposal or failure to submit required documents, the University or the Implementing Office may take appropriate action, including recovery of the loan amount in full or in part as deemed necessary.
- At the end of the loan tenure, the final outcomes of the venture shall be **presented by the beneficiary before the Evaluation Committee**. The Committee shall assess the outcomes based on the intended deliverables and milestones as approved at the time of sanction.

7.6. Repayment

- The loan amount shall be repaid within 180 days from the date of disbursement or before the last semester examination, whichever is earlier.
- At the time of disbursement of the loan, the beneficiary student(s) shall submit a **post-dated cheque equivalent to the sanctioned loan amount** in favour of **down town Venture Labs Foundation (dtVL)** or as may be specified by the University or the Implementing Office from time to time, as security towards repayment of the loan.
- In case the loan is sanctioned to a team of students, all team members shall be jointly and severally liable for repayment of the loan and compliance with the terms and conditions of the scheme. The University, DISA and/or dtVL may recover the outstanding loan amount from any one or more team members in the event of default.

- The repayment shall be made in the manner as may be specified by the Implementing Office at the time of sanction.
- Failure to repay the loan within the specified period may result in the imposition of penal charges or such other action as deemed appropriate by the University.
- The University reserves the right to recover the outstanding loan amount from any dues payable to the student, including security deposits, refunds or any other amounts, if required.
- Any legal expenses, recovery costs or penalties incurred by the University or dtVL due to default in repayment shall be recoverable from the beneficiary.
- If a beneficiary student discontinues his/her studies, is rusticated, expelled or otherwise ceases to be a student of Assam down town University before repayment of the Entrepreneurship Loan, the entire outstanding loan amount shall become immediately due and payable, unless otherwise decided by the Competent Authority for reasons recorded in writing.
- In case of failure to repay the outstanding loan amount, the University may withhold the issuance of the final marksheet, degree certificate or any other academic documents until the dues are cleared.
- **Extension of Repayment Period:** A beneficiary who is unable to repay the loan within the stipulated repayment period due to genuine startup-related delays or unforeseen circumstances may submit a written application to the Implementing Office requesting an extension of the repayment period, along with supporting reasons and documentation. The decision to grant or reject such extension shall be taken solely by the **Competent Authority** and shall be final and binding. The grant of an extension shall be subject to such terms and conditions, including revised repayment schedule or any other conditions, as may be imposed by the Competent Authority at its sole discretion. No extension shall be granted as a matter of right.
- Upon successful completion of the venture review and repayment of the loan amount, the Implementing Office shall issue a Loan Closure Certificate or a No Objection Certificate (NOC) to the beneficiary.

7.7. Cancellation of Loan

- The University or the Implementing Office reserves the right to cancel the loan at any stage of the scheme in the event of misrepresentation of facts, academic or financial misconduct, or violation of any provision of this policy by the applicant(s) or beneficiary.
- Upon cancellation of the loan, the entire outstanding loan amount shall become immediately due and repayable. The University shall be entitled to recover the full disbursed amount along with any applicable penal charge and may take other action as permitted under this policy or applicable law.
- The decision of the competent authority in matters of loan cancellation shall be final and binding on the applicant(s) or beneficiaries.

8. Intellectual Property Rights:

- 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 beneficiary student/Student teams shall extend necessary cooperation in all processes including documentation, IPR 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.

9. Governance and Implementation:

9.1 Governance

- The overall budgetary allocation for the AdtU Student Entrepreneurship Loan 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.

9.2 Implementation

The Directorate of Innovation, Startup and Acceleration (DISA) shall be the implementing body of the AdtU Student Entrepreneurship Loan 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 through the University ERP / AdtU Connect App.
- Constituting the Evaluation Committee.
- Facilitating evaluation and approval of loan applications.
- Issuing Sanction Letters and coordinating disbursement of approved loan amounts.
- Monitoring and review of ongoing loan beneficiaries.
- Ensuring proper utilization of funds and compliance with documentation requirements.

For implementation and fund management, DISA may facilitate the scheme through dtVL. In such cases, dtVL shall be responsible for the disbursement of the sanctioned loan amount to the beneficiary student(s). At the time of disbursement, the beneficiary student(s) shall submit a **post-dated cheque equivalent to the sanctioned loan amount** in favour of **down town Venture Labs Foundation (dtVL)** or as may be specified by the University from time to time, as security towards repayment of the loan. Upon expiry of the repayment period or on the due date specified in the sanction letter, **DISA and/or dtVL shall be authorised to submit the post-dated cheque to the bank for recovery of the outstanding loan amount without issuing any separate notice, reminder or prior intimation to the borrower student(s), subject to the terms and undertaking accepted by the student(s) at the time of sanction.** dtVL shall maintain proper records of all disbursements, cheque submissions, recoveries and repayments and shall submit a closure

report along with proof of deposit and supporting documents to the Finance Department and DISA upon closure of each loan.

DISA and dtVL shall work closely with their various wings, including the Institution's Innovation Council (IIC) and Entrepreneurship Cell (E-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.

10. Audit and Compliance:

- The implementation of the scheme, including financial and administrative aspects, 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.

11. 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.
