



**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/2025-26/1360

Date: 06-07-2026

## **CIRCULAR**

### **Notification for Implementation of Institution's Innovation Council (IIC) Calendar Activities for July–August 2026**

This is for information of all concerned that, with the approval of the Competent Authority, the activities approved under the Institution's Innovation Council (IIC) Calendar for the period July–August 2026 shall be organized by the respective IIC Units constituted from the Faculties of Studies and the Directorate of Innovation, Startup and Acceleration (DISA), as per the approved Activity Plan and Budget.

As the present tenure of the IIC concludes on 31<sup>st</sup> August, 2026, all allotted activities including workshops, training programmes, expert sessions, competitions, hackathons, mentoring programmes, outreach activities and other approved events shall be completed within the stipulated period.

Accordingly, all allotted organizing teams are hereby directed to:

1. Prepare a brief plan of action for their allotted activities immediately upon resumption of the University after the ongoing semester break.
2. Identify and confirm suitable resource persons for the respective events.
3. Coordinate venue booking, logistics, publicity, participant mobilization and all other operational requirements in consultation with DISA.
4. Organize the activities strictly within the approved budget
5. Coordinate with DISA for obtaining the Unique Identification Code (UIC) from IQAC and the Event team for necessary event-related communications and coordination.

The Plan of Action for each allotted activity, in the prescribed format annexed to this notification shall be submitted by the respective organizing team to the Convener, IIC on or before 15<sup>th</sup> July, 2026. Based on the plans received, the IIC Convener shall compile the implementation schedule and submit a consolidated update to the Office of the Registrar and the Hon'ble Vice Chancellor on or before 18<sup>th</sup> July, 2026.

In the event that an external resource person is unavailable or there is a last-minute cancellation, the organizing team may engage a faculty member or staff member of Assam down town University as the resource person, provided that the individual has successfully completed both the Innovation Ambassador Basic and Innovation Ambassador Advanced training programmes and holds valid certification from the Ministry of Education's Innovation Cell (MIC) and AICTE.



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All Faculty Deans, Heads of Departments, IIC Members and the concerned administrative sections are requested to extend necessary cooperation and ensure the timely and successful conduct of all approved IIC activities.

## Enclosures:

**Annexure-I:** Proforma for Submission of Action Plan for Organizing an IIC Activity

**Annexure-II:** Approved Activity List with Budget along with assigned responsibilities

**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)

## Annexure I

### Proforma for Submission of Action Plan for Organising an IIC Activity

*(To be submitted separately for each activity)*

Sl. No.	Particulars	Details
1	Name of Activity	
2	Responsibility (Faculty/IIC Unit)	
3	Proposed Date(s)	
4	Proposed Venue	
5	Target Participants along with numbers	
6	Proposed Resource Person(s) along with Organisation name and Designation	
7	Alternate Resource Person (if required)	
8	Brief Plan of Execution (3–4 bullet points)	
9	Logistics/Support Required	
10	Estimated Expenditure (within approved budget)	
11	Faculty Coordinator Name(s)	

(Signatures)

Faculty Coordinator(s): \_\_\_\_\_

Dean (Name and Signature)

Date: \_\_\_\_\_

**List of Activities with Responsibilities**

S. No.	Name of Event	Event Category	Activity Level	Proposed Period	Responsibility
1	Workshop on Product–Market Fit, Prototype & MVP Development	IIC Calendar Activity	2 or 3	July, 2026 to August, 2026	Faculty of Agricultural Sciences and Technology
2	Session/Workshop on Business Model Canvas & Business Model Fit	IIC Calendar Activity	2 or 3	July, 2026 to August, 2026	Faculty of Humanities and Social Sciences
3	AI-Powered Solution Expo: Demo Days for AI/I4.0 Prototypes	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	Faculty of Computer Technology
4	Field/Exposure Visit to Incubation/ Tech Transfer Centres	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	DISA
5	Session on Start-up Legal & Ethical Steps	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	Faculty of Humanities and Social Sciences
6	Workshop on Raising Capital & Finance Management for Start-ups	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	Faculty of Commerce and Management
7	Workshop: Protecting IPR & IP Management for Start-ups	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	DISA + Faculty of Science
8	Inter/Intra Institutional B-Plan Competition	IIC Calendar Activity	3 or 4	July, 2026 to August, 2026	DISA
9	Mentoring Event: Demo Day/Poster Presentation of Business Plans	IIC Calendar Activity	3 or 4	July, 2026 to August, 2026	Faculty of Physiotherapy and Rehabilitation
10	Session: Innovation/Prototype Validation & Value Proposition Fit	IIC Calendar Activity	2 or 3	July, 2026 to August, 2026	Faculty of Engineering
11	Workshop: Using AI for Fundraising & Investor Pitch Preparation	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	Faculty of Computer Technology
12	Session on Accelerators / Incubation Opportunities	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	DISA
13	Lean Start-up & MVP Boot Camp / Mentoring	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	Faculty of Allied and Healthcare Sciences
14	Session on Angel Investment / VC Funding Opportunities	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	Faculty of Commerce and Management
15	Panel Discussions with Startup Ecosystem Enablers	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	DISA

S. No.	Name of Event	Event Category	Activity Level	Proposed Period	Responsibility
16	Innovation & Entrepreneurship Outreach in Schools / Community (1)	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	Faculty of Nursing
17	Innovation & Entrepreneurship Outreach in Schools / Community (2)	IIC Calendar Activity	1 or 2	July, 2026 to August, 2026	Faculty of Physiotherapy and Rehabilitation
18	Inter/Intra Institutional Start-up Competition & Reward Best Start-ups	IIC Calendar Activity	3 or 4	July, 2026 to August, 2026	DISA & Faculty of Commerce and Management
19	Mentoring: Demo Day / Exhibition / Poster Presentation of Start-ups	IIC Calendar Activity	3 or 4	July, 2026 to August, 2026	Faculty of Pharmaceutical Science
20	Training on Technology Readiness Level (TRL) and Manufacturing Readiness Level (MRL)	R&D Cell Activity		July, 2026 to August, 2026	Faculty of Engineering
21	Training on Technology Commercialisation, Licensing and Transfer Practices & Strategy	R&D Cell Activity		July, 2026 to August, 2026	Faculty of Pharmaceutical Science
22	Thematic Research based Hackathon/Ideathon in Campus	R&D Cell Activity		July, 2026 to August, 2026	Faculty of Science
23	IP Awareness and Patent Filing Workshops	R&D Cell Activity		July, 2026 to August, 2026	DISA
24	Innovation to Commercialization Boot camps	R&D Cell Activity		July, 2026 to August, 2026	Faculty of Engineering
25	Deep-Tech Innovation Challenge	R&D Cell Activity		July, 2026 to August, 2026	DISA & Faculty of Computer Technology
26	Prototype Development & Validation Clinic	R&D Cell Activity		July, 2026 to August, 2026	Faculty of Allied and Healthcare Sciences