

कार्यालय, अनुसंधान एवं परामर्श : Office, Research & Consultancy

Annexure-II

Standard Operating Procedure (SOP) Innovation project for UG students

Categories of assistance to be given to UG students:

Sl. No.	Category
1	Institute Innovation Project Assistance (IIPA)
2	Institute Assistance to Technical Teams (IATT)
3	Institute Startup Grant (ISG)
4	Assistance for Participation in Programs of National Repute (NPPNR)

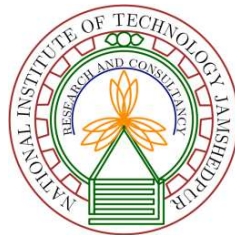
I. Institute Innovation Project Assistance (IIPA)

In this category, proposal will be invited from UG students (Individual or group) for innovation projects. Assistance will be given to the faculty mentor from IIPF by R&C Division.

1. Maximum Assistance: Rs. 50,000/- per project
2. No. of students in a project: One to Five
3. Mentoring: Minimum one faculty mentor from the institute
4. Duration of the project: 06 months (Maximum, for next level of developments fresh applications may submitted for consideration)
5. Maximum assistance in this category: Rs. 10,00,000/- per year.

Steps for IIPA execution

1. **Invitation of proposals:** Project proposals will be invited in prescribed format by the R&C Division from students once in each semester in the month of August and January.
2. **Selection process:**
 - a. Proposal submission
 - b. Screening of proposals
 - c. Review of proposals
 - d. Project proposal presentations
 - e. Grant: Sanction Order will be issued by the Dean, R&C as per the recommendation of R&C Committee.



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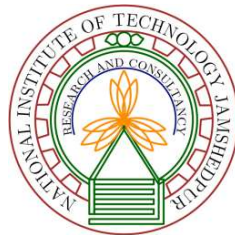
- f. All the processes mentioned above from a to d will be done by the R&C committee under the leadership of Dean, R&C.
- 3. Project execution:**
 - a. Grant will be disbursed in advance to the mentoring faculty (first faculty in case of multiple mentors).
 - b. Govt. of India purchase guideline need to be followed for the purchase.
 - c. Bills of the purchase need to be submitted by the mentoring faculty to the R&C Office after stock entry in respective department and satisfactory certification by mentoring faculty and respective HoD.
 - d. Final adjustment of funds needs to be done by the mentoring faculty member within one months of the last date of the projects as mentioned in the sanctioned order.
- 4. Project evaluation:** A three-member committee will be constituted by the Dean, R&C from the pool of R&C committee for project progress/final evaluation. The span of sanctioned time for the execution of project will be divided in 3 parts 3 evaluations viz. a. Progress I, b. Progress II, c. Final Evaluation. The Final Evaluation need to be done within last date of the project. A project completion report has to be submitted in prescribed format. A schedule of these events will be mentioned in the sanction order.

II. Institute Assistance to Technical Teams (IATT)

All the technical teams including e-cell of the institute will get this fund with a scope of expenditure in asset creation, fabrication cost, testing, conducting guest lectures, training, travel (by train - Sleeper class) etc. in each academic year. The team heads need to write a proposal in a prescribed format for annual budget through the faculty in charge. The R&C committee will evaluate the proposals in consultation with the concern faculty in charge and student team heads. A sanction order will be issued by the Dean, R&C as per the recommendation of R&C committee. Four reviews of the progress in one academic year will be done by a four-member committee constituted by the Dean, R&C which will be mentioned in the sanction order. Fund advance may be given to the faculty in charge of the concerned team against sanction order. Adjustment of allocated fund should be done in the month of May every year. A project completion report has to be submitted in prescribed format. The accounting and auditing of the concern team account need to be done under R&C Division. Maximum budget to be allocated to each team: Rs. 1,20,000/- per academic year
Maximum expenditure in this category: Rs. 10,00,000/- per academic year

III. Institute Startup Grant (ISG)

Startup initiatives by the UG students will be supported in this category.
Startup will be supported by the Institute Incubation Centre.
Startup ideas need to be applied through prescribed format.



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The ideas will be evaluated by the R&C division and assistance will be given upon recommendation of evaluation committee which will be constructed by the Dean, R&C for each startup idea.

Maximum Assistance to each startup by students: 1,20,000/-

Maximum expenditure in this category: Rs. 10,00,000/- per academic year

IV. Assistance for Participation in Programs of National Repute (NPPNR)

This fund will be given to UG students with a scope of expenditure in registration, food, lodging, travel (by train - sleeper) for participation in the technical competition, hackathon, exhibition of developed technology, paper presentation in conference. These programs should be of national repute.

Maximum assistance to student: Rs. 8,000/- per student

Application: In prescribed format.

Application should be made at least 30 days in advance of scheduled event.

Selection: As per recommendation of R&C committee within 10 days of application.

Adjustment: Sanctioned amount needs to be adjusted by the students within 15 days of the event.

Maximum expenditure in this category: Rs. 10,00,000/- per academic year

Note:

1. In any of these categories, fund should not be taken from different sources for a single purpose.
2. Distribution of funds among above four (IIPA, IATT, ISG, NPPNR) categories is around Rs. 10,00,000 each. However, this is not strictly restricted to Rs. 10,00,000 for each category. Excess amount in any category maybe used for the other category as per recommendation by R&C Committee.