राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
Institute of National Importance, MoE, Govt. of India

कार्यालय, अनुसंधान एवं परामर्श : Office, Research & Consultancy

Ref No.: NITJSR/R&C/409/24-25 **Date:** 08/05/2024

NOTICE

Proposals are invited from UG Students of NIT Jamshedpur in the prescribed format attached as Annexure-I under the following categories.

1. **Institute Innovation Project Assistance (IIPA)**
2. **Institute Assistance to Technical Teams (IATT)**
3. **Institute Startup Fund (ISF)**
4. **Assistance for Participation in Programs of National Repute (NPPNR)**

The hard copy of the proposal is to be submitted to the **Office of Dean, R&C** through proper channel. Also, the soft copy of the proposal should be sent to ***assodean.rc_ced@nitjsr.ac.in.*** The last date of proposal submission for category 1, 2, and 3 is 31st May 2024.

1. Format for the proposal is attached as Annexure-I.
2. The SOP for management of **Institute Innovation Project Fund (IIPF)** is attached as Annexure-II.

MKSinha 8/5/24
Prof. M. K. Sinha
Dean, R&C

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Annexure I

1. Institute Innovation Project Assistance (IIPA)

(Please read the SoP before filling in the format)

1. **Title of the Project:**
2. **Objectives (in bullet points):**
3. **Methodology (in bullet points):**
4. **Social impact of the proposal (in bullet points):**
5. **Timeline:**
6. **Budget details (Rs. 50,000/- maximum):**
7. **Expected outcome of the project (in bullet points):**
8. **Expected patent (Describe uniqueness):**
9. **Details of the project group:**

Sl no.	Post	Name	Reg. no.	Email ID	Department	Contact no.
1	Team leader					
2	Member					
	Member					

(Add row if required. 5 members maximum)

10. **Mentorship details:**

Sl no.	Name	Department
1		
2		

(One faculty mentor compulsory)

11. **Abstract of the project** (within 200 words):
12. **Current status** (within 200 words):
13. **Roll of each member of the group in executing the project work:**

Name and signature of the students and faculty mentors

Attachments:

1. A project proposal presentation of 10 slides (pdf) that contain the above points.
2. Certificate from the project group members and faculty mentor(s).
3. Endorsement letter from HOD. The endorsement letter should be from the department of first faculty mentor in case of multidisciplinary project group.

Certificate

Project Title:

It is certified that

1. The same project proposal has not been submitted elsewhere for financial support.
2. We undertake that spare time on equipment procured in the project will be available to other users.
3. We agree to abide by the SoP notified by the R&C division of the institute.
4. The Project work proposed in the scheme/project does not duplicate the work already done or being carried out elsewhere on the subject.
5. We agree to abide by the terms and conditions of IPR policy of the institute.

Name and signature of the students and faculty mentors

Date:

Place:

Endorsement from the Head of the Department

This is to certify that:

1. The _____Department welcomes participation of _____ as the team leader, _____ as the members and _____ as the mentor(s) for the project titled _____, and that in the unforeseen event of discontinuance by the members or mentor(s) the HoD will assume the responsibility of the fruitful completion of the project with due information to R&C Division.

3. The project students and faculty mentor(s) will be governed by the SoP notified by the R&C Division for this project.

4. The grant-in-aid by the R&C Division will be used to meet the expenditure on the project and for the period for which the project has been sanctioned as mentioned in the sanction order.

6. The Department will provide basic infrastructure and other required facilities to the investigator for undertaking the research project.

7. The Department will take into its books all assets created in the above project and its disposal would be at the discretion of the R&C Division of the institute.

Signature of the
Head of the Department with seal
Date:

2. Institute Assistance to Technical Teams (IATT)

(Please read the SoP before filling in the format)

1. **Name of the technical team:**
2. **Name of the president (student):**
3. **Objectives (in bullet points):**
4. **Methodology (in bullet points):**
5. **Social impact of the team work (in bullet points):**
6. **Timeline (academic year):**
7. **Annual budget details:**
8. **Expected outcome (in bullet points):**
9. **Expected patent (Describe uniqueness):**
10. **Details of the project group: (Attached separate list duly signed by Faculty in Charge)**
11. **Details of Faculty in Charge: (Attach office order)**

Sl no.	Name	Department
1		
2		

(One faculty mentor compulsory)

12. **Abstract of the team activity** (within 200 words):
13. **Current status** (within 200 words):
14. **Roll of each member of the group in executing the project work: attach separate list**

It is certified that

1. We undertake that spare time on equipment procured in the project will be available to other users.
2. We agree to abide by the SoP notified by the R&C division of the institute for this funding.
3. We agree to abide by the terms and conditions of IPR policy of the institute.

Name and signature of the team heads (students) and faculty in charges

Date:

Place:

3. Institute Startup Grant (ISG)

(Please read the SoP before filling in the format)

1. Name of the startup:
2. Name of the student(s):
3. **Business Plan**: A detailed document outlining your business idea, target market, competitive analysis, revenue model, marketing strategy, and financial projections. This serves as a roadmap for investors to understand your vision and how you plan to execute it.
4. **Financial Projections**: Investors want to see projected revenue, expenses, and cash flow for at least the next three to five years. This demonstrates your understanding of the market, potential growth trajectory, and how you plan to utilize funds.
5. **Market Analysis**: A thorough analysis of the target market, including size, growth potential, trends, and customer demographics. This helps investors assess the viability of your business idea and potential for success.
6. **Competitive Analysis**: Identify your competitors, their strengths, weaknesses, and market positioning. Highlight what sets your startup apart and your unique value proposition.
7. **Team Background**: Provide information about the founding team's background, experience, and expertise relevant to the business. Investors want to know they're backing a capable team.
8. **Milestones and Timelines**: Outline key milestones you plan to achieve and the timeline for reaching them. This shows investors that you have a clear plan for growth and development.
9. **Investment Amount and Use of Funds**: Specify how much funding you are seeking and how you plan to allocate it. Breakdowns might include product development, marketing, hiring, and operational expenses.
10. **Legal Structure and Intellectual Property**: Describe your company's legal structure (e.g., LLC, corporation) and any patents, trademarks, or other intellectual property you own.
11. **Risk Factors**: Acknowledge potential risks and challenges your startup may face and how you plan to mitigate them. Transparency about risks shows investors that you've thought critically about your business.
12. **Exit Strategy**: Investors want to know how they will eventually realize a return on their investment. Provide potential exit strategies, such as acquisition or IPO, and explain the likelihood and timing of these events.
13. **Current Traction (if any)**: If your startup has already gained traction, provide data on revenue, user growth, partnerships, or any other relevant metrics to demonstrate market validation.
14. **Regulatory and Compliance Issues**: Address any regulatory or compliance requirements relevant to your industry or business model.
15. **Pitch Deck**: Alongside the detailed documents, a concise and visually appealing pitch deck is often used to present the key points to potential investors in meetings or presentations.

Name and signature of the student and Head of the Department, Date:, Place:

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

(Please read the SoP before filling in the format)

1. Name and address of the student: (Name, Reg. no., department, email id, contact no., address)
2. Event details:
3. Participation details:
4. Paper/poster/product/others: attached separately
5. Whether the event is of national repute:
6. Budget details:
7. Details of attachments

Name and signature of the student and Head of the Department.

Date:

Place:

Note: Submit the application to the office of Dean, R&C, after attaching the required documents and a recommendation from HoD.

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.

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.

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.