

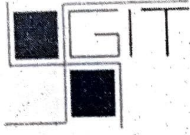
## **POLICY FOR INSTITUTE PORTFOLIO/CLUB**

**Name of Institute Portfolio/Club:** Student Startup Innovation Policy (SSIP)

**Target Stake holders** : Faculties, Staff and Students

### **Aims and Objectives:**

- ✓ Sensitizing the students about the Startup through seminars, awareness programs, email, social media etc. and organizing the workshops and seminars to teach the design methodology to feed the seeds of innovation in the students.
- ✓ Providing the basic knowledge of latest trend of market by organizing skill development programs like 3D printing, GITHUB, IoT, Arduino etc.
- ✓ Provide platform like project fair, design demo day etc. for showcasing the innovative idea and interact with the industry experts to have their valuable suggestions.
- ✓ Developing student centric Innovation based Ecosystem in the institute.
- ✓ Promote the student innovators to participate in innovation based local, state, national or international events.
- ✓ Develop institute capacity and essential components to provide prototyping facility at the institute and nurture the innovative ideas of students.
- ✓ Support the innovative projects by providing mentoring, infrastructural and financial support through SSIP.
- ✓ Creating a pathway for students which helps them in converting the innovative ideas into a prototype or minimum viable product (MVP).
- ✓ Creating environment for creativity to flourish and an end-to-end support system to allow ample support to ideas for better execution.
- ✓ Create pathways for mind to market by harnessing and handholding projects / research / innovation / ideas of students.
- ✓ Creating IPR awareness and providing supports to file the patent for the students.



### Roles & Responsibility of coordinator and co-coordinator:

1. **Prof. Mrugesh Khatri** act as **SSIP coordinator**. He will look after the overall coordination of SSIP related activities and implementation of SSIP policy in the institute. Additionally, he will also handle the SSIP Institute portal and create startup ecosystem in the institute so as the benefits can be leveraged by maximum number of students.
2. **Prof. Jyotin Kateshia** act as **SSIP co-coordinator & IPR coordinator**. He will assist the SSIP coordinator in implementing SSIP & IPR policy at the institute. He will coordinate the events related to IPR and assist the students in all type of IP filling.
3. **Prof. Sejal Bhavsar** act as **IIC coordinator**. She will organize & coordinate the innovation related activities of Institute Innovation Council of MHRD in the institute. She will also look after the IIC institute level portal.

### Policy & procedures of Portfolio/Club:

#### Policy:

- ✓ Following is the structure of SSIP Institute Level Committee:

Dr H N Shah	Chair Person	Director, GIT
Prof Mrugesh B Khatri	SSIP Coordinator	Assistant Professor, GIT
Prof Jyotin A Kateshia	SSIP Coordinator	Assistant Professor, GIT
Dr Rajan Patel	SSIP Institute Level Committee Member – Academic Expert	Associate Professor, GIT
Prof Nirav Joshi	SSIP Institute Level Committee Member – Academic Expert	Assistant Professor & HOD- ME, GIT
Mr Ragesh Bateriwala	SSIP Institute Level Committee Member – Industry Expert	CEO, Keepsake Engineering Consultancy





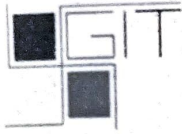
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Mr Hetal Shah	SSIP Institute Level Committee Member – Industry Expert	Corporate Munim, Nutec Infotech Pvt. Ltd.
Mr Dhruv Saidava	SSIP Institute Level Committee Member – Startup Ecosystem Expert	Manager, Encube Labs India
Dr Archit Somani	SSIP Institute Level Committee Member – Startup Ecosystem Expert	Managing Director, Strawberry Enterprise Pvt. Ltd.
Mr Ketan Davda	SSIP Institute Level Committee Member – Startup Ecosystem Expert	Founder & CEO, Design Doctor
Dr Vinod M Patal	SSIP Institute Level Committee Member – Academic Expert	Associate Professor, L D Engineering College, Ahmedabad
Dr Bhavik Suthar	SSIP Institute Level Committee Member – Academic Expert	Professor, Government Engineering College, Bhuj
Mr Ankit Devnani	SSIP Institute Level Committee Member – CA	CA

✓ Following are the SSIP/IPR/IIC/NISP/Hackathon team members:

- Prof Dhaval P Patel (ME)
- Prof Sajan K Chourasia (ME)
- Prof Vipal R Panchal (ME)
- Prof Ruchir O Parikh (ME)
- Prof Hitesh Manani (EE)
- Prof Megha Desai (EC)
- Prof Sumedha Mahajan (CL)
- Prof Amit Singh (CL)

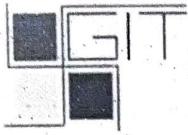


- Prof Jinal Prajapati (IT)
- Prof Rohit Singh (IT)
- Prof Shital Patel (IT)
- Dr Maitri Patel (CE)
- Prof Mukesh Parmar (CE)
- Prof Shreya Patel (CE)
- Prof Hetal Shah (CE)
- In addition to above mentioned faculty members, Dr Nisha Khurana, will coordinate the Hackathon cell. She will coordinate with Design Engineering Coordinator and Internship/Project Coordinator to implement the project allocation and nomination for SSIP, IPR or IIC cell. She will circulate the information and coordinate for the maximum student participation in the city, state or national level project competition or hackathon.
- Prof Archana Singh will coordinate for National Innovation Startup Policy (NISP) under IIC cell. She will take care of implementation of NISP at institute in all the aspects.
- All above team members along with Dr Nisha Khurana and Prof Archana Sign will support the SSIP, IIC and IPR Cell for successful implementation and execution of startup ecosystem at the institute in all the aspect.

**Instructions to the students:**

- ✓ All the communication with SSIP Cell must be through a faculty supervisor, using GIT email ID only.
- ✓ The approval for novelty in the project from the faculty supervisor is mandatory.
- ✓ Use the specified formats, provided on SSIP website, for communication with SSIP Cell.
- ✓ The active participation is mandatory in internal or external project review once nominated by the faculty supervisor.
- ✓ In case of absence on the final day of any event, your applications will not be considered in the future to get the benefit under SSIP.
- ✓ All the procurement of the project must be done after receiving an email of confirmation regarding grant approval from SSIP Cell.

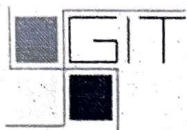




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- ✓ The procurement must be done after communicating with the faculty supervisor. It must be after receiving the SSIP Grant Approval letter.
- ✓ Collect minimum 3 quotations from different suppliers before the procurement of items. If item cost is above Rs 5000/-.
- ✓ Prepare a comparison with price and specification and get it approved by the faculty supervisor.
- ✓ The students must produce proof of payment made to the supplier for purchase of any items.
- ✓ The genuine bills must be collected for any purchase. The original bills with the rubber stamp of seller will be considered as genuine bills.
- ✓ All the bills must be in the name of Team leader.
- ✓ The bill submission must be supported with the payment proofs. Hence, all payment must be done through the team leader's account which was given to SSIP cell.
- ✓ GIT SSIP cell has the right to reject any bill (Bill which is not on letterhead, bill on rough full scape page etc.) and reject the payment for the same.
- ✓ The Grant Disbursement application in prescribed format must be submitted after successful procurement of items approved by committee members during presentation.
- ✓ The submission of following three documents, duly signed by supervisor, with Grant Disbursement application is mandatory:
  - Quotations from 3 different suppliers, if applicable.
  - Original bills
  - Payment proofs
- ✓ If any bills claimed for the facility available in the institute laboratory, then the claim will be rejected. For the facility available, you must utilize the institute's infrastructure. No bill will be sanctioned in such cases.
- ✓ The students must follow GTU format (Report format of Project-I & II) for project report.
- ✓ All the bills and documents submitted to GIT SSIP Cell must be signed by student innovator and faculty supervisor on each page.



- ✓ The project completion within a stipulated time period is mandatory.
- ✓ After submitting SSIP grant disbursement, the student must wait for the approval from higher authority and release of the payment.
- ✓ The grant will be released in 4 installments.
- ✓ Institute will make all official communications and payments with the team leader. Hence, the bank account details of team leader must be submitted to SSIP cell. The team leader must have individual Saving Bank Account.
- ✓ Any internal issue between team members must be resolved by themselves.
- ✓ If the project is not completed in a stipulated time period, then the institute has the right to take disciplinary actions.
- ✓ Any infringement of IPR will be the responsibility of student innovators.
- ✓ After successful completion of project, you must submit your project prototype/POC/market ready product to SSIP Cell at D105 within one week.
- ✓ 75% of the approved grant can be utilized for procurement of items, whereas 25% of the approved grant can only be utilized for testing purposes.
- ✓ Any type of misconduct with the faculty supervisor or higher authority from the team will lead towards either cancellation of grant or disciplinary actions.
- ✓ In case of any dispute, final decision will be taken higher authority which all must follow.

#### **Role of the Faculty Supervisors:**

- ✓ Promote the students for utilizing the benefits under SSIP Cell.
- ✓ Each faculty supervisor should guide minimum 2 projects during each academic semester. These projects should have potential for obtaining SSIP grant and patent filling.
- ✓ Evaluate the novelty of a student project during brainstorming sessions.
- ✓ Motivate the students to apply design thinking and come up with an innovative problem solution in their project.

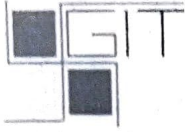




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- ✓ Give the approval on PMMS or DE GTU portal only after having enough brainstorming sessions with the students' team.
- ✓ Ensure that the students are procuring items as per their bill submission and claiming disbursement towards duly paid bill.
- ✓ All documents submitted by student innovators should be verified and approved by faculty supervisors by signing on each page of the document.
- ✓ Guide students for the procedure of SSIP Grant or IPR support. In case of any query contact SSIP Cell or IPR Cell.
- ✓ Any email or application from students should be forwarded to SSIP Cell with your comment or recommendation.
- ✓ Communicate to the students for any event information or reminder for the event effectively.
- ✓ Verified, approved and validated all purchase procedures.
- ✓ Control any kind of misconduct in the purchase of items from SSIP Grant.
- ✓ Must ask min 3 quotations for the comparison before purchase of items, if the cost of item is more than Rs 5000/-.
- ✓ Guide the students in selecting the correct supplier from the asked quotations to proceed for the purchase after checking the comparison from price and specification point of view.
- ✓ Restrict students from outsourcing of services if the facility is available with the institute laboratory.
- ✓ Verify the project reports submitted. It should be as per GTU project format.
- ✓ Cultivate the students to complete their project as per the schedule submitted by them.
- ✓ The project completion in a specified time period is the responsibility of the faculty supervisor.
- ✓ Make sure that after completion of approved projects the prototype/POC/market ready product must be submitted to SSIP Cell at D105.
- ✓ Ask students to apply for grant disbursement in the installments as full amount cannot disbursed at once.



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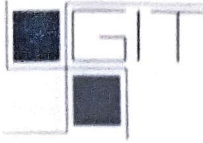
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- ✓ 75% of the approved grant can be utilized for procurement of items, whereas 25% of the approved grant can only be utilized for testing purposes.
- ✓ It is mandatory to perform the duties assigned by SSIP Cell on high priority.
- ✓ All necessary alteration in genuine cases must be done by sending mail to Director Sir by keeping CC to respective HOD and SSIP Cell. The alteration will be considered only if it is approved by Director Sir.
- ✓ Keep the records of students' achievements in the domain of Innovation, Startup or IPR under your guidance.
- ✓ Make sure that students submit periodic progress reports after each 15 days.
- ✓ Make sure that students submit quarterly grant utilization reports after each quarter.
- ✓ Need to arrange brainstorming sessions with the students to nurture them and nurture them towards the involvement of innovation in their project.
- ✓ Monitor the final year pass out students regarding their status after graduation at least till the convocation of those students at GTU. And report to SSIP if any of the pass out students are selecting Business as a career option irrespective of type of business. An email should be sent for such students to SSIP for keeping the record for them. Send the name of student, enrollment no, contact no & name of his/her company. Email must be from faculty supervisor to SSIP keeping CC to respective HOD with subject as "Student Entrepreneur/Startup Data".

**Role of the Head Of Department (HODs):**

- ✓ Monitor the participation of active participation of all department faculties in the SSIP Event like internal or external review, seminar, FDP, workshop etc.
- ✓ Alteration of SSIP duty should be recommended in genuine cases should be after communication with Director sir.



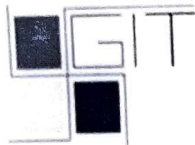


- ✓ Closely monitor the student projects for the subject of Design Engineering & Final Year and guide your department supervisors in such a way that maximum student projects can be nominated for the SSIP Grant.
- ✓ To create the startup ecosystem in your department, each supervisor should mentor their groups in an effective manner and cultivating the seeds of innovation among the students.
- ✓ Effective distribution of projects should be done amongst all the faculty supervisors for Design Engineering & Final Year.
- ✓ The internal project screening should be scheduled during the semester to shortlist potential students and nominate them for SSIP.
- ✓ Innovative students' projects after internal project screening must be submitted to SSIP Cell for Grant in a prescribed format (DOC No. 421).
- ✓ Instruct the faculty supervisors to counsel the final year pass out students and report the status of those students who are selecting Business as a career option. An email should be sent for such students to SSIP for keeping the record for them. Send the name of student, enrollment no, contact no & name of his/her company. Email must be from faculty supervisor to SSIP keeping CC to respective HOD with subject as "Student Entrepreneur/Startup Data".

#### **Procedures:**

##### **Procedure to Apply for the SSIP Grant:**

1. Select your Design Engineering or Final Year project after enough brainstorming with your Faculty Supervisor and Co-Supervisor, if any. After the brainstorming session, the finalized project must have at least one novelty or uniqueness in the project.
2. Keep the record of such brainstorming sessions in your logbook. Get it signed by the faculty supervisor during each interaction with him. Update logbook as per AEIOU framework on a regular basis from the starting of the semester.
3. The novelty or uniqueness of your project idea must be approved by your faculty supervisor.
4. Fill out the "Internal Screening Form" (Doc No. 423), collect the remarks from the faculty supervisor in this form. Once, faculty supervisor gives a signature in the form, you can appear



for External Review. Submit the form to SSIP Cell (D104) after it is signed by the faculty supervisor.

5. Preparation required for External Review:
  - a. Prepare an abstract of your project idea (max 500 words)
  - b. Collect min 3 reviews from direct/indirect users (DOC. 430) of your idea.
  - c. Prepare a tentative project report including literature survey, Bill Of Material (DOC. 432) in line with Abstract and comments received from the customer.
  - d. Make a presentation (Sample FORMAT) for External Review including max 12 slides. The presentation should include the following slides: Title slide, Project Title & Objects, Novelty of the project, Benefits for society and industrial application, Problem Solution proposed, Your work till date, Bill Of Material (DOC. 432), References
6. Fill out google form after preparing all above documents to Apply for SSIP grant.
7. The final date, time, venue & list of shortlisted teams for the external review will be declared through email.
8. The shortlisted students innovators' teams need to fill out "Final Review Form" (Doc No. 424) before the day of presentation & submit the same to SSIP Cell (D104).
9. On the day of External Review, the student innovators need to present their ideas to the SSIP Institute Level Committee. This committee will evaluate & approve your project idea for the grant. The result of this external review will be declared through email.

#### **Procedure for Grant Disbursement:**

1. The students need to prepare a "Bonafide Certificate" (Doc No. 422) and get it signed.
2. The students need to submit "UNDERTAKING ABOUT ORIGINALITY OF WORK" (Doc No. 093) duly signed.
3. The students need to submit "Activity Planning" (Doc No. 427).
4. Once, the SSIP Institute Level Committee approved your project, you need to signup on UDAYAM COGENT portal: <https://gujgov.edu.in/>
5. The student innovators' team will be approved by UDAYAM COGENT Institute Portal.

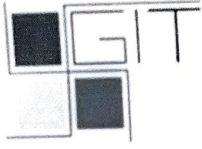




6. The students must collect minimum 3 quotations (if item price is more than Rs 5000/-) for procurement of any items and prepare comparison by considering technical specifications and price. The faculty guide will approve the supplier from which you need to buy your requirements.
7. Post procurement the students need to apply for Grant using "Grant Disbursement Application" (Doc No.428) with submission of original bills signed by students and faculty guide.
8. After the approval by the Institute SSIP Portal you must proceed for the completion of your project in a stipulated time period.
9. The students will submit "Periodic Progress Report" (Doc No. 425) after every 30 days and get it signed.
10. The students will submit a "Quarterly Grant Utilization Report" (Doc No. 426) in the ending of each quarter and get it signed. Quarter-1 is from April to June, Quarter-2 is from July to September, Quarter-3 is from October to December and Quarter-4 is from January to March of that respective year.

#### **Expected Outcomes:**

1. Development of the student driven startup ecosystem in the campus.
2. The students will be more inclined towards innovation and startup.
3. Society problems will be targeted which helps in strengthening local ecosystem.
4. The fear of failure will be eliminated from the minds of student innovators and they get motivated to attempt the solution of existing problems through technology.
5. The platform will help in creating more job creators.
6. The industry interventions help in solving industry problems.
7. The quality of students will be enhanced to match industrial requirement.
8. The IPs will be generated, and the culture of IP will be developed among students.
9. Patent application procedures and follow up will be known to all.
10. Commercialization of students' idea take place.



**Standard Forms/Formats required:**

**Documents for Students:**

1. Undertaking for Originality of Work (DOC NO: 433)
2. GIT SSIP bonafide certificate (DOC NO: 422)
3. GIT SSIP Internal Screening Form (DOC NO: 423)
4. GIT SSIP Final Review Form (DOC NO: 424)
5. GIT Periodic Project Report (DOC NO: 425)
6. Quarterly Grant Utilization Report (DOC NO: 426)
7. Activity Planning Format (DOC NO: 427)
8. SSIP Grant disbursement form (DOC NO: 428)
9. Customer Review Format (DOC NO: 430)
10. BOM (DOC NO: 432)
11. SSIP External Review Presentation Format

**Documents for Supervisor**

1. GIT SSIP Department Project Nomination (DOC NO: 421)
2. SSIP Grant Approval Letter (DOC NO: 429)
3. Undertaking from Supervisor (DOC NO: 431)

Prepared by:

Prof. Muzgesh B. Khatri  
SSIP Coordinator & APME  
Mob: 8347010853

Approved by:

Dr. H. N. Shah  
Director





## **UNDERTAKING ABOUT ORIGINALITY OF WORK**

We hereby certify that we are the sole authors of this IDP/UDP/DE/SSIP project work and that neither any part of this IDP/UDP/DE/SSIP project work nor the whole of the IDP/UDP/DE/SSIP Project has been submitted for a degree by other student(s) to any other University or Institution or Organization.

We certify that, to the best of our knowledge, the current IDP/UDP/DE/SSIP Project work does not infringe upon anyone's copyright nor violate any proprietary rights and that any ideas, techniques, quotations or any other material from the work of other people included in our IDP/UDP/DE/SSIP Project or otherwise, are fully acknowledged in accordance with the standard referencing practices. Furthermore, to the extent that we have included copyrighted material that surpasses the boundary of fair dealing within the meaning of the Indian Copyright (Amendment) Act 2012, we certify that we have obtained a written permission from the copyright owner(s) to include such material(s) in the current IDP/UDP/DE/SSIP Project report and have included copies of such copyright clearances to our appendix.

In case of any claims or query raised toward the copyright infringement or any other associative of submitted work then there are no any direct or indirect liabilities posed upon Gandhinagar Institute of Technology and/or concerned faculty and staff members of the institute. All submitted work are solely responsibilities of the students who has signed below for the submitted Project work.

**Team ID:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

<b>Enrollment Number</b>	<b>Name of Student</b>	<b>Signature of Student</b>

Date:- \_\_\_\_\_(DD/MM/YYYY)

Place:- GIT-Gandhinagar

Name & Signature of Faculty Supervisor:



**Student Startup and Innovation Policy (SSIP)**

**Application form for GIT SSIP Bonafide Certificate**

**DOC NO: 0422**

Team Leader

Name: \_\_\_\_\_ Enrollment No: \_\_\_\_\_ Aadhar No: \_\_\_\_\_

Team Member-1

Name: \_\_\_\_\_ Enrollment No: \_\_\_\_\_ Aadhar No: \_\_\_\_\_

Team Member-2

Name: \_\_\_\_\_ Enrollment No: \_\_\_\_\_ Aadhar No: \_\_\_\_\_

Team Member-3

Name: \_\_\_\_\_ Enrollment No: \_\_\_\_\_ Aadhar No: \_\_\_\_\_

Team Member-4

Name: \_\_\_\_\_ Enrollment No: \_\_\_\_\_ Aadhar No: \_\_\_\_\_

This is to certify that, above mention students are bonafide students of this institute/university.

They are applying for PoC/Prototype/IPR with title: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

under SSIP grant.

Name of Faculty Supervisor:

Sign of Faculty Supervisor:

Name of HOD:

Sign of HOD:

Name of SSIP Coordinator:

Sign of SSIP Coordinator:

Name of Director:

Sign of Director:





**Student Startup and Innovation Policy (SSIP)**

**Internal Project Idea Screening**

**DOC NO: 0423**

Project Title: \_\_\_\_\_

Project Abstract: \_\_\_\_\_

Details of Team Members:

	Enrollment No	Name	Contact No
Team Leader			
Team Member-1			
Team Member-2			
Team Member-3			
Team Member-4			

Project Status	Amount of Financial Support Required: (In Rupees)	
(1) Ideation ( )		
(2) Prototype ( )		
(3) Proof of Concept ( )		
(4) Market ready product ( )		

(To be filled by Institute Faculty Supervisor)- - - - -

Comment on Project Uniqueness: \_\_\_\_\_

Comment on Literature Survey done: \_\_\_\_\_

Comment on Market Survey: \_\_\_\_\_

Any other Remarks: \_\_\_\_\_

Name & Mobile No of Faculty Supervisor:

Signature of Faculty Supervisor:



**Student Startup and Innovation Policy (SSIP)**

**Final Review \_\_\_\_\_**

**DOC NO: 0424**

Project Title: \_\_\_\_\_

Details of Team Members:

	Enrollment No	Name	Contact No
Team Leader			
Team Member-1			
Team Member-2			
Team Member-3			
Team Member-4			
Team Member-5			
Team Member-6			
Team Member-7			

Project Status	Amount of Financial Support Required: (In Rupees)	
(1) Ideation ( )		
(2) Prototype ( )		
(3) Proof of Concept ( )		
(4) Market ready product ( )		

(To be filled by Expert) - - - - -

Status of Project approval: Approved ( ) / Rejected ( )

If Rejected, Reason for rejection: \_\_\_\_\_

Remarks from Expert: \_\_\_\_\_

Financial Support Approved: \_\_\_\_\_

Signature of Expert:

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**Student Startup and Innovation Policy (SSIP)  
Periodic Project Progress Report**

**DOC No: 0425**

Project Title: \_\_\_\_\_

Team Detail:

Team Leader

Name: \_\_\_\_\_ Enrolment No: \_\_\_\_\_ Contact No: \_\_\_\_\_

Team Member-1

Name: \_\_\_\_\_ Enrolment No: \_\_\_\_\_ Contact No: \_\_\_\_\_

Team Member-2

Name: \_\_\_\_\_ Enrolment No: \_\_\_\_\_ Contact No: \_\_\_\_\_

Team Member-3

Name: \_\_\_\_\_ Enrolment No: \_\_\_\_\_ Contact No: \_\_\_\_\_

Team Member-4

Name: \_\_\_\_\_ Enrolment No: \_\_\_\_\_ Contact No: \_\_\_\_\_

Duration: (Starting & Ending Date – DD/MM/YYYY) : \_\_\_/\_\_\_/\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_

Progress during this Duration (As per activity chart) :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issues:

\_\_\_\_\_  
\_\_\_\_\_

Key Actions Next Week:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Communications:

\_\_\_\_\_

Name and Sign of Team Leader

Name & Sign of Faculty Supervisor





**Student Startup & Innovation Policy (SSIP)**  
**Utilization Certificate from Innovator**

**DOC No: 0426**

Subject: Utilization certificate for assistance for Prototype / PoC project under SSIP Grant

Project Title: \_\_\_\_\_

Project ID: \_\_\_\_\_

Department: \_\_\_\_\_

Grant Sanctioned: \_\_\_\_\_

Sanction Order No: \_\_\_\_\_

Name of Applicants: (List all the students working on this project)

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

(5) \_\_\_\_\_ (6) \_\_\_\_\_

The following is the list of items/services procured with original invoices attached for the purpose of SSIP Prototype / PoC Project at Gandhinagar Institute of Technology. We certify that this amount has been spent for the purpose it was meant.

Sr No	Name & Details of Items/Services	Quantity Procured	Amount Paid
1			
2			
3			
4			
5			
<b>Total</b>			

Yours Sincerely,

**Name & Sign of Innovator**

**Name & Sign of Faculty Supervisor**

**Encl:** \_\_\_\_\_



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**Student Startup and Innovation Policy  
 Activity Planning Format**

**DOC No: 0427**

Team Portal ID:

Project Title:

Name of Team Leader:

Contact No of Team Leader:

	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)
Activity 1																			
Activity 2																			
Activity 3																			
Activity 4																			
Activity 5																			
Activity 6																			
Activity 7																			
Activity 8																			
Activity 9																			
Activity 10																			

Name & Signature of Team Leader:

Name & Signature of Faculty Supervisor:



**Student Startup Innovation Policy (SSIP)**

**Application for disbursement of Grant**

**DOC No: 0428**

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

To,  
The Director Sir,  
Gandhinagar Institute of Technology

Respected Sir,

We, following team members, have procured the raw material for our Prototype.

Team Portal ID: \_\_\_\_\_

Project Title: \_\_\_\_\_

Team Members: (Name – Enrollment No – Contact No)

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

Total Grant Approved: Rs \_\_\_\_\_

Amount Applying for: Rs \_\_\_\_\_

Previous Disbursed Amount: Rs \_\_\_\_\_

Hence, requesting you to approve the disbursement of applied amount in support of the bills enclosed herewith.

With Regards,

(Name & Signature of all team members)

Recommendation from Faculty Supervisor: \_\_\_\_\_

\_\_\_\_\_

Name & Signature of Faculty Supervisor: \_\_\_\_\_

Mrugesh B Khatri  
SSIP Coordinator

Dr H N Shah  
Director





**Student Start-up and Innovation Policy (SSIP)  
Customer Review Format**

**DOC No: 0430**

Team Portal ID: \_\_\_\_\_  
Team Leader's Name: \_\_\_\_\_  
Team Leader's Enrolment: \_\_\_\_\_  
Team Leader's Contact No: \_\_\_\_\_  
Project Title: \_\_\_\_\_

Project Abstract: (Max 500 words)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Direct / Indirect User Review-1**

Name of User: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact No: \_\_\_\_\_

Review / Remarks from user for your project idea:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The problems reported by users:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The modifications suggested by users:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Sign of  
Direct/Indirect User-1



Direct / Indirect User Review-2

Name of User: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

Review / Remarks from user for your project idea:

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The problems reported by users:

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The modifications suggested by users:

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Direct / Indirect User Review-3

Name of User: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

Review / Remarks from user for your project idea:

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The problems reported by users:

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---

The modifications suggested by users:

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Name and Sign of  
Direct/Indirect User-3

Name and Sign of  
Team Leader

Name & Sign of  
Faculty Supervisor



**Student Startup and Innovation Policy (SSIP)  
Bill of Material (BOM)**

**DOC NO: 0432**

**Team No:**

**Project Title:**

<b>Sr No</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit of Measurement</b>	<b>Rate (Rs)</b>	<b>Amount (Rs)</b>
1					
2					
3					
4					
5					
6					
7					
8					
<b>Total</b>					

Name & Signature of Team Members:

Name & Signature of Faculty Supervisor:



<< Title >>

Presentation for SSIP Grant

Date: DD.MM.YYYY

<<Team Member Details>>

1. <<Name>> <<Enrollment No.>>
2. <<Name>> <<Enrollment No.>>
3. <<Name>> <<Enrollment No.>>
4. <<Name>> <<Enrollment No.>>

<< Faculty Supervisor Name>>

<< Department>>



# Contents to be Present

- Project Title & Objects
- Novelty of the project
- Benefits for society and industrial application
- Problem Solution proposed
- Your work till date
- Bill Of Material (BOM)
- References



No: GIT/SSIP/2021/Approval-Letter/

**DOC NO:0429**

Date:

## GIT SSIP Grant Approval Letter

### TO WHOM SO EVEN IT MAY CONCERN

Gandhinagar Institute of Technology has received grant to promote and implement Student Startup and Innovation Policy (SSIP) in the institute in July 2018. The following students of Bachelor of Engineering (B.E.) have applied for financial support for their prototype. Their applications were scrutinized on \_\_\_\_\_ by GIT SSIP Institute Level Committee. As the approval from committee members the SSIP grant have been approved to following students, subjected to submission of original bills of all bought outs and other services by them.

<b>Team No</b>	<b>Name of Faculty Supervisor</b>	<b>Student Name</b>	<b>Enrollment No</b>	<b>Project Title</b>	<b>SSIP Grant Approved (Rs)</b>

Prepared by:

Approved by:

Prof Mrugesh B Khatri  
SSIP Coordinator

Dr H N Shah  
Director







**UNDERTAKING FROM FACULTY SUPERVISOR**

**DOC No: 0431**

Dt.: \_\_\_/\_\_\_/\_\_\_

I, \_\_\_\_\_, working as an \_\_\_\_\_ in \_\_\_\_\_ Department hereby undertake that :

- a) I accept to guide the students for their project related work and nurture them to utilize the SSIP grant in an effective manner.
- b) I ensure that the students follow standard practice of procurement of items and buying the items by considering specification as well as price. I monitor whole process of procurement and stop students from doing any wrong practices in the financial matter.
- c) I also ensure to take the responsibility of all items purchased under SSIP Grant and the physical existence & conditions of items will be verified by me on regular basis.
- d) I also ensure to complete the project under SSIP within given deadline. I make sure that the student projects must be submitted to SSIP Cell (D105) after completion.
- e) SSIP document formalities: I also supervise the students for time to time submission of Periodic Progress Report, Quarterly Grant Utilization Report, Grand Disbursement Application etc. The Periodic Progress Report on every 15 days from the date of grant approved. The quarterly grant utilization report in each quarter (Q1-Apr to Jun, Q2-Jul to Sep, Q3-Oct to Dec, Q4-Jan to Mar). After procurement they apply for Grant disbursement in the installments.
- f) I have verified BOM and I confirm that the items included in BOM are required to make POC/Prototype. The costing for the project is Rs\_\_\_\_\_.
- g) I ensure that the students project under my supervision will get completed in all the aspects by \_\_\_\_\_ (DD/MM/YYYY).

Student(s) Details Who are Pursuing their project Under My Supervision:

**Project Title:** \_\_\_\_\_

Sr No	Name of students	Enrollment No of students	Branch	Sem	Contact No
1					
2					
3					
4					
5					

**Mobile No of Faculty Supervisor:** \_\_\_\_\_

**Signature of Faculty Supervisor:** \_\_\_\_\_