RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

Design & Innovation Centre (DIC)

DESIGN AND INNOVATION POLICY

For Industry-Linked Student Innovation Projects

1. Preamble

Rajiv Gandhi Institute of Petroleum Technology (RGIPT) is committed to fostering a culture of design thinking, innovation, and entrepreneurship among its student community. The Design & Innovation Centre (DIC) at RGIPT serves as the institutional mechanism to translate this vision into action by providing structured, funded, and mentored pathways for students to engage with real-world industry challenges.

This policy establishes the framework for the Design & Innovation Programme a flagship initiative that connects students with industry problems, supports prototype development, rewards innovation, and creates a pipeline for technology commercialisation through RGIPT's pre-incubation and incubation ecosystem.

2. Objectives

- Provide students with hands-on exposure to industry-relevant engineering and design challenges.
- Encourage product- and prototype-based innovation through structured, time-bound projects.
- Create a credible pipeline from ideation to prototype to pre-incubation and eventual commercialisation.
- Strengthen RGIPT's industry linkages through collaborative problem-solving.
- Develop entrepreneurial competencies among students by offering institutional support for promising innovations.

3. Scope and Applicability

This policy applies to all undergraduate and postgraduate students of RGIPT who participate in the Design & Innovation Programme. It also applies to faculty members who serve as project mentors, the Design & Innovation Committee (DIC Committee), and the Centre for Development and Cooperation (CDC) in their respective roles as described herein.

4. Programme Structure

The programme is structured in three sequential phases:

Phase	Stage	Key Deliverable / Milestone
Phase I	**Explore & Build (4 Weeks)**	Team formation, problem onboarding, preliminary prototype / report submission
Phase II	**Pre-Incubation**	Shortlisted teams develop functional product in DIC pre-incubation space
Phase III	**Incubation & Commercialisation**	(To be Finalized Later)

5. Problem Bank and Problem Selection

5.1 Source of Problems

All project problems will be curated by the DIC Committee in consultation with industry partners, R&D organisations, PSUs, and technology companies. Problems will be maintained in a DIC Problem Bank and refreshed each academic cycle.

5.2 Nature of Problems

All problems listed in the DIC Problem Bank shall be exclusively product/prototype-oriented. Abstract or purely theoretical problems are not admissible under this programme. Each problem statement must include:

- A defined engineering or design challenge with measurable outcomes.
- An expected prototype or working product as the primary deliverable.
- An indicative technology readiness level (TRL) target.

5.3 Faculty Mentor Allocation

Each faculty mentor may accept a maximum of two (2) problems from the Problem Bank in any given programme cycle. Faculty members are encouraged to select problems aligned with their domain expertise. Problem allocation shall be carried out by the DIC Committee through a transparent process which will be based on current CGPA of the student and faculty approval to mentor the student.

6. Team Composition

- Each team shall comprise a minimum of two (2) and a maximum of three (3) students.
- Teams must be registered with the DIC Committee prior to the start of the programme cycle.
- Interdisciplinary teams are strongly encouraged.
- Each team must have one registered faculty mentor at the time of enrolment.

7. Financial Support

7.1 Project Grant

Each registered team may receive a minimum project grant of ₹10,000 (Rupees Ten Thousand Only) to cover consumable and incidental project expenses in Phase I. The finance committee will allocate the budget head, and faculty can avail it on the re-imbursement basis. The office of Dean, Student affairs and Career Development Cell will assist the Chairman, DIC in the approval process.

Eligible Expenses	Raw materials, electronic components, prototyping supplies, laboratory consumables, 3D printing materials, software licences (one-time)

Ineligible Expenses	Manpower / stipend / honoraria of any kind, personal equipment, food & beverages, clothing, and any expenditure not directly tied to the project prototype

8. Phase I — Explore & Build (Weeks 4–8)

8.1 Timeline

Phase I shall span four to eight weeks from the date of official programme launch notification. As per the CDC guidelines, first year students have to mandatory do the DIC in the offline mode for a minimum of two weeks and second year students have to do it for a minimum of 4-weeks.

8.2 Deliverable: Phase I Report

At the end of four weeks, each team shall submit a Phase I Report to the CDC Chairman through the faculty mentor. The report shall include:

1. Problem statement and relevance to industry need.
2. Approach adopted and design methodology followed.
3. Prototype status: design/sketch/working prototype.
4. Challenges encountered and mitigation strategies.
5. Fund utilisation summary with supporting bills.
6. Plan for Phase II (if applicable).

8.3 Evaluation

The CDC Chairperson, in consultation with the DIC Committee, shall review all Phase I Reports. Evaluation shall be based on:

- Quality and feasibility of the prototype.
- Clarity of problem understanding.
- Innovative approach and originality.
- Utilisation of funds and adherence to programme guidelines.

9. Phase II — Pre-Incubation

9.1 Selection of Pre-Incubation Teams

Based on Phase I evaluations, the DIC Committee may identify and shortlist the **Top 12 Teams for pre-incubation support**. The selection process shall be transparent, merit-based, and documented. Results shall be communicated within one week of Phase I report submission deadline.

9.2 Pre-Incubation Workspace

Shortlisted teams will be provided access to RGIPT's dedicated Pre-Incubation Office Space under the following terms:

Workspace Charge	₹1500 per team per month (nominal, to cover utilities)
Office Hours	Available up to 10:00 PM on all working days, subject to security and safety norms
Occupancy Norm	A maximum of three (3) teams may be accommodated in one office room
Duration	Until the team achieves TRL 6 or above, or until one academic year, whichever is earlier (extendable by DIC Committee approval)
Access Policy	Teams may use the pre-incubation space outside regular class hours; attendance during classes is mandatory and takes precedence

9.3 Pre-Incubation Support

Teams in pre-incubation will receive the following institutional support:

- A dedicated funding through the R&D budget (notified separately)
- Access to designated laboratory and fabrication equipment (subject to availability and safety training).
- Mentoring sessions with faculty mentor (minimum fortnightly).
- Access to DIC network of industry mentors and advisors.

9.4 Obligations of Pre-Incubation Teams

- Maintain a project logbook updated weekly.
- Submit a monthly progress report to the DIC Committee.
- Adhere to RGIPT's code of conduct within the pre-incubation workspace.
- Ensure the workspace is kept clean, safe, and operationally ready at all times.

10. Structure of Support Grant

- Technology readiness less than TRL 5: Rs. 25,000 (subject to approval of committee)
- Technology readiness of TRL 5 or above: Upto Rs.1 Lac. (subject to approval of committee)

11. Phase III — Incubation and Commercialization (To be Finalized Later)

12 Showcase — Institute Day / Orientation Day/ Technology Day

All teams that participate in the programme (regardless of phase) are required to present their prototypes and projects at the RGIPT Institute Day or a dedicated DIC Showcase Day, as notified by the DIC Committee.

- Showcase participation is mandatory for all registered teams.
- Teams will present a working prototype or functional demonstration.

- Best prototypes will be recognised through DIC Awards at the event.
- Showcase serves as a platform for industry partners to engage directly with student innovations and identify potential collaborators or solutions.

13. Roles and Responsibilities

DIC Committee	Curate the Problem Bank; allocate problems to faculty; evaluate Phase I reports; shortlist pre-incubation teams; assess TRL progression; organise the DIC Showcase Day.
CDC Chairman	Receive and review Phase I reports; provide institutional oversight for the programme; approve pre-incubation and incubation recommendations.
Faculty Mentor	Guide assigned teams (maximum two problems per cycle); review prototype progress; attest utilisation certificates; submit Phase I report to CDC Chairman.
Student Teams	Select and register for a problem; undertake prototype development; submit reports on time; maintain workspace standards; participate in the Showcase.
Institute Administration	Facilitate pre-incubation workspace access; enable fund disbursement; provide security and infrastructure support.

14. Code of Conduct

- Plagiarism, misrepresentation of work, or misappropriation of funds shall lead to immediate disqualification and may attract disciplinary action under RGIPT's student conduct rules.
- Teams must acknowledge all resources, collaborators, and tools used in their prototype development.
- Use of the pre-incubation workspace after 10:00 PM is strictly prohibited.
- All team members must comply with laboratory safety protocols at all times.

15. Amendments and Review

This policy shall be reviewed annually by the DIC Committee in consultation with the CDC Chairman and the Director, RGIPT. Amendments may be made to reflect evolving industry needs, institutional priorities, and programme learnings. All amendments shall be communicated to students and faculty through official RGIPT channels.