

## **SUPPORT TO STUDENTS FOR PARTICIPATING IN COMPETITIONS ABROAD (AICTE SSPCA)**

### **Introduction:**

#### **1.1(a)**

SSPCA scheme provides travel assistance to a student or a team of students for attending competition at an international level in order to encourage engineering students to improve their knowledge in technical education.

### **Objectives:**

#### **1.2(a)**

The scheme aims to provide financial assistance to students in the field of technical education to compete in an international scientific/technical event. This scheme also inculcates the research, innovation and competition culture amongst the students.

#### **1.2(b)**

The objective of the scheme is to provide travel assistance to a student or a team of 2 to 6 students for attending competition at international level.

### **Types of Competition Supported**

**1.3** AICTE invites proposal for SSPCA scheme under two categories:

**Category A:** For participating in a renowned competition in abroad that will be announced by AICTE.

\*(Pre-defined competitions will be decided by the expert committee periodically)

**Category B:** For participating in a renowned competition in abroad that will be proposed by a student.

### **Eligibility:**

**1.4(a):** Students must be enrolled and undergoing a technical course from an AICTE approved institution.

**1.4(b):** Student or a team of 2 to 6 students are eligible for participating in competition abroad under SSPCA scheme.

**1.4(c):** Students of AICTE approved Diploma, B.E./ B.Tech., Integrated M.Tech., M.E./ M.Tech., MBA, MCA and Hotel Management are eligible for participating in completion abroad.

**1.4(d):** The Student or team of students should participate in a national level event where they have won the top honours.

**1.4(e):** A student will be eligible only once during the course of his/ her study for financial support under the scheme.

**1.4(f):** The maximum duration of the competition is limited to 10 days.

### **Financial Support:**

**1.5 (a):** Scheme will provide assistance up to Rs 2 Lakh per student, including all related expenses, to the eligible students.

**1.5 (b): Nature and extent of financial support**

- i. **International Travel** - This scheme provides to and fro economic class air fare to the place of competition abroad.
- ii. **Domestic Travel** - Actual airfare not exceeding AC III Class train fare will be admissible for travel from the AICTE approved Institution to the nearest airport and back, Local public transport charges for the place of stay in abroad to the event venue.
- iii. Registration fee (as per actual or Rs. 50,000/- whichever is less will be provided to the participating student).
- iv. Visa application fee
- v. Lodging & boarding.
- vi. Airport tax
- vii. Travel health Insurance
- viii. Cost incurred for taking equipment related to competition

***\* The support is provided for reimbursement basis as per the actual expenditure incurred by the participant within the guideline of the scheme.***

**Documents required and Procedure to apply:**

**1.6 Following documents are required at the time of application:**

- i. Application duly signed by the competent authority of the institute should be sent to the AICTE, New Delhi.
- ii. A copy of the letter of Acceptance from the organizers of the competition reflecting the name of the student.
- iii. Expected details of the expenditure likely to be occurred so that the expert committee may take a decision for the reimbursement.
- iv. A copy of complete details of competition abroad.
- v. A copy of related documents in which the student or team has participated and has won the top honors in the national event.

***\* These documents should be submitted at least three months prior to the commencement of the event.***

***\* The submission of a proposal does not automatically mean that it has the approval of the AICTE. In case of two or more applications for the same competition or two or more than two teams from the same institution has arrived, final decision will be taken by council on the recommendation of the committee.***

The application should be sent to AICTE New Delhi. The necessary enclosures such as, acceptance letter from the organizers of competition and the full details of the competition proposed to be presented shall be submitted at least two months prior to the commencement of the event. All assistance will be provided by AICTE to popularize the scheme.

The submission of a proposal does not automatically mean that it has the approval of the AICTE. In case of two or more applications for the same competition only one application will be considered and priority will be given to the first author.

#### **Submission of the Claim:**

**1.7(a):** In order to ensure prompt action in releasing the grant, the applicants shall submit the following documents through their Head of the Institutes within one month after the international scientific competition event is over.

- i) A statement of account giving details of expenditure incurred on various items viz., travel (air/train/bus/other tickets), airport tax, registration fee, visa fee, Travel health insurance, boarding pass, boarding & lodging, cost incurred for taking equipment related to competition.
- ii) A technical report and audited utilization certificate in the prescribed format for the total expenditure incurred on the visit.
- iii) The details of assistance received or facilities provided by the organizer of the competition of any other similar Indian/foreign agency.
- iv) The amount made available by the Technical Institution approved by the Council/University/ State Government and other sources.
- v) Certificate of participation in the competition.
- vi) Conversion rate of the US dollar into Indian currency. (From any bank or other financial Institution).
- vii) **Students receiving funding under this scheme will be required to make presentation and share their experiences in different events whenever directed by AICTE.**

#### **Procedure for Approval of the Proposal:**

**1.8 :** The proposal(s) received duly completed in all respects will be evaluated by an expert.

1. If the competition mentioned in the received proposal falls under the Category- 'A', then it will be automatically selected and the final decision of the expert committee is only for the expenditure to occur.

2. For those cases, which fall under Category- 'B', the proposal shall be assessed by an expert committee. Based on their recommendation, a final decision will be taken by the AICTE.

#### **Procedure for release of grant**

**1.9 :** The entire amount will be disbursed in one installment after competition is over and the relevant documents are submitted by the applicants/Institute.

#### **THINGS TO REMEMBER (DO'S & DON'TS) CRITICAL INFORMATION & DO'S:**

- **Make copies:** Create photocopies or digital scans of your passport's front and last page, visa paper and any other important pages and always carry the same. Keep these copies separate from your actual passport, as they can be helpful in case of loss or theft. Leave a copy with a trusted person back home or store it securely online. The student should also save and keep a soft/scanned copy of their travel document (passport, visa, vaccination certificate, etc.).

- **International travel health insurance:** Please travel always with International travel health insurance.
- **Register with your embassy:** Before traveling, register your trip with your country's embassy or consulate in the destination country. This enables them to provide assistance in case of emergencies, such as natural disasters, political unrest or lost passport.
- **Check entry and exit stamps:** Ensure that immigration officials stamp your passport correctly upon entry and exit from a country. These stamps are important for immigration records and may be required for future travel or visa applications.
- **Be cautious of passport scams:** Protect your passport from scams or theft attempts. Be wary of individuals offering to "assist" with passport services or unofficial visa applications. Use only official government agencies or trusted service providers for any passport-related transactions.
- **Report a lost or stolen passport immediately:** If your passport is lost or stolen, report it to the local police and contact your embassy or consulate as soon as possible. They can guide you through the process of obtaining a replacement or emergency travel document.
- **Research the host country:** Learn about the culture, customs, and traditions of the country you're visiting. Understand the local laws and regulations to avoid any unintended breaches.
- **Pack wisely:** Pack essentials for your trip, including competition-related items and necessary documents. Also, consider the climate and weather conditions of the host country to pack appropriate clothing and accessories.
- **Stay connected:** Carry a reliable mobile phone or have access to a communication device to stay in touch with your team, family, and emergency contacts. Activate international roaming or consider getting a local SIM card.
- **Learn basic local phrases:** Familiarize yourself with a few common phrases in the local language to help you navigate and interact with locals. This shows respect and can facilitate communication.
- **Respect cultural differences:** Be respectful of the local culture and customs. Research and adhere to appropriate dress codes, greetings, and social norms. Showing respect goes a long way in building positive relationships.
- **Stay safe:** Prioritize your safety throughout the trip. Familiarize yourself with emergency procedures, know the location of the nearest embassy or consulate, and take necessary precautions to protect your belongings.
- **Embrace the experience:** Take advantage of this opportunity to immerse yourself in a new culture, make connections with fellow participants, and learn from the experience. Keep an open mind and be prepared to adapt to new situations.
- **Practice good time management:** Respect competition schedules, deadlines, and commitments. Arrive punctually for events, meetings, and activities. Plan your time effectively to balance competition-related responsibilities with rest and self-care.
- **Represent your institution positively:** As a student ambassador, you represent your institution. Conduct yourself in a manner that reflects positively on your organization, both during the competition and in your interactions with others. The student should follow a code of conduct.

- Inform organizers about any existing medical condition, in advance.
- Download essential apps in your phone such as Google Maps, Translator, etc. Better to carry a map of the city/ locality & also route.
- If you are changing two or more flights from different airlines, then always make sure at the airline counter that your baggage is checked on.
- Keep all original bills of travel expensive during the travel.

#### **DON'TS:**

- **Don't neglect travel insurance:** Avoid traveling without appropriate travel insurance. It is important to have coverage for medical emergencies, trip cancellation or interruption, lost baggage, and other unforeseen circumstances. Neglecting travel insurance can leave you vulnerable to significant financial risks.
- **Don't overlook important documents:** Avoid forgetting essential documents such as your passport, visa, competition registration details, proof of enrollment, and any required supporting documents. Double-check that you have all the necessary paperwork before your departure.
- **Don't disregard local laws and regulations:** Familiarize yourself with the laws and regulations of the host country. Avoid engaging in any illegal activities, including substance abuse, public disturbances, or any actions that may be deemed offensive or disrespectful in the local culture.
- **Don't ignore safety precautions:** Prioritize your personal safety and well-being. Be cautious of your surroundings, especially in unfamiliar environments. Avoid walking alone at night in unsafe areas and take necessary precautions to protect your personal belongings.
- **Don't forget to inform your emergency contacts:** Keep your family, friends, or school informed about your travel plans and provide them with emergency contact information. Regularly check in with them to let them know you are safe and share important updates.
- **Don't overspend or disregard your budget:** It's easy to get carried away with expenses while traveling. Set a budget for your trip and stick to it. Avoid unnecessary spending and keep track of your expenses to ensure you stay within your means.
- **Don't isolate yourself:** Participating in a competition abroad provides an excellent opportunity to meet new people and experience different cultures. Avoid isolating yourself and make an effort to engage with fellow participants, locals, and organizers. Embrace the opportunity for cultural exchange and networking.
- **Don't forget to communicate with your team and mentors:** Stay in regular communication with your team members and mentors. Keep them updated on your progress, seek guidance when needed, and collaborate effectively throughout the competition.
- **Don't disregard cultural norms and customs:** Respect the local culture and customs of the host country. Avoid behavior or actions that may be considered offensive, disrespectful, or inappropriate. Take the time to learn about and understand the local customs to ensure smooth interactions and positive experiences.

- **Don't procrastinate or leave important tasks for the last minute:** Plan and organize your trip well in advance. Avoid procrastination and tackle important tasks such as visa applications, accommodation bookings, and travel arrangements in a timely manner. Leaving things to the last minute can lead to unnecessary stress and potential complications.
- Do not handover your passport to any unauthorized person except immigration officer.
- Do not exchange foreign currency from airports or nearby places. Always take it before and from SBI or other banks or else you will lose a lot of money in exchange