



All India Council For Technical Education

AICTE Support to Students for Participating in Competition Abroad (SSPCA)

Manual for SSPCA

Create Applications by the Institute



Login SSPCA Portal
<https://sspca.aicte.gov.in>

For registration click
Register button

Already
Registered click
Login button

Fri Nov 15 2024 12:09:53 GMT+0530 (India Standard Time)

 **All India Council for Technical Education**
अखिल भारतीय तकनीकी शिक्षा परिषद परिषद

[User Manual](#) [Scheme Guidline](#) [Register](#) [Login](#)

SSPCA

A scheme to provide financial support to engineering students to participate in International scientific /technical event by AICTE

Support to Students for Participating in Competition Abroad

For a team of maximum 6 students as grant from AICTE

Get upto 12 Lakhs*





Institute Registration

Welcome to AICTE Support to Students for Participating in Completion Abroad (SSPCA)

PID*

Get Details

Institution Name

H.O.I Email

Address

State

District

Password

rNsejp

Enter Captcha



Already registered please [Click Here](#) to Login.

SIGN IN

Insert Institute Permanent ID (PID) then click the **Get Detail button**, Institute details automatic fetch and click the **SIGN IN button**, Login credentials sent to the Head of the Institute (HOI) email id, after verify the email id, Institute able to login



Institute Login

Welcome to AICTE Support to Students for Participating in Competition Abroad (SSPCA)

LOGIN

Email

Password

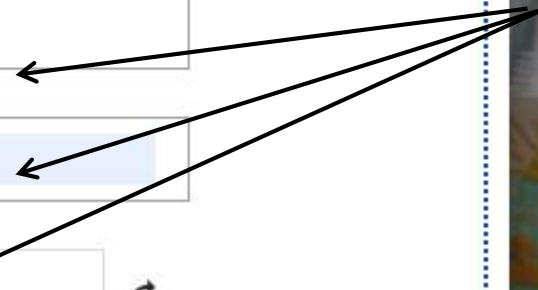
IAOxM4

[SignUp Here!](#)

[Forgot Password?](#)

[Login using OTP](#)

Insert email, password and captcha then click **Sign In** button





Create Application



User Manual

Change Password

Contact Us

Welcome

Logout

Dashboard

Applications

Create Applications

Approved Applications

Defected Applications

Rejected Applications

Incomplete Applications

Submitted Applications

Apply for Claims

Create Claims

Pending Claims

Submitted Claims

Approved Claims

Defect Claims

Reject Claims

click **Create Application**
button

Select Year*

All

Applications Status

Submitted: NA
Approved: 11
Reject: 4

Claims Status

Submitted: 3
Approved: 6
Rejected: 2

Disbursement Status

Amount Released: NA
Amount Pending NA



Fill Institute Details

All India Council for Technical Education
अखिल भारतीय तकनीकी शिक्षा परिषद परिषद

Welcome to AICTE Support to Students for Participating in Competition Abroad (SSPCA)

User Manual Change Password Contact Us Logout

Dashboard Applications Create Applications Approved Applications Defected Applications Rejected Applications Incomplete Applications Submitted Applications Apply for Claims Create Claims Pending Claims Submitted Claims Approved Claims Defect Claims Reject Claims

Institute Details Team N Competition Expenditure Attachment Declara

Selection by dropdown and click the Save & Next button

Institute Details

Application Number: * 2024-1-457154483-0022 Application under Category: *

Has any of the applicants won an award in top three in any of the National Events/Competitions : *

Institute's Permanent ID :	1-457154483
Name of the Institute :	SANT GAJANAN MAHARAJ RURAL POLYTECHNIC
Address of the Institute :	SITE - CHINCHEWADI, TAL - GADHINGLAJ, DIST. KOLHAPUR
Name of the Head of the Institute (HOI):	ROHINI PATIL
Mobile Number of Head of the Institute (HOI):	8237733333
Institutional E-mail ID :	rohiniptil2@gmail.com
Mobile Number of Institute:	8237733333
AICTE approval status :	New
Current year :	2025-2026
Institute Type (Private/Govt./Govt. aided) :	Private-Self Financing

Save & Next



Fill Team Details



Fill Team Details

Team Details

A: Details of the Team

Name of Team: *
dd

No. of participants: *
1

Name of the project: *
dd

Discipline or Disciplines: *
dd

B: Details of Team Members (maximum six, one of them at least should have won national award in a recognized conference)

+Add Participant

Click + Add Participant button and fill Team Member details and click the Save & Next button

S.No.	Action	Name of Student	Student Enrolment Number	Student ID (PID + Enrolment No)	Course/Branch	Year	Discipline	Category	Mobile No.	Institute Domain email ID	Address
1											

Back

Save & Next



Fill National Competition Details



All India Council for Technical Education
अखिल भारतीय तकनीकी शिक्षा परिषद परिषद

Welcome to AICTE Support to Students for Participating in Competition Abroad (SSPCA)



User Manual

Change Password

Contact Us

Welcome

Logout

Institute Details

Team

National competition

International competition

Expenditure

Attachment

Declaration

Preview & Submit

Details of participation at National Level competition(Already Participated)

S.No.	Name of the Participant or Team	Name of the competition	Organizers	Theme	From Date	To Date	Duration of the competition	Position held In competition
1								

fill Participation details and click the **Save & Next** button

Back

Save & Next



Fill International competition Details

All India Council for Technical Education
अखिल भारतीय तकनीकी शिक्षा परिषद्

Welcome to AICTE Support to Students for Participating in Competition Abroad (SSPCA)

User Manual Change Password Contact Us Welcome Logout

Institute Details Team National competition **International competition** Expenditure Attachment Declaration Preview & Submit

Info alert: Please fill the National Competition form!

Details of International level competition (To be participated):

Name of the competition :	<input type="text"/>
Name of the organizer :	<input type="text"/>
Address of the organizers:	<input type="text"/>
Name of town/city of the competition :	<input type="text"/>
Name of country of the competition :	<input type="text"/>
Date(From):	Select Date <input type="text"/>
Date(To):	Select Date <input type="text"/>
Duration :	Duration <input type="text"/>
Do you have Letter of invitation from the Organizer:	Letter of invitation from the Organizer <input type="text"/>
Details of proposed journey (indicate complete travel plan) :	<input type="text"/>
Details of the any other funding agency giving financial assistance(if any give details) :	<input type="text"/>
Proposed date of joining institution after competition is over :	Select Date <input type="text"/>
Any other information the applicant would like to give in support of the Competition :	<input type="text"/>

fill International competition details



Fill International competition Details

All India Council for Technical Education
एशियन भारतीय तकनीकी शिक्षा परिषद, पणजी

Welcome to AICTE Support to Students for Participating in Competition Abroad (SSPCA)

Welcome [] Logout

Institute Details Team National competition International competition Expenditure Attachment Declaration Preview & Submit

Parameters	Input by the Institute
Role of the Applicants in Competition Abroad :	<input type="text"/>
Theme, abstract & its relevance :	<input type="text"/>
Quality and conformity with stated objective and scope :	<input type="text"/>
Novelty/originality and its impact :	<input type="text"/>
Possible commercialization and patentability :	<input type="text"/>

Fill International competition and click the **Save & Next** button

Back Save & Next



Fill Expenditure Details



Expected Expenditure details of Team :

Particulars	Amount (In Indian Rupees)
Domestic Travel (Air/Train/Bus/Others) :	<input type="text"/>
International Travel (Air) :	<input type="text"/>
Airport Tax (if applicable) :	<input type="text"/>
Registration Fee (Actual or Not more than INR ₹50k) :	<input type="text"/>
Visa Application Fee :	<input type="text"/>
Travel Health Insurance :	<input type="text"/>
Boarding & Lodging :	<input type="text"/>
Cost incurred for taking equipment related to competition (if any) :	<input type="text"/>
Total :	<input type="text"/>

Fill Expenditure details and click the **Save & Next button**



Back

Save & Next



Documents Attachment



All India Council for Technical Education
अखिल भारतीय तकनीकी शिक्षा परिषद परिषद

Welcome to AICTE Support to Students for Participating in Competition Abroad (SSPCA)

Home User Manual Change Password Contact Us

Welcome

Logout

Institute Details Team National competition International competition Expenditure **Attachment** Declaration Preview & Submit

Info alert: Please fill the Expenditure form!

Choose and upload documents and click the **Next button**

List of Attachment :

Document	Download Format	Action	View
Letter of Invitation/Project acceptance letter from the organizer * :		Choose File No file chosen	N/A
Proposal of the Project * :		Choose File No file chosen	N/A
Undertaking of the Parents * :	Download	Choose File No file chosen	N/A
Medical Fitness certificate of the team members * :	Download	Choose File No file chosen	N/A
AICTE approval letter(Current year) EOA * :		Choose File No file chosen	N/A
National level Award/ Certificate indicating the position achieved * :		Choose File No file chosen	N/A

Download the format and fill the form then upload

Back

Next



Declaration

All India Council for Technical Education
अखिल भारतीय तकनीकी शिक्षा परिषद् परिषद्

Welcome to AICTE Support to Students for Participating in Competition Abroad (SSPCA)

User Manual Change Password Contact Us Welcome Logout

Institute Details Team National competition International competition Expenditure Attachment **Declaration** Preview & Submit

Declaration :

Declaration:

I certify that

1. The details given above are correct to the best of my knowledge & capacity and I am signing on behalf of all my team members.
2. I also confirm that one or more of the team member is a winner of national competition and was/ were placed in top three.
3. If the information supplied is found to be incorrect at a later date, I shall be legally bound/ liable to reimburse the entire amount to the Council.
4. The amount received will be use only for the purpose for which it is requested.
5. In case of financial assistance being received from the organizers or any other agencies, I shall pay back the amount granted by the Council along with interest accrued within 15 days.
6. I shall abide by all of the decisions of the Council.

Place : Declaration Place Date : 23/11/2024

Certificate by Head of the Institution:

I certify that

1. The information provided by the applicant in the application form is correct.
2. At least one/ more members of this team have won a national award in a recognized competition or conference and was/ were in top three of that competition.
3. The applicant has not availed the provision in the last 3 years.
4. The technical institution approved by the Council is eligible under the AICTE Act to receive financial assistance.
5. The applicant has enclosed all the relevant documents.
6. The institute will verify the claim for reimbursement before forwarding to AICTE.
7. The institute will also reimburse in full or advance funds to the participants so that they will be able to participate in said conference or competition without any problems.
8. The institute will claim reimbursement from AICTE within 15 days after completion of competition and provide the details for online transfer.
9. AICTE will not be responsible for any misconduct during the course of conference/ competition.

In case of discrepancy/ false information being provided by the candidate through the Institution, the grant will automatically be considered as cancelled and the Institution shall be penalized.

Name: ROHINI PATIL	Designation: Principal	Address: SITE - CHINCHEWADI, TAL - GADHINGLA,J, D	Date: 23/11/2024
-----------------------	---------------------------	--	---------------------

Click Checkbox and insert place then click the Save & Preview button

Back

Save & Preview



Preview Application

All India Council for Technical Education
 सर्वोच्च राष्ट्रीय तकनीकी शिक्षा परिषद भारत

Welcome to AICTE Support to Students for Participating in Competition Abroad (SSPCA)

Welcome **SANT GAJANAN MAHARAJ...** (1-457154483) [Logout](#)

[Institute Details](#) [Team](#) [National competition](#) [International competition](#) [Expenditure](#) [Attachment](#) [Declaration](#) [Preview & Submit](#)

Preview & Submit

1: Institute Details

Institute Details	
Application Number :	2024-1-457154483-0322
Application under Category :	Recognized competitions by AICTE
Has any of the applicants won an award in top three in any of the National Events/Competitions :	yes
Institute's Permanent ID :	1-457154483
Name of the Institute :	SANT GAJANAN MAHARAJ RURAL POLYTECHNIC
Address of the Institute :	SITE - CHINCHEWADI, TAL - GADHINGLAJ, DIST. KOLHAPUR
Name of the Head of the Institute (HOI) :	ROHINI PATIL
Mobile Number of Head of the Institute (HOI) :	823773333
Institutional E-mail ID :	rohiniptil2@gmail.com
Mobile Number of Institute:	823773333
AICTE approval status (Current year) and Number :	EOA Recommended by Council
Institute Type (Private/Govt./Govt. aided) :	Private-Self Financing

2: Details of the Team

Team Details	
Name of Team :	dd
Number of Participants :	1
Name of the Project :	dd
Discipline or Disciplines :	dd

2(a): Details of Team Members (maximum six, one of them at least should have won national award in a recognized conference)

Student Details			
Name of Student :	adfas	Student Enrolment No :	3434
Student Id :	1-457154483-3434	Course/Branch :	afdaf
Discipline :	afa	Category :	ssdfsa
Mobile No :	4444444444	Institute Domain Email :	afdaf@gmail.com
Address :	fasfa		

3: Details of participation at National Level competition(Already Participated)

National Level Competition Details			
Name of the Participant or Team :	adfas	Name of the competition :	adfas
Organizers :	a	Theme :	afsa
From Date :	2024-11-14	To Date :	2024-11-22
Duration of the competition :	8 days	Position held in competition :	wertt

4: Details of participation at InterNational Level competition(To be participated)

InterNational Level Competition Details	
Name of the competition :	afas
Name of the organizer :	afas
Address of the organizers :	Building No 982 Flat No F1 Shaktar Garden Ext1 Sahibabad Ghaziabad
Name of town/city of the competition :	Ghaziabad
Name of country of the competition :	Albania
Date(From) :	2024-11-08
Date(To) :	2024-11-24
Duration of competition :	16 days
Do you have Letter of invitation from the Organizer :	Yes
Details of proposed journey (indicate complete travel plan) :	afdaf
Details of the any other funding agency giving financial assistance(if any give details) :	asdfasf
Proposed date of joining institution after competition is over :	2024-11-29
Any other information the applicant would like to give in support of the Competition :	asdfas

Parameters	Input by the Institute
Role of the Applicants in Competition Abroad :	asdfs
Theme, abstract & its relevance :	asdfsaf
Quality and conformity with stated objective and scope :	asdfsaf
Novelty/originality and its impact :	asdfsaf
Possible commercialization and patentability :	asdfsaf

5: Expected Expenditure details of Team

Particulars	Amount (In Indian Rupees)
Domestic Travel (Air/Train/Bus/Others) :	454
International Travel (Air) :	454
Airport Tax (if applicable) :	454
Registration Fee (Actual or Not more than INR ₹50k) :	454
Visa Application Fee :	454
Travel Health Insurance :	454
Boarding & Lodging :	454
Cost incurred for taking equipment related to competition (if any) :	454
Total :	3632

6: List of Attachment

Document	Action
Letter of Invitation/Project acceptance letter from the organizer :	View
Proposal of the Project :	View
Undertaking of the Parents :	View
Medical Fitness certificate of the team members :	View
AICTE approval letter(Current year) EOA :	View
National level award/ certificate indicating the position achieved :	View

[Back](#) [Submit](#)

Check filled application details if all details are correct click **Submit button** or if any correction click **Back button**,

Back

Submit

Note: After recommended application by the AICTE then Institute can apply to Claim

Manual for SSPCA

Apply to Claims by the Institute



Create Claims



Dashboard

Applications

Create Applications

Approved Applications

Defected Applications

Rejected Applications

Incomplete Applications

Submitted Applications

Apply for Claims

Create Claims

Pending Claims

Submitted Claims

Approved Claims

Defect Claims

Reject Claims

click **Create Claim** button and click the **Icon**

Select Year*
All

Create Claim

Filter

S.No.	Action	Academic Year	Applicati on ID	Applicati on Category	No. of Student Participate	Discipline	Competiti on Name	Country	City	Date of Competiti on	Last Updated
1		2024-2025	2024-1-457154483-0011	Recognize d competi ons by AICTE	1	rvrr	ewfwe	India	wef	2024-09-03	Sep 18, 2024



Claim Application Details

- Dashboard
- Applications
- Apply for Claims
- Create Claims
- Pending Claims
- Submitted Claims
- Approved Claims
- Defect Claims
- Reject Claims

- Claim Application Details**
- Travel details
- Expenditure Incurred
- Attachments
- Preview & Submit

Claim Application Details

Application Number: 2024-1-457154483-0011	AICTE File Number(filled by AICTE):	
Date of Offer Letter(filled by AICTE):	Name of the Head of Institution: ROHINI PATIL	
Name of the Competition: ewfwe	Title of the Project: fvef	
City: wef	State: Maharashtra	Country: India
Competition Start Date: 2024-09-03	Competition End Date: 2024-09-21	Duration: 18 days

click **Next** button

Next



Travel Details

Claim Application Details **Travel details** Expenditure Incurred Attachments Preview & Submit

Participant Travel details

S.No	Student ID	Student Name	Date of Birth	Travel Date	Place From	Place To	Mode of Travel	Airline Name	PNR No.	Fare Paid	Remarks , if any	Student Bank Name	Student A/C No	Student IFSC code
1	1-45715448 3-234	Text												

Fill Student details and click the **Save & Next** button

Back

Save & Next



Expenditure Incurred Details

Details of expenditure incurred :

Head	Amount as mentioned in Application of AICTE	Actual expenditure incurred	Assistance provided by any other agency (if any)		Permissible Amount
			Name of Agency	Amount	
Domestic Travel (Air/Train/Bus/Others):	100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
International Travel (Air/Train/Bus/Others):	200	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Airport Tax:	300	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration Fee(Actual or Not more than 50,000)	400	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Visa Application Fee	500	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Travel Health Insurance	600	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Boarding & Lodging	700	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost incurred for taking equipment related to competition	800	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fill Expenditure details and click the **Save & Next** button

Back

Save & Next



Document Attachments

Claim Application Details

Travel details

Expenditure Incurred

Attachments

Preview & Submit

List of Attachment(upload PDF of all Team Members in one file) :

Rate at which foreign currency purchased as per Indian rupees (attach voucher for the purchase of currency).

Document	Download Format	Action	View
List of Students participated in event * :		<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/>
Format for submission of fund utilized duly completed in all respects(Proforma enclosed) * :	<input type="button" value="Download"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/>
Original boarding pass * :		<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/>
Air fare ticket * :		<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/>
Train fare ticket :		<input type="button" value="Choose File"/> No file chosen	N/A
Receipts of registration and visa charges * :		<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/>
Feedback form along with e-Payment details as per prescribed Proforma (Proforma enclosed) * :	<input type="button" value="Download"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/>
Performa of Submit the Claim (Proforma enclosed) * :		<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/>
Students Mandate Form (Proforma enclosed) * :	<input type="button" value="Download"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View"/>

Download the format and fill the form then upload

Name:

ROHINI PATIL

Designation:

Principal

Address:

SITE - CHINCHEWADI, TAL - GADHINGLAJ, DIST. KOLHAPUR

Place:

mumbai

Date:

2024-09-18

Choose and upload documents and click the **Save & Next** button

Back

Save & Next



Preview Claim Application

All India Council for Technical Education
सर्वोच्च तकनीकी शिक्षण परिषद

Welcome to AICTE Support to Students for Participating in Competition Abroad (SSPCA)

User Manual Change Password Contact Us Welcome SANT GAJANAN MAHARAJ... (1457154483) Logout

Claim Application Details Travel details Expenditure incurred Attachments Preview & Submit

Preview

1: Claim Application Details

Claim Application Details	
Application Number :	2024-1-457154483-0011
AICTE File Number :	N/A
Date of Offer Letter :	N/A
Name of the Head of Institution :	ROHINI PATIL
Name of the Competition :	evfw
Title of the Project :	fwf
City :	wef
State :	Maharashtra
Country :	India
Competition Start Date :	2024-09-03
Competition End Date :	2024-09-21
Duration :	18 days

2: Participant Travel details

Participant Travel details:			
Student ID	1-457154483-234	Student Name	erfo
Date of Birth	2010-12-17	Travel Date	2024-09-04
Place From	sdfs	Place To	sdfs
Mode of Travel	Train	Fare Paid	213221
Remarks, if any	dfsdfs	Student Bank Name	evfwef
Student A/C No	2342342	Student IFSC code	23234

3: Expenditure Details

Domestic Travel (Air/Train/Bus/Other):

Amount as mentioned in Application of AICTE	100
Actual expenditure incurred	43
Agency	af
Amount	343
Permissible Amount	N/A

International Travel (Air/Train/Bus/Other):

Amount as mentioned in Application of AICTE	200
Actual expenditure incurred	34
Agency	afa
Amount	343
Permissible Amount	N/A

Airport Tax:

Amount as mentioned in Application of AICTE	300
Actual expenditure incurred	343
Agency	af
Amount	343
Permissible Amount	N/A

Registration Fee(Actual or Not more than 50,000):

Amount as mentioned in Application of AICTE	400
Actual expenditure incurred	34
Agency	af
Amount	34
Permissible Amount	N/A

Visa Application Fee:

Amount as mentioned in Application of AICTE	500
Actual expenditure incurred	34
Agency	af
Amount	343
Permissible Amount	N/A

Travel Health Insurance:

Amount as mentioned in Application of AICTE	600
Actual expenditure incurred	343
Agency	af
Amount	43
Permissible Amount	N/A

Boarding & Lodging:

Amount as mentioned in Application of AICTE	700
Actual expenditure incurred	343
Agency	afaf
Amount	3434
Permissible Amount	N/A

Cost incurred for taking equipment related to competition:

Amount as mentioned in Application of AICTE	800
Actual expenditure incurred	343
Agency	afaf
Amount	343
Permissible Amount	N/A

4: List of Attachment

Document	Action
List of Students participated in event :	View
Format for submission of fund utilized duly completed in all respects(Proforma enclosed) :	View
Original boarding pass :	View
Air fare ticket :	View
Train fare ticket :	N/A
Receipts of registration and visa charges :	View
Feedback form along with e-Payment details as per prescribed Proforma (Proforma enclosed) :	View
Performs of Submit the Claim (Proforma enclosed) :	View
Students Mandate Form (Proforma enclosed) :	View

Name	Designation	Address	Place	Date
ROHINI PATIL	Principal	SITE - CHANDHEWADI TAL. (DACHINGLAL), DIST. KLEASUR	mumbai	2024-09-18

[Back](#) [Submit](#)

Check filled claim application details if all details are correct click **Submit button** or if any correction click **Back button**,

Back

Submit

Note: After recommended claim application by the AICTE then Institute can be see the permissible amount on the Approved claims tab



Thanks

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