

**POLICY GUIDELINES and INSTRUCTIONS FOR
ICCR ADMINISTERED SCHOLARSHIP PROGRAMME**

GUIDELINES/ INSTRUCTIONS/ ADMISSIBLES AFTER SEEKING ADMISSION

1. Confirmation of Admission:

- i. Applications received from candidates and forwarded by Missions to ICCR are in-turn forwarded by ICCR through its Regional Offices to the Indian State/ Central Universities. **Submission of application form does not guarantee confirmed admission.**
- ii. Indian Universities/ Educational institutions are autonomous and independent bodies and have their own eligibility criteria on the basis of which admissions are confirmed by respective Universities and communicated to ICCR, which in turn conveys confirmation of admission through Indian Missions to the applicants.
- iii. ICCR has **no role** in providing and confirming the admissions.
- iv. Admission confirmed by a University in respect of a particular student is non-transferable.

2. On arrival formalities

- i. Applicants whose admission is confirmed should bring with them all **original** documents relate to their qualifications for verification by the respective college/university at the time of admission.
- ii. Certified copies of all documents should be accompanied with English translations
- iii. Applicants are also required to bring the certified copy of syllabus of the last qualifying examination.
- iv. Applicants should carry at least Indian Rupees (INR) 50,000/- with them to meet incidental expenditure on arrival in India.
- v. During the Joining formality at the University applicants should fill the Joining Report in format prescribed by ICCR. Due care should be taken by students while filling up details related to date of birth, nationality, course, college details, registration numbers...
- vi. Students should ensure that they complete their FRRO registration in India within 2 weeks after arrival to avoid being penalised.
- vii. On their arrival, students are provided stipend for first quarter in cash, after which all payments will be made only electronically to the bank account of students. Once the joining formalities are attended to with the College/

University. Students are advised to open their bank account within one month of time, so that stipend is transferred directly to their accounts.

- viii. To drive in India, students must have a valid International Driving License.

3. Change of Subject, College and University

- i. ICCR, as a policy does not permit mid-term changes of Courses/College/University (with the exception of medical emergency).
- ii. Applicants are advised to go through the courses offered by the Universities carefully before finally submitting the application form.
- iii. Once the student accepts course/college/university, any financial consequence due to mid-term change in any of the three will have to be borne by the student.
- iv. If the student is not willing to bear financial consequence of the mid-term change in course/college/ university, No midterm change in course, college or university would be entertained by the council.

4. Extension/ Revival /Discontinuation of Scholarship

- i. If a student fails/ not promoted to next level, he/she is required to self-finance the course till he clears level. His/ her scholarship is revived only when he/ she passes the current level of study.
- ii. Registration fee/tuition fee etc. would not be paid for the extension period.
- iii. A student is entitled to receive scholarship up to a maximum of 3 weeks after declaration of result. This date is calculated on the basis of the date of result declaration online.
- iv. Scholarship is cancelled if the student fails repeatedly or is involved in malpractices / anti-social / criminal activities, or is found violating the terms and conditions of ICCR scholarship schemes.
- v. In case a student gets involved in a law and order situation, and found/ accused of violating law of land, the matter would be dealt with as per the concerned law enforcing authorities in India.

5. Admissible Reimbursements

- i. If a student pays tuition fees/ other compulsory fees to the College/Institute, he/she is entitled to get reimbursement on submission of the original receipt/voucher etc. issued by the University/College/Institute.
- ii. Participation in conference / seminar to present papers by PhD scholars is permitted only once in a calendar year and limited to participation only in maximum of 2 conference during the full duration of the course. The total registration fee admissible may not exceed Rs 5000/- per

seminar/conference. Prior approval of ICCR Headquarters is required for participation in any Conference / Seminar and request must be submitted at least one month in advance.

- iii. Study Tour: Students proceeding on a study tour within India should submit their study tour proposal certified by the Supervising Teacher or Head of the Institution concerned, stating that the tour is an integral part or essential to the course. Preference would be given to study tours conducted by the University or Institute concerned and a report should be submitted by the student on completion of the tour with the claim for reimbursement. Prior permission from the ICCR at least one month in advance should be taken by the student. The entitlements are:

- To-and-fro train fare (3 tier AC) or the actual bus fare.
- Daily allowance of Rs 200/per day for Metropolitan Cities and Rs.150/- per day for other cities. The daily allowance is payable in addition to the monthly living allowance, subject to the study tour not exceeding 30 days. All original tickets/vouchers are to be submitted for reimbursement after completion of tour.

Scholars who travel abroad during the academic year are not entitled to Stipend for the ex-India period. Any amount paid will be deducted on pro-rata basis.

6. Regulations regarding admissible Medical facilities

- i. Under the ICCR, MEA and Ayush Scholarship Programmes, students are expected to seek treatment at medical centre or dispensary empaneled with Government of India's Central Government Health Scheme attached to universities / Institutes where they are enrolled or in the nearest Government hospital. Bills are settled as admissible according to authorized Medical Attendant /Central Government Health Scheme, Government of India norms only **if submitted within 3 months of treatment**. No claim will be entertained thereafter.
- ii. **No** reimbursement is admissible for expenditure on tonics, dental treatment, spectacles, acne treatment, on-the-counter prescriptions etc. and any other item not covered under CGHS norms.
- iii. **No** reimbursement is admissible for expenditure incurred on family members who accompany the student to India.
- iv. If a student is hospitalized in India for a period of one month or longer, the living allowance will be reduced by 50%.
- v. If any student after taking admission in the institute/University, is found to be suffering from T.B., Cancer, AIDS or any ailment affecting vital organs, calling for long duration-treatment and long absence from college, would be repatriated to his/her country for treatment.
