

Guidelines for ICCR Scholarship Holders **Instructions/Points to be noted by Scholars**

Formalities to be completed on arrival

Upon arrival in India all scholars should register themselves with local FRRO within 7 days or within the stipulated time as directed by the Indian High Commission/Embassy concerned while issuing visa.

Admission formalities

- Students should ensure that the Institutes forward their Joining Reports with 3 passport photographs to the ICCR immediately after they join their courses, duly signed and stamped by College's Authorities, to enable ICCR to remit Tuition Fees/Other Compulsory Fees and other admissible dues at an early date.

- Due care should be taken by the students while filling up column nos. 9 & 14 of Joining Report regarding duration (year and month) and break – up of tuition fees, as Council is not mandated to pay any caution money/security deposits/uniform fee etc. These fees, if any, may be paid by the students directly, and would be refunded to them on completion of their respective courses. The Council gives scholarship upto declaration of result. Due care should, hence be taken while filing up column no.9, in consultation with the college authorities so that the period includes the declaration of results as well as the stay required for collection of provisional certificate after the final exams.

Payment Criteria for stipend, house rent and contingent grant.

- Scholarship commences from date of arrival in India. Living allowance and house rent is paid on pro-rata basis in advance for 3 months in cash by ICCR HQs/Regional Offices. Further Scholarship is released on receipt of joining report and is paid monthly/quarterly through the SBI account/University concerned.

- Stipend, paid to scholars is to be used for expenditure incurred by them in that particular month, which includes other miscellaneous expenditure such as mess charges for those staying in hostels.

- Contingent Allowance is given annually until the end of the course, to meet expenditure on purchase of books, stationery etc. It is not given during the extension period. For Ph.D scholars, the contingent grant is given for a maximum of five years.

- In case of Ph.D scholars, the scholarship is for a maximum of five and a half years, (inclusive of extension/viva voce) or for the total duration of research (until the submission of the thesis) plus six months for viva voce, whichever is earlier.

- For continuation of scholarships dues, Ph.D, scholars must submit the pre Ph.D result and regular progress report every six months.

- Ph.D scholars, traveling outside the country for data collection, are eligible to draw 2 months stipend for the ex-India period only once during their scholarship tenure, subject to the necessary certificate from their supervisor and invitation of host organization, submitted to the Council well in advance. All travel expenses are to be borne by the scholars themselves.
- Progress Report, along with certified copy of mark-sheet, must be submitted every semester/annually to ensure continuation of scholarship by the Council.
- The stipend and HRA will be paid only up to the declaration of result/receipt of provisional certificate and **not upto the issuance of degree by the Institute/University.**
- No stipend is released during ex-India period but house rent is released for a maximum period of two months.
- Hostel accommodation is not guaranteed in the absence of hostel accommodation, house rent is paid for renting private accommodation, provided it is approved by ICCR.
- If a scholar is hospitalized in India for a period of one month or longer, the scholar's living allowance will be reduced by 50%.
- For those scholars who are pursuing science courses, the expenditure on laboratory chemicals and other incidental charges are to be borne by the scholars themselves.

Payment of tuition fees/Registration fees

- All tuition fees and university exam fees are paid directly by the Council. All refundable deposits will be paid by the scholar himself/herself.
- If any of the Colleges/Universities/Institutes ask the scholar to pay tuition/other compulsory fees, the student may approach ICCR with the claim.
- Registration fee/tuition fee etc would not be paid for the extension period unless approved by the Competent Authority.
- If a student pays TF/OCF on behalf of ICCR 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.

Reimbursement of Medical Claims

- In case of illness, a student should first visit the University/Institute's clinic for treatment. The ailing student may, however, visit a civil or private hospital on the University's panel on the certification/recommendation of the University's Medical

Officer, and only if that particular medical treatment or procedure is unavailable in the university clinic.

- In an emergency situation, students can avail of treatment from CGHS approved private hospitals. In such cases, an emergency certificate is required from the concerned hospital. In general cases, foreign students may visit Government hospitals. Wherever CGHS facility is not available, reimbursement are given as per approved rates of CGHS.

- On completion of ailment, student should submit the medical claim to ICCR in a prescribed proforma (available with ICCR HQs/Regional Offices). Medical reimbursement forms must be accompanied by all original vouchers, prescriptions, cash memos for medicines and test reports duly signed by the attending doctors and the International Students Advisors of the University. No claim will be entertained with only the hospital stamp.

- Medical reimbursement for treatment taken will be made as per CGHS norms. All scholars are advised to avoid visiting private hospitals for minor ailments such as fever, cough and cold etc.

- Foreign students availing of medical treatment outside the State where they are pursuing their studies, need to obtain prior approval of ICCR, before taking treatment. It may be noted that to and fro train/air fare is not permissible to them.

- No reimbursement is admissible for expenditure incurred on tonics, dental, artificial aids, spectacles, acne treatment and family members who accompany the scholar to India.

- All claims to be submitted within one month of the treatment for reimbursement.

Shifting from Hostel to Private Accommodation

- Any student intending to change from hostel to private accommodation should obtain prior permission from ICCR. For this they should first get a "No Objection" and "No Dues" certificate from Hostel/Institute authority and forward the same to ICCR (all in original) alongwith his/her application. Failing to obtain prior permission might entail rejection of their request subsequently. Frequent changes are not allowed.

- Change from hostel to private accommodation would not be allowed in the middle of the academic session.

- Students should ensure that hostel charges do not include mess charges and security deposit for the same.

- After shifting, the student must submit the latest residential address to the Council.

Mandatory Attendance

- Students must ensure that they have completed the mandatory attendance as required by that particular University to be eligible to take their exams. The council will not issue any recommendation letter if the scholar is short of attendance.
- Council would not extend the scholarship period if the scholar is detained/debarred from sitting in the exam due to shortage of attendance.

Extension of Scholarship period

- Request for extension of scholarship will be considered on case to case basis by the Competent Authority of the ICCR.
- For extension of scholarship tenure, students should apply to ICCR in writing, giving justifiable/valid reasons for seeking such extension. They should also invariably route their applications, enclosing all supporting documents, through the Head of the Institutes/Departments/Regional Offices, for consideration.

Change of Institute/Course

As per scholarship rules, once a student opts for a particular university/course he/she is not allowed to change the course or the university/college/institute even if the duration and the tuition fee is the same. If any student is found violating this norm, **his/her scholarship would immediately be cancelled.**

Financial Entitlement

Payment are made as per Annexure-III (enclosed).

Return journey to home country

- Students should leave the country immediately after the completion of their studies. Under normal circumstances, the time gap between completion of studies and final departure should not exceed one month.
- A scholar wishing to travel outside India during the course of study for personal reasons may do so at his/her own expense and with the prior permission of the ICCR/Institute where he/she is studying.

All the students who visit their home country must take a clearance certificate from the college and the regional office. They will not be paid stipend for the duration of stay outside India.

Norms for participation in Summer/Winter Camps and study tours etc.

- Under the Welfare Scheme for International Students Council arranges summer and winter camps for ICCR's scholars where broad and lodging arrangements are

made by the Council initially, ICCR scholars need to pay a camp fee of Rs.3,000/- which would be refunded once the camps are over. However, the camp fee also will be refunded to those scholars who may not be selected in any of the camps. ICCR scholars are entitled to get refund of their camp fee only once in an academic year after completion of the camps. If student fails to attend the camp after selection, he/she will not be entitled for any refund.

- Under the scholarship schemes, expenses on study tour are met by the ICCR, this would be decided depending upon the course/research work the student is involved with. Scholars proceeding on study tour should have their tour proposal endorsed by the supervisor/teacher or head of the Institution concerned, certifying that the tour is an integral part of or essential to the course of study or training. It is mandatory to take the Council's prior permission before proceeding on tour. ICCR pays to and fro train fare upon production of original receipts, (1st class/3rd AC or the actual bus fare of any state transport, together with the daily allowance as per norms. This daily allowance is given in addition to the normal monthly living allowance).

Guidelines for payment and deductions of airfares/stipend etc.

- If a student decides to return to his/her country before the completion of the course, he/she would not be entitled to a return passage, the expenditure would need to be borne by the scholar himself/herself. On returning to his/her country, he/she is required to refund the amount of airfare paid by the Indian Mission for travel to India as well as the scholarship amount paid by ICCR during his/her stay in India.

- Scholars are permitted to go to their home country during vacations without any financial liabilities on the Council. Scholarship will not be paid for this ex-India period. Prior intimation regarding such departures must be conveyed to the ICCR/Institute they are studying. The students must submit a copy of their passport as well as the original for verification of the ex-India period. Only on completion of this exercise, would further scholarship dues be released.

Discontinuation/Cancellation of Scholarship

- Generally ICCR discontinues scholarship payment when a scholar fails in his/her examination. The student is then asked to clear his/her examination as a self financing student, with the clear understanding that ICCR would revive his/her scholarship once he/she clears the examination successfully.

- Scholarship could be cancelled if the scholar fails repeatedly or is involved in exam-practices/anti-social activities, or is found violating ICCR scholarship norms.