

## **GENERAL INSTRUCTIONS TO APPLICANTS**

1. Six complete sets of application forms are to be submitted to the Indian Mission.
2. Candidate should clearly mention the course and University to which he/she is seeking admission. **The applicants are advised to go through the “University Handbook” available with our Mission before giving these details.**

NOTE:ICCR would not be able to entertain a subsequent change in course of study or University once admission of a scholar is confirmed and the scholar has arrived to join the course.

3. Certified copies of all documents should be accompanied with English translations. A syllabus of the last qualifying examination should be enclosed with application.

### **NOTE:**

- a. **Students applying for doctoral/ post doctoral courses should include a synopsis of the proposed area of research.**
- b. **Students wishing to study performing arts should, if possible, enclose video/ audio cassettes of their recorded performances.**
4. Candidates must have adequate knowledge of English.
5. ICCR will not entertain applications which are sent to ICCR directly by the students or which are sent by local Embassies/High Commissions in New Delhi.
6. Priority will be given to students who have never studied in India before.
7. No application will be accepted for admission to courses in MBBS/MD or Dentistry/Nursing.
8. Candidates may note that Indian universities/educational institution are autonomous and independent and hence have their own eligibility criteria which have to be fulfilled. Please also note that acceptance of application by the University is also not a guarantee of admission. A scholarship is awarded only when admission is confirmed by ICCR.
9. Student must carry a proper visa. Students should ensure that they get the correct visa from the Indian Embassy/High Commission. Government of India guideline stipulate that if a scholar arrives without proper visa and his/her actual admission at the University/Institute does not materialize, he/she will be deported to his/her country.

10. Before departing for India the scholars should seek a full briefing from the Indian Diplomatic Mission in their country about living conditions in India/the details of scholarship/the type and duration of the course to which he/she is admitted. Scholars should inform the Indian Embassy/High Commission of their travel schedule well in advance so that ICCR can make reception and other arrangements for them.
11. **Scholars are advised to bring some money with them to meet incidental expenditures on arrival in India.**
12. The scholars who are awarded scholarships should bring with them all documents relating to their qualification **in original** for verification by the respective college/university at the time of admission.

### **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. After registration, students are required to obtain Resident Permit within 90 days.

### **Admission formalities**

- Students should ensure that the Institutes forward their Joining Reports 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 any refundable deposits would be refunded to them on completion of their respective courses by the concerned Institute/College. The Council gives scholarship upto declaration of result. Due care should, hence be taken while filing up column no.9 of the Joining Report, 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 allowance.**

- Amount payments made under scholarships are given in Annexure – III.
- The 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 payments is released on receipt of joining report and is paid monthly/quarterly through the SBI account/University concerned.

- Miscellaneous expenditure such as mess charges for those staying in hostels have to be met by the scholar from his stipend or personal resources.
- Contingent allowance is given every year only until the end of the course to meet expenditure on purchase of books, stationery etc. It is not given during any extension period which may be sanctioned for a particular student. 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 scholarship payments, all scholars must submit annual progress reports and copy of valid Resident Permit.
- Ph.D scholars travelling 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 and advance approval of 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 and is an exception rather than an assured facility. The accommodation allowance (HRA) that ICCR gives allows 2 to 3 students to “chum up” and share a small flat. Please note that prior approval of Council is required for continuation of HRA beyond the initial three months period. ICCR will only pay hostel fees and not mess charges or security deposits/ caution money.
- 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.
- Under the scholarship schemes, expenses on study tour are met by the ICCR only if the . tour proposal is 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 reimburses to and for 3<sup>rd</sup> AC train fare or the actual bus fare of any state transport (upon production of original receipts), together with the stipulated daily allowance, in addition to the normal stipend. This would be decided depending upon the course/research work the student is involved with.

- 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 (in cases where ICCR has agreed to pay international airfares). 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.
- ICCR will not pay airfares or any other expenses related to students travelling outside India during vacations or during the duration of the course.

#### **Payment of tuition fees/Registration fees**

- All tuition fees, university exam fees and other compulsory fees which are not refundable 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.
- If a student pays tuition fees/ other compulsory fees 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.
- Registration fee/tuition fee etc would not be paid for the extension period unless approved by the Competent Authority.

#### **Reimbursement of Medical Claims**

- In case of illness, a student should first visit the University/Institute's clinic for treatment. The ailing student may, subsequently visit a government hospital or a private hospital on the CGHS/University's panel with the written 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. All reimbursements are made as per approved CGHS rates, even where CGHS facility is not available.

- Student should submit the medical claim to ICCR in the 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.
- If medical treatment is being availed of outside the state where they are pursuing their studies, reimbursement will be made only if proper procedures mentioned above fulfilled. In any case, travel expenses will not be reimbursed.
- No reimbursement is admissible for expenditure incurred on family members who accompany the scholar to India.
- No reimbursement will be made against expenditure in tonics, dental, artificial aids, spectacles, acne treatment and any other item not covered under CGHS norms.
- All claims to be submitted within one month of the treatment for reimbursement.

#### **Guidelines for Shifting from Hostel to Private Accommodation**

- Hostel accommodation is not guaranteed and is an exception rather than an assured facility. Given the overall shortage of adequate hostel facilities in most of the educational institutions in India, securing a seat in the hostel is highly coveted. In view of this, the ICCR does not usually permit shifting out of hostel to private accommodation for those students who are allotted hostel facility **without prior permission of the Council and the Hostel authorities.**
- The student's request for allowing change with reasons/justification, should be forwarded through the concerned International Students Adviser (ISA)/Hostel Warden to the ICCR's Regional Office (Headquarters in case of students residing in Delhi) which in turn would forward the request to the ICCR's headquarters. **The request for Intent to shift should be submitted to ICCR well in advance, at least two months before the intended change.**
- Please note that changeovers are not usually permitted and will be allowed only in exceptional circumstances.
- In case a student's request is accepted by the Council, he/she will be intimated of the same through the concerned Regional Office. On receipt of the approval, the student may vacate the hostel and furnish a "No Dues Certificate" from the Hostel to the concerned Regional Office/ ICCR Headquarters, to avail release of House Rent Allowance (HRA).
- **In case a student's request is rejected by the Council, but he/she insists for change, they may do so at their own expense. The ICCR is not liable**

**to pay HRA in such cases. Moreover, the student may also be liable to refund the annual/monthly hostel charges if already paid for by the Council.**

- In all cases where students shift from hostel to private accommodation, whether with approval or otherwise, **it is mandatory to submit the latest residential address** to the Council if not submitted before.

### **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.

### **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 ICCR and the Institute where he/she is studying.

### **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 only after he/she clears the examination successfully within one year. If he/she fails again, the scholarship would be cancelled.
- Scholarship could be cancelled if the scholar fails repeatedly or is involved in exam-malpractices/anti-social activities, or is found violating the terms and conditions of ICCR scholarships.