

# POLICY GUIDELINES ON SCHOLARSHIP ADMINISTERED BY ICCR

## GUIDELINES FOR MISSIONS

### **A. Collection and filling of Applications:**

- i. Mission should either invite nominations directly through advertisement or through notices put up in its diplomatic premises. ICCR will not entertain applications sent to it directly by the candidates or by local Embassies/ High Commission in New Delhi.
- ii. In case of nominations by the local government/ dignitary, such cases may be duly examined by the Education officer and forwarded with Ambassador's approval.
- iii. Applications should be complete in every detail, and Mission should carefully scrutinize applications prior to forwarding them. Applications which are incomplete in any way will not be considered.
- iv. Certified copies of translations of documents which are not in English should be attached with the original documents.
- v. The syllabus for the qualifying examination should be enclosed with the application. Students applying for doctoral/post-doctoral courses or Architecture should include a synopsis of the proposed area of research. Students wishing to study performing arts should enclose Video/Audio cassettes of their recorded performances wherever possible.

### **B. Counselling candidates on selection of Subjects, Courses and Universities:**

- i. There have been cases where students having studied humanities in school opt for sciences or management courses. In such cases either the students' requests have to be turned down or students change their subjects after arriving in the university. Man-hours spent on processing such applications could be saved if correct match are advised at the Mission's level. Education officers of Missions are required to counsel the candidates matching the subjects they studied in school and courses to opt for in Indian Universities.
- ii. Candidates may clearly mention the course and university to which he/she is seeking admission while mentioning choices.
- iii. Both the Mission and candidates could refer to (i) "Universities Handbook" or university/websites or (ii) list of Universities where ICCR students are currently studying. This is available on the ICCR website at [www.iccrindia.net](http://www.iccrindia.net)
- iv. Priority may be given to candidates applying for higher studies (Post Graduate, M.Phil and PhD courses) and those who have never studied in India before. Applications for Casual Research will not be entertained.
- v. ICCR is not responsible for admissions to MBBS/BDS courses, therefore **no** candidate applying for ICCR scholarship may be recommended for MBBS/BDS and courses.
- vi. Please note for science courses the expenditure on laboratory chemicals and other related incidental charges will have to be borne by the students themselves.

### **C. Confirmation of Admission:**

- i. Candidates should be well apprised of the fact that, forwarding applications from Mission to ICCR Head Quarters in Delhi and from ICCR Head Quarters to the Universities (through its regional offices) does **not** ensure admission.
- ii. Indian Universities/ Educational institutions are autonomous and independent bodies and have their own eligibility criteria on the basis of which they confirm admissions.
- iii. Mission or ICCR has **no** role in ascertaining eligibility of the applicant.
- iv. ICCR forwards each applications received from the Missions to all the three universities as indicated by the applicant so that admission is ensured atleast in one of them. Confirmation of admission received from the first responding University is conveyed to the Mission.
- v. There are times when none of the three Universities opted by the candidate find the candidate suitable for the course. OR there are times when the subjects studied in school and courses opted by the candidate do not match. In both such cases the Universities do not confirm the eligibility of the candidate. Due to the growing demand/ requests from local Missions/candidate's desire/ Mission's expectations, in such cases ICCR forwards applications to other Universities which do not figure in candidate's choice but offer same courses, only to ensure admissions for as many applicants as possible. If other Universities find the candidate suitable and confirm eligibility, the same is conveyed to the candidate through Mission. However, the admissions are confirmed **only** after the candidate's consent and acceptance so mentioned in the Undertaking. To bring greater clarity on this aspect, the Application form has been modified to offer choice for the same. In case a candidate is not accepted by any of the three Universities of his/her choice, he/she may clearly indicated in the Application whether or Not they would want to be considered for the Universities/Institutions apart from their three choices. ICCR would forward applications of only such candidates to other Universities, who express willingness in the application to be considered for admissions in other Universities, in other cities of India. Applications of candidates NOT wanting to be considered in other Universities than their three options, would be returned to the Missions.
- vi. Admission awarded by University in respect of a particular student is not transferable.

### **D. English language proficiency:**

- i. Since medium of course is English language in all the Universities in India, nominated candidates should have good knowledge of English to the extent that they are able to fluently speak in English and comprehend lessons in English without any difficulty.
- ii. The Mission should forward applications of **only** those candidates who are fluent in speaking English and have good comprehension ability. Missions are required to so certify in the application form of each candidate.
- iii. With the exception of Missions in Francophone countries and Afghanistan, no Mission should certify the English proficiency form unless it is fully satisfied of the speaking and comprehension capacities of the candidates.

#### **E. Change of Subject, College and University:**

- i. ICCR, as a policy does not permit mid-term changes of Courses, College or University (with the exceptions such as medical emergency and the like). Reasons for such a policy are multifold, most important being (i) difficulty in transferring of credits, (ii) unwillingness of Universities and Colleges to accept students in the same year, resulting into loss of year, (iii) difficulty for foreign students to adjust from one set of culture (of city / State) to another (iv) repatriation of students if they fail to adjust, (v) all the above leading to additional financial implication on ICCR.
- ii. Education officers of Missions are requested to adequately brief the candidates on ICCR's policy on mid-term changes of Subjects, Colleges or Universities in advance and therefore to select the subjects, courses and opt for University carefully at the time of filing applications.
- iii. Candidates may be briefed that each mid-term change would be followed by financial implication, which the candidates would have to bear themselves. Candidates are required to give an undertaking for this in the prescribed format (attached with application form).

#### **F. Medical fitness:**

- i. Mission must ensure medical fitness of applicant. Applicant should produce Medical fitness certificate from the recognized hospital. Care should be taken to ensure that student is not suffering from T.B., Cancer, AIDS, ailments affecting vital organs or is in a family way.
- ii. ICCR bears cost for medical treatment for minor ailments and as per CGHS norms and in CGHS empaneled hospitals.
- iii. If a student is hospitalized in India for a period of one month or longer, the student's living allowance will be reduced by 50%.
- iv. If any of the ailments mentioned in point f (i) calling for long duration-treatment and long absence from college, is discovered after seeking admission, student would be repatriated for his/her treatment back home, as long absence from college results into losses to both the student and the institute.

#### **G. Accommodation in India:**

- i. Students admitted in various Colleges in India are mandatorily required to stay in hostel throughout the duration of their course. Candidates are required to give an undertaking to this effect (attached with application form).
- ii. In case of hostel accommodation, ICCR will only pay hostel fees and not mess charges or security deposits/ caution money.
- iii. Private accommodation may be allowed only when hostel facility is not available with a college recommended by the University, but has good educational facilities. OR
- iv. On case to case basis and permission granted by ICCR HQ only if there are compelling reasons (on production of documentary proofs) for a student to stay out of hostel. "No Objection" and "No Dues" certificate from Hostel/Institute authority should have to be obtained.

- v. In case of private accommodation, HRA would be released to the students only on production of genuine residential address and rent agreement.
- vi. Unilateral decision taken by a student to move out of hostel accommodation, without seeking prior permission would result into ICCR not paying for accommodation. In such a situation, the student would bear expenses for his/her stay and accommodation.

#### **H. Issuing of visas and tickets:**

- i. Mission should issue appropriate visa only when the Council communicates confirmation of admission. Students for structured under-graduate and post-graduate courses should be issued Student Visas.
- ii. As per rules of the Ministry of Home Affairs, Government of India, all students seeking admission to M.Phil. and higher degree courses should be issued Research Visas and **not** Student Visas. Given the fact that it is not possible to convert Student Visa to Research Visa, Mission may ensure due diligence and issue right category of visa to the applicants depending of the course they are applying for.
- iii. Please note, as per Ministry of Home Affairs/Government of India guidelines stipulates that if a student arrives without a proper visa, even if his/her admission has been confirmed, he/she will be deported to his/her country for the required change in visas.
- iv. Students intending to apply for research courses after completing their post-graduation courses will have to go back to their respective countries, apply afresh for research courses, and come back to the University/ Institution confirming their admissions only after obtaining correct visa i.e., the Research Visa. Please note, NO requests for direct admissions to research courses would be entertained in ICCR. NO requests for changing the category of visa from 'Student's Visa' to 'Research Visa' would be entertained in ICCR.
- v. One way tickets should be purchased only for those students who have been accepted under schemes which provide airfares.
- vi. Missions may inform Scholarship section at ICCR HQ and concerned Regional Office about the travel schedule of students well in advance so that ICCR can make necessary arrangements for receiving the students.
- vii. Missions are advised to book tickets of such airlines which arrive in India during day time.

#### **I. Briefing before sending the selected students:**

- i. Students may be adequately briefed by Mission on living conditions and culture and social set-up in India.
- ii. Students should be advised to carry at least **Rs.50,000/-** with them to meet incidental expenditure on arrival.

The Mission is the final authority for forwarding the list of nominations for processing by ICCR. **Please do not forward more than 25% extra applications against the allocated slots.**

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# SCHOLARSHIPS ADMINISTERED BY ICCR

## INSTRUCTIONS TO APPLICANTS

Applicants must go through these guidelines / instructions carefully and fill the applications accordingly.

- i. ICCR accepts applications only through Indian Missions overseas. Candidates are advised to apply through the Indian missions in their respective countries. No application may be sent directly to ICCR or through their country's Embassies/High Commissions in New Delhi.
- ii. Applicants are advised to go through the "University Handbook" available with our Mission before selecting course and giving options for universities. Candidate should clearly mention the course and University to which he/she is seeking admission. Courses may be selected on the basis of the subjects studied in high school.
- iii. Applicants applying for doctoral/ post-doctoral courses should include a synopsis of the proposed area of research. Applications for Casual research will not be entertained.
- iv. Students wishing to study performing arts should, if possible, enclose video/ audio of their recorded performances.
- v. Applicants are required to give three choices for the Universities they wish to have admissions in. However, in case the candidates are not accepted by any of the three Universities of their choices, they may clearly mention whether OR not would they wish to be considered for admission in the Universities/Institutions apart from the three choices. ICCR would forward applications of only such candidates to other Universities offering similar courses as desired by the candidate, who express willingness in the application to be considered for admissions in other Universities, in other cities of India. Applications of candidates NOT wanting to be considered in other Universities than their three options would be returned.
- vi. Medium of instruction in Indian Universities is English. Candidates must have adequate knowledge of English both in terms of speaking and comprehension abilities.
- vii. ICCR is not responsible for admissions in Medicine, Dentist or Nursing courses. No application may be therefore sent for MBBS/MD, Dentistry or Nursing courses
- viii. ICCR, as a policy does not permit mid-term changes of Courses, College or University. Candidates are therefore advised to carefully opt for courses and Universities. It is therefore advised that due care may be taken before opting for courses and Universities.
- ix. In case student feels that he/she needs to change the course or University in the middle of the term, he or she would bear the financial implication of such a change.
- x. 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 student arrives in India without proper visa he/she will be deported to his/her country.

- xi. Students applying for M.Phil and Phd courses should carry Research visa. Students who have applied for research courses but have obtained students visa may be subject to situation mentioned in point no. ix.
- xii. Students intending to apply for research courses after completing their post-graduation courses will have to go back to their respective countries, apply afresh for research courses, and come back to the University/ Institution granting them admissions only after obtaining correct visa i.e., the Research Visa. Please note, NO requests for direct admissions to research courses would be entertained in ICCR. NO requests for changing the category of visa from 'Student's Visa' to 'Research Visa' would be entertained in ICCR.
- xiii. Before departing for India the students should seek a full briefing from the Indian Diplomatic Mission in their country about living conditions in India/ cultural and social set up in India/ the details of scholarship/the type and duration of the course to which he/she is admitted.
- xiv. Students should inform the Indian Embassy/High Commission of their travel schedule well in advance so that ICCR can make necessary arrangements for reception.
- xv. Students are advised to bring **Rs.50,000/-** with them to meet incidental expenditures on arrival in India.
- xvi. The students who are awarded scholarships should bring with them all original documents relating to their qualification in original for verification by the respective college/university at the time of admission.
- xvii. Certified copies of all documents should be accompanied with English translations. Syllabus of the last qualifying examination should be enclosed with application.
- xviii. Six complete sets of application forms are to be submitted to the Indian Mission.
- xix. Students are mandatorily required to stay in the hostel facilities provided by the Colleges throughout the duration of their course. Applications for shifting from hostel to private accommodation would be considered only on case to case and exceptional cases where the students has compelling reason (supported by documentary proof) to stay out of hostel.
- xx. For driving in India, students must have a valid International Driving License to drive in India. In case of accident, if student is driving a vehicle without International Driving License his/her medical claim will not be entertained.
- xxi. Scholarship will be cancelled if the student fails repeatedly or is involved in exam-malpractices / anti-social / criminal activities, or is found violating the terms and conditions of ICCR scholarships.
- xxii. In case student gets involved in a law and order situation, violating law of land, the matter would be dealt with by the concerned law enforcing authorities in India. ICCR will have not role in such cases.
- xxiii. Upon arrival in India all students should register themselves with local FRRO within 7 /14 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**

- i. 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.
- ii. Due care should be taken by the students while filling up of Joining Report. Council is not mandated to pay any caution money/security deposits/laboratory fee etc. These fees, if any, may be borne by the students directly, and any refundable deposits would be refunded to them on completion of their respective courses by the concerned Institute/College.
- iii. The Council gives scholarship upto declaration of result. Due care should, hence be taken while filing up column no.12 (a) 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.

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## FINANCIAL TERMS & CONDITIONS AND OTHER NORMS

Amount / payments made under scholarships are given below:

<b>LIVING ALLOWANCE (STIPEND) (Per Month)</b>	
Undergraduate	5,500
Postgraduate	6,000
M.Phil. / Ph.D.	7,000
Post-doctoral Fellow	7,500
<b>HOUSE RENT ALLOWANCE As per actual with a monthly ceiling of Rs.5,000 (Grade – I Cities) (Rs.4,500 )Other cities (Per Month) only if hostel is not available in the University/College.</b>	
In Grade 1 cities	5,000
In other cities	4,500
<b>CONTINGENT GRANT (per annum)</b>	
Undergraduate	5,000
Postgraduate	7,000
M/Phil / Ph.D. and M.Tech./ME	12,500
Post – doctoral studies	15,500
Tuition Fee/Other Compulsory Fee	As per actual (excluding refundable amount)
<b>THESIS AND DISSERTATION EXPENSES (Once in entire duration of course)</b>	
Ph.D. Scholar	10,000
For BBA/BCA/MBA/MCA/M.Tech. and other course required submission of Project should be duly certified by Head of Department.	7,000
<b>MEDICAL BENEFITS</b>	
Under the scheme students are expected to seek treatment only at medical centre or dispensary attached to universities / Institutes where they enrolled or in the nearest Government hospital	Bill are settled as admissible according to AMA/CGHS norms

### **A. Payment Criteria for Stipend, Contingent allowance and other norms**

- i. The Scholarship commences from date of arrival in India. Living allowance 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 of the concerned student. Any other claim, if any, will be paid to the student's Bank Account only.
- ii. Miscellaneous expenditure such as Mess charges for those staying in hostels have to be met by the student from his stipend or personal resources.
- iii. For continuation of scholarship payments, all students must submit Annual Progress Reports with copy of result and copy of valid Resident Permit.



- iv. 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. students, the contingent grant is given for a maximum of five years.
- v. In case of Ph.D. students, 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.
- vi. 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 students themselves.
- vii. Progress Report, along with certified copy of mark-sheet, must be submitted every semester/annually to ensure continuation of scholarship by the Council.
- viii. The stipend 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.
- ix. No stipend is released during ex-India period, provided prior approval has been obtained from ICCR.
- x. For those students who are pursuing science courses, the expenditure on laboratory chemicals and other incidental charges are to be borne by the students themselves.
- xi. If a student decides to return to his/her country before the completion of the course, he/she also 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 student 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 to Indian Mission.
- xii. ICCR will not pay airfares or any other expenses related to students travelling outside India during vacations or during the duration of the course.

#### **B. Accommodation in Colleges:**

- i. Hostel accommodation is compulsory for all ICCR sponsored students.
- ii. In case of hostel accommodation, ICCR will only pay hostel fees and not mess charges or security deposits/ caution money.
- iii. Private accommodation may be allowed only when hostel facility is not available with a college recommended by the University, but has good educational facilities. OR
- iv. On case to case basis and permission granted by ICCR HQ only if there are compelling reasons (on production of documentary proofs) for a student to stay out of hostel. "No Objection" and "No Dues" certificate from Hostel/Institute authority should have to be obtained.
- v. In case of private accommodation, HRA would be released to the students only on production of genuine residential address and rent agreement.
- vi. Unilateral decision taken by a student to move out of hostel accommodation, without seeking prior permission would result into ICCR not paying for accommodation. In such a situation, the student would bear the expenses for his/her accommodation.

### **C. Payment of tuition fees/Registration fees:**

- i. 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 student himself/herself.
- ii. If any of the Colleges/Universities/Institutes ask the student to pay tuition/other compulsory fees, the student may approach ICCR with the claim.
- iii. 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.
- iv. Registration fee/tuition fee etc. would not be paid for the extension period unless approved by the Competent Authority.
- v. For Ph.D. scholars to take part in conference / seminar to present papers. The seminar / conference Registration Fee for two occasions with a maximum amount of Rs.5,000/- (Rupees Five Thousand only) per occasion, not exceeding once in a calendar year for the whole duration of Ph.D. per scholar is paid by the ICCR. The prior approval of ICCR Headquarters is required for participation in any such Conference / Seminar.

### **D. Study Tour:**

- i. Study Tour admissible expenses are met by ICCR. This would be decided depending upon the course / research work involved. Students proceeding on a study tour within India should have 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 of study or training. It may be kept in mind, that prior permission from the ICCR is necessary before proceeding on tour.
- ii. The ICCR pays to-and-fro train fare (3 tier AC) or the actual bus fare together with the daily allowance as indicated below for the entire period of the tour:

<b>Sl.</b>	<b>Cities</b>	<b>Rates</b>
1	Metropolitan Cities	Rs.200/- per day
2	Other Cities	Rs.150/- per day

This daily allowance is given in addition to the normal monthly living allowance.

### **E. Reimbursement of Medical Claims:**

- i. In case of illness, a student should first visit the University/Institute's clinic for treatment. The ailing student may, 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.
- ii. 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.
- iii. Student should submit the medical claim to ICCR in the prescribed proforma (available with ICCR HQs/Regional Offices and on ICCR website). 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.

- iv. If medical treatment is being availed outside the state where they are pursuing their studies, prior approval from ICCR is mandatory. Reimbursement will be made only if proper procedures mentioned above fulfilled. In any case, travel expenses will not be reimbursed.
- v. No reimbursement is admissible for expenditure incurred on family members who accompany the student to India.
- vi. No reimbursement will be made against expenditure in tonics, dental, artificial aids, spectacles, acne treatment and any other item not covered under CGHS norms.
- vii. All claims to be submitted within three months of the treatment for reimbursement. If the claims not submitted within the stipulated period, the same will not be entertained for reimbursement.
- viii. If a student is hospitalized in India for a period of one month or longer, the student's living allowance will be reduced by 50%.
- ix. If any student is found to be suffering from T.B., Cancer, AIDS, ailment affecting vital organs or in a family way calling for long duration-treatment and long absence from college, is discovered after seeking admission, student would be repatriated for his/her treatment back home.

**F. Mandatory Attendance:**

- i. Students must ensure that they have mandatory attendance as per University and College guidelines to be eligible to take their exams. The Council will not issue any recommendation letter if the student is short of attendance.
- ii. Council would not extend the scholarship period if the student is detained/debarred from sitting in the exam due to shortage of attendance, the scholarship will be stopped.

**G. Extension / Discontinuation / Cancellation of Scholarship:**

- i. No Extension of scholarship will be accorded by ICCR. In any case ICCR will not support scholarship for the period beyond duration of the course for which scholarship has been awarded.
- ii. Scholarship will be cancelled if the student fails repeatedly or is involved in exam-malpractices / anti-social / criminal activities, or is found violating the terms and conditions of ICCR scholarships.
- iii. ICCR discontinues scholarship payment when a student fails in his/her examination. The student is then asked to clear his/her examination as a self-financing student, ICCR may 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.

**H. Return journey to home country:**

- i. 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.

- ii. A student 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. On return student must submit a copy of his/her passport with period of Ex-India availed by him/her.

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