

NU/AC/Cir/Fin.Asst-stud/22- 3026

Date: 17.10.2022

CIRCULAR


Ref: Approval of Vice President/Director General on note-dated 01.10.2022

Sub: Scheme for Providing Financial Assistance to Students of the University for participating in an International Competition/Event abroad

Nirma University believes in giving its students a holistic exposure by providing a vibrant and buzzing environment with a variety of activities at the national as well as international-level. The students are encouraged to explore their talents, indulge in hobbies and develop an all-round personality and bring fame to the University.

To encourage students to undertake different such activities, the Competent Authority of the University has approved the **Scheme for providing Financial Assistance to Students of Nirma University for participating in an International Competition/Event abroad**, which is attached herewith as per *Appendix-A*.

It is requested to bring this to the notice of the students studying in various Institutes under Nirma University.


Executive Registrar

Encl.: Appendix-A [Pages 1 to 4]

To,

1. All Heads of Institute
2. Chief Accounts Officer

Copy to,

1. Coordinator (SWB)
2. All Asst. Registrar/O.S.
3. Publication Officer
4. Int. Auditor (Acct.Sec.)
5. P.A. to ER

SCHEME FOR PROVIDING FINANCIAL ASSISTANCE TO THE STUDENTS OF THE UNIVERSITY FOR PARTICIPATING IN AN INTERNATIONAL COMPETITION/EVENT ABROAD

Preamble:

Nirma University believes in giving its students a holistic exposure by providing a vibrant and buzzing environment with a variety of activities. The students are encouraged to explore their talents, indulge in hobbies and develop an all-round personality. The students are also given financial support under various schemes to encourage them to undertake different such activities. This scheme is therefore, aimed to provide financial support to the students for participations in International Competitions/Events.

I. Eligibility

1. The event should be truly International, Professional and capable of enhancing the skill or to add the professional accomplishment of the beneficiary to the students
2. The organizer of such Competition/Events should also be of international repute
3. The other participants of such competition/events are from the well-known organization/institutes
4. Faculty mentor should have been allocated to such activity by the Head of the Institute
5. The event/activity should have been pre-approved by the University

II. Financial Assistance:

The financial assistance will be provided under one of the following options:

Option – I

The students who have secured 1st position at the national level competition/event and subsequently going to represent the University/Institute as well as the country at international level will be entitled to get reimbursement of 100% expenses of their international travel, visa charges, and accommodations subject to following conditions:

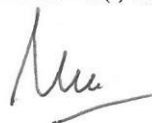
- (a) The maximum number of students in the team eligible for financial assistance shall not be more than 8. However, depending upon the requirement, the Head of the Institute may decide to add up to 2 additional students

- (b) Invitation/nomination for the competition which has been accepted by the organizer of event shall have to be submitted
- (c) Nature and extent of financial support (per student) eligible under the scheme will be 100% of the actual expenses
- (d) The financial assistance would include-
 - (i) Air fare (economy class only) for international travel. Actual fare not exceeding AC III-tier class train fare will be admissible for travel from institute to the airport and back
 - (ii) Registration, visa charges and medical insurance
 - (iii) Economy boarding & lodging (if not provided by the host institution)
- (e) The student will be eligible only once in a year for financial support under the Scheme

Option – II

Students selected to participate directly in an international competition/event will be entitled to get reimbursement of the 50% percent of expenses or up to Rs.1.00 lakh per student (whichever is less) subject to the following conditions:

- a) The maximum number of students in the team eligible for financial assistance shall not be more than 8. However, depending upon the requirement, the Head of the Institute may decide to add up to 2 additional students
- b) Invitation/nomination for competition which has been accepted by the organizer of event shall have to be submitted
- c) Nature and extent of the financial support (per student) eligible under the scheme is limited to Rs. 1.00 lakh or 50% of actual expenses (whichever is less)
- d) The financial assistance would include-
 - (i) Air fare (economy class only) for international travel. Actual fare not exceeding AC III-tier class train fare will be admissible for travel from the institute to airport and back
 - (ii) Registration and visa charges
 - (iii) Economy boarding & lodging (if not provided by the host institution), medical insurance



- (iv) Total event expenditure restricted to Rs. 1.00 lakh per student but the total amount not exceeding Rs.8.00 lakh for event
- e) The student will be eligible only once in a year for financial support under the scheme.

III. Procedure to apply for Financial Assistance:

- i. The application should be sent to the Head of Institute by the Faculty mentor in the prescribed proforma along with the necessary enclosures such as acceptance letter from the organizers of competitions/events and full details of the competition. The application shall have to be submitted two months prior to the commencement of the event
- ii. The estimates obtained from the travel agency with regard to travel and other expenses should be attached along with the application

IV. Procedure of Approval:

The proposal(s) received duly completed in all respects will be evaluated by a committee consisting of following members. Based on their recommendation, a final decision will be taken:

- a) Vice President/Director General
- b) Executive Registrar
- c) Head of Institute
- d) Faculty advisor
- e) Chief Account Officer
- f) Assistant Registrar/ O.S. of the concerned Institute – Secretary

V. Submission of Claim:

In order to ensure prompt action in releasing the grant, the Faculty mentor shall submit the following documents through Head of the Institute within one month after the international competition/ event is over:

- i. A statement of account giving details of expenditure incurred on various items viz., travel, airport tax, registration fee and visa fee,
- ii. A technical report of the competition/event,

- iii. The details of assistance received or facilities provided by the organizer of the competition/event of any other similar Indian/foreign agency,
- iv. Certificate of participation in the competition/event,
- v. Conversion rate of the foreign currency into Indian currency (from any bank or any other financial Institution),
- vi. Copy of related documents in which the team has won the top honours in the national event (for Option-I).

Note: Notwithstanding anything contain above, the Vice President may relax any of the condition(s) mentioned above in exceptional or genuine cases.

