

**SCHEME FOR PROMOTING INTERESTS, CREATIVITY AND ETHICS AMONG
STUDENTS (SPICES)**

FREQUENTLY ASKED QUESTIONS (FAQs)

A. About the Scheme

Q.1	What is AICTE expecting from the institution?
A.	AICTE expects institution to fund its other clubs in a similar fashion and intensify their activities. Vibrant clubs will attract attention of other institutions and inspire the latter to emulate. Thus there will be intensification of club activities across the country.
Q.2	What are the strong points which enhance possibility of support from AICTE?
A.	Past achievements of the club, its interface with industry/professional body, achievements of the Faculty Coordinator, Credentials of the institute.

B. Applying for project

Q.3	Are Students Chapters/Societies also eligible to apply?
A.	Yes.
Q.4	How many proposals can be submitted by the institute ?
A.	Institute can seek support for one club only , for which it must be willing to support financially also.
Q.5	Will my institute be eligible to apply again if project is granted once?
A.	No. Institute will be eligible to receive the grant under SPICES scheme only once. AICTE expects the institute to support other clubs in a similar fashion.
Q.6	Can non-technical/ non-engineering clubs apply under this scheme?
A.	Yes, club from any discipline/ theme/ stream in AICTE approved institution can be proposed under this Scheme, provided it fulfils other eligibility conditions.

C. Project Implementation

Q.7	What is the total duration to complete the SPICES project?
A.	It's a one year project which starts from the date of Offer Letter/Sanction Letter.
Q.8	When does the one-year of project duration start?
A.	For 2020-2021 batch, the date of receipt of funds is reckoned as date of start of project which must be intimated to AICTE. However for those sanctioned in 2021-2022, the date of Offer Letter is the date of start of project.

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Q.9	If both coordinator & co-coordinator are transferred/ changed, then how to update details of another coordinator?
A.	The institute must appoint another faculty as coordinator whose qualifications and experience must be matching with the previous one and take approval from AICTE. One needs to go to “Request for Change of Coordinator/Co-coordinator” on the SPICES Review Portal, attach the requisite documents on the SPICES review portal, duly signed by Head of Institution, Coordinator and submit.
Q.10	Do we need to submit any report to AICTE after completion of the project?
A.	Yes, at the end of project duration, institute must submit soft copy and hard copy of project report and original bills for the closure of project.

D. Activities under the project

Q.11	Is there any requirement on the minimum number of activities to be conducted under this scheme? Can we conduct one single event/activity?
A.	Club must conduct as many activities possible, spread throughout the year. Club members may be encouraged to raise funds from other sponsors.
Q.12	Can we conduct event/activity in club in Online Mode or Hybrid Mode?
A.	AICTE recommends club activities to be held offline to enhance the student interaction between peers and experts invited.
Q.13	Can we collaborate with other Councils/Clubs in our college to conduct an activity?
A.	We encourage collaborative activities with not just clubs in your institutions but also with those focussed in your area, in nearby institutions (for example if your club is on Robotics, try collaborating with Robotics club in a nearby institution). We expect these clubs with whom you shake hands also to reciprocate your gesture. This is equally important. By supporting and focussing on one club under the Scheme, our larger intention is to see other clubs also get energized, that’s why your club has been selected to be transformed as a model club. Please do document and share the success stories emerging out of such collaborations, with all the beneficiaries under SPICES.
Q.14	Can we upload the details of the events/activity which were conducted before receiving the Offer Letter to the Institute?
A.	Any activity which were conducted before receiving the Offer Letter will not be acceptable.
Q.15	Can we consider taking our students for a one-day outdoor experiential learning activity

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A.	Yes, but the expenditures on account of travel cannot exceed 40%. Additional expenditures, (if any) should be borne by the institute.
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E. Funds/Expenses

Q.16	We have been sanctioned project in 2021-2022. When will the fund of Rs. 1 lakh will be released?
A.	Your institute will be reimbursed Rs. 1 lakh once the project is completed, but not before one year. Subject to all other conditions being fulfilled.
Q.17	What is the proportion of contribution from the institute and support from AICTE over 100% expenses incurred on the Student's Club activities?
A.	The total project cost is minimum Rs. 2 Lakh with Rs. 1 Lakh from AICTE and rest coming from institute (minimum Rs. 1 Lakh). If the expenditure within project duration is less than Rs. 2 Lakh then grant from AICTE will be reduced to the 50% of actual expenses accrued for the club activities.
Q.18	Can I get the payment in favor of the Coordinator's account name?
A.	No. The grant can only be released in favor of the Director/ Principal/ Registrar of the institution. Applicant must provide duly-filled mandate form having seal and signature of the bank authority.
Q.19	Can the grant be utilised by the institute on the expenditures pertaining to Faculty Coordinator/ Co-coordinator or any other faculty member?
A.	No. The grant can be utilised only for the expenditures pertaining to student members of the club.
Q.20	Can we buy Hardware/Software from AICTE contribution for the clubs activities
A.	No. The funds cannot be used for Hardware/Software. If required, the same must be bought from institute funds.
Q.21	Can we allow registration fee to be collected from students for event(s)/ activities?
A.	It is up to the institute to decide whether to collect registration fee or not.
Q.22	Can we use the grant for publishing books?
A.	The grant can be utilized for publication/printing of promotional material of events/activities organized by the club.
Q.23	Visiting industrial/technical hubs can be taken as event and submit the bills for consideration?
A.	No. The industrial/technical hubs visit is part of academic/departmental activities, and the grant cannot be utilised for this purpose.

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Q.24	Are we allowed to spend institute committed fund on hospitality to experts, participants from outside apart from expenses on remuneration to experts, prizes to participants?
A.	The funds pooled (AICTE and college) can be used for events and activities organized by the student club to which the project is offered but not for any other club. Not more than 40% of the pooled amount can be used on travel. It can be used to meet the expenses related to expert's/ resource persons invited to the events organised by the club.
Q.25	Our Club is selected for the grant of Rs. 1 lakh, and in the letter it is mentioned that we can utilize its 40% for the event registration and organizing event, how we can utilize 60% part of the grant?
A.	Club can utilize 60% amount in event organization expenses viz. publicity, prize money, club merchandise (such as T-Shirts, Cups, etc.)
Q.26	Can institute use the fund amount for two more Clubs?
A.	Funds under the project granted to your institute (contributed by your institute and AICTE) have to be spent on the Club mentioned in the Offer Letter; and NOT on the other clubs. The funded club will serve as a model to other clubs in the institute, the experience gained and good practices of which can be applied to at least two more student clubs that are to be proposed to us.
Q.27	What is the process of refunding unspent AICTE grant? (Valid for 2020-2021 project batch)
A.	Any unspent amount with the institute must be immediately returned through NEFT/ crossed Demand Draft drawn in favour of "Member Secretary, AICTE" payable at New Delhi, within 30 days of approved project completion date.

F. Event/Activity Bills

Q.28	If we purchased some products related to the events activity online, will online bill be acceptable?
A.	Yes, but product should not be a Hardware/Software & bills should bear GST number.
Q.29	Is there any format given of bills of the events conducted, for uploading on SPICES Review portal?
A.	No format is prescribed. Institute needs to upload the bills as received.
Q.30	Is it mandatory to submit the GST bills?
A.	Yes, it is mandatory to submit bills with GST number.

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G. Promotion & Use of Logo

Q.31	Can we promote activities/events being conducted under the club on social media?
A.	Yes, we recommended promoting activities/events being conducted under the funded club on social media using the #aictespices and #aicte .
Q.32	Can we use AICTE logo?
A.	All publicity materials/ advertisements/ brochures/ invitation cards/ any other collaterals/ event backdrop etc. related to event(s), must carry AICTE logo and the name SPICES. Likewise, at the venue/the stage backdrop/ podium must prominently display the AICTE logo and the name SPICES.

H. SPICES Review Portal related

Q.33	Is it mandatory to upload the Acceptance Letter (available on SPICES Review portal) within 7 days and also need to send a hard copy of Acceptance Letter to the AICTE?
A.	Yes, you need to upload the Acceptance Letter on SPICES review portal within 7 days after releasing the Offer Letter to your Institute and also need to send hard copy of the same.
Q.34	Do we need to click on Review Submit button every time after uploading the single event detail on SPICES Review portal?
A.	No. You do not need to click on Review Submit button every time after uploading the single event detail on SPICES Review portal because once you click on the button, you will not be able to upload anything on your SPICES Review portal. You need to click on that button once you complete your SPICES project.

For more information contact us:	
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QR Code for Review Portal Manual and Scheme Guidelines