

Dated: 25 May, 2022

F. No.10-18/AICTE/IDC/SPICES/2021-22

**All India Council for Technical Education**  
(A Statutory body under Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)



**Scheme for Promoting Interests, Creativity and Ethics among Students (SPICES) – Offer Letter**

To

**The Registrar / Director / Principal,**  
Sri Vasavi Institute Of Engineering &  
Technology, Nandamuru Pedana  
Manadal, Krishna, 521369, Andhra  
Pradesh.  
[PID: 1-4279961]

Subject: Offer of the Financial Assistance under the **Scheme for Promoting Interest, Creativity and Ethics among Students (SPICES)** for the Financial Year 2022-23 - reg.

Sir/Madam,

All India Council for Technical Education is pleased to grant approval of the financial assistance towards a project sanctioned under the **Scheme for Promoting Interest, Creativity and Ethics among Students (SPICES)** for the Financial Year 2022-23 on reimbursement basis. The purpose of this offer is to energize and position one of the **club/chapter/society** (hereinafter referred to as 'Club') as facilitating entity for pursuit of individual's interests, creativity work, showcasing talent, networking and teamwork opportunities, social experience; organization and management skills, exposure to professional ethics, etc. Following are the details of the project;

1.	Name & address of the beneficiary institute:	Sri Vasavi Institute Of Engineering & Technology, Nandamuru Pedana Manadal, Krishna, 521369, Andhra Pradesh
2.	Permanent ID of institute:	1-4279961
3.	Name of the Club:	Tech Club
4.	Name of the Coordinator:	Dr. RAJA BODDU
5.	Name of Co-coordinator:	ADITHYA KUMAR DADIBOINA
6.	Maximum financial assistance offered:	Rs.1,00,000/- (Rupees One lakh only)
7.	Offer of financial assistance is debitable to:	<b>Major Head 602.22 (a) General (Non-Plan Head)</b>

**The said offer is as per the norms and guidelines of the scheme as well as subject to the following terms and conditions: -**

**I. Release of funds and maintenance of the accounts**

- The amount will be reimbursed on receipt of requisite documents after completion of 1 year of project.
- This offer is issued in exercise of the powers delegated to the Council and other Terms and Conditions laid down in the guidelines of the scheme.

**II. Limit of Funding**

- The grant from AICTE will be **Rs. 1 Lakh (one time grant to one institute)** for developing a students' club.
- The grant from AICTE will be **Rs. 1,00,000/- (Rupees One lakh only)** and the institute is required to make a contribution of **Rs.(100001 to 200000)** to the club (as committed by the institute in the proposal), non-compliance of which shall invite penal action.

AQIS ID: 1-11140017914

### III. Utilization of funds

- a. Funds sanctioned for supporting the particular student club cannot be utilized for any other programme/ student club.
- b. Only students on roll in the institute shall be the member of the club.
- c. The grant can be utilized for supporting a range of student activities (viz. developing Interests/Hobbies, Creativity/ Imagination/ Innovation and Ethics/ Values) and meeting the cost of registration and travel of students of the beneficiary club for participating in outstation activities (up to 40% of the total grant) but **cannot be used for procurement of hardware & software**.
- d. Ex-students and ex- faculty members and other officials of the institute shall not be the member of club.
- e. The clubs must be encouraged to reach out alumni and industries for fund-raising for their events.
- f. Coordinator must maintain an electronic record of activities, participants etc. and update same on the SPICES Review Portal.
- g. **No payment is permissible against the activities already conducted by the club (i.e. before receipt of this offer letter).**

### III. Disbursement of funds to the institution

- a. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education and shall be disbursed to and credited to the Registrar/Director/Principal of the institute through RTGS.
- b. Grant will be released in conformity with the Terms & Conditions as well as norms of the scheme as already communicated and also being communicated in this letter.
- c. The sanctioned amount is debitible to the Non-Plan Head of the Scheme for Promoting Interest, Creativity and Ethics among Students (SPICES).
- d. The admissibility of claim will be calculated as per the norms of AICTE only. **If the expenditure incurred is less than the amount offered, the reimbursement will be limited to the actual expenditure amount.**

### IV. Documents to be uploaded on SPICES Review Portal

- a. **On receipt of offer:**  
Institute must upload the Acceptance Letter within 7 days from the date of receipt of the offer letter duly signed and seal affixed by Coordinator and Head of the Institutions on the SPICES Review Portal.
- b. **After completion of every activity/ events:**
  - i. Upload the list of activities /events /participation date-wise brief description, achievement and 4-5 pictures on the SPICES Review Portal.
- c. **After completion of project:**  
Institute has to fill up Report on SPICES Review portal and upload following documents:
  - i. Photographs showing various activities, events organized by club.
  - ii. Feedback from members of the club.
  - iii. Identify 2 other clubs which the institution proposes to develop on the lines of club benefited under SPICES.

### V. Submission of documents by institute for project closure (after 1 year)

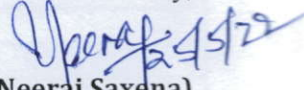
The following documents must be submitted to AICTE within a period of one month from the date of completion of project for reimbursement of the grant:

- a. Statement of Expenditure in prescribed format duly audited by the Chartered Accountant in the case of a private institution and by the Finance Officer/Account Officer in case of government/government-aided institution.
- b. Supporting bills/documents on account of expenses incurred for the purpose duly attested by the Head of the Institute.
- c. Soft copy of final report submitted on portal as mentioned above (in section VII).
- d. e-Payment details/ Mandate form in the prescribed proforma is to be uploaded on the SPICES portal.

#### VI. General instructions

- a. Change of Coordinator name, should be effected only after prior approval of the Council, failing which the offer would be treated as automatically withdrawn.
- b. The assets acquired wholly or substantially of the All India Council for Technical Education's grants shall not be disposed or encumbered or utilized for the purposes other than those for which it was given without proper sanction of the Council and should, at any time the Institution ceased to function, such assets shall revert to the All India Council for Technical Education.
- c. **The beneficiary institute will make best efforts to promote the scheme by mentioning the sponsorship/ support from AICTE, carrying the Logo of AICTE and SPICES name in events and other means.**
- d. The beneficiary institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed while spending for the event.
- e. **The beneficiary institute must create and maintain separate webpage for the Students' Club highlighting all the activities/ events being organized.**
- f. The institute shall strictly follow the provisions laid down in the scheme document and of this offer letter. All correspondence related to the SPICES scheme must contain the number of this letter, failing which correspondence will not be entertained.

Yours sincerely,

  
(Dr. Neeraj Saxena)  
Adviser (IDC)

Copy forwarded for information and necessary action to:

1. **The Registrar/ Director/ Principal,**  
Sri Vasavi Institute Of Engineering & Technology,  
Krishna, Andhra Pradesh.
2. **Dr. RAJA BODDU,**  
Sri Vasavi Institute Of Engineering & Technology,  
Krishna, Andhra Pradesh.
3. **Guard File.**
4. QR Code for Review Portal Manual and Scheme Guidelines:

