All India Council For Technical Education

# AICTE Support to Students for Participating in Competition Abroad (SSPCA)

# Manual for SSPCA

## Create Applications by the Institute

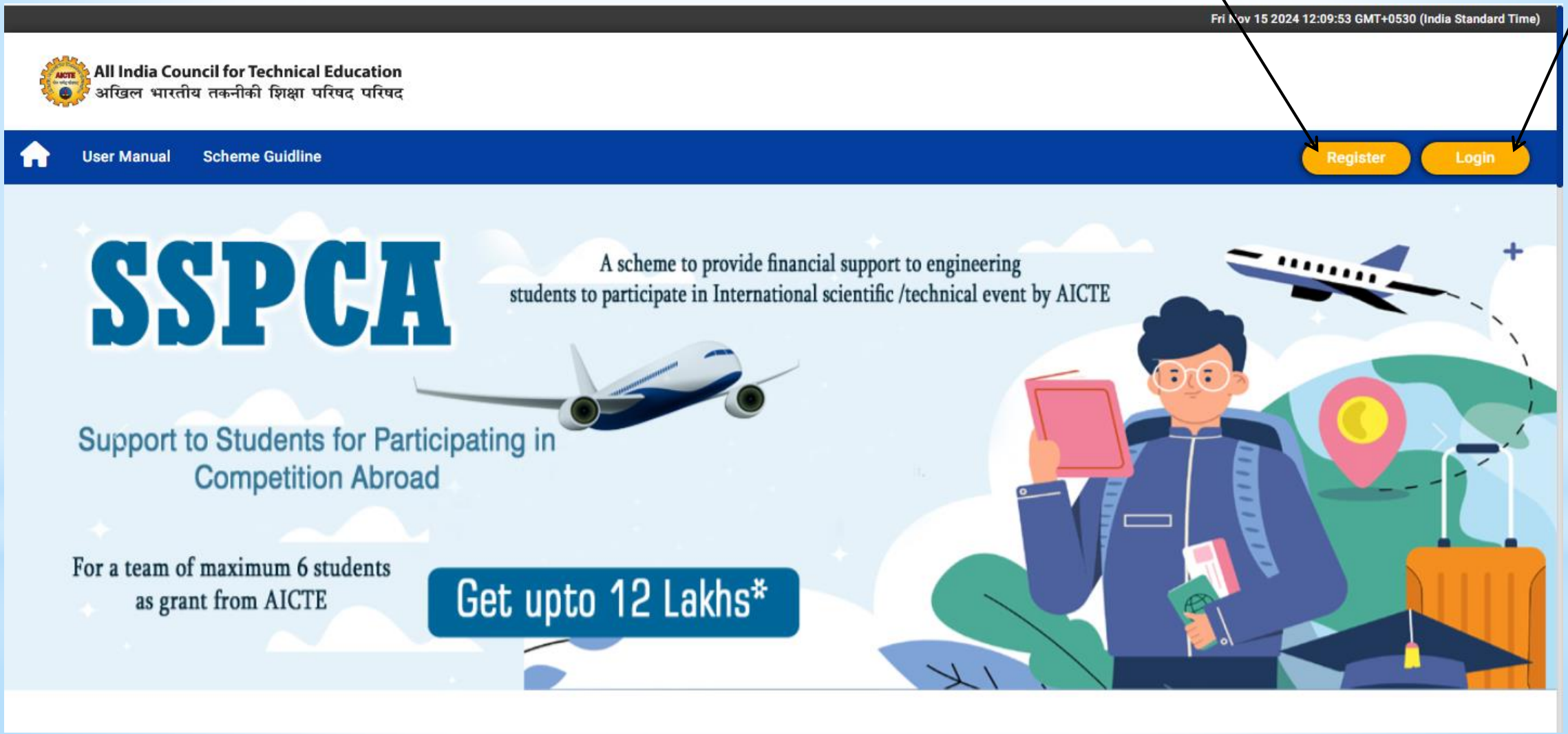
Student Development Cell (StDC),SAG Bureau

# Login SSPCA Portal

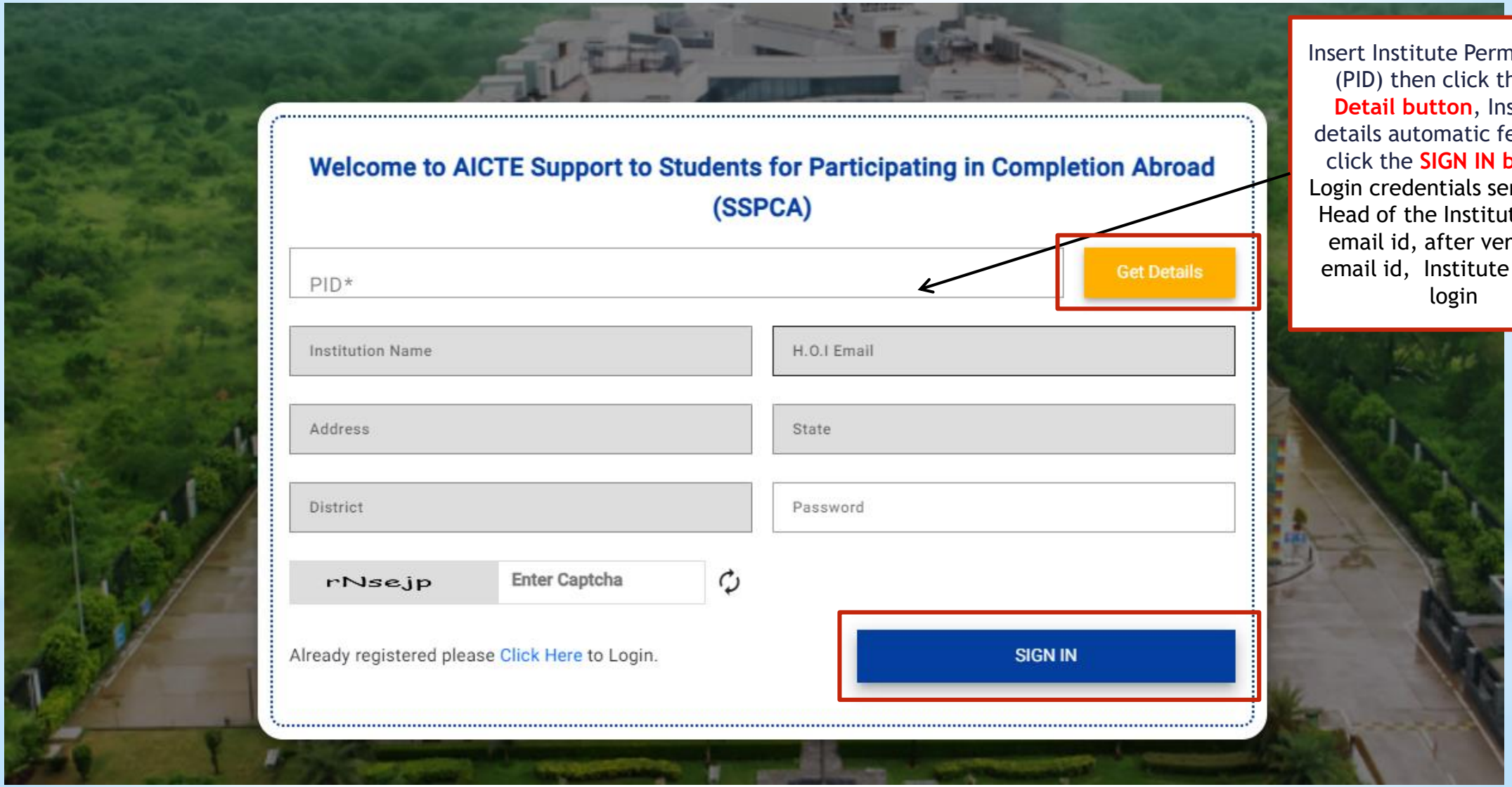
https://sspca.aicte.gov.in

For registration click **Register button**

Already Registered click **Login button**

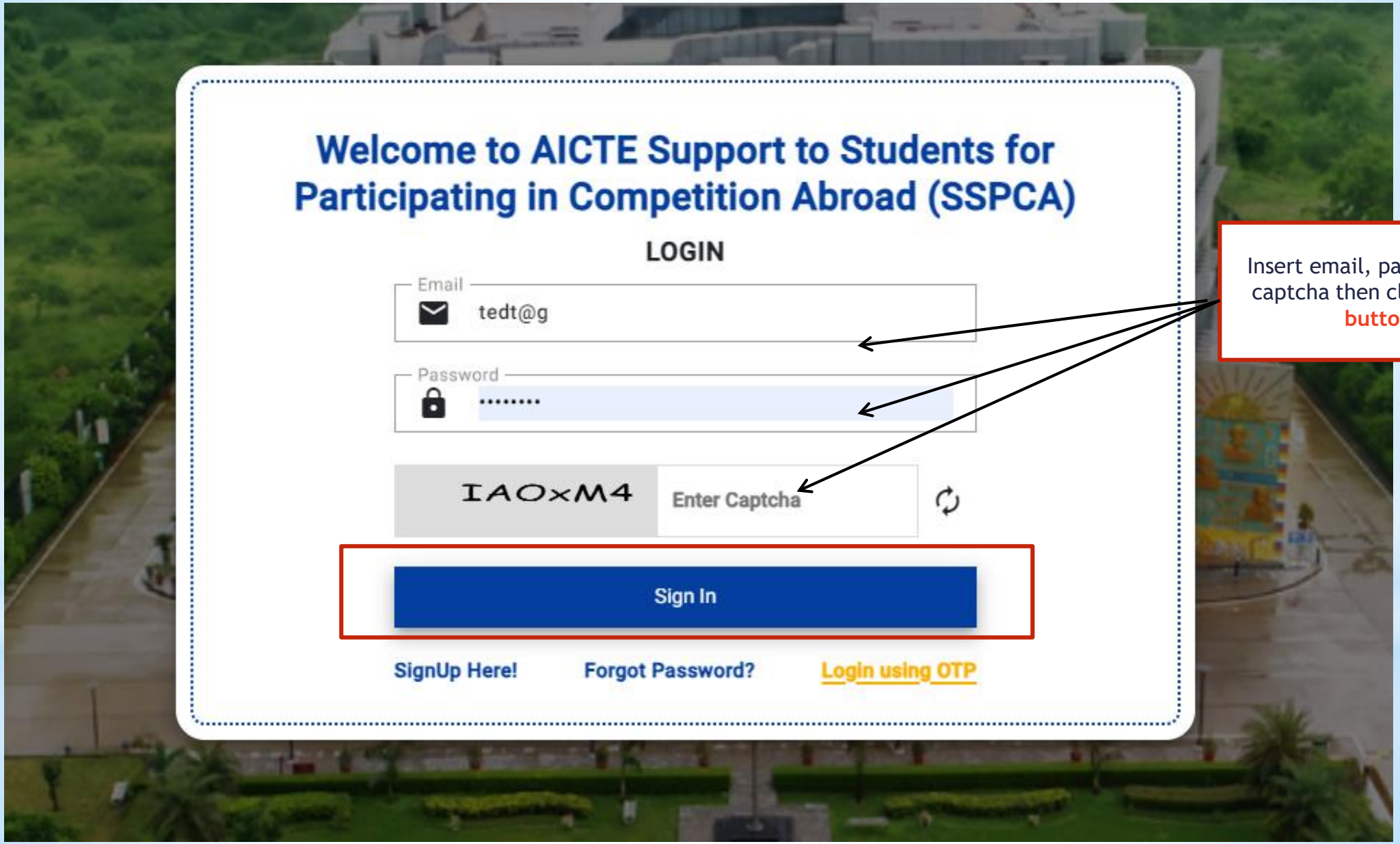


# Institute Registration

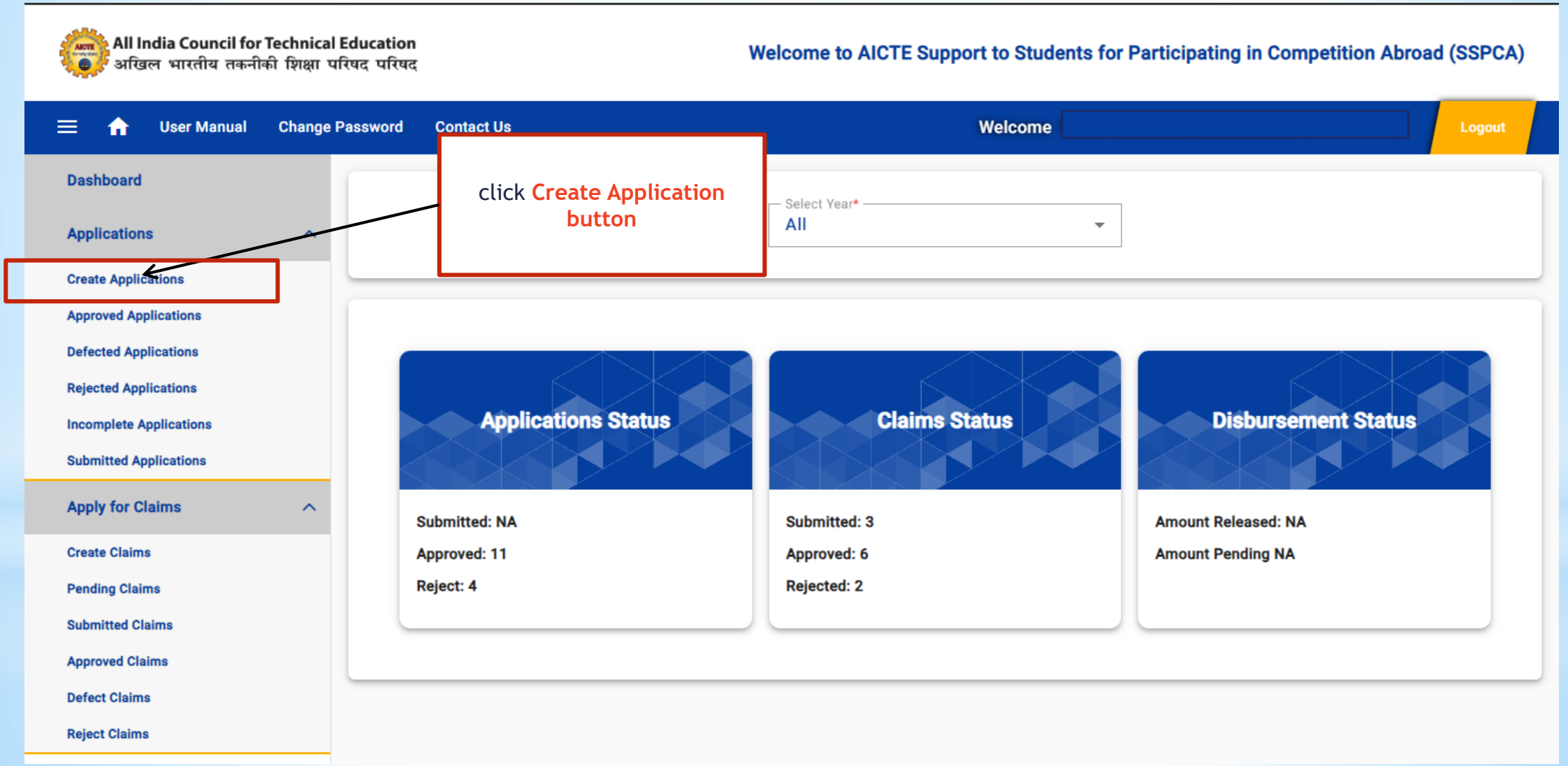



Insert Institute Permanent ID (PID) then click the **Get Detail button**, Institute details automatic fetch and click the **SIGN IN button,** Login credentials sent to the Head of the Institute (HOI) email id, after verify the email id, Institute able to login

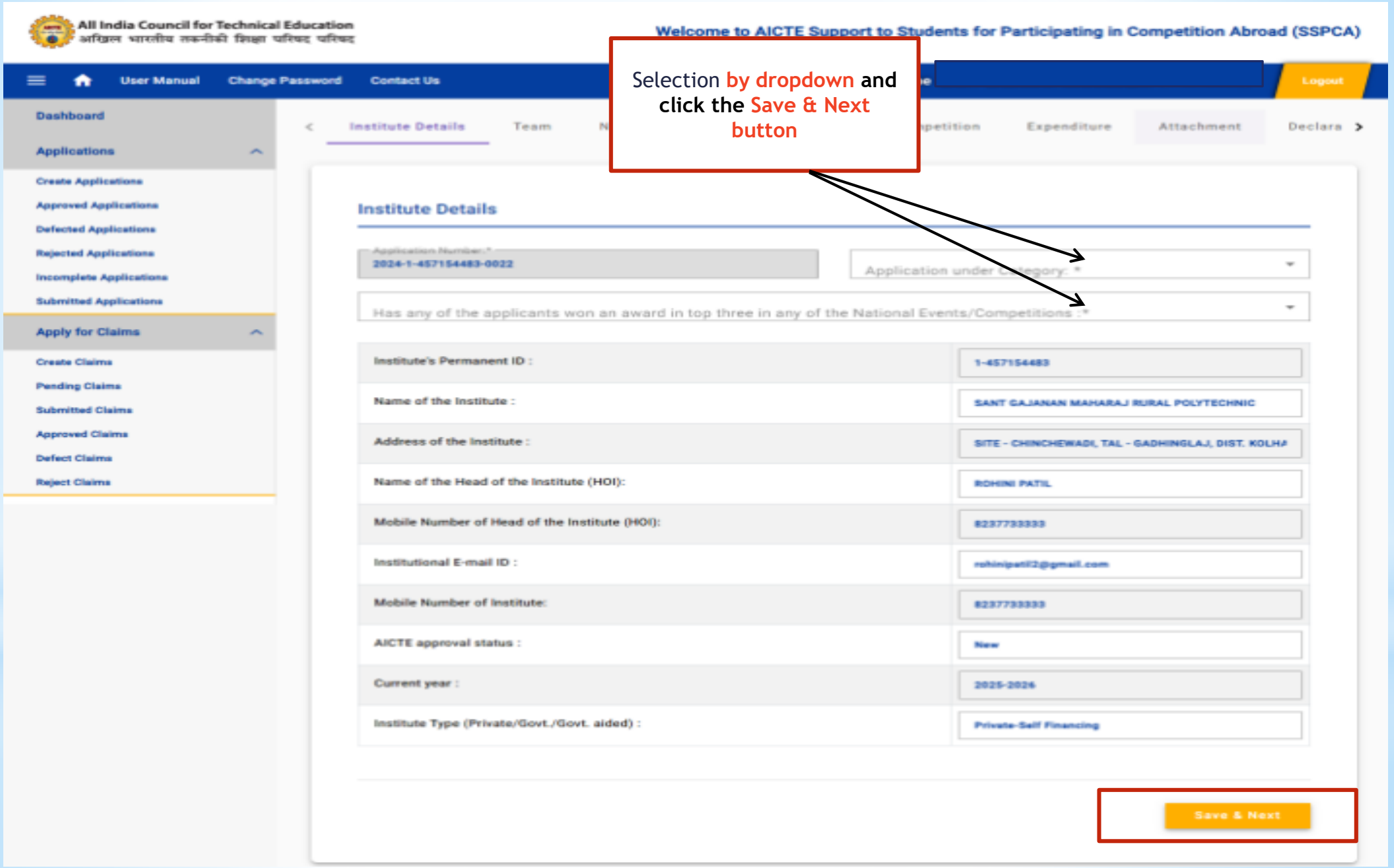
# Institute Login



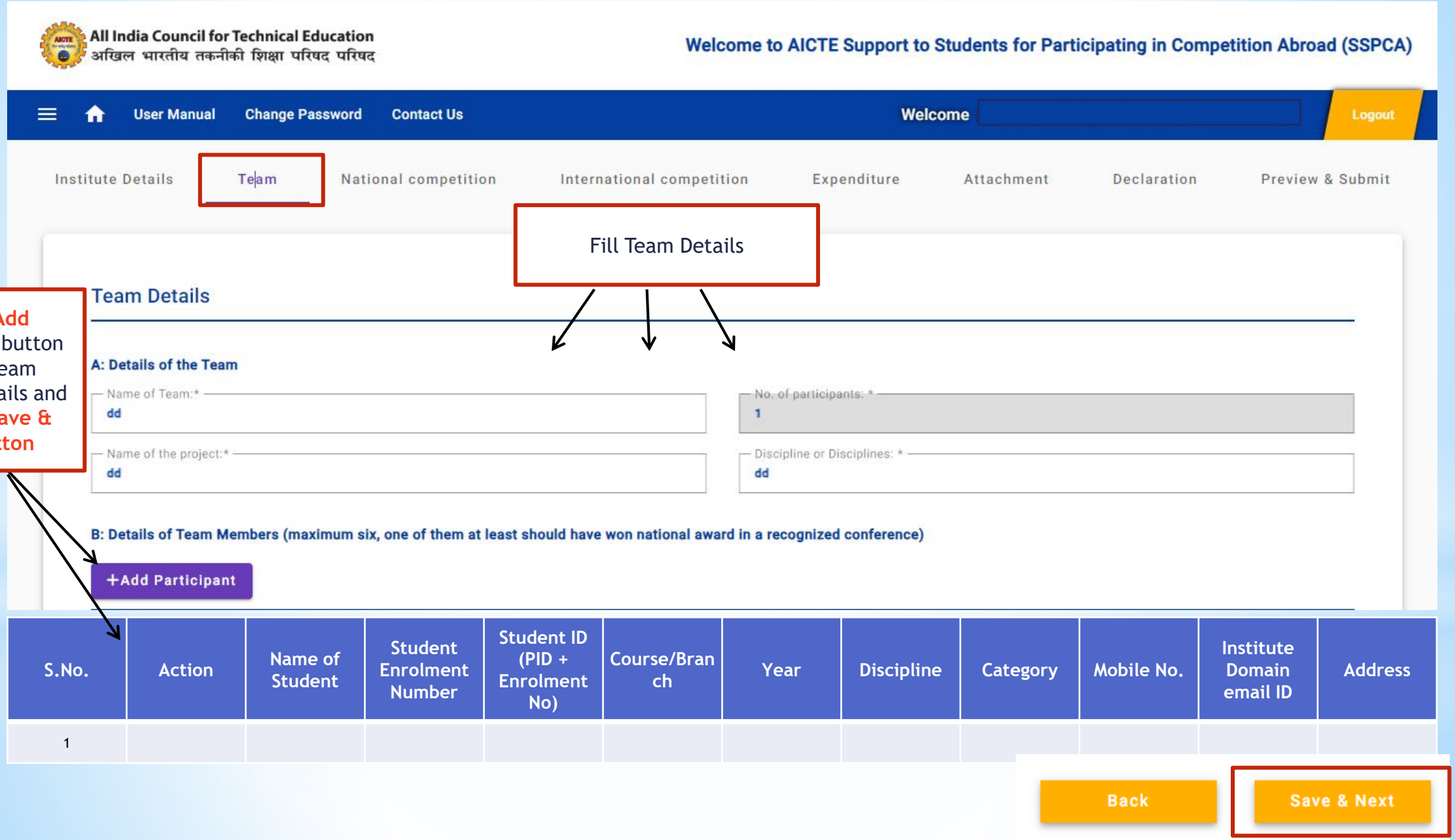
# Create Application



# Fill Institute Details

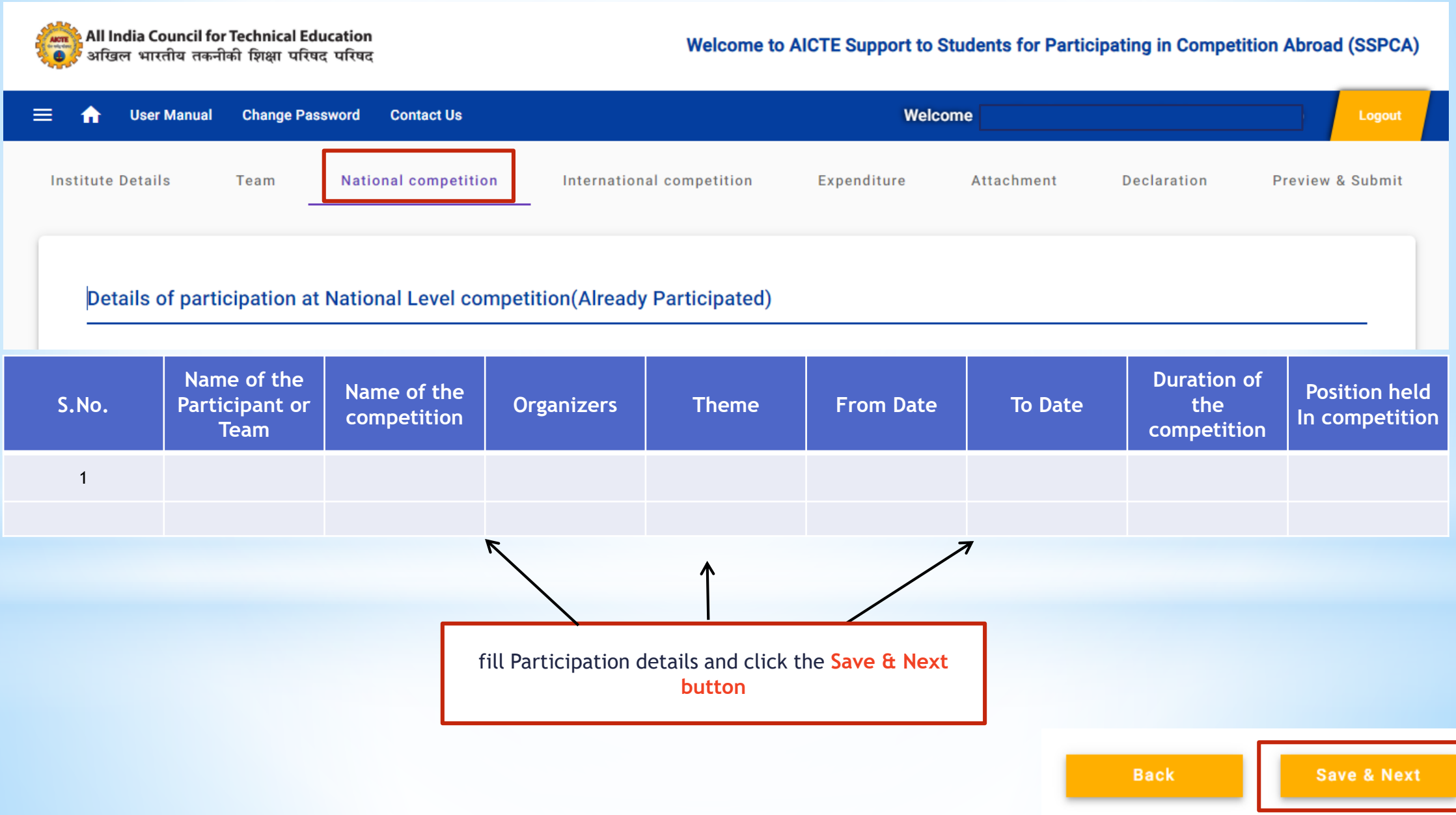


# Fill Team Details

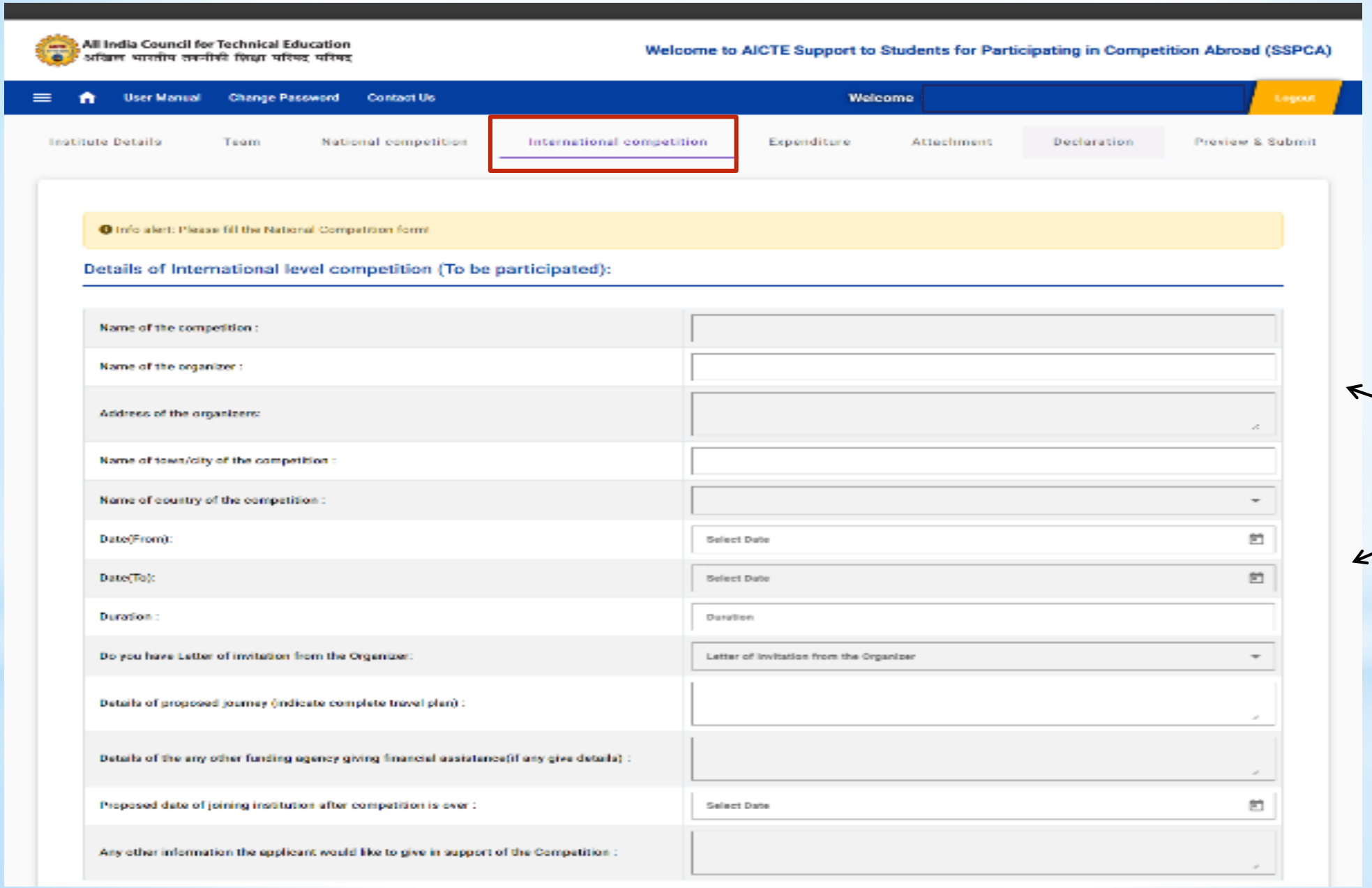



Click **+ Add Participant** button and fill Team Member details and click the **Save & Next button**

# Fill National Competition Details



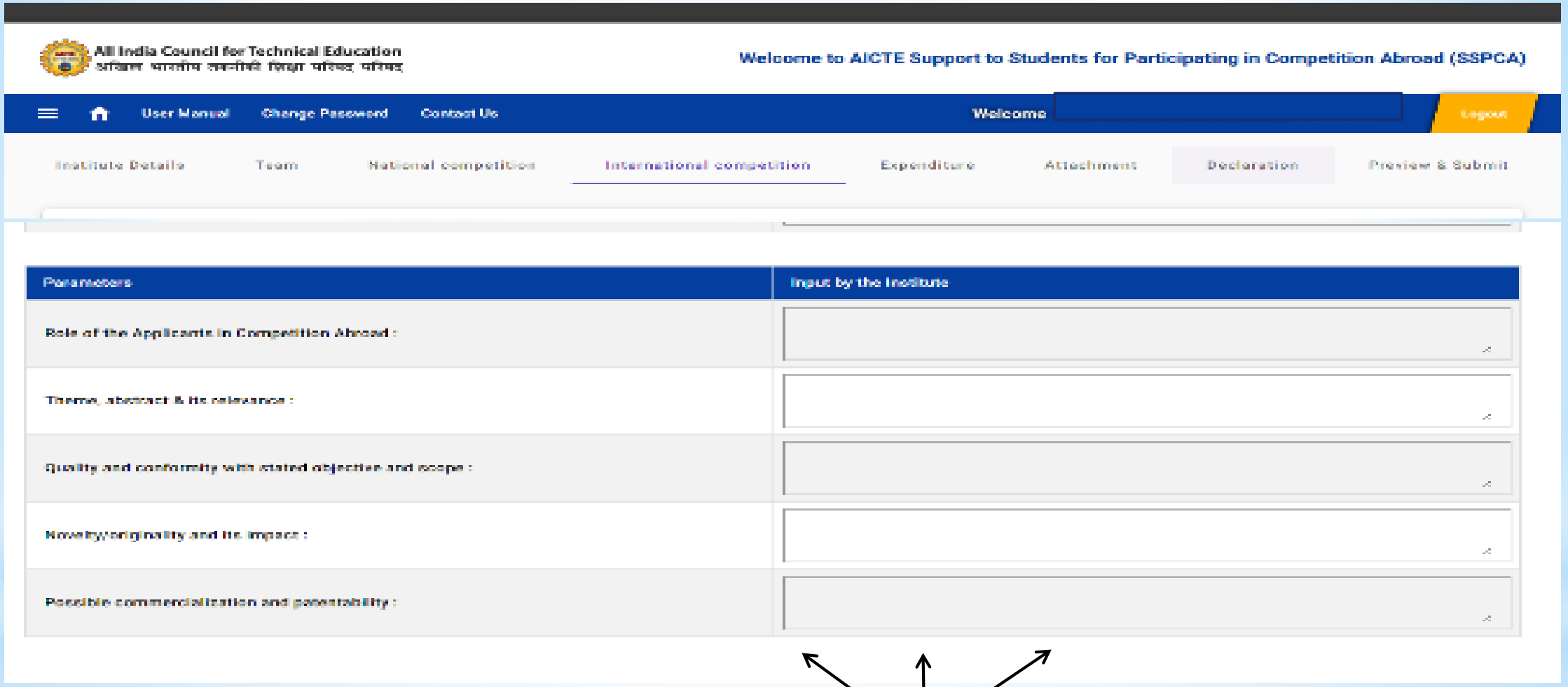
# Fill International competition Details




fill

International competition details

# Fill International competition Details

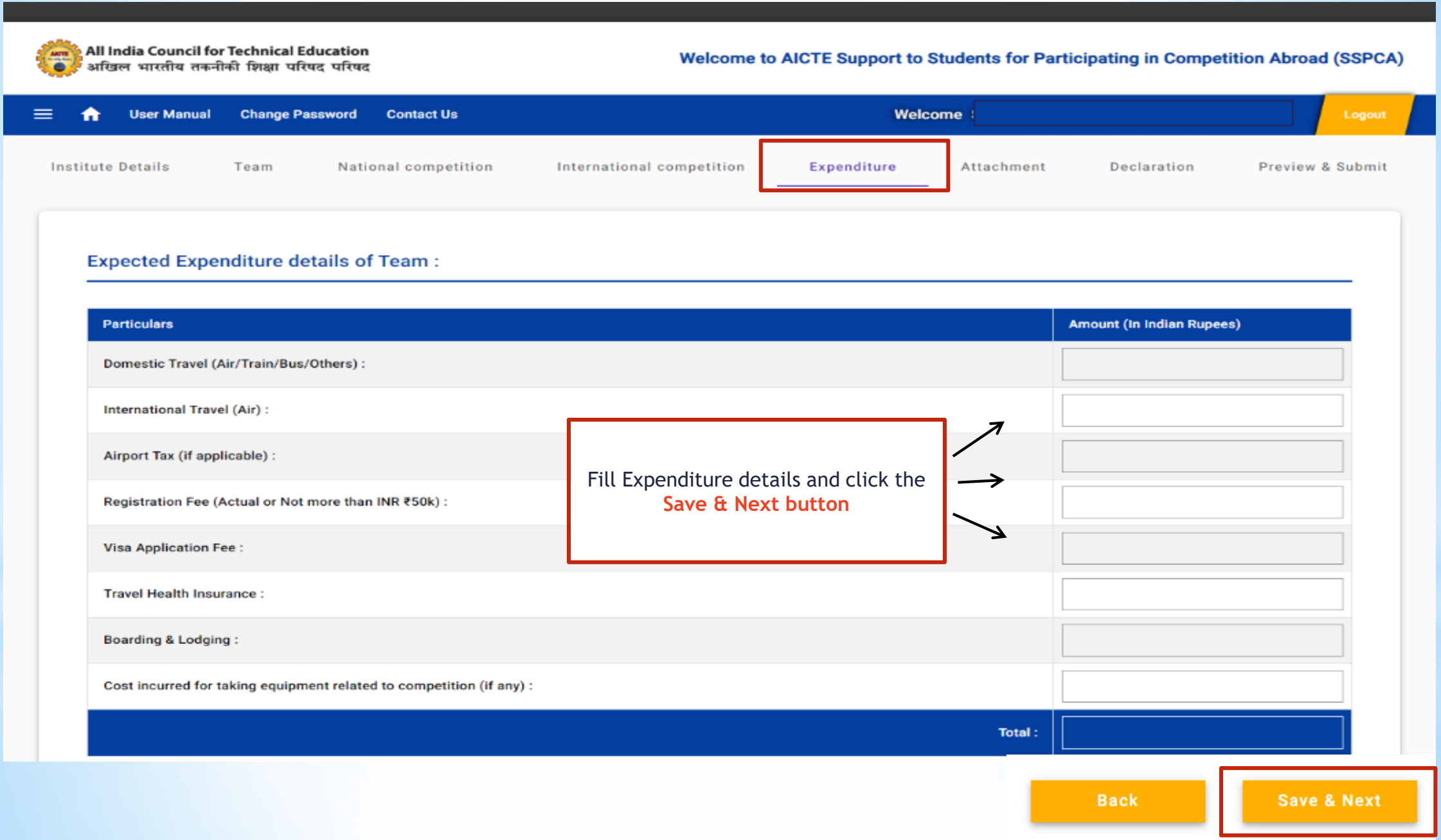



Fill International competition and click the Save & Next button

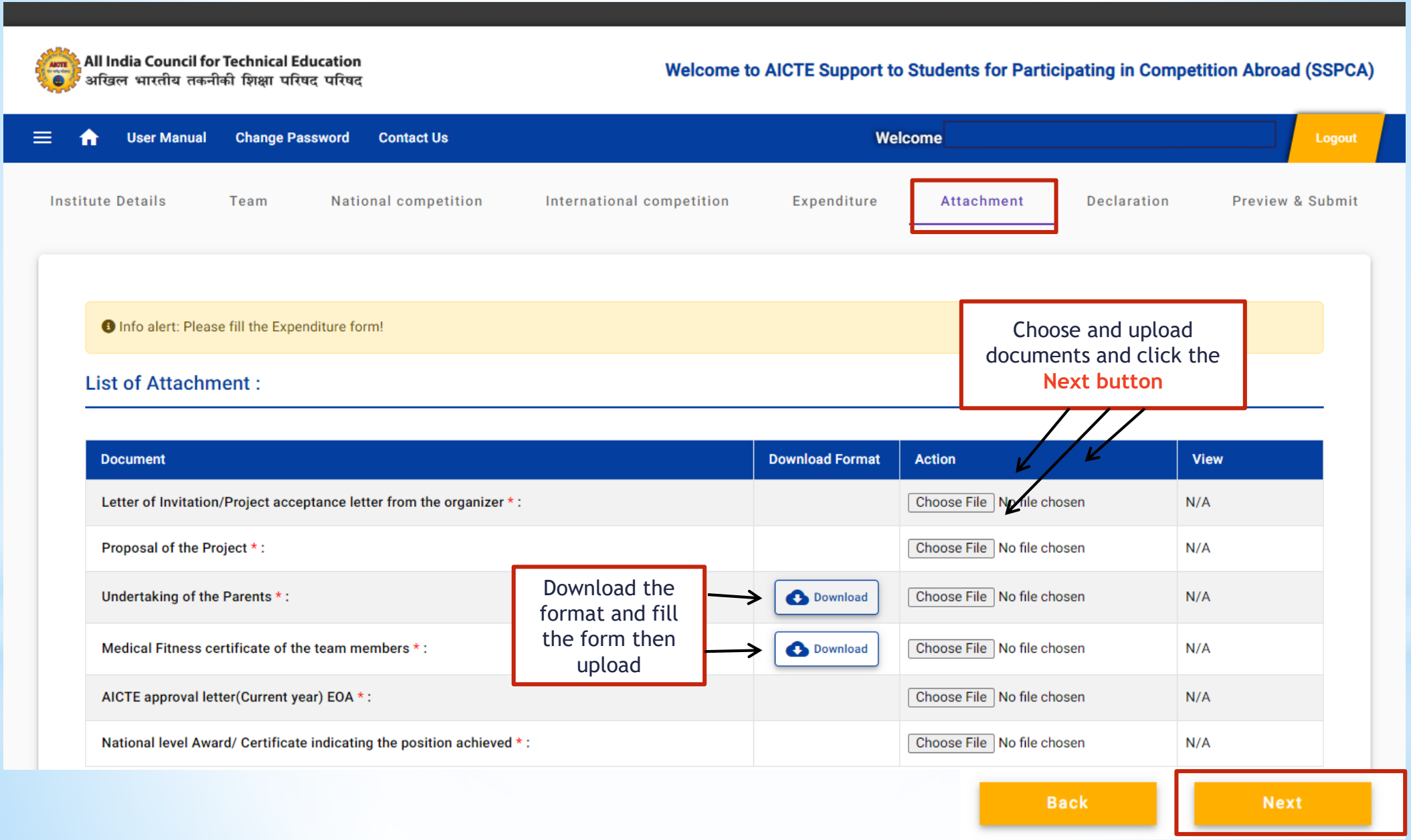
Back

Save & Next

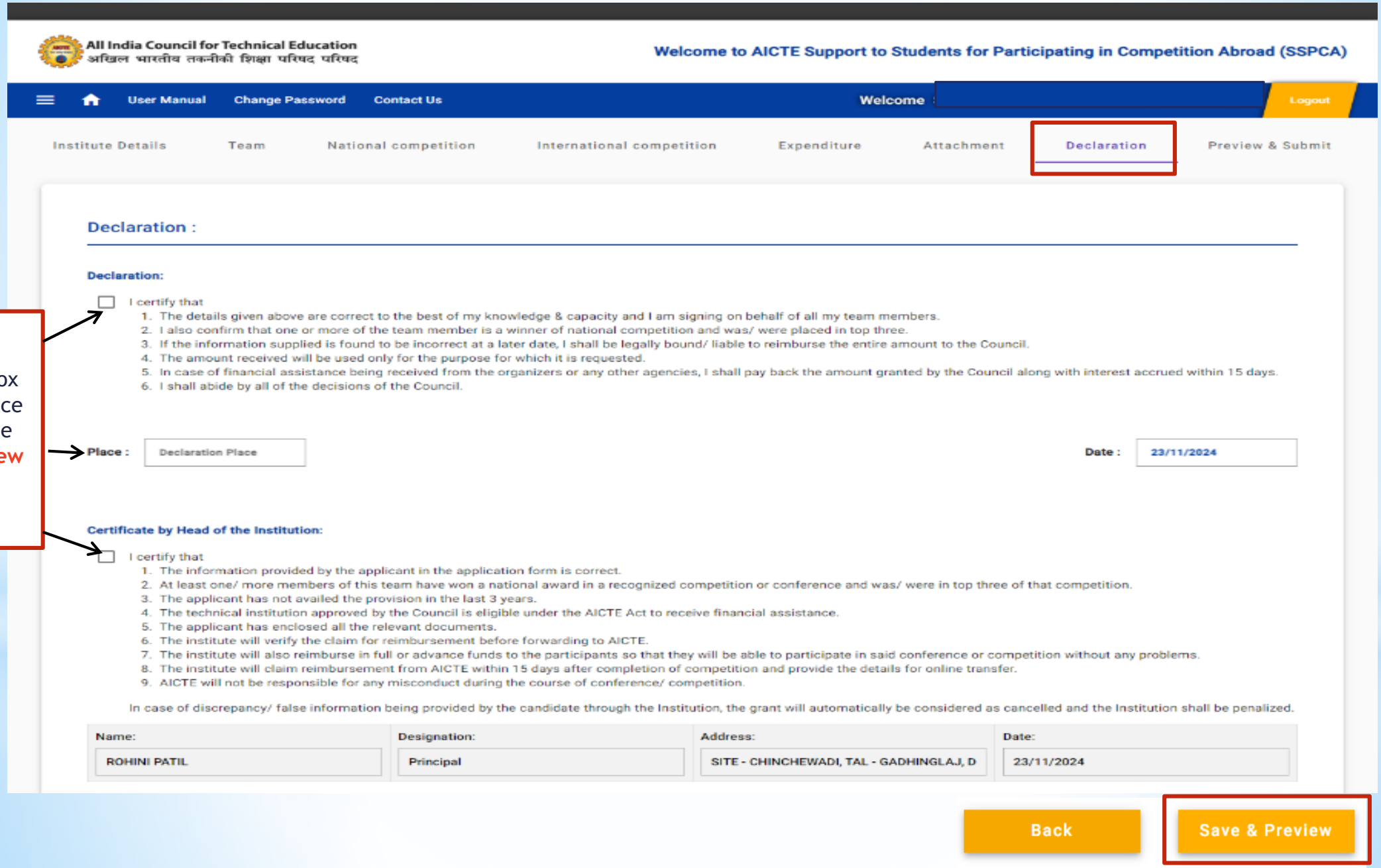
# Fill Expenditure Details



# Documents Attachment

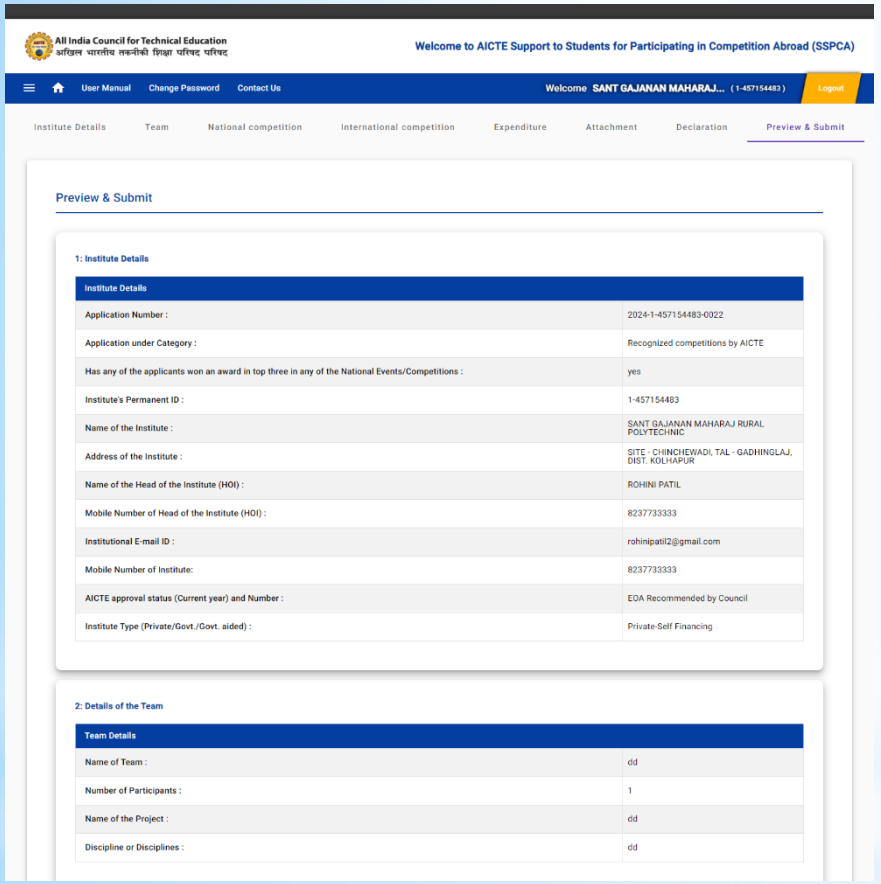


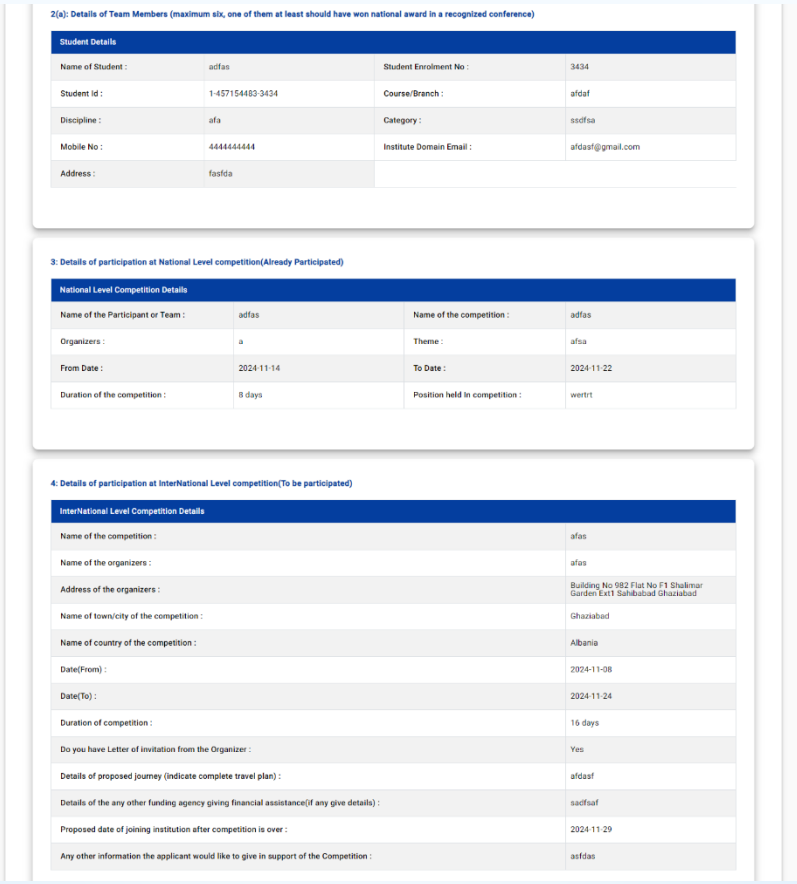
# Declaration

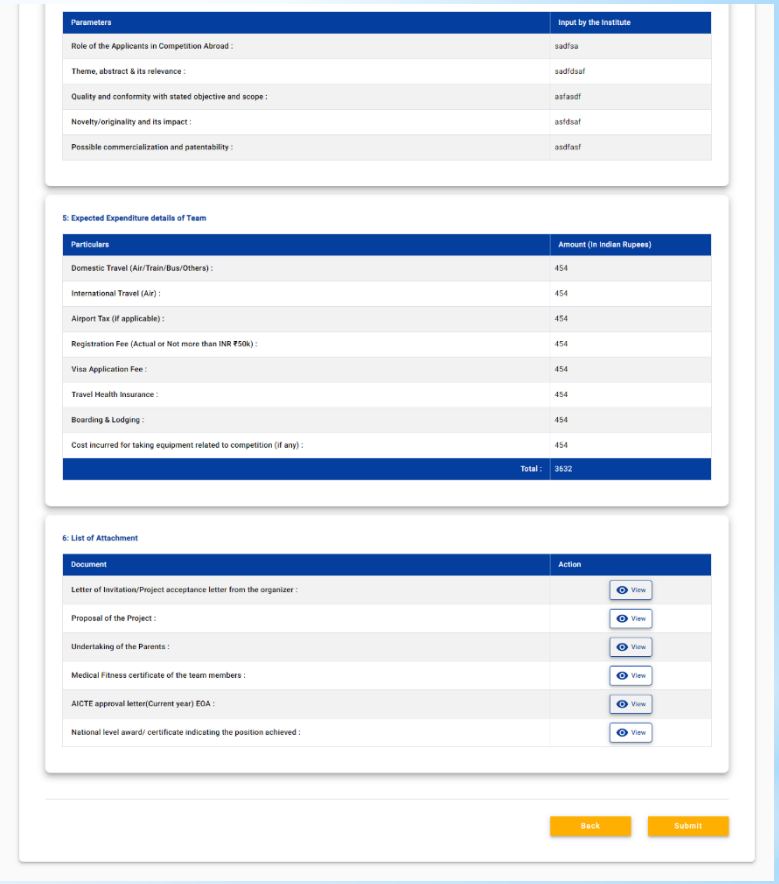



Click Checkbox and insert place then click the **Save & Preview button**

# Preview Application




Check filled application details if all details are correct click **Submit button** or if any correction click **Back button**,

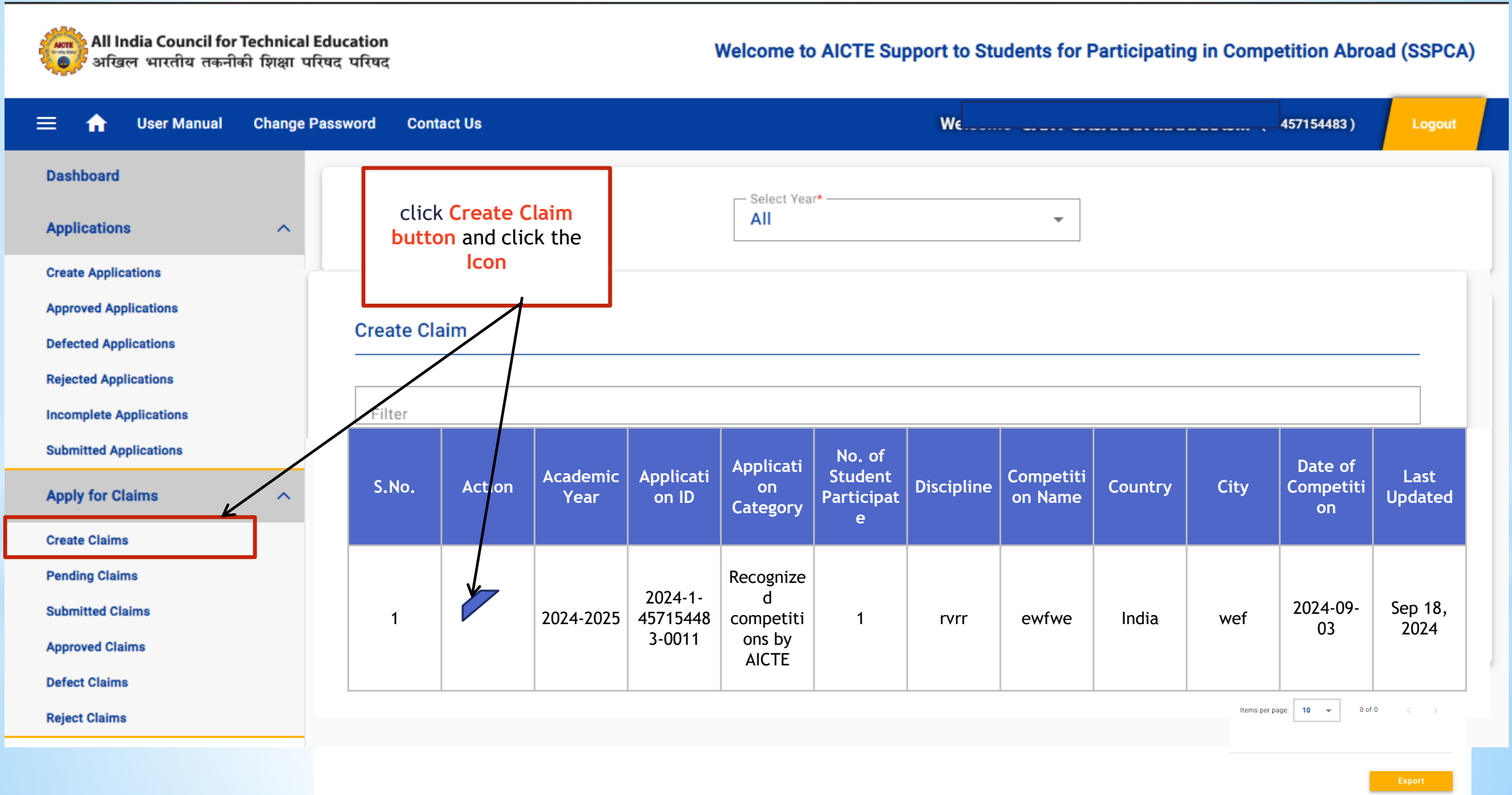



Note: After recommended application by the AICTE then Institute can apply to Claim

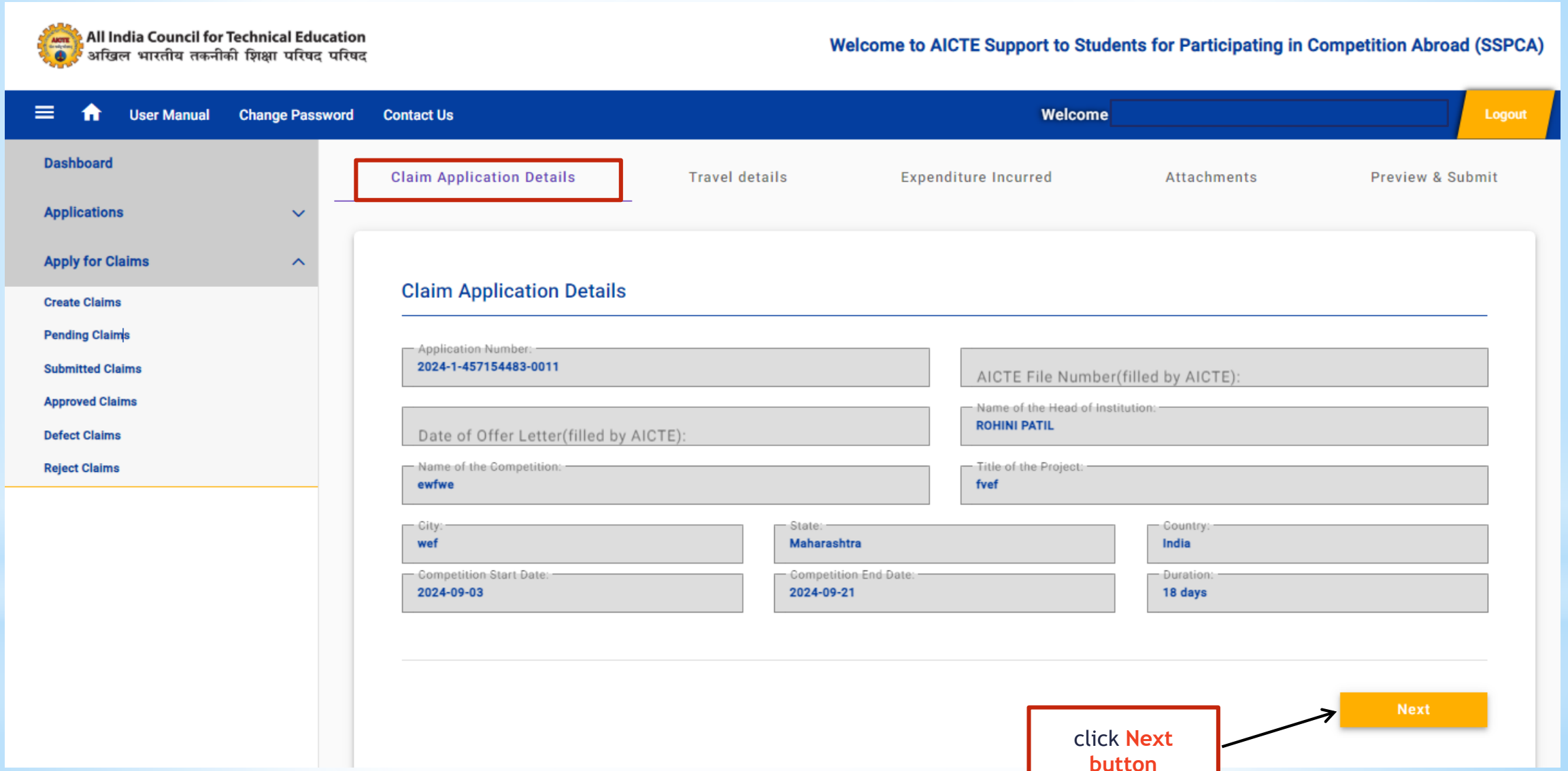
# Manual for SSPCA

## Apply to Claims by the Institute

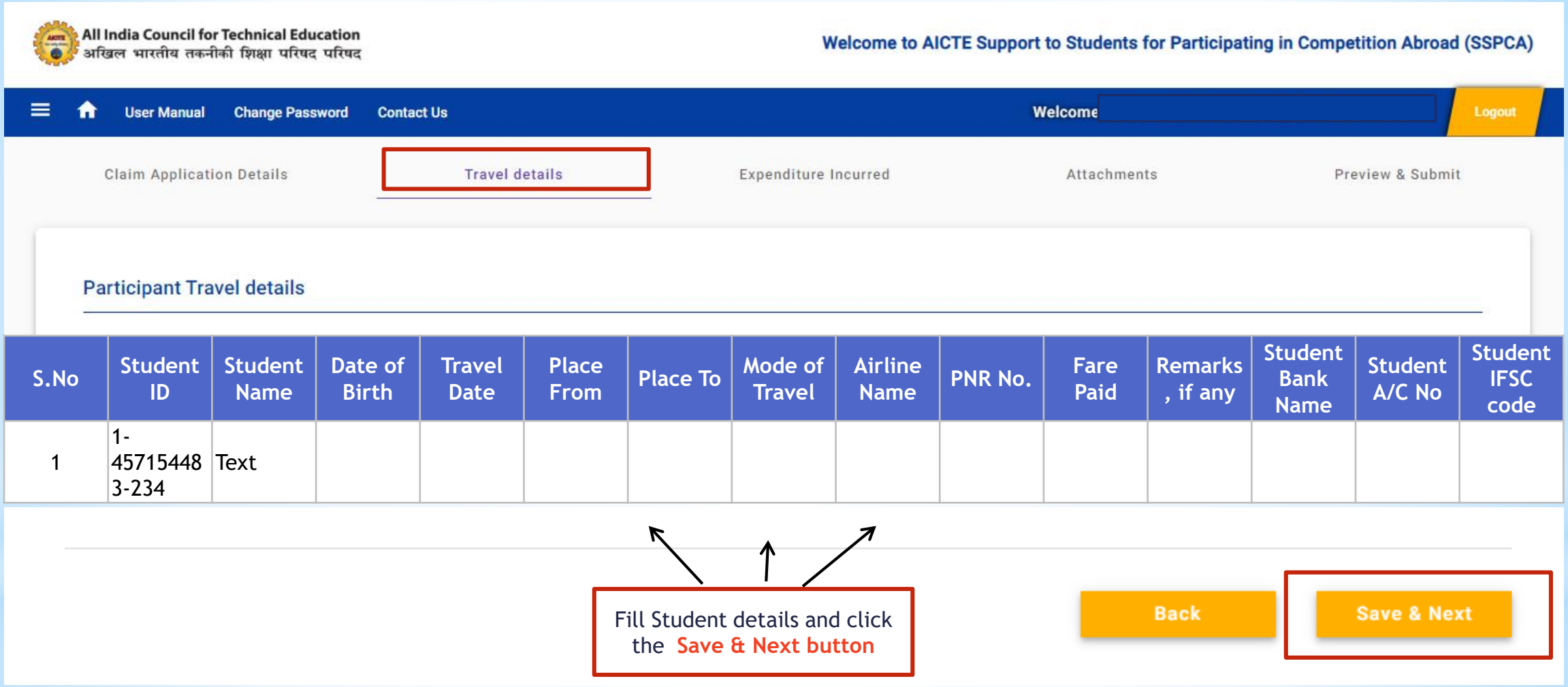
# Create Claims



# Claim Application Details



# Travel Details



# Expenditure Incurred Details

All India Council for Technical Education
अखिल भारतीय तकनीकी शिक्षा परिषद परिषद

Welcome to AICTE Support to Students for Participating in Competition Abroad (SSPCA)

User Manual | Change Password | Contact Us | Welcome | Logout

Claim Application Details | Travel details | Expenditure Incurred | Attachments | Preview & Submit

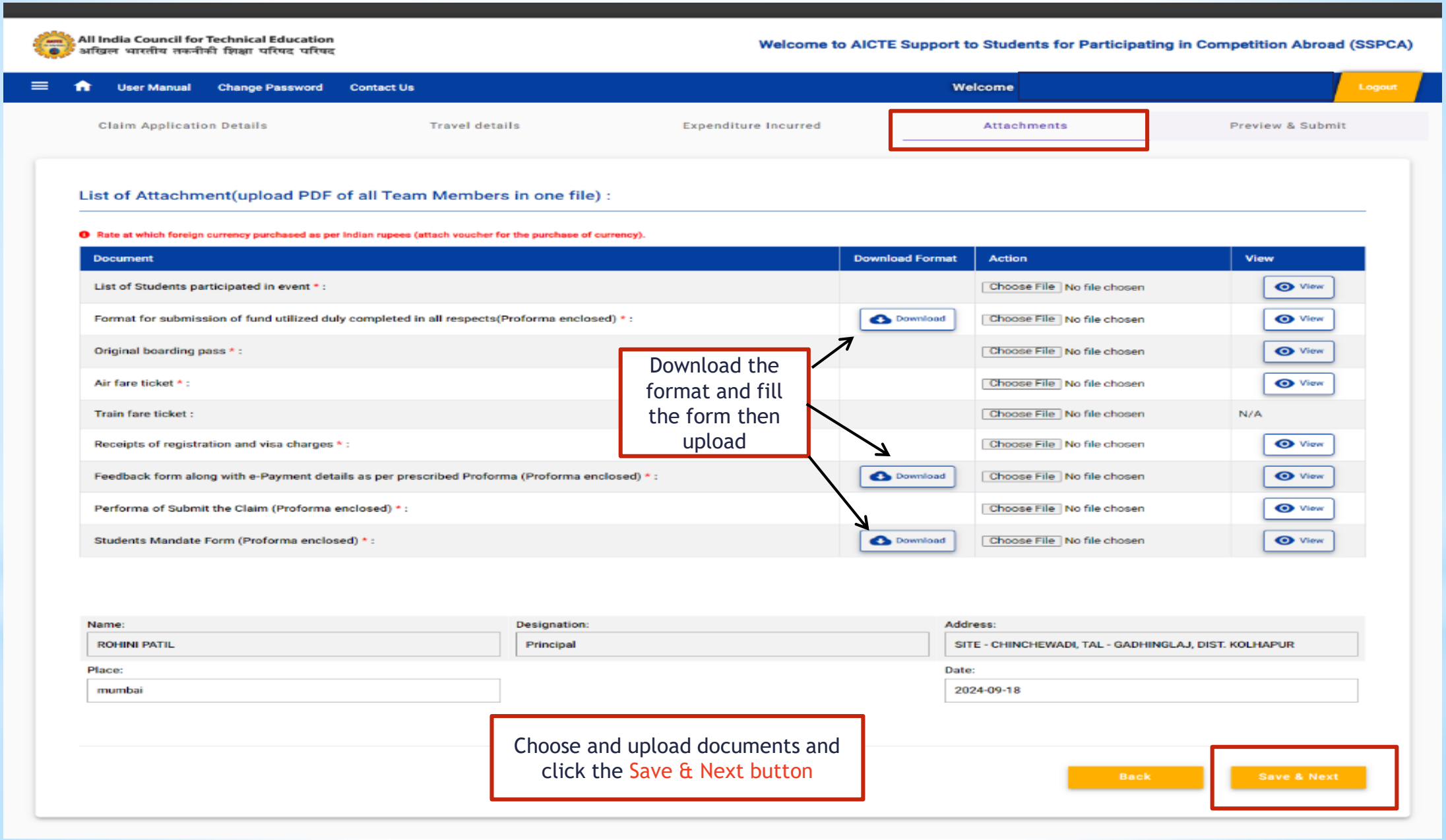
## Details of expenditure incurred :

| Head | Amount as mentioned in Application of AICTE | Actual expenditure incurred | Assistance provided by any other agency (if any) | | Permissible Amount |
|---|---|---|---|---|---|
| | | | Name of Agency | Amount | |
| Domestic Travel (Air/Train/Bus/Others): | 100 | | | | |
| International Travel (Air/Train/Bus/Others): | 200 | | | | |
| Airport Tax: | 300 | | | | |
| Registration Fee(Actual or Not more than 50,000) | 400 | | | | |
| Visa Application Fee | 500 | | | | |
| Travel Health Insurance | 600 | | | | |
| Boarding & Lodging | 700 | | | | |
| Cost incurred for taking equipment related to competition | 800 | | | | |

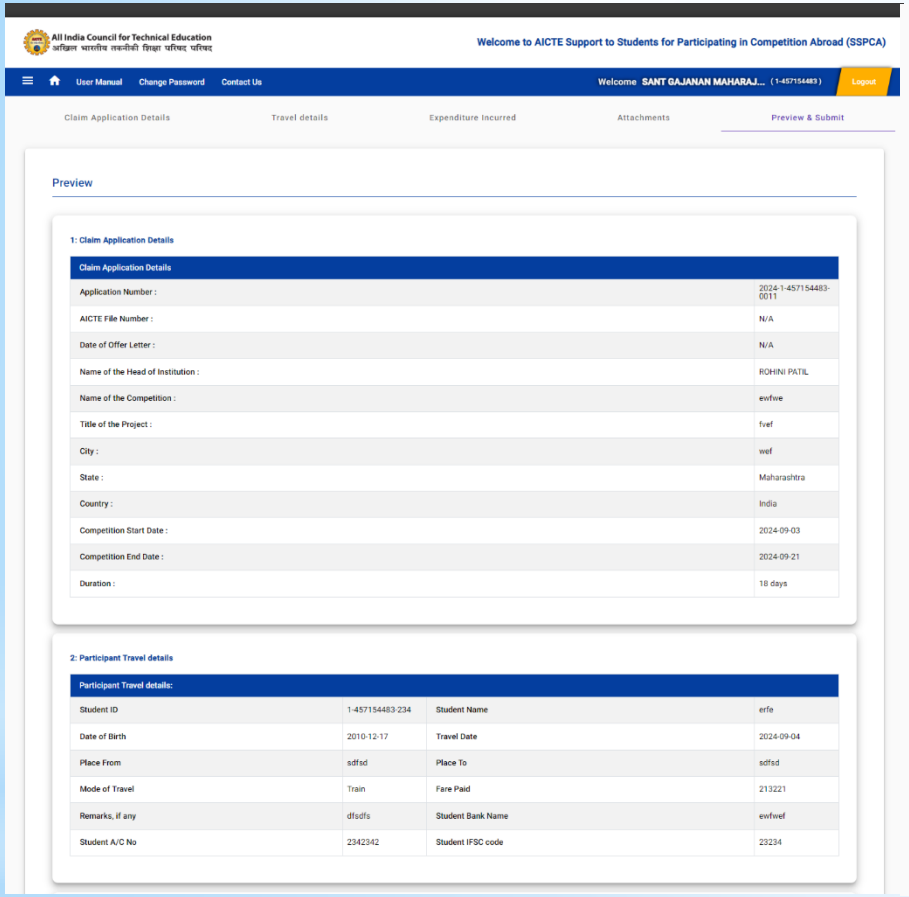
Fill Expenditure details and click the **Save & Next button**

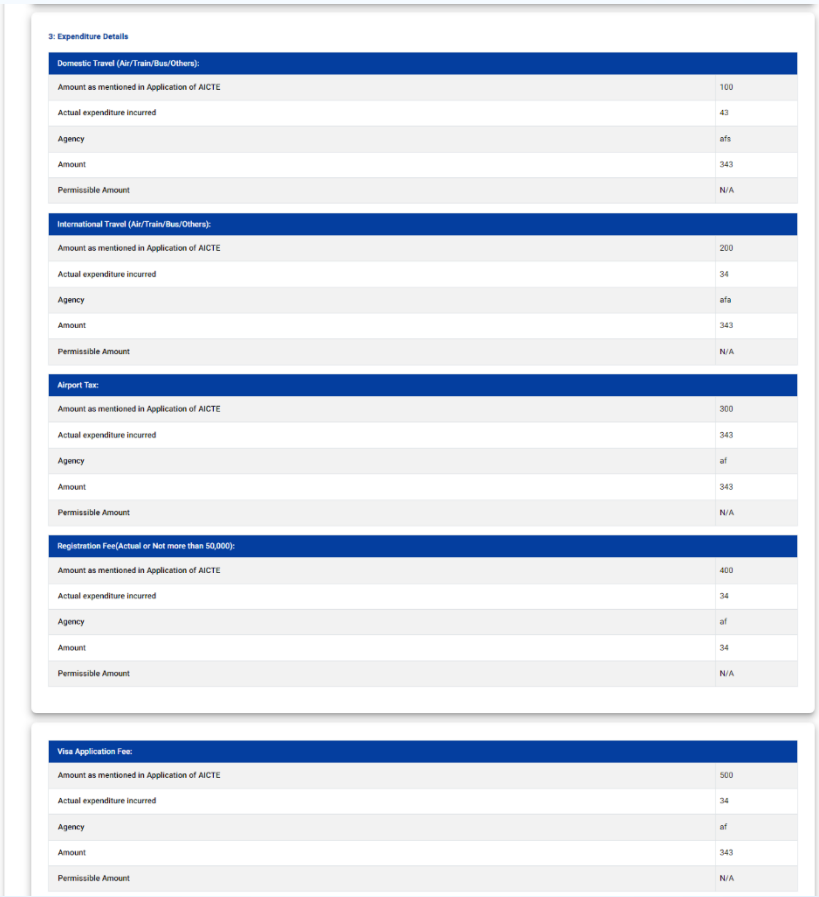
Back | Save & Next

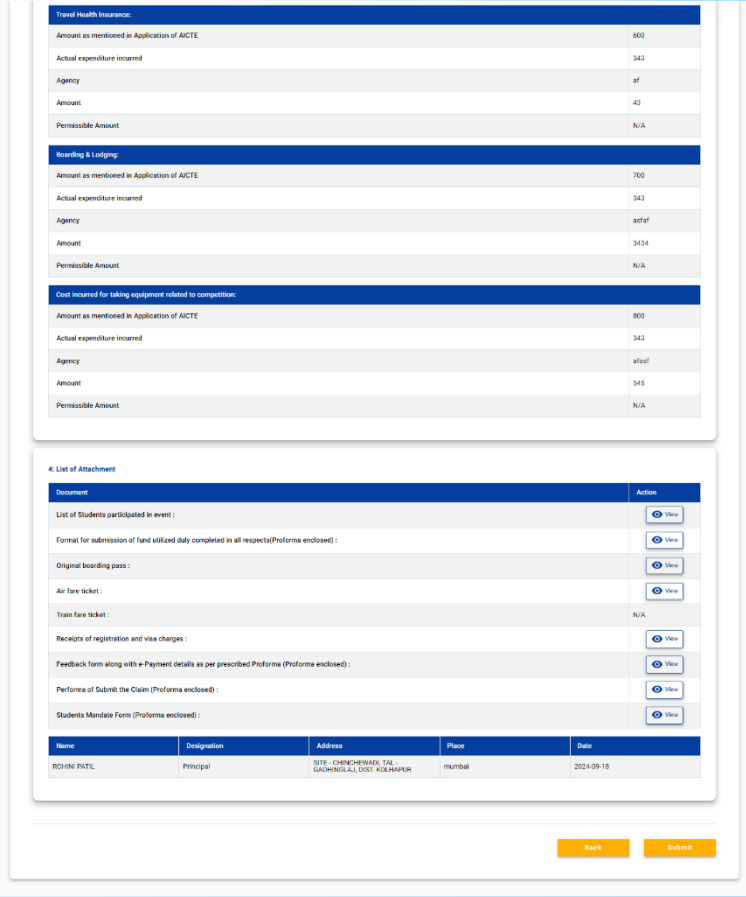
# Document Attachments



# Preview Claim Application




Check filled claim application details if all details are correct click **Submit button** or if any correction click **Back button**,




**Note: After recommended claim application by the AICTE then Institute can be see the permissible amount on the Approved claims tab**


All India Council for Technical Education
AICTE
योगः कर्मसु कौशलम्

# Thanks