



Release Date: 3rd March, 2019

Team Registration & Fee Submission Guidelines Revision 1

Revision has been made in clause no. 3. Please read carefully.

1. All teams must read the guidelines given in this document very carefully before filling the online registration form.
2. Registration link will be open from **20th Feb, 2019 to 20th March, 2019.**

A. Team Requirements

3. Team Structure:

- **Student Members:** Minimum 5 to maximum 13 student members-
 - 12 members may be from any discipline/branch and any year of course.
 - Eligibility of 13th member is as below:
 - He/she must be from electrical or electronics discipline or
 - He/she must be studying in 3rd or 4th year of degree program at the time of registration.

Notes:

1. *Same member may belong to electrical/ electronics discipline and also from 3rd/4th year of degree program.*
2. *If any institute doesn't have the course of electrical/ electronics discipline, they may register a team with 12 members only.*

- **Faculty advisor:** One faculty advisor must be appointed by College/University.
- **Facilitator:** Requirement of facilitator has been removed from this season.

4. Eligibility:

All participants must be enrolled in degree seeking undergraduate programs under any engineering disciplines. Students who have completed their graduation seven (7) months prior to last date of competition remain eligible.

5. SAE Membership Requirement:

All the team members and faculty advisor should have **active and valid SAE membership**. In case of not having SAE membership, write **A/F** in the respective cells at time of online registration. The membership must stand valid till main event. For SAE membership visit www.saeindia.org



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B. Registration Procedure

6. EFFI-CYCLE 2019 registrations will follow a 3-step procedure as explained below:

	Step 1: Online Form Submission <ul style="list-style-type: none">• Choice of format of event (<i>Regular Efficycle & Advanced Efficycle</i>)• Registration through online form by teams & allocation of team ID
	Step 2: Submission of Signed Copy through email <ul style="list-style-type: none">• Fixing of photographs and signatures on printed form• Submission of scan copy of signed form to efficycle.teams@saenis.org
	Step 3: Phase-1 Fee Submission <ul style="list-style-type: none">• Team gets confirmation for registration from organizing committee• Submission of fees online to SAE NIS account

Step-1: (Online Form Submission)

- i. Registration of teams for EFFI-CYCLE 2019 will be done online through the link <http://efficycle10.saenis.org/season10/login.php>
- ii. Teams need to sign-up through above link and then they will be able to register a team through their account.
- iii. There will be 2 formats of event in season-10:
 - a. **Regular Efficycle** (rules similar to previous season i.e. Efficycle 2018)
 - b. **Advance Efficycle** (introduction of advance features and technologies)
Please read the Technical Information Document for more details about both formats of event.
- iv. A team can participate in "**Advance Efficycle Format**" only if the institute has participated in any previous 2 seasons of Efficycle competition since 2015. Whereas, "**Regular Efficycle Format**" is open for all participants. During online form filling, a team has to select the format of event they wish to participate in.
- v. Participant must correctly choose the format of event in online form. If a team selects "Advance Efficycle Format", they have to enter the details of Team ID and Team Name of any 2 season in which their institute participated in efficycle competition.
- vi. Teams should fill all the details very carefully as asked in the registration form.
- vii. After successful submission of registration form, a confirmation message will be displayed-
 - a. Every team will be assigned a **Team Registration ID**. Team Registration ID will be a 5 digit number with last 3 digits showing the sequence of their registration for Efficycle-2019. Teams should mention this team registration ID as a reference wherever required in further communications.



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- b. In the confirmation message, a link will be provided to **print or download the registration form**. Teams should immediately take the print of this form (or save as .pdf version of registration form if you want to take the print out later).
- viii. Auto generated confirmation mail for successful registration will be sent to registered team email ID. Team will also receive a confirmation message at Team Captain's registered mobile number.
- ix. For any problem faced during online registration procedure, write to Efficycle Organizing Committee at efficycle.teams@saenis.org. The copy of form can also be printed later on through team's account.

Step 2: Submission of Signed Copy through email

- i. After getting the print out of form, team must check all the details carefully. If all details are correctly produced in the registration form, affix the good quality recent colour photographs of all the required members.
- ii. This form must be dully signed by team captain, faculty advisor, Reference Contact Person (Dean/HOD/Director) and stamp should be affixed.
- iii. Then the scanned copy of this signed & stamped form must be sent back to efficycle.teams@saenis.org within 10 days of the online registration by team.
[Subject Line: Team ID_Team Name_Registration Form Submission]
- iv. In case, there are any corrections required in the details produced in the registration form, teams should make corrections through "Edit Details" option given in their account. Final form must be sent to efficycle.teams@saenis.org with all photos, stamp and signatures. The final form will be considered for registration at main event site.
[Subject Line: Team ID_TeamName_Registration Form Correction]
- v. **Teams need not to send hard copy of the form. Teams must keep the hard copy of this form safe; it will be required to produce at the time of event.**

Step 3: Phase-1 Fee Submission

- i. To further participate in the event, all the successfully registered teams will have to submit a registration fees.
- ii. Registration fees will be deposited in 2 phases.
- iii. **Final participation will be considered only after the completion of above 3 steps i.e. submission of scanned copy of form and submission of 1st phase of registration fees.**

C. Instructions to Fill the Online Registration Form

7. All mandatory fields must be filled and teams must provide the correct information in the form.
8. **Teams must use a separate email ID for team.** Any team member's personal email ID cannot be used as team email ID. It is recommended to keep the team email ID very simple and to include team name in it for easy identification.
9. Teams should not use the word "Team" in the team name. For example, if the team name is ABC, DONT WRITE the name as "Team ABC".



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10. Details of **reference contact person** (HOD/Dean/Director of college) must be filled correctly.

D. General Guidelines

11. More than one team from same institute can participate in any format of event.
12. Same Institute can participate in both formats of events with different teams.
13. In case of more than one team registering with the similar name, team registering later may be asked to change the team name.
14. The team has to provide 3 different email IDs i.e. team ID, Faculty advisor's email ID and Team captain's email ID. The communications can be made to any of the 3 registered email IDs. It will be the responsibility of team to regularly check the emails.
15. Teams are advised to like our official Facebook page <https://www.facebook.com/groups/EfficycleSAENIS/> for updates about the event.
16. There should be an active SAE collegiate club in participating institute.

E. Registration Fees Structure

17. Total fees for Efficycle 2019 event is Rs. 30,000/-
Phase-I → Rs. 20,000/-
Phase-II → Rs. 10,000/-
18. In phase-I, team will be given concessions of Rs. 1,000/- per girl participant in the team and maximum up to Rs. 6,000/- per team.
19. Fee concession is not applicable in Phase-II except for **"All Girls Team"**. **Registration fees for phase-II for "All girls team" registered for the Efficycle 2019 will be completely waived-off.**

F. Registration Fees Submission Guidelines

20. Teams who have sent the scanned copy of the registration form (affixed with photos and duly signed) and subsequently received its acknowledgment mail from efficycle.teams@saenis.org, are required to submit the Registration Fees.
21. Fee structure is as below:
 - Phase-I: **Rs. 20,000/-** (Rupees Twenty thousand only)¹
 - *To be submitted after sending the scanned copy of the registration form by team and within 21 days of receiving the acknowledgement mail from efficycle.teams@saenis.org.*
 - Phase-II: **Rs. 10,000/-** (Rupees Ten thousand only)
 - *To be submitted later when announced by Organizing Committee (tentatively in June' 2019).*
22. Fees for both phases must be paid by teams directly to SAE NIS **ONLY THROUGH ONLINE TRANSFER** as per details given in Sr. No. 23 below. Fee deposit to SAE NIS office, through any medium, will not be accepted.



23. Following are the details for fee submission and NEFT/RTGS transfer:

- Account Name : **SAE NORTHERN INDIA SECTION - EVENTS**
- Bank Account No. : 67111655808
- Name Of The Bank : STATE BANK OF INDIA
- Name Of The Bank Branch: MARUTI UDYOG LTD (70623)
- Bank Address : PALAM GURGAON ROAD, GURGAON - 122015
- Account Type : CURRENT
- IFSC CODE (NEFT) : SBIN0070623

24. After fee deposit/online transfer, send the following details to efficycle.teams@saenis.org :

- Team Registration ID (e.g. 19XXX)
- Team Name
- College Name
- Address for dispatch for receipt
- UTR No/ Transaction No. of online transfer

Please write mail with subject: <**Team Registration ID**>_Fee Submission_Phase-1> for phase-1 fee submission and <**Team Registration ID**>_Fee Submission_Phase-2> for phase-2 fee submission.

25. The receipt of fees submission will be sent to teams within 4 weeks after last date of fee submission.

G. IMPORTANT LINKS

Queries related to registration & fee	: efficycle.teams@saenis.org
Technical Queries	: efficycle.technical@saenis.org
Official announcements	: http://effi.saenis.org/
Official Facebook group	: facebook.com/groups/EfficycleSAENIS/

Efficycle Organizing Committee

[Disclaimer: Any information received through any unauthorized sources such as phone calls, emails or any other Facebook groups/pages etc should be considered fake/misleading/spam. Teams must immediately check the authenticity of such information by contacting Efficycle Organizing Committee.]