

## BAJA SAEINDIA 2018 Registration Guidelines

BAJA SAEINDIA opens its registrations for the 11<sup>th</sup> edition on 11<sup>th</sup> March 2017. As already announced, this year BAJA will happen at two venues, one at NATRiP, Pithampur from **25<sup>th</sup> to 28<sup>th</sup> January 2018** & another at IIT Ropar, Punjab from **9<sup>th</sup> to 11<sup>th</sup> March 2018**. However, eBAJA will only happen at NATRiP, Pithampur. Registrations for both the event would be common and all the teams would have to participate in Virtual BAJA SAEINDIA 2017 at Chitkara University on **14 & 15<sup>th</sup> July 2017**. Post Virtual BAJA teams would be allocated their participating locations as against of their preferences and Virtual BAJA merits.

Registration Website	<a href="http://www.bajasaesindia.org">www.bajasaesindia.org</a>
Online Registration Start	11 <sup>th</sup> March 2017
Online Registration End	10 <sup>th</sup> April 2017

### Team Eligibility Criteria

All participating Institutes need to have an operational collegiate club. All participating members & faculty advisors should be SAEINDIA members. For Collegiate Club details please visit [www.saeindia.org](http://www.saeindia.org) or contact the below SAEINDIA representatives.

<b>Mrs Fathima</b> Senior Officer – SAEINDIA <a href="mailto:fathima@saeindia.org">fathima@saeindia.org</a>	<b>Ms Jean Sophiya Shiny</b> Officer-SAEINDIA <a href="mailto:shiny@saeindia.org">shiny@saeindia.org</a>
SAEINDIA Office - Email : <a href="mailto:membercare@saeindia.org">membercare@saeindia.org</a> Contact Number: 91-44-4215 2280	

Colleges who have just applied for collegiate club can also register for the event, provided they have all relevant documents supporting collegiate club registration completion, like payment proof, copy of acknowledgement of SAEINDIA etc.

Teams should also have an active SAE Collegiate Club along with SAE Club Bank Account to complete online registration process.

### Team Size

Team Members	5 [ Minimum ]	25 [ Maximum ]
Faculty Advisors	1 [ Minimum ]	2 [ Maximum ]

It is mandatory for faculty advisor(s) to accompany the team during the Main BAJA event at NATRiP Pithampur /IIT Ropar as applicable. Team to confirm FA's availability during the event to avoid issues later.

Registrations for BAJA and eBAJA will happen under different heads, which enables the teams to register a maximum of 2 teams from one college .i.e. 1 BAJA team and 1 eBAJA team.

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## Registration Fees Structure

	BAJA	eBAJA
Phase 1	INR 20,000	INR 20,000
Phase 2	INR 30,000	INR 30,000

The above fees is excluding the service tax which accounts to additional 15% as per GOI norms. Registration fees has to be submitted online through the registration portal.

Registration fees is NON REFUNDABLE, and will not be returned to the teams in any case.

## Registration Fees Waiver

To Promote Diversity, BAJA SAEINIDA offers registration fee waiver for Woman participation in the team.

**The waiver is only applicable for the second phase of registration.**

There will be a fee waiver of INR 1000 per woman participation (e.g. If there are 5 women in a team, the waiver would be INR5000 from the registration amount base fee (Base fee is the fee which excludes the Service Tax).

## eBAJA Team Financial Support

To promote electric mobility in India, eBAJA teams who are new, will receive a financial support of INR 2 Lakhs from BAJA SAEINDIA. Only new team who will register for BAJA 2018 and have to purchase a new KIT will receive this support. The money will be disbursed to the teams on successful clearance of technical evaluation at the main event.

**In case of any furtherquery/ clarifications, we recommend teams to contact below designated officers and get it cleared before taking your own assumptions.**

Mr Akash Agarwal	Mr Prasad Vishwanathan	Ms Charu Goyal	Mr Abhijeet Sanchawat
OC Member	Co –Convener - VB	Alumni Committee Head	Asst. Program Manager
9039090803	9769869305	9962595928	8149416748
aakashagrwal002@gmail.com	prasadvishwanathan@gmail.com	CHARU.GOYAL@mahindra.com	sanchawat.nvh@araiindia.com

BAJA Email - [bajahelpline@gmail.com](mailto:bajahelpline@gmail.com) Website – [www.bajasaeindia.org](http://www.bajasaeindia.org)

## Registration Guidelines

### IMPORTANT

1. As the registration process is highly administered, information once entered cannot be edited. Hence, we request you to enter details with utmost sanity.
2. Once you **Lock** your profile you can request for unlock only once.
3. Any duplication/ false data, if found will lead to immediate termination of that particular team member.
4. After 10<sup>th</sup> April, 2017, your profiles will be locked automatically, hence complete the same well in time.

### Registration Flow:

#### 1. Registration

- Click on **Register Here.**
- Enter details as instructed in the table (mark fields mandatory for registration):

Name of Institution	Full name of college without abbreviations
College/ Institution Website	If any- not mandatory
SAE Collegiate Club Title, Bank A/C and ID	Extremely compulsory. Cannot register your team without these details
State	Select State
City	Enter City name
Address	Full postal address of college
Phone No.	College phone no. With pin code
Zip/ Pin Code	Correct 6-Digit pin code
Baja Event Preference	Select location for event out of Pithampur or IIT Ropar
Event Format	Select Conventional BAJA or eBAJA
Team Email ID	Team email ID that will be your login ID for the portal as well as mode of communication hence forth
Team Name	Full team name without abbreviations

- Click on **Register** tab.

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2. After successful registration, you will be led onto the login page.

- Enter your Login ID that is your Team Email ID.
- Enter password that has been sent to registered Team Email ID/ Login ID. You can later change this password.

3. After successful login, you will be led to the Dashboard of the portal where you will be able to see all your members as you add them.

- To proceed, go to **Team** tab and enter details as instructed below:  
(The details you have already entered will appear on the screen. You have to fill in the remaining fields)

Team Website	If any- not mandatory
No. of Faculty Advisors	Select either 1 or 2
No. of Team Members	Select min 5 or max 25
Name of Sponsor	If any- not mandatory
Can your college host workshops	Select yes or no
Semester Exam Pattern	Enter year wise details as asked

After entering all mandatory fields accurately, you can lock your profile. Once the profile is locked, you cannot make any changes.

#### 4. To add members:

- Click on the **Members** tab, below Dashboard.
- Go to **Add members** and fill the details as instructed below for each member of the team:

(Note: Once you enter details for all the team members equal to the number mentioned in the **Team** tab, your tab to **Add member** will be deactivated and **Lock Tab** will be activated)

First Name	First Name
Last Name	Last Name
Date of Birth	Select from the Calendar
Email ID	Functional email which will be active throughout the season
Current Image	Proper Decent & Appropriate passport size photograph. Photographs from Social Media or WhatsApp DPs are strictly prohibited. <b>If found inappropriate</b> , that particular person will automatically be removed from the team and no addition/replacement will be allowed in place of the removed member
Role in Team	Your Role defined by your own team
SAE Membership No.	Teams can use Temporary ID if Permanent No. is not given
Gender	Male/Female
Year of Study	Pursuing Year of Engineering
Semester	Pursuing Semester of Engineering (Same till exams over)
Member Type	Choose from the options
T- Shirt Size	Select the exact size out of the options given
Mobile No.	Functional 10 Digit Number which will be active throughout the season
Branch	Engineering Branch
Blood Group	Enter Blood Group

5. To add Faculty Advisors (abbreviated as **FA**):

(Note: Once you enter details for all the Faculty members equal to the number mentioned in the **Team** tab (either 1 or 2), your tab to **Add Faculty** will be deactivated and **Lock** Tab will be activated)

First Name	Enter first name
Last Name	Enter last name
SAE Membership ID	You can use Temporary ID if Permanent No. is not given
Current Image	Proper Decent & Appropriate passport size photograph. Photographs from Social Media or WhatsApp DPs are strictly prohibited. <b>If found inappropriate</b> , that particular person will automatically be removed from the team and no addition/ replacement will be allowed in place of the removed member
Blood Group	Enter Blood Group
Email ID	Functional email which will be active throughout the season
Mobile No.	Functional 10 Digit Number which will be active throughout the season
Address	Full postal address
T-Shirt Size	Select the exact size out of the options given

6. Registration Fee

- Choose your mode of payment from the table given on the portal and make the payment through the given link. (Rs. 20,000/- + 15% tax, i.e., Rs. 3000 + Payment Mode charges)



## 7. Unlock Request

- In case you need to unlock your details for editing/ update, you can request for unlock stating the reason for the same.
- If found appropriate, then only your request will be accepted.
- You will be given only one (1) chance to unlock, hence you are requested to fill in your details accurately and then lock your profile.

## 8. Change Password

- You can change your password after your first login in, using the password sent to you on Team Email ID/ Login ID.