

Guidelines
for
Coaching Schemes for SC/ST/OBC
(Non-Creamy Layer) & Minority Students for
Universities
XII Plan (2012-2017)



University Grants Commission
Bahadurshah Zafar Marg
New Delhi – 110 002

UGC Website: www.ugc.ac.in

INTRODUCTION

Scheduled Castes and Scheduled Tribes have been identified as the most depressed and oppressed groups of Indian society constituting about 15 and 7.5 percent, respectively, of the total Indian population. In order to safeguard their interests in independent democratic India, specific provisions have been made to improve the status of these people socially and educationally so that they can take their rightful place in the mainstream of the society. Despite all constitutional safeguards and measures initiated by the UGC, the position of reservation for Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities is far below the expected level in the universities even after more than 50 years of Independence. The Commission has been contributing towards social equity and socioeconomic mobility of the under-privileged sections of the society through various special schemes.

The well being and the development of the Minorities are important indicators of the strength and success of a democratic society. Democracy being the rule of the majority in numbers, it is necessary to protect and foster the interests and needs of the minority groups, not only in terms of their numbers but also in a preferential manner, with a certain amount of reverse discrimination. Sometimes rights and privileges which are not available to the majority have to be given to the minority groups to bring them up to a viable level of development.

The UGC has decided to make special allocations for promoting higher education for the Minorities during the Twelfth Five Year Plan. The Government of India has declared Muslims, Christians, Sikhs, Buddhists, Jains and Parsis as religious Minorities. Altogether they constitute about 19% of the Indian population. Their educational development is generally low with wide variations in different states and levels of education.

The Commission has been providing separate assistance to the universities (i) for remedial coaching at UG and PG level (ii) coaching for entry into services (iii) coaching for NET to Scheduled Castes, Scheduled Tribes and Minority candidates. The Commission has decided to merge this scheme with the General Developmental Assistance scheme of the universities and assistance for this component will be over and above the ceiling of General Developmental Assistance.

ELIGIBILITY

Financial assistance under the scheme is available to such universities and colleges which come within the purview of section 2(f) and are fit to receive central assistance under Section 12(B) of the UGC Act, 1956. Institutions having sufficient number of Scheduled Castes, Scheduled Tribes and Minority Communities students will be considered for financial assistance. General candidates holding BPL Cards (Below Poverty Line) issued by the Central Government /State Government may also be allowed for such coaching classes. The percentage of OBC (non-creamy layer) and poor general candidates may be increased up to 40% if sufficient number of Scheduled Castes, Scheduled Tribes and Minority Communities students are not available.

OBJECTIVES OF THE SCHEMES

I. REMEDIAL COACHING FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY COMMUNITY STUDENTS

Remedial Coaching is to be organized at Undergraduate and /or Postgraduate level with objectives to:

- a) Improve the academic skills and linguistic proficiency of the students in various subjects.
- b) To raise their level of comprehension of basic subjects to provide a stronger foundation for further academic work.
- c) To strengthen their knowledge, skills and attitudes in such subjects, where quantitative and qualitative techniques and laboratory activities are involved , so that, the necessary guidance and training provided under the programme may enable the students to come up to the level necessary for pursuing higher studies efficiently and to reduce their failure and dropout rate.
- d) To provide career guidance and psychological counseling for capacity building to those who are in need of such counseling.

II. COACHING CLASSES FOR ENTRY INTO SERVICES FOR SC/ST/OBC (NON-CREAMY LAYER) AND MINORITY COMMUNITY STUDENTS

Coaching scheme for entry into services is to be organized with objectives to :

- i. Prepare students to gain useful employment in Group 'A', 'B' and 'C' in Central services, State services and equivalent positions in private sector.
- ii. To orient students for particular examination conducted for selection to services such as IAS, State Public Services, Bank recruitment etc.
- iii. To focus on the specific requirements of a particular competitive examination.

The University may develop Employment Information Cell for providing information about various competitive examinations in the area of their operation.

III. COACHING FOR NATIONAL ELIGIBILITY TEST OR STATE ELIGIBILITY TEST FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY COMMUNITY STUDENTS

The main objective of the scheme is to prepare Scheduled Castes, Scheduled Tribes and Minority Communities candidates for appearing in NET or SET so that sufficient number of candidates becomes available for selection as Lecturers in the university system.

NATURE OF FINANCIAL ASSISTANCE AVAILABLE UNDER THE SCHEMES

The institutions can apply for one or more components of the scheme according to the number of enrolment of Scheduled Castes, Scheduled Tribes, OBC (Non Creamy Layer), Minorities Communities Students. If, the number of students in a particular class is more, additional section(s) may be included.

The financial assistance is available for the following items:

Non-recurring items: A “one time” grant up to **Rs. 5.0 lakhs** for each scheme during the XII Plan period for the following items:

1. Books and Journals
2. Audio-visual and teaching/ learning aid material
3. Computers with Printer
4. Photocopier
5. Generator or Inverter

Recurring Items: **Rs.7.00 lakhs** for universities for each scheme per annum for expenditure on the following items:

1. Honorarium to the Coordinator of the schemes @Rs. 2000/- per month
 2. Remuneration to teachers and scholars*
 3. Part-time staff with computer knowledge (on contract basis) @ 6,000/- p.m.
 4. Part time Peon/Attendant.@ Rs.1000/- p.m
 5. Contingency - Rs 50,000/- per annum
- ❖ Remuneration at the rate of Rs. 300/- per hour per subject to the teachers and Rs.200 /- per hour to postgraduate students/ Research Scholars could be paid for theory classes and Rs.150/-per hour respectively for practicals. Generally, a faculty member should not teach for more than 2 hours a day. However, in exceptional cases where an eminent educationist is invited for Special lecture, the remuneration @ Rs.500/- per hour and admissible T.A. could be paid with the approval of the Head of the Institution. The payment of remuneration to the participating teachers, PG students and research scholars may be paid regularly every month without waiting for the pending grant from the UGC.

The final amount of grant to be allocated would depend upon the number of schemes, the number of students enrolled for the schemes in the proposal, and the decision of the Committee appointed for serving the applicants for these schemes.

ORGANIZATION OF COACHING CLASSES

The scheme of Remedial Coaching for Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities Community Students may be implemented by the universities. The scheme of coaching for entry into services may be conducted by the universities. The eligible university may avail of any one or all the schemes depending on their compatibility.

GROUPING OF STUDENTS:

Coaching may be organized by dividing the candidates into various groups, each consisting of not more than 25 candidates in each paper, and each group may be placed under the charge of one faculty member so that the responsibility could be fixed and the faculty members are in a position to develop rapport with the assigned group and monitor the progress of the students.

DEPLOYMENT OF FACULTY MEMBERS:

The University may engage the services of motivated teachers in service and retired faculty members from the university or postgraduate departments of universities who volunteer to teach in the subjects or papers concerned.

CO-ORDINATOR:

One of the senior faculty members with high motivation and dedication may be appointed as Co-ordinator. He/She will be responsible for maintaining co-ordination between different groups and faculty members to ensure effective implementation of the coaching programme.

CLASSES AND METHOD OF INSTRUCTION

- i. Applications may be invited and selection of candidates for providing coaching will be done from the regular as well as dropped out students.
- ii. Coaching classes may be organized at different times such as during working days, or on holidays, or in vacations, depending on the convenience of the candidates as well as faculty members. Vacations may be utilized for admitting candidates from other universities. The timetable of coaching classes should be announced in the beginning of the classes.
- iii. The method of instruction should be through class work, tutorials, work assignments followed by discussion and face to, face interactions. Candidates should be encouraged to form study groups to help one another. Audio-video aids should be used wherever possible. A great deal of voluntary effort should be promoted.
- iv. At least 50 clock hours of teaching should be organized for each subject or paper of 100 marks. After every 10 hours of teaching an examination should be conducted and evaluation report may be discussed with student/candidate concerned.

ATTENDANCE

The University will be required to maintain attendance registers for all candidates enrolled for the coaching classes as well as subject-wise results of tests, or other evaluation. The students/candidates remaining absent for more than 2 times may be suitably advised to maintain regular attendance.

INFRASTRUCTURE

The University will provide adequate furniture, classrooms, library facilities, study material and other necessary infrastructure from its own resources for conducting coaching classes. The UGC conducts NET in 88 subjects, which cover Arts, Humanities (including languages), Social Sciences, Computer Application and Electronics Sciences. In Science subjects, the CSIR conducts NET on behalf of the UGC. NET is conducted twice a year, i.e. in June and December for Junior Research Fellowship and Eligibility for Lectureship. The detailed information regarding the NET, about subject, curriculum, model test papers etc. may be obtained from the Joint Secretary, NET Division, University Grants Commission, South Campus, Benito Juarez Marg, New Delhi-21. Telephone No.011-24115419, Fax :011-24112276/24115326 or may be accessed on the UGC website www.ugc.ac.in.

PERIOD OF ASSISTANCE

The scheme is for XII plan period only and assistance will be available to the University upto the end of XII plan. The performance of the programme will be monitored with the help of a Standing Committee or an Expert Committee.

MONITORING

- a) At the end of each academic year, the Coordinator of the programme will submit, through the Registrar an appraisal report, indicating the performance of each candidate. The appraisal report should also indicate:
 - i. The duration for which the coaching was organized, classes /periods, and the number of the candidates who actually participated in the programme.
 - ii. The number of candidates who actually appeared in the examination.
 - iii. The number of successful candidates in each paper along with the problems faced by the university in the implementation of the scheme.
 - iv. The subjects in which they were tutored, the names of the teacher and their subject discipline.
 - v. Overall comments of the Coordinator.

- b) The performance of all the schemes will be monitored by the UGC Standing Committee through its visits to the centres by constituting Sub Committees.

ADVISORY COMMITTEE

The University will constitute an Advisory Committee. The Vice- Chancellor will be the Chairman of the Advisory Committee, besides there will be five other members at the level of Professor at least one each from Scheduled Castes, Scheduled Tribes and Minority Communities. The Coordinator of the Programme will be the Member Secretary of the Advisory Committee. It is expected that Advisory Committee will meet at least twice a year.

**UNIVERSITY GRANTS COMMISSION
New Delhi**

Proforma for Financial Assistance for the Schemes of Remedial Coaching/ Coaching Scheme for Entry in Services / NET Coaching for SC/ST/OBC (Non Creamy Layer) and Minorities (Please use one proforma for each of the scheme.)

1. Name of the University :
 (Address, Pin code and State) :
 Phone No :
 Fax No :
 E-Mail :
2. Name of the University its
 Affiliated (Only Colleges) :
3. Date of Establishment of the University/College :
4. Type of Management Government/Private/University/Self Finance
5. Category of the College
 A i) General Courses ii) Professional Courses
 B i) Under Graduate ii) Post Graduate
 C i) Man ii) Women iii) Co-Educational
6. Is the University/College approved under Section 2(f) and 12(B) of the UGC Act 1956 : Yes/No
 Please Attached copy of UGC letter.
7. Location of the University/College Backward/Rural/Tribal/Hill Area/Urban
8. Whether the University /College is Located under SC/ST/Minority concentrated District.
9. Whether receiving Non-plan/
 Plan Grant from UGC/State Govt:
 towards the salary of the staff.
 (please attach the certificate)
10. Whether the University/College has received the grant during XII plan period under these scheme. Details Yes/No
11. Bank Details :

1.	Name of Account Holder With Complete Contact Address, Telephone Number and Email.	
2.	Bank Name	
3.	Branch Name With Complete Address, Telephone Number And Email	
4.	Whether The Branch is Computerised?	
5.	Whether the Branch is RTGS Enabled? If Yes, Then What is the Branch's IFSC Code	
6.	Whether the Branch Also NEFT Enabled?	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	Complete Bank Account Number (Latest)	
9.	MICR Code of Bank	

12.Enrollment in Degree and Post Graduate Classes (As on 1st January 2013)

Under Graduate	General	SC	ST	OBC	Minority	Total	Percentage
Ist Year							
IIInd Year							
IIIrd Year							
Total							
Post Graduate	General	SC	ST	OBC	Minority	Total	Percentage
Ist Year							
IIInd Year							
Total							

13. Faculty-wise staff strength

(please attach a list indicating name, deptt., qualifications)

- a) Permanent
- b) Temporary or Ad-hoc
- c) Part – time
- d) Visiting Faculty

14. Infrastructure available

- i. Space available for organizing the coaching center :
 - a) Office :
 - b) Classroom :
- ii. Library facilities available, list of journals and magazines subscribed.
Mention only those which are relevant to the coaching scheme.

15. Financial Assistance.

- | Item | Estimated Cost |
|---|----------------|
| A. Non Recurring items | |
| 12. Equipment | |
| 13. Books and journals and study materials | |
| B. Recurring items | |
| i) Remuneration to coordinator | |
| ii) Remuneration to teacher | |
| iii) Remuneration to part time LDC
With computer knowledge | |
| iv) Travelling expenses | |
| v) Contingency | |

16. Need and justification in support of the proposal
(Please attach separate sheet giving full justification)

Signature:

Registrar
(Seal)

Annual Progress Report

Coaching Classes for Entry into Services for Scheduled Caste/Scheduled Tribe/Other Backward Classes (Non-Creamy Layer) & Minority Community Students

Name of the University : _____
 Scheme approved in the year : _____
 Actual date of implementation : _____
 Total number of student's benefited : _____

Coaching for all India Services	SC Students	ST Students	OBC (Non-Creamy Layer) Students	Minority Students	Teachers Engaged	No. of Period Taken	No. of Test held	Result																	
								Appeared				Passed				Service/Job									
								SC	ST	O B C	M	SC	ST	O B C	M	SC	ST	O B C	M						
1.																									
2.																									
3.																									
4.																									
5.																									
Total																									
Coaching for Group B & C Post																									
1.																									
2.																									
3.																									
4.																									
5.																									
Total																									
Grand Total																									

Signature:

**Registrar
With Seal**

Annual Progress Report

COACHING FOR NATIONAL ELIGIBILITY TEST FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY COMMUNITY STUDENTS

Name of the University _____
 Scheme approved in the year _____
 Actual date of implementation _____
 Total number of student's benefited _____

Subject	SC Students	ST Students	OBC (Non-Creamy Layer) Students	Minority Students	Teachers Engaged	No. of Period Taken	No. of Test held	Result												
								Appeared				Passed				Failed				
								SC	ST	O B C	M	SC	ST	O B C	M	SC	ST	O B C	M	
1.																				
2.																				
3.																				
4.																				
5.																				
6.																				
7.																				
8.																				
9.																				
10.																				
11.																				
12.																				
13.																				
14.																				
15.																				
Total																				

Signature:

**Registrar
With Seal**

Annual Progress Report

REMEDIAL COACHING FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITIES

Name of the University/College _____

Scheme approved in the year _____

Actual date of implementation _____

Total number of student's benefited _____

Under Graduate	SC Students	ST Students	OBC (Non-Creamy Layer) Students	Minority Students	Teachers Engaged	No. of Period Taken	No. of Test held	Result														
								Appeared				Passed				Failed						
								SC	ST	O B C	M	SC	ST	O B C	M	SC	ST	O B C	M			
1.																						
2.																						
3.																						
4.																						
5.																						
6.																						
Total																						
Post Graduate																						
1.																						
2.																						
3.																						
4.																						
5.																						
6.																						
Total																						
Grand Total																						

Signature:

**Registrar
With Seal**

Statement of Expenditure

Proforma for statement of expenditure incurred for the introduction of Remedial Coaching/Entry into Services/Net Coaching for Scheduled Caste/Scheduled Tribe/Other Backward Classes (Non-Creamy Layer) & Minority Community Students (please prepare separate **SOE** for each of the three schemes)

- 1 Name of the University _____
- 2 Number and dated UGC approval: No.F. _____ dated _____
- 3 Period to which the accounts related: w.e.f _____ to _____
- 4 Details of actual expenditure incurred.

Items	Allocation Approved	Expenditure Incurred
Non Recurring		
i. Equipment		
ii. Books & Journals and Study Materials		
Recurring (per-annum)		
i. Honorarium to the Coordinator		
ii. Remuneration to Teachers.		
iii. Remuneration to Post Graduate students/ research scholar.		
iv. Remuneration to Eminent educationists (including T.A)		
v Remuneration to part time L.D.C		
vi Contingency		
Total		

Signature:

Signature:

**Registrar
With Seal**

**Govt. Auditor/ Chartered Accountant
With Seal**

UTILIZATION CERTIFICATE

(Please prepare separate UC for each of the three schemes)

Certified that the grant of Rs. _____ (Rupees _____)
Sanctioned to _____

by University Grants Commission vide its letter No. _____
dated _____ towards

_____ has been utilized for the purpose for which it was
sanctioned and in accordance with the terms and conditions as laid down by the
Commission. The university/college has also utilized the amount of Rs. _____
as interest earned on the University Grants Commission grant.

If, as a result of check or audit objection, some irregularity is noticed at a later
stage, action will be taken to refund or regularize the objected amount.

Signature: _____ Signature: _____ Signature: _____

Registrar/Principal (Finance Officer) Chartered Accountant/Govt. Auditor

(Seal) _____ (Seal) _____ (Seal) _____