

**XII Plan Guidelines**  
**Coaching Classes for entry in services for SC/ST / OBC (no creamy layer) & Minorities**  
**Community Students**

**1. Introduction**

The well-being and development of the Scheduled Castes (SC), Scheduled Tribes (ST), OBC (non-creamy layer) and Minorities are important indicators of the strength and success of a democratic society. Specific provisions have been made to improve the status of these groups, socially and educationally, so that they can take their rightful place in society. Representation of the groups in All India / State / Provincial Services and equivalent positions in the private sector is an indicator of how far the country has been successful to equip them so that they are in a position to safeguard their own interests. In order to prepare students belonging to SC / ST/OBC (non-creamy layer) and Minority communities to get gainful employment in Central and other services mentioned above, the UGC will continue the scheme of Coaching classes for entry in services for SC / ST & Minorities during the Twelfth Plan.

**2. Objectives**

The basic objective of the coaching scheme is to prepare students belonging to SC / ST/ OBC (non-creamy layer) and Minority communities to get gainful employment in Group 'A', 'B' or 'C' Central services, State services or equivalent positions in the private sector. The coaching under the scheme should be oriented for particular examinations conducted for selection to services, such as the IAS, State Public Services, Bank recruitment, etc. The coaching may be focused, taking into consideration the specific requirements of a particular competitive examination. The College may develop an Employment Information Cell for providing information about various competitive examinations in the area of its operation.

**3. Eligibility**

Colleges covered under Sections 2(f) and 12B of the UGC Act with students belonging to SC/ST/ OBC (noncreamy layer) and Minority communities will be considered for financial assistance under this scheme. The students belonging to economically weaker sections and physically challenged students may also avail of this facility. Applications may be sought by advertising in a local daily so as to cover students outside the college rolls. Coaching may be organised by dividing the candidates into groups of not more than twenty five students.

**4. Nature of Assistance**

**Non-recurring items – not to exceed :**

i) Equipment : **Rs.6.00 lakh**

ii) Books and Journals and Study Materials : **Rs.4.00 lakh**

**Recurring items – not to exceed Rs.20.00 lakh for the Plan period :**

• Remuneration

• Honorarium to the Coordinator @ Rs.2000/- per month (applicable during the months when coaching is being actually conducted plus honorarium for one extra month towards preparation / organisation, but not to exceed Rs.24, 000/- per annum).

- Honorarium to resource persons @ Rs.1000/- per lecture (of duration not less than sixty minutes).
- Travelling expenses to resource persons from outside the College.
- Hospitality to outstation resource persons.
- Payment to Part-time LDC with Computer knowledge, not to exceed Rs.36,000/- per annum.
- Contingency : Rs.20,000/- per annum

The final amount of grant to be allocated would depend upon **the number of students enrolled as evident from the proposal** and recommendations of the Expert Committee.

### **5. Procedure for Release of Grant**

100 % of the Non-recurring grant and 20% of the Recurring grant will be released after approval. The release of further grant would be based on the utilization of earlier grant.

### **6. Monitoring**

The Coordinator of the programme will supervise the work under the scheme at the institutional level. Separate registers may be maintained for different subjects. The Coordinator, at the end of the third year of the programme, will submit, through the Principal, 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 / period and the number of candidates who actually participated in the programme.
  - ii) The subjects in which they were tutored, names of teachers and resource persons and their subject discipline.
  - iii) The number of candidates who actually appeared for competitive examinations.
  - iv) The number of candidates who got placement.
  - v) Problems faced by the College in the implementation of the scheme.
  - vi) Overall comments of the Coordinator.
- Proforma for submitting Progress Report and Statement of Expenditure for Remedial Coaching for SC/ST /OBC (non-creamy layer) & Minorities, Coaching for NET for SC/ ST/ OBC (non-creamy layer) & Minorities, Coaching classes for entry in services for SC/ST/OBC (non-creamy layer) & Minorities are annexed.

UNIVERSITY GRANTS COMMISSION  
New Delhi

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

1. Name of the College : .....
- (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 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 Yes/No  
2(f) and 12(B) of the UGC Act 1956 : .....  
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 Yes/No  
received the grant during XII plan period  
under these scheme. Details
11. Bank Details : .....

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

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

Under Graduate	General	SC	ST	OBC	Minority	Total	Percentage
Ist Year							
IInd Year							
IIIRD Year							
Total							
Post Graduate	General	SC	ST	OBC	Minority	Total	Percentage
Ist Year							
IInd 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<br>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/Principal

(Seal)







Performa 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.

- 1 Name of the College \_\_\_\_\_
- 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		



**UTILIZATION CERTIFICATE**

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) \_\_\_\_\_