

**Guidelines**  
**for**  
**Coaching Schemes for SC/ST/OBC**  
**(Non-Creamy Layer) & Minorities for Colleges**  
**XII Plan (2012-2017)**



**University Grants Commission**  
**Bahadurshah Zafar Marg**  
**New Delhi – 110 002**  
**UGC Website: [www.ugc.ac.in](http://www.ugc.ac.in)**

**There are three schemes namely :**

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

### **1. Introduction**

Education is meant not only to nurture the excellence already in a gifted person but also to uplift the not-so-gifted, so that he / she is equipped to safeguard his / her interests in independent democratic India. The Constitution of India recognizes the SCs and STs as the two most backward groups needing special protection. Further, democracy demands the necessity to protect and foster the interests and needs of the minority groups. In order to enable students belonging to SC / ST / OBC (non-creamy layer) / Minority communities, who need remedial coaching to come up to the 30 Level necessary for pursuing higher studies efficiently and to reduce their failure and drop-out rate, the UGC will provide financial assistance for conducting special classes outside the regular timetable during the Twelfth Plan. Students belonging to Other Backward Classes and General Candidates may also be allowed the benefit of such coaching classes. A nominal fee (not exceeding the monthly tuition fee) may be charged from the general candidates. However, physically challenged students and students who are General Candidates coming from families with income below the poverty line (as guided by the State/ UT/ Central Government) will be exempted from paying the fee.

### **2. Objectives**

Remedial Coaching is to be organized at Undergraduate / Postgraduate level with a view to

- i. Improving academic skills and linguistic proficiency of the students in various subjects.
- ii. Raising their level of comprehension of basic subjects to provide a stronger foundation for further academic work.
- iii. Strengthening their knowledge, skills and attitudes in such subjects, where quantitative and qualitative techniques and laboratory activities are involved so that proper guidance and training provided under the programme may enable the students to come up to the level necessary for pursuing higher studies efficiently.

### **3. Eligibility**

Colleges covered under Sections 2(f) and 12B of the UGC Act, having at least 100 students belonging to SC/ST/OBC (excluding creamy layer)/ Minority communities will be considered for financial assistance under this scheme. 20% of the total number students other than those belonging to SC/ST/OBC (excluding creamy layer)/ Minority communities may also be considered for caching under the scheme.

### **4. Nature of Assistance**

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

I. Equipment: **Rs. 3.00 lakh**

II. Books and Journals and Study Materials: **Rs.2.00 lakh**

Recurring items – **not to exceed Rs.10.00 lakh** for the Plan period:

- Remuneration

Honorarium to the Coordinator @ Rs.1000/- per month (applicable during the months when remedial coaching is being actually conducted plus honorarium for one extra month towards preparation/organization, but not to exceed Rs.12,000/- per annum)

Theory Classes:

Rs.250/- per hour, per subject to teachers, including retired teachers.

Rs.150/- per hour, per subject to postgraduate students / research scholars.

Practicals : Rs.75/- per hour.

- However, in exceptional cases, where an eminent educationist is invited for special lecture, the remuneration of Rs.500/- per lecture and admissible Travelling Allowance could be paid, with the approval of the Head of the Institution.
- Payment to Part-time LDC with Computer knowledge, not to exceed Rs.18,000/- per annum.
- Contingency: Rs.10000/- per annum.  
The final amount of grant to be allocated would depend upon the number of students enrolled, as evident from the proposal and the 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. At the end of each academic year, the Coordinator 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 their subject discipline.
- iii. The number of the candidates who actually appeared in the examination.
- iv. The number of the successful candidates in each paper.
- v. Problems faced by the College in the implementation of the scheme.
- vi. Overall comments of the Coordinator.

**UNIVERSITY GRANTS COMMISSION**  
**New Delhi**

**PROFORMA FOR FINANCIAL ASSISTANCE FOR THE SCHEME OF REMEDIAL COACHING FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY COMMUNITY STUDENTS**

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 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 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 College has Yes/No  
received the grant during XII plan period  
under these scheme. Details
11. Bank Details : .....

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

Principal  
(Seal)

**Annual Progress Report**

**SCHEME OF REMEDIAL COACHING FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY COMMUNITY STUDENTS**

Name of the 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:

Principal  
(Seal)

**PROFORMA FOR STATEMENT OF EXPENDITURE INCURRED FOR THE  
REMEDIAL COACHING FOR SC/ST/OBC (NON-CREAMY LAYER) &  
MINORITY COMMUNITY STUDENTS**

- 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		

Signature:

Principal  
(Seal)

**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) \_\_\_\_\_



## **II. COACHING FOR NET/SET FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY COMMUNITY STUDENTS**

### **1. Introduction**

The Twelfth Plan continues the focus on 'Inclusiveness', with equal access to all. However, a review of the enrolment rate reveals different types of disparities – rural-urban, interstate, inter-caste, inter-religious, gender, economic and occupational. The Gross Enrolment Ratio (GER) for tertiary education is significantly lower than the national average in case of SC, ST and also in some religious groups. It is important that schemes should be developed whereby the access of students from SC, ST, OBC (non creamy layer) and Minority communities is improved at a faster rate so that the gap in enrolment rate ( with the national average ) is reduced. It is also important that these students not only complete higher education but are encouraged to choose teaching as a career and become role models to others of their group. In order to ensure that more and more SC / ST/ OBC (non-creamy layer) candidates as well as candidates from Minority communities become eligible to apply for teaching posts, the UGC will continue the scheme for coaching SC/ST and Minorities to prepare for National Eligibility Test (NET) or State Eligibility Test (SET) for Lecturers, during the Twelfth Plan. Students belonging to Other Backward Classes, economically weaker sections and physically challenged students may also avail of this coaching facility.

### **2. Objectives**

The main objective of the scheme is to prepare SC /ST candidates and candidates from Minority communities for appearing in NET or SET, so that sufficient number of candidates become available for selection of Lecturers in the University system from these groups.

### **3. Eligibility**

Colleges with postgraduate departments and covered under Sections 2(f) and 12B of the UGC Act will be considered for financial assistance under this scheme. Students belonging to SC/ST/OBC (excluding creamy layer)/ Minority communities and 20% of the total number of other students may be considered for coaching under this scheme.

### **4. Nature of Assistance**

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

- i. Equipment : Rs.2.5 lakh**
- ii. Books and Journals and Study Materials : Rs.1.00 lakh**

**Recurring items – not to exceed Rs.7.5 lakh for the Plan period:**

- Remuneration
- Honorarium to the Coordinator @ Rs.1000/- 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.12,000/- per annum).
- Travelling expenses, honorarium of Rs.1000/- per diem (not less than three hours of contact teaching) to resource persons, hospitality to outstation resource persons.
- For teachers belonging to the college, Rs.250/- per hour, per subject.
- Payment to Part-time LDC with Computer knowledge, not to exceed Rs.18,000/- per annum.

- Contingency: Rs.10000/- per annum. The final amount of grant to be allocated would depend upon the number of students enrolled, as evident from the proposal and the 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 NET / SET.
- iv. The number of successful candidates.
- v. Problems faced by the College in the implementation of the scheme.
- vi. Overall comments of the Coordinator.

**UNIVERSITY GRANTS COMMISSION**  
**New Delhi**

**PROFORMA FOR FINANCIAL ASSISTANCE FOR THE SCHEME OF COACHING FOR NET FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY COMMUNITY STUDENTS**

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 : .....

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

- e) Permanent .....
- f) Temporary or Ad-hoc .....
- g) Part – time .....
- h) Visiting Faculty .....

14. Infrastructure available

iii. Space available for organizing the coaching center :

- c) Office :
- d) Classroom :

iv. 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 |
|--|----------------|
| C. Non Recurring items   |                |
| 14. Equipment  |                |
| 15. Books and journals and study materials                     |                |
| D. Recurring items   |                |
| vi) Remuneration to coordinator                                |                |
| vii) Remuneration to teacher                                   |                |
| viii) Remuneration to part time LDC<br>With computer knowledge |                |
| ix) Travelling expenses  |                |
| x) Contingency   |                |

16. Need and justification in support of the proposal

(Please attach separate sheet giving full justification)

Signature:

Principal  
(Seal)

**Annual Progress Report**

**SCHEME OF COACHING FOR NET FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY COMMUNITY STUDENTS**

Name of the College \_\_\_\_\_  
 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:

Principal  
(Seal)

**PROFORMA FOR STATEMENT OF EXPENDITURE INCURRED FOR THE  
COACHING FOR NET FOR SC/ST/OBC (NON-CREAMY LAYER) &  
MINORITY COMMUNITY STUDENTS**

- 5 Name of the College \_\_\_\_\_
- 6 Number and dated UGC approval: No.F. \_\_\_\_\_ dated \_\_\_\_\_
- 7 Period to which the accounts related: w.e.f \_\_\_\_\_ to \_\_\_\_\_
- 8 Details of actual expenditure incurred.

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

Signature:

Principal  
(Seal)

**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) \_\_\_\_\_

### **III. COACHING CLASSES FOR ENTRY INTO SERVICES FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY 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 (non creamy 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.3.00 lakh**
- ii. Books and Journals and Study Materials : Rs.2.00 lakh**

**Recurring items – not to exceed Rs.10.00 lakh for the Plan period :**

- Remuneration
- Honorarium to the Coordinator @ Rs.1000/- 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.12, 000/- per annum).
- Honorarium to resource persons @ Rs.500/- 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.18,000/- per annum.
- Contingency: Rs.10,000/- 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:

1. 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

**COACHING CLASSES FOR ENTRY INTO SERVICES FOR SC/ST/OBC (NON-CREAMY LAYER) &  
MINORITY COMMUNITY STUDENTS**

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 : .....

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

- i) Permanent .....
- j) Temporary or Ad-hoc .....
- k) Part – time .....
- l) Visiting Faculty .....

14. Infrastructure available

- v. Space available for organizing the coaching center :
  - e) Office :
  - f) Classroom :
- vi. 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
E. Non Recurring items	

- 16. Equipment
- 17. Books and journals and study materials

F. Recurring items

- xi) Remuneration to coordinator
- xii) Remuneration to teacher
- xiii) Remuneration to part time LDC  
With computer knowledge
- xiv) Travelling expenses
- xv) Contingency

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

Signature:

Principal  
(Seal)

**COACHING CLASSES FOR ENTRY INTO SERVICES FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY COMMUNITY STUDENTS**

Name of the College : \_\_\_\_\_  
 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.																				
6.																				
Total																				
Coaching for Group B & C Post																				
1.																				
2.																				
3.																				
4.																				
5.																				
6.																				
Total																				
Grand Total																				

Signature:

Principal  
(Seal)

**PROFORMA FOR STATEMENT OF EXPENDITURE INCURRED FOR THE COACHING CLASSES FOR ENTRY INTO SERVICES FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY COMMUNITY STUDENTS**

9 Name of the College\_\_\_\_\_

10 Number and dated UGC approval: No.F. \_\_\_\_\_ dated\_\_\_\_\_

11 Period to which the accounts related: w.e.f\_\_\_\_\_ to\_\_\_\_\_

12 Details of actual expenditure incurred.

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

Signature:

Principal  
(Seal)

**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) \_\_\_\_\_