



GUIDANCE DOCUMENT

**Topic : Coaching Scheme
workplace Act 2013**

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Archived By : *Amarendramath*

Amar
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Principal
Patharkandi College
Dist. - Keringanj, Pin- 788734

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

There are three schemes namely :

1 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 coaching 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 - I

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
2(f) and 12(B) of the UGC Act 1956 : Yes/No
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
received the grant during XII plan period : Yes/No
under these scheme. Details
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
1st Year							
2nd Year							
3rd Year							
Total							
Post Graduate	General	SC	ST	OBC	Minority	Total	Percentage
1st Year							
2nd Year							
Total							

13. Faculty-wise staff strength

(please attach a list indicating name, dept., 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:

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	OBC	M	SC	ST	OBC	M	SC	ST	OBC	M			
1.																						
2.																						
3.																						
4.																						
5.																						
6.																						
Total																						
Post Graduate																						
1.																						
2.																						
3.																						
4.																						
5.																						
6.																						
Total																						
Grand Total																						

Signature:

Principal
(Seal)