

FREE COACHING AND ALLIED SCHEME FOR THE CANDIDATES/STUDENTS
BELONGING TO MINORITY COMMUNITIES
(with effect from 2013-14)

Background

1.1 The scheme aims to empower the minority communities, which are relatively disadvantaged section of their skills and capabilities to make them employable in industries, services society, by assisting them as well as those institutions working for them, towards in-resilience to adapt itself to the market dynamics on a continuous basis so that the target groups are not deprived of the professional acumen demanded by the enhancing and business sectors in addition to the government sector. It has the built changing/emerging market needs and opportunities for employment at domestic as well as international levels.

1.2 Separate schemes for providing coaching to students belonging to scheduled caste, minority communities and backward classes were being implemented from 6th Five Year Plan. These separate schemes were amalgamated with effect from September, 2001 into a combined Scheme of Coaching and Allied Assistance for Weaker Sections including Scheduled Castes, Other Backward Classes and Minorities. However, after the creation of Ministry of Minority Affairs, a new scheme called “Free Coaching and Allied Assistance for candidates belonging to the minority communities is being implemented by this Ministry. The scheme has **been** made more comprehensive keeping in view the emerging trends of employment in the era of economic reforms, liberalization and globalization.

2. **OBJECTIVES**

The objectives of the scheme are to assist students belonging to the minority communities by way of special coaching for the following:-

- a) Qualifying examinations for admission in technical/ professional courses such as engineering, law, medical, management, information technology etc. and language/aptitude examinations for seeking admission to foreign universities.
- b) Competitive examinations for recruitment to Group ‘A’ , ‘B’ and ‘C’ services and other equivalent posts under the Central and State governments including public sector undertakings, banks, insurance companies as well as autonomous bodies; and

- c) Coaching/training for jobs in the private sector such as in airlines, shipping, fisheries, information technology (IT), business process outsourcing (BPO) and other IT enabled services, hospitality, tours and travels, maritime, food processing, retail, sales and marketing, bio-technology and other job oriented courses as per the emerging trend of employment. The duration of the courses should not exceed nine months.

3. **IMPLEMENTING AGENCIES AND ELIGIBILITY**

A. The following types of organizations will be eligible for receiving financial assistance under this Scheme :-

- i) All institutes in the government sector, including universities and autonomous bodies, engaged in coaching/training activities.
- ii) Universities/colleges in Private Sector engaged in coaching/training activities, including deemed Universities.
- iii) Institutes in the Private Sector engaged in coaching activities/job oriented coaching/training for placement in private sectors, which are a Trusts, Companies, Partnership Firms, or Societies registered under Societies Registration Act, 1960.

B. The following will be the eligibility criteria for receiving financial assistance under this Scheme:-

- (i) The institutes should have the required number of qualified faculty members either on its pay roll or on part-time basis.
- (ii) The institutes should have necessary infrastructure such as premises, library, requisite equipment etc. to run the coaching classes/training centers.
- (iii) The institutes should have experience of imparting coaching/training in the relevant Course/Programme.
- (iv) Coaching institutes should have a minimum success rate of 15%. in respect of training institute; 50% placement, including self employment if they have been conducting coaching in the past year/s.
- (v) Coaching/training for industry specific courses/jobs will be encouraged for Private Sector jobs; like Plastic Technology etc.

(vi) Ministry of Minority Affairs may empanel institutes to apply directly to the Ministry from time to time.

4. **Details of procedure:-**

- i) The Ministry of Minority Affairs will advertise the details of the scheme and invite proposals from the coaching/training Institutes. The Institutes selected for 2013-14 will be empanelled for the remaining period (of four years) in the XIIth Five Year Plan i.e. upto 2016-17.
- ii) While the Institutes in Government Sector can send proposals in the prescribed proforma, directly to the Ministry of Minority Affairs, the Organizations in the Private Sector, including Non-Governmental organizations (NGOs) should submit their proposals through the State Government/UT Administration concerned.
- iii) The State Governments/UT Administrations will conduct necessary inspection of the projects and forward the proposals with specific recommendations to the Ministry of Minority Affairs (as per the set time line).
- iv) The proposals received under the Scheme will be scrutinized/processed in the Ministry and placed before the Selection Committee consisting of the following members, for consideration and approval:-
 - (a) Joint Secretary concerned of Ministry of Minority Affairs - Chairperson
 - (b) Director/Deputy Secretary (Finance) - Member
 - (c) Representative from Ministry of HRD - Member
 - (d) Representative of UGC - Member
 - (e) Representative from Education Institutions - Co-opt Member
 - (f) Director/Deputy Secretary of Ministry of Minority Affairs - Convener

5. **ELIGIBILITY CRITERIA FOR CANDIDATES/STUDENTS**

- i) Candidates must have secured the requisite percentage of marks in the qualifying examination prescribed for admission into the desired courses/recruitment examinations.
- ii) Only candidates belonging to the Minority Communities, having total family income from all sources not exceeding Rs.3.00 lakh per annum, will be eligible under the Scheme.

- iii) Benefits of coaching/training under the scheme can be availed by a particular student once only, irrespective of the number of chances he/she may be entitled to in a particular Competitive Examination. The coaching/training institution will be required to take an Affidavit from the student that he/she has not taken any benefit under this Scheme earlier.
- iv) Students/Candidates covered under the scheme shall have to attend all classes. In the event of any student remaining absent for more than 15 days, without any valid reason or leaving the coaching/training midway, the entire expenditure incurred on the candidate will be recovered from the institute/student/candidate concerned.
- v) 30% of the numbers sanctioned for coaching/training shall be earmarked for girl students/candidates. It may be transferred to boy students only in case girl students/candidates meeting the standards for coaching/training set by the institute are not available.

6. **FUNDING**

(i) 100 % financial assistance will be provided to the selected coaching/training institutes under the Scheme.

(ii) Stipend will be given by the Ministry for maintenance of the students/candidates. The details of the rates of financial assistance are given below:-

Sl. No.	Type of Coaching/ training	Coaching/ training fee per candidate	Amount of Stipend per month
1.	Group 'A' Services	As fixed by the institute, subject to a maximum ceiling of Rs. 20,000/-	Rs.3000 /- for outstation candidates, Rs. 1500/- for local Candidates
2.	Group 'B' Services	As fixed by the institute, subject to a maximum ceiling of Rs. 20,000/-.	-Do-
3.	Group 'C' Services	As fixed by the institute, subject to a maximum ceiling of Rs. 15,000/- .	-Do-
4.	Entrance examination for technical/professional courses	As fixed by the institute, subject to a maximum ceiling of Rs. 20,000/-	-Do-
5.	Coaching/Training for jobs in Private Sectors	As fixed by the institute, subject to a maximum ceiling of Rs. 20,000/-.	-Do-

(iii) The grant-in-aid released by the Ministry shall be deposited directly into an account of the institute.

iv) The grant-in-aid shall be released as per norms prescribed in the General Financial Rules and by the Ministry.

v) Funds will be released to the selected institutes in two equal installments. The First Instalment shall be released once the list of selected students/candidates to be coached/trained is furnished by the institute to the Ministry of Minority Affairs and also placed on the website of the institute. The Second Instalment will be released only on completion of the coaching/training course, submission of list of students/candidates trained/coached and their result/ outcome or placement status in the prescribed proforma.

vi) Government of India reserves the right to release funds in subsequent years after inspection of the organization by the Central Government/State Government/UT Administration or any other agency designated by the Ministry. The Government of India reserves this right exclusively to get inspection conducted in subsequent years.

7. **TERMS AND CONDITIONS TO BE COMPLIED WITH BY THE COACHING INSTITUTES**

i) The institute shall maintain full details of name, address, telephone number, e-mail i.d. (if available) etc. of the candidates enrolled for coaching/training programme and furnish this information to the Ministry.

ii) The institute shall maintain full records of each candidate admitted like age, gender, educational qualifications, bank account number etc.

iii) The admissible amount payable towards stipend shall be paid to the candidates on monthly basis directly into their bank accounts or through cheque.

iv) Separate account will be maintained by the institute for the funds released by the Ministry and will be made available to the Ministry of Minority Affairs as and when requisitioned for inspection.

v) The institutes shall utilize the funds for the specified purposes only. The grantee institute shall give an undertaking that in the event of acting in contravention of this

condition, it will refund the amount received with 18% penal interest and any other action, as deemed proper by the Government.

- (vi) The coaching/training institution will also be required to take an affidavit from the student that they have not taken benefit earlier under this scheme or any other similar scheme funded by the Government.
- (vii) The institution shall submit a certificate accepting the terms and conditions laid down by the Ministry of Minority Affairs and furnish a bond with two sureties in the name of the competent authority responsible for actual implementation of the scheme and also responsible for furnishing of accounts of the grant sanctioned.
- (viii) The institute shall be solely responsible for ensuring that only students of meritorious standing are admitted for coaching/training.
- (ix) For enabling E-payment directly into the account of societies/NGOs/institutions/etc. through ECS, RTGS, NIFT, TTs system, an authorization letter from the payee, with full details of e-payment i.e. name of payee, bank IFC code number, bank branch number, bank branch name, bank branch address etc. should be provided. The authorization letter must be counter-signed by the manager of the respective bank branch to avoid wrong account number. Only one authorization letter is required for the entire financial year or till the account number is changed during the year. A proforma of the authorization is annexed.
- (x) After completion of the coaching/training programme, the institute shall immediately submit the utilization certificate and audited accounts, certified by a Chartered Accountant, to the Ministry of Minority Affairs, along with the following documents:-
 - (a) Income and expenditure account/balance sheet for the year, including receipt & payment account of the institute, in respect of funds received during the year.
 - (b) A certificate to the effect that the institution has not received any other grant for the same purpose from any other Ministry/Department of the Government of India, State/UT Government and any other Government/Non-Government organization.
- (xi) The selected institute should be willing to mobilize its own resources for smooth conduct of the approved programme. They shall be duty bound to ensure that neither the coaching/training programme nor the payment of stipend to the enrolled candidates suffers due to delay, if any, in release of funds.

- (xii) The coaching/training institute shall be informed of the in-principle approval, indicating the type of coaching/training, number of students/candidates and the estimated amount for sanction. The institute will be required to place advertisement in the local paper inviting applications from eligible students/candidates from the minority communities. The name of students selected for coaching/training along with details like address, community, gender and annual income should be submitted directly to the Ministry within the shortest time possible and not beyond a period of three months.
- (xiii) The grantee institute shall furnish a certificate to the effect that it has paid the sanctioned amount of stipend to the students concerned.
- (xiv) The grantee institute shall furnish a utilization certificate in the prescribed proforma (GFR-19A), running or final as the case may be, along with the application for release of second instalment for the year concerned or fresh application for another year”.
- (xv) The grantee institute will upload daily progress, relevant visuals etc. of coaching classes on the website/portal of the Ministry.

8. MONITORING:

Monitoring of the progress made by the grantee institutes will be carried out as follows:

- i) The institute shall submit periodic progress report of the coaching/training classes as prescribed in the sanction order to the Ministry of Minority Affairs and the State Government/UT administration.
- ii) The institute shall submit information of employment secured by the candidates coached/trained by them in Government and placements secured through their efforts in private sector to the Ministry of Minority Affairs and the State Government/UT administration.
- ii) The grantee institute will be open to inspection by the officers of Central Government/State Government/UT Administration.

9. NEW COMPONENT UNDER THE SCHEME FROM 2013-14 FOR FOCUSED PREPARATION OF MINORITY STUDENTS AT CLASSES 11 & 12 WITH SCIENCE (PHYSICS, CHEMISTRY, BIOLOGY AND/OR MATHEMATICS).
- (i) Initially, during 2013-14 the new component of the scheme will be launched on pilot basis for about 900 students @ 100 or more students per Centre in 9 states/UTs, viz Uttar Pradesh, Bihar, Assam, West Bengal, Maharashtra, Karnataka, Tamilnadu, Punjab and Delhi. More States/UTs may be covered in later years as per scheme guidelines and availability of funds.
- (ii) The Ministry of Minority Affairs may advertise the details of the Scheme and invite proposal from the Schools/Colleges /Institutes having the facility of Hostel accommodation separately for Boys and Girls and running regular classes of XIth and XIIth with Science depending on the need for inclusion of more Schools/Colleges or States/UTs for this component from time to time.
- (iii) The Institutes/Schools/ Colleges should be affiliated with CBSE/ICSE or State Education Boards to be eligible for this component. The physical verification of the Institute will be conducted by the Ministry.
- (iv) Recommendation of the State Govt. /UT Administration in respect of finally selected Institute/College/School will also be obtained only once. Subsequent inspection of the institute will be conducted by the Ministry.
- (v) Ministry may also conduct mid-term inspection.
- (vi) The physical verification of the Institute will be conducted by the Ministry through an agency/ies, so selected by the Ministry from time to time.
- (vii) The selection of students will be done by the selected Schools/Colleges/Institutes from students belonging to the notified minority communities on the basis of merit i.e % of marks or CGPA. The selection would be made starting from the highest % of marks or CGPA in the merit list for total number of students allotted to the selected Schoos/Colleges/Institutes. The students who are selected under this component must be willing to take entrance exams for Engineering Degree/Medical Degree after completion of this course.
- (viii) The selection of Institutions/Schools/Colleges will be made by the Selection Committee consisting of the following:
- | | |
|---|-----------------|
| (a) Joint Secretary concerned of Ministry of Minority Affairs | - Chairperson |
| (b) Director/Deputy Secretary (Finance) | - Member |
| (c) Representative from Ministry of HRD | - Member |
| (d) Representative of UGC | - Member |
| (e) Representative from Education Institutions | - Co-opt Member |
| (f) Director/Deputy Secretary of Ministry of Minority Affairs | - Convener |
- (ix) The selection of students will be done by the selected Institutes/Schools/Colleges from students belonging to the notified minority communities. The students will be selected by the concerned Institutes/Schools/Colleges on merit. Merit list will be prepared from eligible students of notified minority communities on the basis of merit (% of marks or CGPA). The selection would be made starting from the highest % of marks or CGPA from the merit list, and, in any case, the students shall not be selected below 76% of marks or equivalent grade subject to total number of allotted students. The students who are selected for focused coaching must be willing to undergo Engineering Degree/Medical Degree after completion of course.

- (x) The rate of financial support for a selected student under this Component is up to Rs. 1,00,000/- (Rs. one lakh only) per annum which is payable to the Institute.
- (xi) The Outcome/Success Rate should not be less than 30% in case of allocation of students up to 100, 40% in case of allocation of students up to 200 under New Component of this Scheme. In case the stipulated Success Rate is not achieved, the amount of the last Installment payable to the Institute would be reduced proportionate to the percentage of deficiency in the outcome/success rate as penalty.

10. MINOR MODIFICATION WITHOUT ANY FINANCIAL IMPLICATION:

Minor modification in the Scheme without any financial implication may be effected by the Ministry without seeking recourse to SFC/EFC.

11. EVALUATION

The Scheme will be evaluated by an independent agency to assess its impact after the end of XII Five Year Plan.
