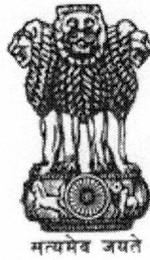


**NAYA SAVERA : FREE COACHING AND ALLIED
SCHEME FOR THE CANDIDATES/STUDENTS
BELONGING TO MINORITY COMMUNITIES**

(Revised with effect from 07th December, 2017)



**GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS**

Syadur

**NAYA SAVERA : FREE COACHING AND ALLIED SCHEME FOR THE
CANDIDATES/STUDENTS BELONGING TO MINORITY COMMUNITIES**

1. The scheme aims to empower the students belonging to minority communities and prepare them for competitive examinations, so that their participation in government and private jobs improves. The scheme provides financial support for free coaching to notified minority students in selected coaching institutions.

2. OBJECTIVES

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

- (i) Qualifying examinations for admission in technical/ professional courses such as engineering, medical, law, management, information technology etc. and language/aptitude examinations for seeking admission to foreign universities and
- (ii) 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.

3. COURSES FOR COACHING

The courses for which the coaching will be imparted shall be as follows:

- (i) Competitive examinations conducted by the Union Public Service Commission (UPSC) , State Public Service Commissions, the Staff Selection Commission (SSC) and the various recruitment agencies like Railway Recruitment Boards (RRBs.) , Banking Services Recruitment Boards etc for Group A, B and C posts.
- (ii) Officers' Grade examinations conducted by Banks, Insurance Companies and Public Sector Undertakings (PSUs);

- (iii) Entrance Examinations for admission in Engineering/Medical courses, Professional courses like CAT, CLAT, MBA etc and any other such disciplines as Ministry may decided from time to time.

4. IMPLEMENTING AGENCIES AND ELIGIBILITY

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 professional coaching for competitive examinations;
- ii) Universities/colleges in Private Sector engaged in professional coaching activities, including deemed Universities.
- iii) Trusts, Companies, Partnership Firms, or Societies registered under Societies Registration Act, 1860 and engaged in professional coaching.

5. ELIGIBILITY CRITERIA FOR APPLYING FOR EMPANELMENT OF COACHING INSTITUTIONS

- i) The institute should be registered body or run by any organisation registered under the Societies Registration Act, 1860 / Companies Act, 2014 or any other relevant /act of the State/Union Territory.
- ii) The registration for at least three years will be required in respect of the organizations/implementing agency which desired to apply for empanelment as on date of notification inviting applications from States/UTs/Coaching Institutions.
- iii) The Institute/Centre should have been fully functional for a minimum period of 3 years at the time of applying under this scheme and having a minimum enrolment of 100 students in the courses as indicated at Para 3 here -in-above each year for last

three years, immediately prior to the year in which applied for empanelment.

- (iv) The institutes should have the required number of qualified faculty members either on its pay roll or on part-time basis.
- (v) The institutes should have necessary infrastructure such as premises, library, requisite equipment etc. to run the coaching classes in the courses applied for.
- (vi) Coaching institutes should have a minimum success rate of 15% in the coaching courses applied for. Its past performance vis-à-vis intake and success rate will be taken into consideration in selection.
- (vii) The Implementing Agencies must have been registered on NITI Aayog Portal i.e. <http://ngodarpan.gov.in> or as the case may be.
- (viii) The institution/organization should not have been declared bankrupt at any point of time.
- (ix) The institutions/organization should have not been blacklisted by any department or body of the government at any point of time.

6. DETAILS OF PROCEDURE:-

- (i) The Ministry of Minority Affairs will advertise the details of the scheme and invite proposals from the coaching Institutes/ Organizations.
- (ii) While the Institutes in Government Sector/ Public 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 in prescribed format (**Annexure I**).
- (iii) All proposals be it government institution or private institutions, will be screened by Programme Division and placed before the Selection Committee for its consideration and empanelment of the

institutions under the scheme. The Institutes selected for 2017-18 will be empanelled for a period of three (03) years i.e. upto 2019-20.

- (iv) The composition of the Selection Committee will be as follows:-
- (a) Additional Secretary/Joint Secretary concerned, - Chairperson
Ministry of Minority Affairs
 - (b) JS & FA, MoMA or his/her representative - Member
 - (c) A Representative from Ministry of HRD - Member
 - (d) A representative of UGC - Member
 - (e) A Representative from Education Institutions - Co-opted Member
 - (f) Director/Deputy Secretary, Ministry of Minority Affairs -Convener
- (v) Once a proposal is rejected by the Ministry, no further correspondence will be entertained by the Ministry in that regard.

7. 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 notified Minority Communities, having total family income from all sources not exceeding Rs.6.00 lakh per annum, will be eligible under the Scheme. The organisation/implementing agency need to obtain income certificate from the concerned student/candidate issued by the competent authorities in the respective States/UTs.
- (iii) Benefits of coaching under the scheme can be availed by a particular student only once (except residential coaching programme for preparation of Civil Service Exams) irrespective of the number of chances he/she may be entitled to in a particular Competitive Examination. The coaching institution will take an Affidavit from the student that he/she has not taken any benefit under this Scheme.
- (iv) In respect of residential coaching for preparation of Civil Service Exams, benefit of the scheme can be availed by a particular student maximum two times. However, only 50% coaching fees

prescribed for the course will be granted to the organizations/institutions in respect of repeaters students.

- (v) Students who have taken residential coaching for composite preparation Civil Services exam will not be eligible to get benefit under "Nai Udaan" Scheme of the ministry.
- (vi) 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 midway, the entire expenditure incurred on the candidate will be recovered from the institute/student/candidate concerned.
- (vii) 30% of the numbers sanctioned for coaching shall be earmarked for girl students/candidates. In case, the sufficient number of eligible female candidate/students are not available the remaining slots will be filled by male students/candidates with prior permission/intimation to the Ministry.

8. FUNDING

- (i) The Ministry of Minority Affairs will fund the entire expenditure of coaching provided to selected minority students as per the terms and conditions of the Scheme.
- (ii) The grants will be provided on per student cost basis.
- (iii) The amount of coaching fee for the programme awarded to the institution/organization will be released to the coaching institutions / organization in two installments every year.
- (iv) The first installment including 50% of coaching fees and 50% of stipend will be released to the institutes immediately after their empanelment and after receiving the list of students and other documents/information required as per scheme guidelines/allocation letter.
- (v) The remaining second installment of grant-in-aid including 50% of coaching fees and 50% of stipend will be released (in shape of reimbursement) to the coaching institutes on production of Utilization Certificate, Audited statement of accounts , receipts

and payments details certified by a Chartered Accountant on the panel of CAG and outcome of the coaching programme. The coaching institution will submit rank card/proof of qualifying the exams students in support of the outcome of the coaching programme.

- (vi) After completion of 1st year, in subsequent year they can start the coaching programme at the appropriate time keeping in view of the date of the entrance examinations. 1st installment of the subsequent year will be released only after settlement of accounts of previous years coaching programme. After completion of first year, the performance of the institution will be assessed before releasing the fund for subsequent year. If the minimum success rate prescribed by the Ministry of Minority Affairs is declined or not achieved, the grants in aid as 1st installment for subsequent year will be reduced proportionally and no further allocation would be made to the concern Organisation/Implementing agency.
- (vii) The stipend amount will be released by the concerned coaching institutions/organizations directly into the account of students through PFMS portal on monthly basis or as decided by the Ministry.
- (viii) Physical inspection of the coaching programme may be conducted by State Government/ District Authority, Officers of MoMA, or any other inspecting authority decided by the Ministry. Only one inspection in a financial year will be conducted. However, if required, concurrent monitoring of the coaching programme can also be conducted through a third party.
- (ix) As soon as coaching institutions start coaching programme, they should inform the centre - wise dates of commencement and termination to the District Authorities about the projects and request them to inspect it immediately. The District Authorities shall inspect the projects before the last fortnight of completion date of coaching programmes.

- (xi) In case, even after advance intimation of Coaching Institutions, the inspection is not conducted by District Authority, the Ministry would send Ministry's officials/authorized agency to inspect the coaching programmes.
- (xii) The grant-in-aid shall be released as per norms prescribed in the General Financial Rules and guidelines of the Scheme. The organisation/institution will make expenditure under the scheme through EAT module of PFMS.
- (xiii) 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.

9. (A) QUANTUM OF COACHING FEE AND STIPEND AMOUNT AND MINIMUM SUCCESS RATE OF THE COACHING PROGRAMME :

Programme wise, quantum of fee, duration of coaching programme amount of stipend to be paid to the students and required minimum success rate of the coaching programme are given in table below:

S.No.	Type of Coaching	Coaching fee per candidate	Amount of Stipend per Month per student	Duration	Minimum success rate of the coaching programme
1.	Residential coaching programme for composite preparation of Civil Service Exams	As fixed by the Institute subject to a maximum of Rs. 1.0 lakh	No stipend to be paid. Residential programme with free boarding and lodging.	9 months (minimum)	Average of success rate of last three years achieved by the coaching institution/organisation
2.	Group 'A' Services	As fixed by the institute, subject to a maximum	Rs. 2500/- per month	6 months (minimum)	Civil Service Exams (Pre): 10% Others: 15%

		ceiling of Rs. 50,000/-			
3	Entrance examination for technical/ professional Courses	As fixed by the institute, subject to a maximum ceiling of Rs. 50,000/-	-Do-	6 months (minimum)	20%
4.	Group Services 'B'	As fixed by the institute, subject to a maximum ceiling of Rs. 30,000/-	-Do-	4 months (minimum)	15%
5.	Group Services 'C'	As fixed by the institute, subject to a maximum ceiling of Rs. 20,000/-	-Do-	3 months (minimum)	15%

If the success rate is not achieved, the amount of grants in aid to be released would be reduced in proportion and no further allocation would be made to the concern Organisation/Implementing agency.

(B) STIPEND

An amount of Rs. 2500/- per month will be paid to all the students who will be taking coaching under the scheme subject to fulfilling the other terms and conditions. Stipend for last month may be released to the students after submission of the result by the student to the organizations/coaching institutions.

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

- (i) As soon as sanction is issued, the institute will be required to place an advertisement in the local newspaper preferably in local language, cable TV Channels etc inviting applications from eligible students/candidates from the minority communities. The institution shall make special efforts by inviting female staff to mobilize Minority girl students. The name of students selected for coaching along with details like address, community, gender and annual income should be submitted directly to the Ministry within 45 days in prescribed format.
- (ii) The institute shall maintain Management Information System (MIS) with full details of name, address, telephone number, e-mail i.d. (if available) etc. of the candidates enrolled for coaching programme and furnish this information to the Ministry. The institute shall maintain full records of each candidate admitted like Photo of candidate, age, gender, educational qualifications, Income certificate, Bank Account Number etc. Aadhaar Number of each students/candidates may also be obtained. In this regard, Notification S.O.2408 (E) dated 14th June, 2017, Under Section-7 of Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) with respect to this scheme, publication in the Gazette of India dated 31 July,2017, may be referred.
- (iii) Separate account will be maintained by the institute for the funds released by the Ministry and the same will be made available to the Ministry of Minority Affairs as and when requisitioned for inspection.
- (iv) The institutes shall utilize the funds for the specified purpose 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 **10%** penal interest and any other action, as deemed proper by the Government.

- (v) The coaching 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.
- (vi) The President/Secretary/Chairman of 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.
- (vii) The institute shall be solely responsible for ensuring that only students of meritorious standing are admitted for coaching.
- (viii) For enabling E-payment directly into the account of societies/NGOs/institutions/etc. through PFMS Portal , an authorization letter from the payee, with full details of e-payment i.e. name of payee, bank IFSC 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. (**Annexure II**).
- (ix) 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 the coaching programme is not suffered due to delay, if any, in release of funds by the Ministry.
- (x) After completion of the coaching programme, the institute shall immediately submit the details of candidates in prescribed format, utilization certificate and audited accounts, certified by a Chartered Accountant who is on the panel of Comptroller and

Auditor General of India (C&AG), to the Ministry of Minority Affairs, along with the following documents:-

- (a) Auditor's Reports, 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
- (c) The institute shall furnish a utilization certificate in the prescribed proforma (GFR-19A or as revised by Ministry of Finance from time to time), 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.
- (d) The institute will upload daily progress, relevant visuals etc. of coaching classes on the website/portal of the Ministry.

11. MONITORING

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

- (i) The institute shall be monitored by Ministry of Minority Affairs and the State Government/UT administration or as decided by the MoMA.
- (ii) The institute shall submit information of success rate of the candidates coached by them alongwith documentary proof.
- (iii) The institute will be inspected by the officers of Central Government/State Government/UT Administration or authorized independent agencies/officers.

- (iv) The institute shall maintain its website and furnish website address to the Ministry. The year-wise and centre-wise photographs of coaching programme shall be uploaded by the institute on their website for ready reference.
- (v) The Institution will collect Aadhaar Number of every student. In case, a student does not have Aadhaar Number, the Institution/organization is required to offer Aadhaar enrolment facilities for such beneficiaries. In this regard, Notification S.O.2408 (E) dated 14th June, 2017, Under Section-7 of Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) with respect to this scheme, publication in the Gazette of India dated 31 July,2017, may be referred.
- (vi) The coaching organization should maintain a separate Bank Account in respect of this Scheme and make all expenditure relating to this coaching programme from this account only. All the expenditure under the scheme will be made through PFMS – EAT module. No payments of above Rs. 5000/- should be made in cash.

12. NEW COMPONENT: Residential Coaching programme for focused preparation of Medical/Engineering entrance exams

The new component of the scheme was launched on pilot basis for about 1000 students @ 100 or more students per Centre in 10 states/UTs, viz Uttar Pradesh, Bihar, Assam, West Bengal, Maharashtra, Karnataka, Tamilnadu, Andhra Pradesh, Kerala and Delhi during 2013-14. It was decided that more States/UTs would be covered in later years as per scheme guidelines and availability of funds. Now the New component of the Free Coaching and Allied Scheme will be implemented across the country and all the states would be covered subject to availability of eligible institutions/organizations and sufficient funds.

(i) New Component 1: Two years Focused Coaching for science students of class XI & XII

The New Component 1 is a two year residential Focused Coaching for science students of class XI & XII for preparation of Medical/Engineering entrance exams. The rate of financial support for a selected student under this Component is up to Rs. 1,00,000/- (Rs. one lakh only) per academic year which will be payable to the Institute. Minimum duration of coaching programme for 11th class will be 8 months and for 12th class it will be 10 months.

(ii) New Component 2: One year Focused Coaching for students passed 12th class with Science Subjects.

Under this component one year residential coaching programme for preparation of Medical/Engineering entrance exams will also be conducted for the minority students who have passed 12th class with minimum 75% marks with Science subjects. However, students who have availed the benefit under any component of Free Coaching and Allied Scheme will not be eligible for this programme. The rate of financial support for a selected student under this component is upto Rs. 1.00 lakh for one year coaching programme which will payable to the institution. Minimum duration of coaching programme under this programme will be 10 months.

(iii) 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.

(iv) ELIGIBILITY CRITERIA FOR APPLYING FOR EMPANELMENT OF COACHING INSTITUTIONS:

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

- a) The institute should be registered body or run by any organisation registered under the Societies Registration Act, 1860 / Companies Act, 2014 or any other relevant /act of the State/Union Territory.
- b) The School/College/institutes should have the required number of qualified faculty members either on its pay roll or on part-time basis.
- c) The School/College/institutes should have necessary infrastructure such as premises, library, requisite equipment etc. to run the coaching classes.
- d) The institution should have residential facility with separate hostels for boys and girls equipped with security guards. Female security guards and staff should be posted in girls hostel.
- e) Hostels must have proper Mess facility, electricity, drinking water and sufficient number of toilets/bathrooms etc.
- f) The School/College/institutes institutes should have minimum three years experience of imparting coaching for the relevant Course.
- g) The School/College/institutes Coaching institutes should have a minimum success rate of 15% in coaching for admission to professional/technical courses.
- h) The Institutes/Schools/Colleges should be affiliated with CBSE/ICSE or State Education Boards to be eligible for this component and should have been fully functional for a minimum period of three years at the time of applying under this scheme.

- i) The institution/ organization must have been registered on NITI Aayog Portal i.e. <http://ngodarpan.gov.in>
- j) The institution/organisation should not have been declared bankrupt at any point of time.
- k) The institutions/organization should have not been blacklisted by any department or body of the government at any point of time.

(v) DETAILS OF PROCEDURE:-

- (a) The Ministry of Minority Affairs will advertise the details of the scheme and invite proposals from the coaching/training Institutes.
- (b) 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 in prescribed format. **(Annexure I A).**
- (c) All proposals be it government institution or private institutions, will be screened by Programme Division and placed before the Selection Committee for its consideration and empanelment of the institutions under the scheme. If considered necessary, the institution will also be called for making presentation before the Selection Committee. The Institutes selected for 2017-18 will be empanelled for a period of three (03) years i.e. upto 2019-20.

(vi) The selection of Institutions/Schools/Colleges will be made by the Selection Committee consisting of the following:

- (a) Additional Secretary /Joint Secretary concerned, - Chairperson
Ministry of Minority Affairs
- (b) JS & FA, MoMA or his/her representative - Member
- (c) A Representative from Ministry of HRD - Member
- (d) Representative of UGC - Member
- (e) A Representative from Education Institutions - Co-opted Member
- (f) Director/Deputy Secretary, - Convener

Ministry of Minority Affairs

- (vii) Recommendation of the State Govt./UT Administration in respect of finally selected Institute/College/School will be obtained only once. Subsequent inspection of the institute will be conducted by the Ministry through its officers or any other inspecting authority as decided by the Ministry.
- (viii) Ministry may also conduct mid-term inspection.
- (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 75% 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) For one year coaching programme for the students who have passed 12th class with science subjects, the minimum duration of the coaching programme will be ten months. In case duration is less than the prescribed duration, grants will be reduced proportionately. However, the institution will take necessary measures to complete the course/syllabus in time.
- (xi) **FUNDING :**
- (i) **Two years Focused Coaching for science students of class XI & XII**
- (a) **1st year (11th class) coaching programme:** 1st installment (50% of sanctioned amount) of 11th class will be released to the institutions after allocation of the coaching programme and as soon as the list of students is received alongwith the required undertakings etc. 2nd installment of the 11th class will be released after receiving of inspection report from State Government/District

Authority as the case may be and receipt of utilization certificate of the released amount on completion of course.

(b) 2nd year (12th class) coaching programme: 1st installment (50 % of sanctioned amount) of 12th class will be released as soon as the results of 11th class is received. 2nd and final installment of class 12th of the coaching programme will be released after getting inspection report from officers of Ministry or the designated authority, outcome of the coaching programme and submission of UC and other documents required.

(ii) One year Focused Coaching for students passed 12th class with Science Subjects.

1st installment (50% of sanctioned amount) will be released to the institutions after allocation of the coaching programme and as soon as the list of students is received along with the required undertakings etc. 2nd installment will be released after receiving of inspection report from State Government/District Authority as the case may be, submission utilization certificate and outcome of the coaching programme on completion of course.

(xii) SUCCESS RATE :

The institutions will ensure the success rate of the coaching programme as given below:

The Minimum success rate under the coaching programme of New Component will be 30%. Out of total qualifying students for Engg/Medical entrance exams at least 5% of the total students may get qualified for admission in Government Colleges or government seats in reputed private colleges/institutions.

In case success rate is less than the prescribed as above, the amount of grants in aid to be released as final instalment of 12th class will be reduced in proportion and no further allocation would be made to the concern Organisation/Implementing agency.

12. 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.

13. MID TERM APPRAISAL AND EVALUATION OF THE SCHEME

Mid Term Appraisal of the scheme may be conducted and the recommendations will be implemented in the form of Mid Term corrections with approval of competent authority. The Scheme will be further evaluated by an independent agency to assess its impact after the end of 14th Finance Commission period i.e. 2019-20.

Format of authorization letter for sending funds directly into the bank account.

(I/we _____ (Organisation Name) would like to receive the sums disbursed by the Ministry of Minority Affairs to me/us electronically to our bank account detailed below. The account number duly verified by the bank on their letter head and seal is enclosed.

Payee's Particulars															
S.No.	Name of payee as in Bank's A/c	Address	District	Pin code	State	Telephone No. with STD Code	Fax No.	E-Mail Address (if any)	Name of the Bank	Bank Branch (full address and telephone number)	Bank A/c No.	Type of A/c	Modes of electronic transfer available in bank branch (RTGS/ NEFT/ ECS/CBS)	IFSC Code	MICR Code

Signature (Name) _____
Organisation _____