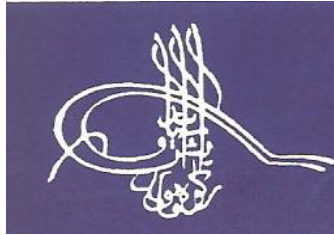


# **Schemes run by Government of India for the Uplift of Minorities**



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**A. SCHEMES RUN BY MINISTRY OF  
MINORITY AFFAIRS**

**I. SCHEME OF PRE-MATRIC SCHOLARSHIP FOR STUDENTS BELONGING TO  
THE MINORITY COMMUNITIES  
(Effective from 1.4.2008)  
GOVERNMENT OF INDIA  
MINISTRY OF MINORITY AFFAIRS**



**GOVERNMENT OF INDIA  
MINISTRY OF MINORITY AFFAIRS**

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# **CENTRALLY SPONSORED SCHEME OF 'PRE-MATRIC SCHOLARSHIP' FOR STUDENTS BELONGING TO THE MINORITY COMMUNITIES**

## **1. BACKGROUND**

The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that a pre-matric scholarship scheme for meritorious students from minority communities would be implemented.

## **2. OBJECTIVE**

The scholarship at pre-matric level will encourage parents from minority communities to send their school going children to school, lighten their financial burden on school education and sustain their efforts to support their children to complete school education. The scheme will form the foundation for their educational attainment and provide a level playing field in the competitive employment arena. Empowerment through education, which is one of the objectives of this scheme, has the potential to lead to upliftment of the socio economic conditions of the minority communities.

## **3. SCOPE**

The scholarship will be awarded for studies in India in a government or private school from class I to class X, including such residential Government institutes and eligible private institutes selected and notified in a transparent manner by the State Government and Union Territory Administration concerned.

## **4. ELIGIBILITY**

Scholarship will be awarded to the students who have secured not less than 50% marks in the previous final examination and annual income of their parents/guardian from all sources does not exceed Rs. 1 lakh.

## **5. DISTRIBUTION**

Muslims, Sikhs, Christians, Buddhists and Zoroastrians (Parsis) have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992. The distribution of scholarship among the States/Union Territories will be made on the basis of population of minorities in the States/Union Territories of Census 2001.

## **6. EARMARKING FOR GIRL STUDENTS**

30% of scholarship will be earmarked for girl students. In case sufficient number of eligible girl students are not available, then the balance earmarked scholarships may be awarded to eligible boy students.

## **7. SELECTION**

As the number of scholarships for minorities available in a year is fixed and limited it is necessary to lay down preference for selection. Inter-se selection weightage is to be given to poverty rather than marks. In case of the renewal applications, such applications would be fully exhausted before the new applications are considered.

## 8. DURATION

The scholarships will be provided for the entire course. Maintenance allowance will be

9. RATE OF SCHOLARSHIP S.No.	Item	Hostellers *	Day Scholars
1	Admission fee from class VI to X	Rs.500/-p.a. subject to actuals.	Rs.500/- p.a. subject to actuals.
2	Tuition fee from class VI to X	Rs.350/- p.m. subject to actuals.	Rs.350/- p.m. subject to actuals.
3	Maintenance allowance will be payable for a period not exceeding 10 months in an academic year.		
	Class I to V	Nil	Rs. 100/- p.m.
	Class VI to X	Rs. 600/- p.m. subject to actuals.	Rs. 100/-p.m.

given for 10 months only in an academic year.

## 10. IMPLEMENTING AGENCIES:

The scheme will be implemented through the State Government/ Union Territory administration.

## 11. CONDITIONS FOR SCHOLARSHIP:

- (i) Scholarship will be available to the students of minority community studying in Classes I to X. The continuance of award will be subject to securing 50% marks in the previous examination. Maintenance allowance will be provided to hostellers and day scholars.
- (ii) The award will be discontinued if a student fails to secure 50% marks in the annual examination except in case of unavoidable reasons to be certified by the Principal/competent authority of the school and recommended by the State Government/Union Territory Administration.
- (iii) Scholarship will not be given to more than two students from a family.
- (iv) Students should be regular in attendance for which the yardstick will be decided by the competent authority of the school.
- (v) Income certificate should be on self-certification basis by way of affidavit on non-judicial stamp paper of self-employed parents/guardian and from employer for employed parents/guardian.



- (vi) The school/institute will certify the claim of student of being an outstation student not residing in hostel of the school/institute concerned on the basis of permanent address and parents' address.
- (vii) Migration of student from one school/institute to another would not normally be during the course of academic year except under exceptional circumstances and in the interest of student's academic career.
- (viii) If a student violates school discipline or any other terms and conditions of the scholarship, scholarship may be suspended or cancelled. The State Government/Union Territory Administration can also directly cancel the award if duly satisfied of the reasons of violation of these regulations governing the scheme.
- (ix) If a student is found to have obtained a scholarship by false statement, his/her scholarship will be cancelled forthwith and the amount of the scholarship paid will be recovered, at the discretion of the concerned State Government/Union Territory Administration.
- (x) The State Government/Union Territory Administration will lay down the detailed procedure for processing and sanctioning of scholarship to eligible students.
- (xi) Course fee/Tuition fee will be credited to the school's/institute's bank account. Efforts will be made for transferring it electronically through the banks.
- (xii) Maintenance allowance will be credited to the student's bank account. Efforts will be made for transferring it electronically through the banks.
- (xiii) The State Government/Union Territory Administration will maintain normal and records relating to the funds received from the Ministry and they will be subjected to inspection by the officers of the Ministry or any other agency designated by the Ministry.
- (xiv) The student obtaining benefits under this scheme shall not be allowed to avail of benefits under any other scheme for this purpose.
- (xv) A student shall be eligible for only one scholarship for all sources, i.e., SC/ST/OBC.
- (xvi) The State Governments/Union Territory Administrations shall constitute a committee of the Departments implementing such scholarship schemes to ensure that the student from the minority community, who may also belong to children of those engaged in unclean occupation and OBC do not avail scholarship from other sources for the same purpose and avail only one source.
- (xvii) The fund for distribution of scholarship in subsequent year will be released after receiving the utilization certificate for the previous year.
- (xviii) The scheme will be evaluated at regular intervals by the Ministry or any other agency designated by the Ministry and the cost of the evaluation will be borne by the Ministry of Minority Affairs under the provision of the scheme.
- (xix) The State/Union Territory shall place all relevant details of financial and physical achievements on their website.

(xx) The regulations can be changed at any time at the discretion of the Government of India.

## **12. ADMINISTRATIVE EXPENSES**

As the magnitude of data to be entered and processed would be enormous and the scheme gets implemented over the years, there would be a need to engage qualified skilled personnel right from the beginning to ensure that the data based computerized systems are operational. Qualified skilled personnel possessing requisite expertise to operate computer programme designed for this purpose, enter, process, analyse, monitor, retrieve and transfer data should be engaged on contract basis as per need. Data provided by the States/Union Territories will be maintained and managed by the Ministry with personnel of similar expertise to be engaged on contract basis.

A provision not exceeding 1% of the total budget will be made to meet the administrative and allied costs viz. expenditure of the States/Union Territories for office equipments including computers and accessories, furniture, printing of application forms, advertisement, engagement of personnel, etc. This provision will also be used for evaluation and monitoring of the scheme, through outside reputed institutions/agencies engaged by the Ministry of Minority Affairs, Government of India or by the State Governments/Union Territory administrations.

## **13. RENEWAL OF SCHOLARSHIP**

The scholarship, once awarded, may be renewed during next academic year of the course on the production of certificate that the student has secured 50% marks.

## **14. ANNOUNCEMENT OF SCHEME**

The scheme will be announced by the concerned State Government/Union Territory Administration well in time, by giving advertisements in the leading language newspapers and local dailies/vernacular and by using other suitable publicity media.

## **15. MODE OF APPLYING**

The concerned State Government/Union Territory Administration will supply the application forms, till such time computerized systems are made operational by the State Governments/Union Territory Administrations. The application forms should be received back alongwith requisite certificates / certifications within the stipulated period.

## **16. PATTERN OF FINANCIAL ASSISTANCE**

Funding pattern between Centre and States will be in the ratio of 75:25. Union Territories will be provided 100 per cent Central assistance.

## **17. MONITORING & TRANSPARENCY**

The States/Union Territories implementing the scheme shall monitor the financial and physical performance of the scheme at State/Union Territory level. For this purpose, an I.T. enabled mechanism shall be in place. The State/Union Territory will be required to furnish quarterly financial and physical progress reports to the Ministry. The State/Union Territory shall maintain year-wise details of the students receiving scholarship, indicating

school/institute, location of school/institute, government or private, class, gender, new or renewal, permanent address and parents' address. The States/ Union Territories shall place relevant physical and financial details in their official website.

## **18. EVALUATION**

The monitoring of the financial and physical performance of the scheme will be evaluated by assigning evaluation/impact studies to reputed institutions/agencies by the Ministry of Minority Affairs, Government of India.

Forms can be downloaded at

**[http://minorityaffairs.gov.in/newsite/schemes/prematric/apl\\_format.pdf](http://minorityaffairs.gov.in/newsite/schemes/prematric/apl_format.pdf)**

**II. SCHEME OF POST-MATRIC SCHOLARSHIP FOR STUDENTS BELONGING TO  
THE MINORITY COMMUNITIES  
(Effective from 29.11.2007)  
GOVERNMENT OF INDIA  
MINISTRY OF MINORITY AFFAIRS**



**GOVERNMENT OF INDIA  
MINISTRY OF MINORITY AFFAIRS**

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# **SCHEME OF 'POST-MATRIC SCHOLARSHIP' FOR STUDENTS BELONGING TO THE MINORITY COMMUNITIES**

## **1. BACKGROUND**

The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that a post-matric scholarship scheme for meritorious students from minority communities would be implemented.

## **2. OBJECTIVE**

The objective of the scheme is to award scholarships to meritorious students belonging to economically weaker sections of minority community so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability.

## **3. SCOPE**

The scholarship is to be awarded for studies in India in a government or private higher secondary school/college/university, including such residential institutes of the Government and eligible private institutes selected and notified in a transparent manner by the State Government/Union Territory Administration concerned. It will also cover technical and vocational courses in Industrial Training Institutes/ Industrial Training Centres affiliated with the National Council for Vocational Training (NCVT) of classes XI and XII level.

## **4. ELIGIBILITY**

Scholarship will be awarded to the students who have secured not less than 50% marks or equivalent grade in the previous final examination and the annual income of whose parents/guardian from all sources does not exceed Rs.2 lakh.

## **5. DISTRIBUTION**

Muslims, Sikhs, Christians, Buddhists and Zoroastrians (Parsis) have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992. The distribution of scholarship among the States/Union Territories will be made on the basis of population of the above notified minorities in the States/ Union Territories of Census 2001.

## **6. EARMARKING FOR GIRL STUDENTS:**

30% of scholarship will be earmarked for girl students. In case, sufficient number of eligible girl students are not available, then the balance earmarked scholarships may be awarded to eligible boy students.

## **7. SELECTION PROCEDURE**

Unlike scholarship for SC and ST, there are a fixed number of scholarships for minorities is small and limited. Students from BPL families, having the lowest income shall be given preference in the ascending order. The renewal applications would be fully exhausted before the new applications are considered.

## **8. DURATION**

Scholarship will be provided for the entire course. However, maintenance allowance will be given for a period not exceeding 10 months only in an academic year.

## **9. RATE OF SCHOLARSHIP**

Actual financial assistance will be provided for admission & course / tuition fee and maintenance allowance as given below subject to a maximum ceiling indicated against item concerned:

(Amount in Rs.) Sl. No.	Item	Hosteller *	Day scholar
1	Admission and tuition fee for classes XI and XII.	Actual subject to a maximum ceiling of Rs.7,000 p.a.	Actual subject to a maximum ceiling of Rs.7,000 p.a.
2	Admission and course/tuition fee for technical and vocational courses of XI and XII level. (Includes fees/charges for raw materials, etc.)	Actual subject to a maximum ceiling of Rs.10,000 p.a.	Actual subject to a maximum ceiling of Rs.10,000 p.a.
3	Admission and tuition fee for under-graduate, post graduate.	Actual subject to a maximum ceiling of Rs.3,000 p.a.	Actual subject to a maximum ceiling of Rs.3,000 p.a.
4	Maintenance allowance for 10 months only in an academic year (Includes expenses for study material, etc.)	Rs.235 p.m.	Rs.140 p.m.
	Classes XI and XII including technical and vocational courses of this level.		
	Courses other than technical and professional courses at under-graduate and post graduate level	Rs.355 p.m.	Rs.185 p.m.
	(iii) M. Phil and Ph.D.	(For those researchers who are not awarded any fellowship by university or any other authority)	Rs.510 p.m. Rs.330 p.m.

## 10. IMPLEMENTING AGENCIES

The scheme will be implemented through the State Government/ Union Territory Administration.

## 11. CONDITIONS FOR SCHOLARSHIP

(i) Scholarship will be awarded to the students who have secured not less than 50% marks or equivalent grade in the previous final examination and the annual income of whose

parents/guardian from all sources does not exceed Rs.2 lakh. Unlike scholarship for SC and ST, there are a fixed number of scholarships for minorities and hence preference for selection has been laid down. Students from BPL families, having the lowest income shall be given preference in the ascending order. The renewal applications would be fully exhausted before the new applications are considered.

(ii) The award will be discontinued if a student fails to secure 50% marks or equivalent grade in the previous final examination. Scholarship will not be awarded for more than the normal period of time taken to obtain certificate/degree/M. Phil degree/doctorate degree.

(iii) Scholarships will not be given to more than two students in a family.

(iv) The students should be regular in attendance for which the yardstick will be decided by the competent authority of the school/college/university.

(v) Income certificate should be on self-certification basis by way of an affidavit on non-judicial stamp paper for self-employed parents and from employer for employed parents.

(vi) The school/college/university authority will certify the claim of the student of being an outstation students not residing in hostel of the institution concerned on the basis of permanent address and parent's address.

(vii) Migration of students from one institution to another would not normally be allowed during the course of the academic year except under exceptional circumstances and in the interest of the student's academic career.

(viii) If a student violates any other term and condition of the scholarship, the scholarship may be suspended or cancelled. The State Government/Union Territory Administration can also directly cancel the award if duly satisfied of the reasons of violation of these regulations governing the scheme.

(ix) If a student is found to have obtained a scholarship by false statement/certificates, his/her scholarship will be cancelled forthwith and the amount of the scholarship paid shall be recovered, at the discretion of the concerned State Government/Union Territory Administration.

(x) The State Government/Union Territory Administration will lay down the detailed procedure for processing and sanctioning of scholarships to eligible students.

(xi) Course fee/tuition fee will be credited to the school's/college's/institution's bank account. Efforts will be made for transferring it electronically through the banks.

(xii) Maintenance allowance will be credited to the student's bank account. Efforts will be made for transferring it electronically through the banks.

(xiii) The State Government/Union Territory Administration will maintain a separate account and records relating to the funds received from the Ministry and they will be subjected to inspection by the officers of the Ministry or any other agency designated by the Ministry.

(xiv) The student obtaining benefits under this scholarship scheme shall not be allowed to avail of benefits under any other scholarship scheme for the same purpose.

(xv) The State Government/ Union Territory Administration shall constitute a committee of the departments implementing such scholarship schemes to ensure that the students from the minority community, who may also belong to SC/ST/OBC category, does not avail scholarship from other sources for the same purpose and avail only from one source.



(xvi) The fund for distribution of scholarships in subsequent years will be released after receiving the utilization certificate for the previous year.

(xvii) The scheme will be evaluated at regular intervals by the Ministry or any other agency designated by the Ministry and the cost of the evaluation study will be borne by the Ministry under the provision of the scheme.

(xviii) The State/Union Territory shall place all relevant details of financial and physical achievements on their website.

(xix) The regulations can be changed at any time at the discretion of the Government of India.

## **12. ADMINISTRATIVE EXPENSES**

As the magnitude of data to be entered and processed would be enormous as the scheme gets implemented over the years, there would be a need to engage qualified skilled personnel right from the beginning to ensure that the data based computerised systems are operational. Qualified skilled personnel possessing requisite expertise to operate computer programme designed for this purpose, enter, process, analyse, monitor, retrieve and transfer data should be engaged on contract basis as per need. Data provided by the States/Union Territories will be maintained and managed by the Ministry with personnel of similar expertise to be engaged on contract basis.

A provision not exceeding 2% of the total budget will be made to meet the administrative and allied costs viz. expenditure of the States/Union Territories and the Ministry for office equipments including computers and accessories, furniture, printing of application forms, advertisements, engagement of personnel, etc. This provision will also be used for evaluation and monitoring of the scheme, through outside reputed institutions/agencies engaged by the Ministry of Minority Affairs, Government of India and the State Governments/Union Territory Administrations.

## **13. RENEWAL OF SCHOLARSHIP**

The scholarship, once awarded, may be renewed during the next academic year of the course on the production of certificate that the student has secured 50% marks in the examination.

## **14. ANNOUNCEMENT OF SCHEME**

The scheme will be announced by the concerned State Government/Union Territory Administration well in time, through advertisements in the leading language newspapers and local dailies and by using other suitable publicity media.

## **15. MODE OF APPLYING**

The concerned State Government/Union Territory Administration will supply the application forms, till such time computerized systems are made operational. The application forms should be received back along with requisite certificates/certifications within the stipulated period.

## **16. PATTERN OF FINANCIAL ASSISTANCE**

100% funding will be given by the Central Government to the State Government/Union Territory Administration.

## **17. MONITORING & TRANSPARENCY**

The States/Union Territories implementing the scheme shall monitor the financial and physical performance of the scheme at the State/Union Territory level. For this purpose, an IT enabled monitoring mechanism shall be in place. The State/Union Territory will be required to furnish quarterly financial and physical progress reports to the Ministry. The State/Union Territory shall maintain year-wise details of the students receiving scholarship, indicating school/college/institute, location of school/college/institute, government or private, class, gender, new or renewal, permanent address and parents address. The States/Union Territories shall place relevant physical and financial details in their official website.

## **18. EVALUATION**

The monitoring of the financial and physical performance of the scheme will be evaluated by assigning evaluation/impact studies to reputed institutions/agencies by the Ministry of Minority Affairs, Government of India.

Forms can be downloaded at

**<http://minorityaffairs.gov.in/newsite/schemes/postmatric/ApplicationFormat.pdf>**

### **III. FREE COACHING AND ALLIED SCHEME FOR THE CANDIDATES BELONGING TO MINORITY COMMUNITIES**

#### **Background**

1.1 The scheme aims to empower the minority communities, which are relatively disadvantaged section of society, by assisting them as well as those institutions working for them, towards enhancing their skills and capabilities to make them employable in industries, services and business sectors in addition to the government sector. It has the built-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 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 6<sup>th</sup> 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 to be 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’ , ‘C’ and ‘D’ services and other equivalent posts under the Central and State governments including police/security forces, public sector undertakings, Railways, 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 committee at para 4 (iv) will shortlist the job-oriented training courses for employment in the private sector provided that the duration does not exceed nine months which may be relaxed upto 12 months.
- d) Remedial coaching for technical & professional courses at undergraduate and post graduate level to improve academic knowledge and enable the student to catch up with the rest of the class and complete the course successfully. The remedial coaching will be imparted by the institute where the student is admitted to pursue technical/professional course at under graduate or post graduate level.

### **3. 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 coaching/training activities.
- ii) All institutes in the government sector, including universities and autonomous bodies, engaged in imparting remedial coaching to students belonging to the minority communities.
- iii) Universities/colleges in private sector engaged in coaching/training activities, including deemed universities.
- iv) 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 the relevant law, preferably of relevant industry bodies or institutes identified by them.

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

- a) The institutes should have the required number of qualified faculty members either on its pay roll or on part-time basis.
- b) The institutes should have necessary infrastructure such as premises, library, requisite equipment etc. to run the coaching classes/training centers. This condition will not apply for in field recruitment of constables and equivalent in the police/security forces and railways.
- c) The institutes should have experience of imparting coaching/training for a period not less than three years provided that those functioning for less than three years may be considered only if their success rates are significantly higher.
- d) Coaching institutes should have a minimum success rate of 15%. A three year moving average could be considered for this purpose. In respect of training institute, 50% placement, including self employment would be taken as the minimum success rate. Training institute having better success rate will be given priority.
- e) Coaching institutes which are imparting coaching for entrance examinations and whose students have been able to obtain admission in reputed colleges/institutes, will be given priority under this category.
- f) Coaching/training for industry specific courses/jobs will be encouraged for private sector jobs.
- g) The Selection Committee may empanel institutes having a certain level of performance to apply directly to the Ministry. The procedure for empanelment of such institutes will be as follows:-

- i) The State Governments/UT administrations would be requested to suggest such institutes which fulfill the requisite criteria. The Secretary to the State Government will be invited to such empanelment meetings.
- ii) The institutes should have a minimum seven years experience in the relevant coaching/training programme.
- iii) The success/placement rate should be at least 5% higher than the rate prescribed.
- h) The performance of the institutes funded by the Ministry will be evaluated after three years by the Selection Committee. Those institutes, whose performance was found to be 'excellent', could also be included in the list of institutes entitled to apply directly to the Ministry.

#### **4. Details of procedure:-**

- i) The Ministry of Minority Affairs will advertise by 30<sup>th</sup> April every year the details of the scheme and invite proposals from the coaching/training institutes.
- 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.

Provided that, institutes of excellence in coaching/training, as recommended by the Selection Committee of the Ministry, on the basis of criteria/guidelines laid down may submit their proposals directly to the Ministry of Minority Affairs. The committee at para 4 (iv) will shortlist such institutes and the list will be reviewed periodically.

- 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.
- iv) The proposals received from institutes will be scrutinized/processed in the Ministry and placed before a Committee consisting of the following members, for consideration and approval:-
  - a) Secretary(Minority Affairs) Chairperson
  - b) Financial Advisor (Minority Affairs) Member
  - c) Joint Secretary (Minority Affairs) Member
  - d) Representative from the Ministry of HRD Member
  - e) Representative from the Ministry of Labour Member
  - f) Representative from UGC Member
  - g) Deputy Secretary/Director, Minority Affairs Convener
- v) The Committee may, for a specific period not exceeding one financial year, co-opt any other professional as a Member, as and when required.

## **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.2.50 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) In case, where the examination is conducted in two stages i.e. preliminary and main, the candidates will be allowed to take coaching of the preliminary as well as the main examination, but coaching for the main examination will be allowed only to those who have qualified in the preliminary examination for the year concerned.
- v) Students 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 concerned.
- vi) 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 meeting the standards for coaching/training set by the institute were not available.

## **5. FUNDING**

- (i) 100 % financial assistance will be provided to the selected coaching/training institutes and the institutes imparting remedial tuition.

(ii) Stipend will be given by the Ministry for maintenance of the students. The details of the rates of financial assistance are given below:- Sl. No.	Type of Coaching/ training/remedial coaching	Coaching/ training/remedial coaching fee	Amount of Stipend per month.
1.	Group 'A' Services	As fixed by the institute, subject to a maximum ceiling of Rs. 20000/-	Rs.1500 /- for outstation candidates, Rs. 750/-for local Candidates
2.	Group 'B' Services	As fixed by the institute, subject to a maximum	-Do-

		ceiling of Rs. 15,000/-.	
3.	Group 'C' Services	As fixed by the institute, subject to a maximum ceiling of Rs. 10,000/-.	-Do-

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

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 institutes in two equal instalments. 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 successful completion of the coaching/training course, submission of list of students/candidates and their result and outcome or placement status in the prescribed proforma. The application for release of second instalment for all institutes, other than government institutes & universities, should be recommended by the State Government.

vi) Funds will be released in subsequent years after inspection of the organization by the Central Government/State Government or any other agency designated by the Ministry.

vii) Sanction of proposals will depend on the level of success rate of the coaching institutes in competitive examination and placement rate of training institutes for jobs in private sectors in previous years.

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

- i) The institute shall maintain full details of name, address, and telephone number 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 that 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 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 necessary by the Government.
- v) 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.
- vi) 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.
- vii) The institute shall be solely responsible for ensuring that only students of meritorious standing are admitted for coaching/training.
- viii) 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.
- ix) 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 place on their website the names of student coached/trained during the last three years, their addresses, the course for which coaching/training was imparted, the roll no. of the test/examination/etc. for which they appeared, their result and outcome or placement status and the year-wise success rate along with information on faculty members, their qualification and the infrastructure of the institute. In addition to these, the grantee institutes shall reflect the sanctioned stipend amount paid to the students/candidates concerned against their names.



- (xiii) 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.
- (xiv) The grantee institute shall furnish a certificate to the effect that it has paid the sanctioned amount of stipend to the students concerned.
- (xv) 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”.

### **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.
- iii) The grantee institute will be open to inspection by the officers of Central Government/State Government/UT.

Forms can be downloaded at

**[http://minorityaffairs.gov.in/newsite/schemes/coaching/apply\\_format1.pdf](http://minorityaffairs.gov.in/newsite/schemes/coaching/apply_format1.pdf)**  
**[http://minorityaffairs.gov.in/newsite/schemes/coaching/infra\\_format2.pdf](http://minorityaffairs.gov.in/newsite/schemes/coaching/infra_format2.pdf)**  
**[http://minorityaffairs.gov.in/newsite/schemes/coaching/insp\\_format3.pdf](http://minorityaffairs.gov.in/newsite/schemes/coaching/insp_format3.pdf)**  
**[http://minorityaffairs.gov.in/newsite/schemes/coaching/recom\\_format4.pdf](http://minorityaffairs.gov.in/newsite/schemes/coaching/recom_format4.pdf)**  
**[http://minorityaffairs.gov.in/newsite/schemes/coaching/bank\\_format5.pdf](http://minorityaffairs.gov.in/newsite/schemes/coaching/bank_format5.pdf)**

## **IV. MERIT-CUM-MEANS SCHOLARSHIP SCHEME FOR MINORITY COMMUNITIES STUDENTS**

### **Objective:**

The objective of the Scheme is to provide financial assistance to the poor and meritorious students belonging to minority communities to enable them to pursue professional and technical courses.

### **Scope:**

These scholarships are available for studies in India only and will be awarded through an Agency designated by the State Government/UT Administration for this purpose.

### **Number of scholarship:**

Every year 20000 scholarships will be distributed among the students of minority communities throughout the country. Based on the state-wise population of these communities, the distribution of scholarship will be as under:

#### **State-wise distribution of scholarships**

S. No.	States	No. of Scholarship for Muslim	No. of Scholarship for Christian	No. of Scholarship for Sikh	No. of Scholarship for Buddhist	No. of Scholarship for Parsi	No. of Scholarship for all Minority Communities.
1	Andhra Pradesh	737	124	3	3	0	867
2	Arunachal Pradesh	2	21	0	15	0	38
3	Assam	870	104	2	5	0	981
4	Bihar	1448	6	2	2	0	1458
5	Chhatisgarh	43	42	7	7	0	99
6	Goa	10	38	0	0	1	49
7	Gujarat	485	30	5	2	1	523
8	Haryana	129	3	124	1	0	257
9	Himachal Pradesh	13	1	8	8	0	30
10	Jammu & Kashmir	717	2	22	12	0	753
11	Jharkhand	394	115	9	1	0	519
12	Karnataka	682	106	2	42	0	832
13	Kerala	830	639	0	0	0	1469
14	Madhya	406	18	16	22	0	462

	Pradesh						
15	Maharashtra	1084	112	23	617	4	1840
16	Manipur	20	78	0	0	0	98
17	Meghalaya	10	172	0	0	0	182
18	Mizoram	1	82	0	8	0	91
19	Nagaland	4	189	0	0	0	193
20	Orissa	81	95	2	1	0	179
21	Punjab	40	31	1540	4	0	1615
22	Rajasthan	505	8	87	1	0	601
23	Sikkim	1	4	0	16	0	21
24	Tamil Nadu	366	399	1	1	0	767
25	Tripura	27	11	0	10	0	48
26	Uttar Pradesh	3245	22	72	32	0	3371
27	Uttaranchal	107	3	22	1	0	133
28	West Bengal	2136	54	7	26	0	2223
	<b>Union Territories</b>						
29	Andaman and Nicobar Islands	3	8	0	0	0	11
30	Chandigarh	4	1	15	0	0	20
31	Dadra & Nagar Haveli	1	1	0	0	0	2
32	Daman & Diu	1	0	0	0	1	2
33	Delhi	171	14	59	3	0	247
34	Lakshadweep	6	0	0	0	0	6
35	Pondicherry	6	7	0	0	0	13
	Total	14585	2540	2028	840	7	20000

**Conditions for Scholarship:**

- i) Financial assistance will be given to pursue degree and/or post graduate level technical and professional courses from a recognized institution. Maintenance allowance will be credited to the student's account. The course fee will be paid by the State Department directly to the institute concerned.
- ii) Students who get admission to a college to pursue technical/professional courses, on the basis of a competitive examination will be eligible for the scholarship.

- iii) Students who get admission in technical/professional courses without facing any competitive examination will also be eligible for scholarship. However, such students should have not less than 50% marks at higher secondary/graduation level. Selection of these students will be done strictly on merit basis.
- iv) Continuation of the scholarship in subsequent years will depend on successful completion of the course during the preceding year.
- v) A scholarship holder under this scheme will not avail any other scholarship/stipend for pursuing the course.
- vi) The annual income of the beneficiary/parent or guardian of beneficiary should not exceed Rs.2.50 lakh from all sources.
- vii) The state department will advertise the scheme every year latest by 31<sup>st</sup> March and receive the application through the concerned institutions.
- viii) After scrutinizing the applications, the state department will prepare a consolidated budget for all eligible students and send an application in the prescribed pro-forma for release of fund from the Ministry of Minority Affairs for distribution of scholarship giving the details of each students viz. name, permanent address, telephone number, annual course fee, name & address of institute, whether hostler or day-scholar, etc.
- ix) The application for release of fund from the state department must be received in the Ministry by 30<sup>th</sup> of September every year.
- x) The state department will maintain separate bank account and records relating to the funds received from the Ministry and they will be subjected to inspection by the officers of the Ministry or any other agency designated by the Ministry.
- xi) The fund for distribution of scholarship in subsequent year will be released after receiving the utilization certificate for the previous year. Annual inspection by the officers of the Ministry or any other agencies designated by the Ministry will also be carried out.

- xii) 30% scholarship will be reserved for girls of each minority community in a state which is transferable to male student of that community in case of non-availability of female candidate in that community in the concerned state.
- xiii) If the target for distribution of scholarship to a particular minority community in a state/UT is not fulfilled, it will be distributed among the same minority community of other States/UTs strictly in accordance with the merit.
- xiv) A student residing in a particular State/UT will be entitled for scholarship under the quota of that State/UT only irrespective of his place of study.
- xv) The number of scholarship has been fixed state-wise on the basis of minority population of the states/UTs. Within the state-wise allocations, the applications from reputed institutions will be exhausted first. The list of such institutions will be made available by the Ministry of Minority Affairs.
- xvi) The scheme will be evaluated at regular intervals and the cost of the evaluation will be borne by the Ministry of Minority Affairs under the provision of the scheme. An additional provision of 3% of the total budget will be made to meet the administrative and allied costs viz. expenditure on monitoring of the scheme, impact study, evaluation study, purchase of office equipments, engaging of contract employees, if necessary and other expenditure to run the cell etc. This will be shared between the Ministry of Minority Affairs, Government of India and the State Governments/UT Administration.

Rate of Scholarship:

The rate of scholarship will be as under:

Sl.No.	Type of Financial Assistance	Rate for hostler	Rate for Day Scholar
<b>1.</b>	<b>Maintenance Allowance (For 10 months only)</b>	<b>Rs.10,000/-per annum ( Rs.1000 p.m.)</b>	<b>Rs.5,000/- per annum. ( Rs.500 p.m.)</b>
<b>2.</b>	<b>Course Fee*</b>	<b>Rs.20,000/- per annum or Actual</b>	<b>Rs.20,000/- per annum or Actual</b>

		<b>whichever is less</b>	<b>whichever is less</b>
<b>Total</b>		<b>Rs.30,000/-</b>	<b>Rs.25,000/-</b>

**Payment:**

- i) Maintenance allowance is payable from 1st April or from the month of admission, whichever is later, to the month in which the examinations are completed, (including maintenance allowance during holidays) maximum twice a year, provided that if the scholar secures admission after the 20th day of a month, the amount will be paid from the month following the month of admission.
- ii) In case of renewal of scholarships awarded in the previous years, maintenance allowance will be paid from the month following the month upto which scholarship was paid in the previous year, if the course of study is continuous.
- iii) The Government of the State/Union Territory Administration, to which they belong, in accordance with the procedure laid down by them in this regard, will pay the scholarship money to the selected students.
- iv) Scholarship will not be paid for the period of internship/housemanship in the M.B.B.S. course or for a practical training in other course if the student is in receipt of some remuneration during the internship period or some allowance/stipend during the practical training in other course.

**Other Conditions for the Award:**

- i) The scholarship is dependent on the satisfactory progress and conduct of the scholar. If it is reported by the Head of the Institution at any time that a scholar has by reasons of his/her own act of default failed to make satisfactory progress or has been guilty of misconduct such as resorting to or participating in strikes, irregularity in attendance without the permission of the authorities concerned etc., the authority sanctioning the scholarship may either cancel the scholarship or stop or withhold further payment for such period as it may think fit.
- ii) If a student is found to have obtained a scholarship by false statement, his/her scholarship will be cancelled forthwith and the amount of the scholarship paid will be recovered, at the discretion of the concerned State Government. The student concerned will be blacklisted and debarred for scholarship in any scheme forever.
- iii) A scholarship awarded may be cancelled if the scholar changes the subject of the course of study for which the scholarship was originally awarded or changes the

Institution of study, without prior approval of the State Government. The Head of the Institution shall report such cases to them and stop payment of the scholarship money. The amount already paid may also be recovered at the discretion of the State Government.

- iv) A scholar is liable to refund the scholarship amount at the discretion of the State Government, if during the course of the year, the studies for which the scholarship has been awarded, is discontinued by him/her.
- v) The regulations can be changed at anytime at the discretion of the Government of India.

### **Procedure for Applying**

i) An application for scholarship should comprise:

a) One copy of the application for scholarship in the prescribed form (separate application forms prescribed for 'fresh' and renewal of scholarship by the concerned States/UTs).

b) One copy of the passport size photograph with signatures of the student thereon (for fresh scholarship).

c) One attested copy of certificates, diploma, degree etc. in respect of all examinations passed.

d) An income declaration by the self-employed parents/guardians, stating definite income from all sources by way of an affidavit on non-judicial stamp paper. Employed parents/guardians are required to obtain income certificate from their employer and for any additional income from other sources, they would furnish declaration by way of an affidavit on non-judicial stamp paper.

e) Proof of permanent residence.

f) A receipt in acknowledgement of the scholarship in the previous year on the form attached to the application duly counter-signed by the Head of the Institution concerned, in the application was in receipt of a scholarship under this scheme in the preceding year.

g) The State department should satisfy itself that the student belongs to a particular minority community.

ii) Application complete in all respects shall be submitted to the Head of the Institution, being attended or last attended by the candidates and shall be addressed to an officer specified for this purpose by the Government of State/ Union Territory to which the student belongs, in accordance with the instructions issued by them from time to time.

### **Funding Pattern of the Scheme:**

The Scheme will be implemented by the State Governments and Union Territory Administrations, which receive 100% central assistance from Government of India for the total expenditure under the scheme.

Forms can be downloaded at

[http://minorityaffairs.gov.in/newsite/schemes/scholarships/form\\_student.pdf](http://minorityaffairs.gov.in/newsite/schemes/scholarships/form_student.pdf)

## **V. MAULANA AZAD NATIONAL FELLOWSHIP FOR MINORITY STUDENTS**

**To be implemented by: UGC**

**How to apply: Minority community students would apply online or otherwise to the UGC in response to the advertisement published in the Newspapers, internet & webpage by UGC.**

### **Objective**

1. The objective of the Fellowship is to provide integrated five year fellowships in the form of financial assistance to students from minority communities, as notified by the Central Government to pursue higher studies such as M. Phil and Ph.D. The Fellowship will cover all Universities/Institutions recognized by the University Grants Commission (UGC) under section 2(f) and section 3 of the UGC Act and will be implemented by the Ministry of Minority Affairs through UGC for students belonging to the minority communities. The fellowship under Maulana Azad National Fellowship for minority students will be on the pattern of UGC Fellowships awarded to research students pursuing regular and full time M. Phil and Ph.D courses. The fellowship holders under this Fellowship will be known as Ministry of Minority Affairs scholars.

### **Scope of the Fellowship**

2. The Fellowship will cater to the requirements of the minority community students pursuing research studies leading to regular and full time M.Phil and Ph.D courses only and equivalent research degree in universities, research institutions and scientific institutions within India. This will enable them to be eligible for employment to the posts with M.Phil and Ph.D as pre-requisites, including the posts of lecturers in various academic institutions.

### **Implementing Agency**

3. UGC will be the nodal agency for implementing the Fellowship. UGC will notify the Fellowship by releasing suitable advertisement in the newspapers, internet, webpage & other media.

### **Eligibility**

4. A candidate has to fulfill the following conditions to be eligible for award of this fellowship:-

(i) He/she should belong to one of the minority communities notified under Section 2 (c) of the National Commission for Minorities Act, 1992.

(ii) He/she should get admission and registration for regular and full time M.Phil/Ph.D courses in University/Academic Institution by fulfilling conditions of admission of that University/Institution, subject to provisions of the Fellowship as per advertisement of UGC.



(iii) The minority community students once considered eligible for the fellowship shall not be entitled to benefits under *any other source*, Central or State Government or any other body like UGC for the same study.

(iv) Prior clearance of NET/SLET examination will *not* be a prerequisite for award of Maulana Azad National Fellowship for minority students for M.Phil/Ph.D.

(v) In order to qualify for the award of JRF/ SRF the UGC norms would be applicable at pre-M.Phil and pre-Ph.D stage, respectively, *including the minimum score of 50% at post graduate level.*

### **Distribution of Fellowships**

5. (i) The total number of fellowships each year will be 756 (*state wise distribution is at annexure*). In case of non-availability of adequate number of candidates, the number of fellowships not availed during a year will be carried forward to the next academic session.

(ii) 30% of the fellowship shall be earmarked for women students; remaining 70% will be general. In case there are shortage of women candidates, the fellowship can be passed on to male students of the same minority community.

(iii) *Other factors remaining the same, preference will be given to the candidates who deal with research themes/ topics in areas pertaining to linguistic minorities, dialects / languages of linguistic minorities, protection of languages facing extinction as brought out by UNESCO, and promotion of scripts for script-less languages of linguistic minorities*

(iv) In case the numbers of candidates exceed the number of available awards, UGC will select the candidates for the fellowships based on the percentage of marks obtained by them in their qualifying Post Graduation examination.

(v) *The reservation for differently-abled students shall be made as per UGC norms and in a horizontal manner.*

(vi) *The fellowships will be operated on the basis of a roster which will be as follows: First : Arts, Second: Commerce, Third: Sciences, Fourth: Engineering and thus on.*

### **Duration of Fellowship:**

6. These are integrated five year fellowships for M.Phil & Ph.D subject to academic criteria in force for selection to Ph.D programme.

The duration of fellowship is as under:

Name of the Course	Maximum duration	Admissibility of JRF and SRF	
		JRF	SRF
M. Phil	2 years	2 years	Nil

M.Phil + Ph.D	5 years	2 years	Remaining 3 years
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### Rate of Fellowship

7. The rate of fellowship for JRF and SRF will be at par with the UGC fellowship as amended from time to time. Presently these rates are as follows:

Fellowship	@ Rs.12,000/- p.m. for initial two years (JRF) @ Rs.14,000/- p.m. for remaining tenure (SRF)
Contingency for Arts & Commerce	@ Rs.10, 000/- p.a. for initial two years @ Rs.20, 500/- p.a. for remaining three years.
Contingency for Sciences & Engineering	@ Rs.12, 000/- p.a. for initial two years @ Rs.25, 000/- p.a. for remaining three years.
Departmental assistance	@ Rs.3,000/- p.a. per student to the host institution for providing infrastructure
Escorts/Reader Assistance	@ Rs.2,000/- p.m. in cases of physically and visually challenged candidates

### Average cost of Fellowship

8. On an average, the cost of fellowship per student per annum is as follows:

Fellowship per annum @ Rs. 12000 p.m. for JRF & Rs. 14000 p.m. for SRF	Contingency on an average per annum for Arts / Commerce/ Sciences/ Engineering	Departmental assistance to the host institution for providing infrastructure per annum	Total cost of fellowship per student per annum
Rs. 12000 x 12 = 1,44,000 Rs. 14000 x 12 = 1,68,000	Rs. 10,666 Rs. 22,000	Rs. 3,000 Rs. 3,000	Rs. 1,57,666 (JRF)* Rs. 1,93,000 (SRF)*

*\*In addition, for physically /visually handicapped candidates escorts/reader assistance will be given @ Rs. 2,000 p.m. HRA and other incidentals will be paid as per the UGC pattern.*

### Implementation of Maulana Azad National Fellowship for minority students:

9. Procedure is indicated as under:

(i) UGC will be the nodal agency for implementing the Maulana Azad National Fellowship for minority students, as defined by Government of India from time to time.

(ii) UGC will notify the fellowship by inserting suitable advertisement in the Press and other media.

- (iii) UGC will be implementing the fellowship from the academic year i.e., 2009-10
- (iv) Clearing NET/SLET shall not be insisted upon by UGC for the award of Maulana Abul National Fellowship for minority students.. UGC will give adequate time to the candidates for applying for the fellowship.
- (v) UGC will select the candidates for award of Maulana Azad National Fellowship for minority students in a transparent manner.
- (vi) In case the numbers of candidates exceed the number of available awards, the UGC will select the candidates based on the percentage of marks obtained by the candidates in their Post Graduation Examination.
- (vii) The distribution of fellowship among different States/UTs would be in proportion to minority population in respective States/UTs as per 2001 census. *However, all States/UTs shall have at least 4 fellowships (one under each roster point) by suitably reducing the targets of states having higher allocations. There will be no community- wise distribution in States/UTs with four fellowships. All applications will be pooled together and decided on the basis of merit.*
- (viii) In case the number of fellowship so allocated to a State/UT are not fully utilised, due to non-availability of eligible candidates, UGC will reallocate the slots amongst other States/UTs where the number of eligible candidates is more than the slots allocated to that State/UT. This decision will be taken by a Committee consisting of the representatives of UGC and Joint Secretary in- charge of the scholarship in Ministry of Minority Affairs.
- (ix) UGC shall disburse the fellowship amount to the candidates through electronic clearance system (ECS) wherever feasible.
- (x) UGC will also issue a booklet containing all the details about the fellowship for the benefit of prospective candidates, and upload the details of the Fellowship in its webpage with appropriate reference to Ministry of Minority Affairs. To the extent possible e-application will be actively promoted by UGC.
- (xi) UGC will evolve its own mechanism for verifying the genuineness of the minority community certificates furnished by the candidates in order to eliminate the possibility of students availing of the fellowship on the basis of fake certificates.
- (xii) The decision of UGC in regard to awarding the Maulana Azad National Fellowship for minority students shall be final and no appeal would lie against any decision by UGC in regard thereof, except as provided under law in force.
- (xiii) Fellowship cannot be transferred from one minority community to another.
- (xiv) *The income ceiling of the parents/guardian of the candidate for Maulana Azad National Fellowship for minority students will be Rs.2.5 Lakh per annum.*
- (xv) *Selection of candidates, within the prescribed annual income limit will be based on inter-se merit, as under Merit-cum-Means Scholarship Fellowship.*
- (xvi) *In case any candidate obtaining a Maulana Azad National Fellowship for minority students fraudulently, the cancellation should be automatic and the amount disbursed shall be recovered with interest at prevailing State Bank of India rate for student loans.*

### **Administrative Expenses:**

**10.** *Administrative charges will be paid by Ministry of Minority Affairs to UGC for implementation of the fellowship at the rate given by M/o Tribal Affairs.*

### **Monitoring and Evaluation**

**11.** UGC shall assess the work on completion of two years' period of the JRF and two years' period of SRF. The research work being done by the students shall be monitored as provided under UGC Rules.

**12.** UGC will send a *quarterly physical and financial progress report* to Ministry of Minority Affairs and provide a list of Maulana Azad National Fellowship for minority students, university, minority community & State/UT-wise, for Ministry's information and follow-up actions, if any, apart from displaying the same in its website.

**13.** Fellows who cannot complete M.Phil in 2 years time or are found ineligible to register in the Ph.D programme during the 3rd year will be discontinued forthwith.

**14.** *Income certificates will be issued by the competent authority as notified by the State/UT Governments.*

**15.** *The Minority Community certificate, until issued by designated authorities in the States and UTs, should be based on an actionable and legally valid affidavit so that no candidate avails a scholarship through falsification of one's community status.*

### **Modification of the Fellowship**

**16.** Ministry of Minority Affairs can make minor modifications in the fellowship, with the approval of the Hon'ble Minister of Minority Affairs, with no significant financial implication, if it comes across developments that necessitate some changes while implementing the fellowship and in the interest of smooth implementation of the fellowship.

**B. SCHEMES RUN BY MINISTRY OF SOCIAL  
JUSTICE AND EMPOWERMENT**

# **I. SCHEME OF PRE-MATRIC SCHOLARSHIPS TO THE OTHER BACKWARD CLASSES FOR STUDIES IN INDIA**

## ***1. OBJECTIVE***

Even after 51 years of independence and in spite of various measures taken to improve the level of education in the country, literacy levels among backward classes, particularly among women, continues to be extremely low. The number of steps have already been taken by the Government and considerable progress has been achieved in improving the level of literacy and education during the last 51 years, but there is still a long way to go before respectable levels of literacy are achieved, It has been recognized now that education and economic support for backward Classes has not been adequate and there is disparity between them and the non-backward sections of the population at every level. In view of the same, it is felt that earnest efforts are required to introduce various new schemes specifically for these target group i.e. backward classes to provide them a level playing field in comparison to non-backward sections of the population.

The position of women in terms of literacy among OBCs population is also a cause of concern. Considering the important role of women in shaping the size of the family and outlook of its members, investment in improving education among women of these communities will not only improve their social and economic status, but will also help in accelerating the socio-economic development of these communities and the nation as a whole.

Experience shows that children of OBCs from the poorer section do not go to schools as they often have to provide a helping hand to their parents in traditional occupation or otherwise supplement the family income. It is considered that a scheme of Pre-matric Scholarship would be helpful in spreading education amongst such children especially amongst the girl child of weaker sections. A scheme of Pre-matric Scholarship for the benefit of children belonging to Weaker Section amongst OBCs has been formulated with the object in view.

## ***2. SCOPE***

OBCs living below double the poverty line form a bigger chunk of a population and there are disparities amongst OBCs themselves to start with, it is proposed to award scholarship to school going children of poorer OBC parents whose annual income is below double the poverty line.

### ***3. ELIGIBILITY***

Scholarship award will be sanctioned in the case of students whose parents/guardians income from all sources does not exceed Rs.44,500 per annum.

**Note 1:** So long as either of the parents (or husband in the case of married unemployed girl student) are alive, only income of the parents/husband, as the case may be, from all sources will be taken into account and of no other members even though they may be earning. In the form of income declaration, income will be declared on this basis. Only in the case where both the parents (or husband in the case of married but unemployed girl student) have died, the income of the guardian who is supporting the student in his/her studies will have to be taken into consideration. Such students whose parent's income is affected due to unfortunate death of one of earning parents and resultantly comes within the income ceiling prescribed under the scheme, shall become eligible for scholarship, subject to their fulfilling other conditions of eligibility, from the month in which such sad incidence taken place. Applications for scholarships from such students can be considered even after lapse of last date of receipt of applications, on compassionate grounds.<sup>22</sup>

**Note 2:** House Rent allowance received by the parents of a student shall be exempted from the computation of 'income' if the same has been permitted to be exempted for purpose of Income-Tax.

**Note 3:** Income Certificate is required to be taken once only, i.e. at the time of admission to courses, which are continuing for more than one year.

### ***4. DURATION AND COURSE OF STUDIES***

The scholarships may be given to the students enrolled in class I or any subsequent class of pre-matric stage in the case of day scholars, and class III or any subsequent class of pre-matric stage in the case of hostlers. The scholarship will terminate at the end of class X. The duration of scholarship in an academic year will be 10 months.

### ***5. INSTITUTION OF STUDY***

The scholarship will be tenable only in such institutions and for such pre-matriculation courses, which have been duly recognized by the concerned State Government and Union Territory Administrations.

## **6. COVERAGE VALUE OF SCHOLARSHIP AND AD-HOC GRANT**

### **I. Hostellers:**

The students as hostlers will be covered from class III to X. The rates of scholarships will be as under:-

Class III to VIII Rs.200/- per month for 10 months

Class IX to X Rs.250/- per month for 10 months

### **II. Day Scholars**

The students as day scholars will be covered from Class I to Class X. The rates of scholarships will be as under:-

Class I to V Rs.25/- per month for 10 months

Class VI to VIII Rs.40/- per month for 10 months

Class IX to X Rs.50/- per month for 10 months

### **III. Ad-Hoc Grant**

An ad-hoc grant of Rs.500/- per student per annum to all students i.e. hostlers as well as day scholars will also be given.

**IV.** The scholarship amount will be payable from the date of joining to the date of leaving the school, excluding the period of vacation, which will be about 10 months in a year except in the cases where the students enters late or leaves early in the midst of academic year.

## **7. ADMINISTRATIVE AUTHORITY**

The scheme will be implemented and administered in accordance with the procedure laid down by the State Govts./UT Administration in this regard.

## **8. SELECTION**

The concerned State Governments and Union Territory Administrations will lay down the detailed procedure for selection of students.



## **9. OTHER CONDITIONS FOR AWARD:**

- i. The students may not be allowed to take up employment or render help to parents in their work during the course of studies.
- ii. The award will be discontinued if a student fails to secure annual promotion except in case of unavoidable reasons to be certified by the competent authority of the scheme.
- iii. If a student violates school discipline or any other terms and conditions of the scholarship, scholarship may be suspended or even cancelled, subject to the satisfaction of the competent school authority. The State Government/ Union Territory Administrations can also directly cancel the award if duly satisfied of the reasons of violation of these regulations governing the scheme.
- iv. Migration of students from one institution to another would not normally be allowed during the course of academic year except under exceptional circumstances and in the interest of student's academic career.
- v. The scholar obtaining benefits under this scheme shall not be allowed to avail of benefits under any other pre-matric scholarship scheme.
- vi. The students should be regular in attendance for which the yardstick shall be decided by the competent authority of the school.

## **10. RENEWAL OF SCHOLARSHIP**

The scholarship, once awarded, may be renewed during next academic year also by the concerned State Government/ Union Territory Administration unless the competent authority of the school recommends to the State Government/ Union Territory Administration, to discontinue the award with reference to relevant clause of these regulations governing the scheme.

## **11. ANNOUNCEMENT OF SCHEME**

The scheme will be announced by the concerned State Government/ Union Territory Administration well in time, by giving advertisements in the leading language newspapers local dailies and by using other suitable publicity media.

## **12. MODE OF APPLYING**

The concerned Department of the State Government/ Union Territory Administration will supply the application forms, which should be received back by the Department along with prescribed certificate, by the last date.

## **13. PATTERN OF FINANCIAL ASSISTANCE**

50% central assistance will be provided to State Govt. The scholarship money will be paid to the selected students by the State Govt./UT Admn. to which they belong in accordance with the procedure laid down by the State Govt./UT Admn. in this regard. Remaining 50% will be borne by the State Govt. The conformed budget availability towards State Govt. share of assistance will have to be shown by concerned State Govt. while applying for the central assistance under the scheme. In case of UTs 100% central assistance will be provided.

## **14. MONITORING**

The monitoring of the financial and physical performance of the scheme will be done through seeking detailed information from the Agencies implementing the Scheme. On the physical aspects the Agencies implementing the scheme will be required to furnish quarterly progress report regarding the number of beneficiaries receiving award under the scheme, both class-wise and gender-wise. On the financial year and expenditure proposed for the present financial year will be submitted by the Agencies concerned. The Agencies implementing the scheme will also be insisted upon to submit the latest audited accounts.

## **15. EVALUATION**

The Ministry of Social Justice & Empowerment may get the scheme evaluated by entrusting a research study to reputed institutions/ agencies, on the performance of the Scheme in different parts of the country, under this Ministry's centrally sponsored Scheme of Research and Training.

## **II. SCHEME OF POST-MATRIC SCHOLARSHIPS TO THE OTHER BACKWARD CLASSES FOR STUDIES IN INDIA**

### **1. OBJECTIVE**

The Government of India has since independence initiated a number of steps for improving the level of literacy and education. In this context, the Government has recognized that educational and economic support for backward classes has not been adequate and that there is disparity between them and the non-backward sections of the population at every level. It is self-evident and universally accepted that education is one of the key instruments of effective development of weaker sections.

Based on the recommendations of the Working Group on Development and Welfare of Backward Classes, it is proposed to launch a new Centrally Sponsored Scheme of Post-Matric Scholarship for Other Backward Classes (OBCs) students.

The objective of the scheme is to provide financial assistance to the OBCs students studying at post matriculation or post secondary stage to enable them to complete their education.

### **II. SCOPE**

These scholarships shall be available for studies in India only and will be awarded by the Government of State/Union Territory to which the applicant actually belongs, i.e. permanently settled. 100% central assistance will be provided to State Governments/UT Administrations for this purpose.

### **III. CONDITIONS OF ELIGIBILITY**

- i. The scholarships will be open to India nationals belonging to OBCs as notified by the Central Govt./State Govt. UT Admn.;
- ii. These scholarships will be given for the study of all recognized post-matriculation or post-secondary courses pursued in recognized institutions with the following exceptions:

"Scholarships shall not be awarded for training courses like Aircraft Maintenance Engineer's Course and Private Pilot License Courses, Courses at Training-Ship Duffer in (Now INS Rejendra), course of training at the Military College, Dehradun, courses

at Pre-examination Training Centres of All India and State levels and Trade Courses at the Industrial Training Institutes."

- iii. Only those candidates who belong to OBCs so specified in relation to the State/UT to which the applicant actually belongs, i.e. permanently settled and who have passed the Matriculation or Higher secondary or any higher examination of a recognized University or Board of Secondary Education will be eligible
- iv. Candidates who after passing one stage of education are studying in the same stage of education in different subject e.g. I. SC after I.A or B.Com, after B.A. or M.A. in a subject after M.A in another subject will not be eligible.
- v. Students who, after having completed their educational career in one professional line, e.g., LLB after B.T/B. Ed will not be eligible.
- vi. Students studying in Class of the Higher Secondary School courses or the XII class of the Multipurpose High School not be eligible for it being a continuous school courses. However, in cases, where tenth class examination of such courses is treated as equivalent to Matriculation and students who after passing tenth class join other courses, such students will be treated as post-matric students and will be eligible for the award of scholarships.
- vii. Students pursuing Post-graduate courses in medicine will be eligible if they are not allowed to practice during the period of their course.
- viii. Students who after failing or passing the Under Graduate/Post-Graduate examinations in Arts/science/ Commerce join any recognized professional or Technical certificate/diploma/degree courses will be awarded scholarships if otherwise eligible. No subsequent failure will be condoned except courses in Group 'A' and no further change in the course will be allowed.
- ix. Students who pursue their studies through correspondence courses will be eligible towards reimbursement of non-refundable fee. The term correspondence includes distant and continuing education. Besides reimbursement of non-refundable fee, such students will also be eligible for an annual allowance of Rs. 500/- for essential /prescribed books, as applicable.
- x. Employed students whose income combined with the income of their parents/guardians does not exceed Rs. 44,500/- per annum shall be eligible for post-matric scholarships to the extent of reimbursement of all compulsorily payable non-refundable fees.

- xi. Only two children of the same parents/guardian will be entitled to receive scholarships. This restriction will, however, not apply to girls. Accordingly, scholarship availed by girls of same parents/guardian will not adversely affect admissibility of availing scholarship upto two boys of same parents/guardian.
- xii. A scholarship holder under this Scheme will not hold any other scholarship /stipend. If awarded any other scholarship/stipend, the students can exercise his/her option for either of the two scholarships/stipends, whichever is more beneficial to him/her and should inform the awarding authority through the Head of the Institution about the option made. No scholarship will be paid to the students under this Scheme from the date he/she accepts an other scholarships/stipend. The student can however, accept free lodging or a grant or ad-hoc monetary help from the State Government or any other source for the purchase of books, equipment or for meeting the expenses on board and lodging to the scholarship amount paid under this Scheme.
- xiii. Students who have already received coaching in any of the pre-examination training centers with financial assistance from the Government will not be eligible.
- xiv. In case of unemployed students whose parents/guardians income from all sources does not exceed Rs. 44,500 per annum will be entitled for the scholarship under the Scheme.

**Note 1:** So long as either of the parents (or husband in the case of married unemployed girl students) are alive, only income of the parents/husband, as the case may be, from all sources has to be taken into account and of no other members even though they may be earning. In the form of income declaration, income is to be declared on this basis. Only in the case where both the parents (or husband in the case of married but unemployed girl student) have died, the income of the guardian who is supporting the student in his/her studies has to be taken into consideration. Such students whose parent's income is affected due to unfortunate death of one of earning parents and resultantly comes within the income ceiling prescribed under the scheme, shall become eligible for scholarship, subject to their fulfilling other conditions of eligibility, from the month in which such sad incidence takes place. Applications for scholarships from such students can be considered even after lapse of last date of receipt of applications, on compassionate grounds.

**Note 2:** House Rent Allowance received by the parents of a student be exempted from the computation of 'income' if the same has been permitted to be exempted for purpose of Income-Tax.

**Note 3:** Income Certificate is required to be taken once only, i.e. at the time of admission to courses, which are continuing for more than one year.

#### IV. VALUE OF SCHOLARSHIP

The value of scholarship will include maintenance allowance, reader charges for blind students, reimbursement of compulsory non-refundable fees, Study Tour Charges, thesis typing/printing charges and book allowance for students pursuing correspondence course, for complete duration of the course. The details are given below:-

Course of (1)	(Rs. Per Month) Rate of Maintenance Allowance	
	Hostlers (2)	Day Scholars (3)
<b>Group A</b> Medical /Engineering including Degree level Courses in Indian Medicine, B.A.M&S and Comparable courses in Ayurveda, Unani/ Tibbia and Homeopathic System of Medicines. B.Sc (Agriculture/B.V.Sc/B.F.Sc (Fisheries) Higher technical and all professional studies like Degree and Post-Matric courses in Agricultural and Veterinary Science.	425	190
<b>Group B</b> Diploma level courses in Indian Medicine and Comparable courses in Ayurvedic, Unani/Tibbia and Homeopathic system of Medicine. Diploma & comparable courses in Engineering, Technology, Architecture, medicine, diploma level Courses in printing technology and courses for Overseer , draftsman, surveyor, Commercial Pilot License, Diploma and higher courses in Hotel Management catering technology and applied Nutrition. Degree and post-graduate course in nursing and pharmacy. Wireless and television operators/sound recording and sound engineering motion picture , photography, film direction/acting.	290	190

screenplay/writing/Degree/post graduate Diploma courses in business management, Chartered and Cost /Works Accountancy. Post Graduate courses in Science subjects.		
<b>Group C</b> Certificate courses in Engineering/Technology/Architecture and Medicine, Diploma and Certificate courses in Agriculture, Pharmacy, veterinary Science, Fisheries , Dairy development, Hygiene and Public Health , sanitary Inspector's Course, courses for Rural services, Cooperation and Community development, Sub-Officer' course at the national Fire Service College, Nagpur, Library Science. Degree /Post Graduate Diploma and Post Graduate Courses in Teachers' training, Library Science and Physical Education , Music Fine Arts and Law, Craft Instructor's Training Course, Certificate Course in Hotel Management/Catering Technology and Applied Nutrition, Passenger transport Management, Associate degree I Pharmacy , Post graduate courses in Arts and Commerce subjects.	290	190
<b>Group D</b> General Courses upto Graduate level (2 <sup>nd</sup> year and onward)	230	120
<b>Group E</b> Classes X1th and X11th in 10+2 System Intermediate courses and first year of General courses upto graduate level.	150	90

**Note: 1 Commercial Pilot License Course(CPL)**

CPL course shall be covered under Group 'B' . The number of awards for CPL will be 20 per annum. Consequent upon receiving applications from concerned students, concerned State Governments/UT Admns., should scrutinize them for determining their eligibility under the Scheme and thereafter intimate the number of eligible applications for CPL training (with their names) for each financial year to Ministry of Social justice & Empowerment (the applications themselves need not be sent to he Ministry) . Upon receipt of such information, Ministry of Social Justice & Empowerment will give clearance to the concerned States/UTs on the first -come first-serve basis upto 20 awards for the country as a whole. The selected

candidates will be provided a maintenance allowance at rates applicable to Group 'B' courses, i.e. Rs. 290 per month for hostlers and Rs. 190 per month for day scholars. In addition, all compulsory fees, including flight charges are to be provided in fee.

**Note 2:** M. Phil and Ph.D courses are post-graduation courses. Scholarship to such students may be paid at the rate of maintenance allowance for Group 'A' , 'B' or 'C' depending on the course under these groups.

**Note 3:** Scholars who are entitles to free board and/or lodging will be paid maintenance chargers at 1/3<sup>rd</sup> of Hostlers' rate.

**ii) Reader Charges for blind students (Blind Scholars)**

The blind scholars will be given additional amount as 'Readers Charges' as mentioned below:-

Group	Reader Allowance (Rs. P.m.)
Group A,B,C	100
Group D	75
Group E	50

**iii) Fees**

Scholars will be paid enrolment / registration, tuition, games, Union, Library, Magazine, Medical examination and such other fees compulsorily payable by the scholar to the institution or University/Board. Refundable deposit-like caution money, security deposit will, however, be excluded.

**iv) Study Tours**

Study tour charges upto a maximum of Rs. 500/- per annum limited to the actual expenditure incurred by the student on transportation charges etc., will be paid to the scholars studying professional and technical courses, provided that the head of the institution certifies that the study tour is essential for the scholar for completion of his/her course of study.



## **V) Thesis Typing /Printing charges**

Thesis typing/printing charges upto a maximum of Rs. 600 will be paid to research scholars on the recommendation of the Head of the Institution.

## **V. SELECTION OF CANDIDATES**

All the eligible Other Backward Classes candidates will be given scholarships subject to the condition of eligibility prescribed in para III of this Scheme. Candidates belonging to one State but studying in another State will be awarded scholarship by the State to which they belong and will submit their applications to the competent authorities in that State . In the matter of exemption from fees or other concessions also they will be treated as if they were studying in their own State.

## **VI. DURATION AND RENEWAL OF AWARDS**

- i. The award once made will be tenable from the stage at which it is given to the completion of course subject to good conduct and regularity in attendance. It will be renewed from year provided that within a course which is continuous for a number of years, the scholar secures promotion to the next higher class irrespective of the fact whether such examinations are conducted by a University or the Institution.
- ii. If an OBC scholar pursuing Group A course fails in the examination for the first time, the award may be renewed . For second and subsequent failures in any class the student shall bear his/her own expenses until he/she secures promotion to the next higher class.
- iii. If a scholar is unable to appear in the annual examination owing to illness and or on account of any other unforeseeable event, the award may be renewed for the next academic year on submission of medical certificate and/or other required sufficient proof to the satisfaction of the Head of the Institution and his/her certifying that the scholar would have passed had he appeared in the examination.
- iv. If according to the Regulations of a University /Institution, a student is promoted to the next higher class even though he/she may not have actually passed in lower class and is required to take examination of the junior class again after sometime, he/she will be entitled to scholarship for the class to which he/she is promoted if the student is otherwise eligible for scholarship.

## **VII. PAYMENT**

- i. Maintenance charges shall be payable from 1<sup>st</sup> April or from the month of admission , whichever is later, to the month in which the examination are completed at the end of the academic year.(including maintenance during holidays) provided that if the scholar secures admission after the 20<sup>th</sup> day of a month, the amount will be made from the month following the month of admission.
- ii. In case of renewal of scholarships awarded in the previous years, maintenance charges will be paid from the month following the month upto which scholarship was paid in the previous year, if the course of study is continuous (e.g., from intermediate jr. Intermediate, Sr.Class)
- iii. All scholars are expected to purchase the necessary text books, stationary etc., out of the maintenance allowance sanctioned . If it is reported by the Head of the concerned Institution that a scholar is without text-books stationary etc., the value of the scholarship may be reduced at the discretion of the authority sanctioning the scholarship.
- iv. The scholarship money will be paid to the selected students by the government of the State/Union Territory's Administration to which they belong in accordance with the procedure laid down by them in this regard.
- v. Scholarship will not be paid for the period of internship/houseman ship in the M.B.B.S. course or for a practical training in other course if the student is in receipt of some remuneration during the internship period or some allowance/stipend during the practical training in other course.

## **VIII. OTHER CONDITIONS FOR THE AWARD**

- i. The scholarship is dependent on the satisfactory progress and conduct of the scholars. If it is reported by the Head of the Institution at any time that a scholar has by reasons of his/her own act or default failed to make satisfactory progress or has been guilty of misconduct such as resorting to or participating in strikes, irregularity in attendance without the permission of the authorities concerned etc., the authority sanctioning the scholarships may either cancel the scholarships or stop or withhold further payment of such period as it may think fit.
- ii. If a student is found to have obtained a scholarship by false statement his/her scholarship will be cancelled forthwith and the amount of the scholarship paid will be

recovered , at the discretion of the concerned State Government. The student concerned will be blacklisted and debarred for scholarship in any Scheme for ever.

- iii. A scholarship awarded may be cancelled if the scholar changes the subject of the course of study for which the scholarship were originally awarded or changes the institution of study, without prior approval of the State Government. The Head of the Institution shall report such cases to them and stop recovered at the discretion of the State Government.
- iv. A scholar is liable to refund the scholarship amount at the discretion of the State Government, if during the course of the year, the studies for which the scholarship has been awarded, is discontinued by him/her.
- v. The regulations can be changed at any time at the discretion of the Government of India.

## **IX. ANNOUNCEMENT OF THE SCHEME**

All the State Governments/UT Admns will announce in May-June, the details of the scheme and invite applications by issuing an advertisement in the leading newspapers of the State and through other media outfits. All requests for application forms and other particulars should be addressed to the concerned State/UT to which students actually belong. The applicant should submit the completed application to the prescribed authority before the last date prescribed for receipt of applications.

## **X. PROCEDURE FOR APPLYING**

- i) An application for scholarship should comprise:
  - a. One copy of the application for scholarship in the prescribed form (separate application forms have been prescribed for 'fresh' and renewal scholarship).
  - b. One copy of the passport size photograph with signatures of the student thereon (for fresh scholarship)
  - c. One attested copy of certificates/diploma/degree etc., in respect of all examination passed
  - d. A certificate (in original) of Caste signed by an authorized Revenue Officer now below the rank of Tehsildar.
  - e. An income declaration by the parents/guardians, stating definite income from all sources

f. A receipt in acknowledgement of the scholarship in the previous year on the form attached to the application only duly countersigned by the Head of the Institution concerned, if the applicant was in receipt of a scholarship under this Scheme in the preceding year.

ii) Application complete in all respect shall be submitted to the Head of the Institution being attended or last attended by the candidates and shall be addressed to an officer specified for this purpose by the Government of State/Union Territory to which the student belong in accordance with the instructions issued by them from time to time.

iii) Incomplete applications received after the prescribed date will not be considered.

## **XI. MONITORING**

The monitoring of the financial and physical performance of the scheme will be done through seeking detailed information from the Agencies implementing the Scheme. On the physical aspects the Agencies implementing the scheme will be required to furnish quarterly progress reports regarding the number of beneficiaries receiving award under the scheme, both class-wise and gender-wise . On the financial side details of actual expenditure incurred during the last financial year and expenditure proposed for the present financial year will be submitted by the Agencies concerned. The Agencies implementing the scheme will also be insisted upon to submit the latest audited accounts.

## **XII. EVALAUTION**

The Ministry of Social Justice & Empowerment may get the scheme evaluated by entrusting a research study to reputed institutions/agencies, on the performance of the scheme in different parts of the country , under this Ministry's central sponsored Scheme of Research and Training.

### **III. SCHEME OF HOSTELS FOR OTHER BACKWARD CLASSES BOYS AND GIRLS**

#### **1. OBJECTIVE:**

It is self-evident and universally accepted fact that education is one of the key instruments of effective development of weaker sections. The education facilities are not evenly distributed throughout the country. Many a times students from rural areas especially those belonging to weaker sections have to give up their educational pursuits for the reason that adequate hostel facilities are not available for them in the quality education centres. Having considered this problem, the Working Group on development and welfare of Backward Classes recommended a scheme of Hostels for Other Backward Classes (OBCs) Boys and Girls.

#### **2. SCOPE AND ELIGIBILITY**

The Scheme aims at providing better education opportunities to students belonging to socially and educationally backward classes notified as such in the Central/State/UT Administration Lists of Backward Classes, generally referred to as Other backward Classes (OBCs). It would, however not cover students belonging to the Creamy Layer as defined in the Government of India, Ministry of Personnel , Public Grievances and Pensions(Department of Personnel & Training) O.M. No. 36012/22/93-Estt. (SCT) dated the 8<sup>th</sup> September, 1993. The Hostels under the scheme will be constructed in States/UTs which have a large OBC population but inadequate hostel facilities. These Hostels will be constructed for middle, secondary college and university level students. Out of the Hostels to be set up under this Scheme at least one third will be exclusively for girls. Five percent of the total seats in these Hostels shall be reserved for disabled students.

The hostels under the scheme should be constructed at any place where the concerned educational institutions are situated keeping in view the concentrations of OBC population in the particular place/ areas where the educational facilities are inadequate. These hostels could also be constructed in a particular place/area where quality education is available but residential facilities for the target group is not adequately available which will depend upon the number of students enrolled in that particular institution. Each institution will be provided central assistance for construction of girls/boys hostels for a maximum of 100 seats.

The hostels will have built space for residential facilities for students, hostel warden, chowkidar and provision of boundary wall surrounding the campus. The agency concerned will be assisted for construction of such complexes bases on State/UT PWD schedule of rates. However, if a State/UT is following CPWD rates also the costs will be worked out on the basis of "whichever is lesser" in the schedule rates. In the case of States/UTs following CPWD rates only CPWD rates will apply. The agency concerned will be assisted for construction of such facility only after proof of land availability is produced for the particular location and plan and estimates of the building is duly approved by the concerned technical department of State/UT and submitted to the Ministry of Social Justice & Empowerment. The local materials would be used as far as possible in order to reduce cost of construction.

The following organizations eligible for assistance shall be as follows:-

The State Government and UTs concerned; Institution or organization set up by Government as autonomous body under statute or as a society under the Registration of Societies Act, 1860 or otherwise; Educational and other institutions owned and controlled by either Central Government/State Govt./UTs.

### 3. PROCEDURE FOR RELEASE OF GRANT-IN-AID & FUNDING PATTERN.

Under the Scheme 50% central assistance will be given for such construction and the remaining 50% of will have to be borne by the concerned State Govt. etc. The budget availability will have to be shown in advance while submitting the proposal for such construction. 100% central assistance will be given to the Central Government Institutions and UTs proposing to set up such hostels under this scheme. The entire expenditure on procurement of land, staffing and other maintenance and day to day expenditure shall be borne by the State Government/UT concerned.

Maintenance of such facilities will be the responsibility of the concerned agency to which such construction grant has been sanctioned. The concerned State Government may also explore the possibility of maintaining such facility through NGO functionaries in case if it is necessary.

### 4. MONITORING

The monitoring of the financial and physical performance of the scheme will be done through seeking detailed information from the Agencies implementing the Scheme. On the physical aspects, the Agencies implementing the scheme will be required to furnish quarterly progress reports regarding the construction works. Once the hostel is thrown open to the beneficiaries information will be furnished by the Agencies, occupancy wise annually. On the financial side, details of actual expenditure incurred out of central assistance, during the last financial year and expenditure proposed for the present financial year will be submitted by the Agencies concerned. The Agencies implementing the scheme will also be insisted upon to submit the latest audited accounts.

### 5. EVALUTATION

The Ministry of Social Justice & Empowerment may get the scheme evaluated by entrusting a research study to reputed institutions/agencies, on the performance of the scheme in different parts of the country, under this Ministry's centrally sponsored Scheme of Research and training.

### ANNEXURE-I

#### PROFORMA FOR GRANT-IN-AID

Boys Hostels for Other Backward Classes(OBCs) S.No.	Action	No. of inmates	Whether land has been got Yes/No	Total Cost	State Share provided in the State Budget	Central Share proposed for 199	Nature of Hostel	If Non-Govt. whether 10% of the cost will be borne by organization
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## **IV. SCHEME OF ASSISTANCE TO VOLUNTARY ORGANISATIONS** **FOR** **THE WELFARE OF OTHER BACKWARD CLASSES**

### **1. OBJECTIVE**

The programme of giving grant-in-aid to Voluntary Organizations under the Backward Classes sector has been taken up by the Govt. of India during the Ninth Five Year Plan. The main purpose behind the scheme of grant-in-aid to voluntary organisation for taking up welfare activities among the OBCs is, to improve the educational and socio-economic conditions of these communities through voluntary efforts. The aim of the scheme is to involve the voluntary sector to improve educational and socioeconomic conditions of the target group i.e. OBCs, with a view to upgrade skill to enable them to start income generating activities on their own or get gainfully employed in some sector or the other. The principle that good voluntary organisations should not only be assisted but also consciously built up, as been the guiding spirit behind the formulation of the scheme.

### **2. TARGET GROUP AND ELIGIBILITY CRITERIA OF OBCs**

The NGOs will select only such OBCs as indicated below :-

- (a) The beneficiaries should belong to OBCs as per notified list in the Central List of Backward Classes.
- (b) The beneficiaries whose parents / guardians income from all sources including the income of the beneficiary does not exceed Rs. 1.00 Lakhs annually will be eligible for availing the benefit under the scheme.

### **3. SCOPE**

Assistance under the scheme will be given to eligible voluntary organisations fulfilling the eligibility conditions laid down as under:-

In order to be eligible for assistance under this scheme, an Organisation should have the following characteristics:

- (a) It is a registered body under an appropriate Act so that it gets a corporate status and a legal personality and a group liability is established for its activities.
- (b) It has an appropriate administrative structure and a duly constituted managing / executive Committee.
- (c) The aims and objects of the organisation and programmes in fulfillment of those aims and objects are precisely laid down ;
- (d) The organisation is initiated and governed by its own members on democratic principles, without any external control ; and
- (e) It should not run for profit to any individual or body of individuals.

The Ministry will identify reputed and established NGOs which could be asked to set up facilities in those areas where various facilities for OBCs have not developed and rural and other inaccessible areas either themselves or in partnership with other NGOs. Under the scheme, grants shall be sanctioned subject to terms and conditions enclosed at Annexure-II and provided application for the same is received as per prescribed proforma.

#### **4. TYPE OF ACTIVITIES COVERED**

Assistance under the scheme will be admissible for establishing centres and developing services which may equip the OBCs by upgrading their skills to enable them to start income generating activities either through self-employment or wage-employment. An illustrated list of activities for which grant-in-aid will be extended are enclosed at Annexure-III.

#### **5. EXTENT OF ASSISTANCE**

The quantum of assistance shall be determined in each case on merit. The Government of India may, however, meet 90% of the approved expenditure on any or all of the items enumerated in para-6 of the Terms & Conditions (**Annexure-II**). The remaining expenditure is to be met by the concerned voluntary organisation from its own sources. In the event of Ministry of Social justice & Empowerment itself executing any element of the programme i.e. engagement of consultants, for project formulation, monitoring and evaluation, as well as expenses towards cost of training of NGO functionaries etc., full cost shall be borne from the budgetary provision of the scheme.

#### **Annexure-II**

#### **TERMS AND CONDITIONS OF GRANTS-IN-AIDS UNDER THE SCHEME OF ASSISTANCE TO VOLUNTARY ORGANISATIONS FOR THE WELFARE OF BACKWARD CLASSES**

1. The Scheme will come into effect from 28.09.1998.
2. The beneficiaries should belong to OBCs as per notified list in the Central List of Backward Classes and beneficiaries whose parents / guardians income from all sources including the income of the beneficiary does not exceed Rs. 1.00 Lakh annually will be entitled to the benefits under the scheme. The scheme will be meant for OBCs and will provide for training in various trades in a particular centre depending upon existing infrastructure as well as the employment potential in the proximity of the proposed location. Only after the need and the possibility of vocational trained OBCs are established clearly the proposal would be considered.
3. 90% grant-in-aid will be provided to the agencies / organisations eligible for assistance as specified in para 3 of the scheme.
4. Grant-in-aid will be sanctioned for the new projects under the new scheme after the information is supplied as per the application from alongwith the recommendation including reports of the State Government / UT Admns., National Commissions, Tribal Research Institutes of State Governments and any other agency so designated by the Ministry of Social Justice & Empowerment for this purpose.



5. The organisations will be given grant-in-aid to run new projects either in rented building or in the building owned by the organisation.

6. Recurring / non-recurring grant will be sanctioned as per norms developed by the Ministry for following admissible items:-

- (a) Rent for the building in which the project is being run;
- (b) Purchase of furniture;
- (c) Purchase of equipment and machinery;
- (d) Honorarium to the staff;
- (e) Stipends to students and trainees;
- (f) Material for use in learning the skills and creating awareness;
- (g) Stationary;
- (h) Contingencies which includes TA/DA and other such expenditure.

The above is not exhaustive but merely an illustrative list of items for which assistance may be provided. The norms to be adopted for various activities as per list illustrative activities as **Annexure-III** are enclosed at **Annexure-IV**.

7. The agencies running the vocational training centers shall also arrange for loan and subsidy either through State Channelising Agencies of National Backward Classes Finance & Development Corporation or through any other Agency for enabling each successful trainee for starting his / her new job.

8. The organisation desirous of getting grant-in-aid under the scheme shall be sanctioned grant under the scheme as per the procedure laid down under Rule-149 of General Financial Rules, 1963 as amended from time to time and on the recommendation of the State Govts./UT Adms. National Commissions, Tribal Research Institutes of the State Govts. and any other agency to be designated by the Ministry of Social Justice & Empowerment for this purpose. Grants for the new cases under the scheme will be released as soon as possible in the year to which the application pertains in two equal installments.

9. No grants in aid will be sanctioned where there is a reasonable suspicion or suggestion of corrupt practices unless the organisations concerned are cleared of the allegations. The Government reserves its right to nominate its representations on any grantee institution, which depends upon the Central Government grant-in-aid for more than 50% of its annual recurring expenditure. Any other special terms and conditions or procedure for transaction, shall be incorporated in the Bylaws/Articles of Association of institutions concerned before release of grant-in-aid.

10. If the actual expenditure on the items for which the assistance was sanctioned fall below and there accrues unspent balance out of the grant, the organisation shall be liable to refund unutilised portion of the grant to the Government of India unless adjusted from the future.

11. The funds should be spent exclusively for the purpose for which they are meant and the organisation running the complex should not run for profit to any individual or body of individual. The organisation shall not accept assistance for the same purpose more than one source. The facilities provided by the organisation with the assistance of Government of India should be free from any encumbrance and no contribution or fee should be charged from the beneficiaries studying the complex.

12. Before a grant is released, the grantee institutions will have to execute a bond on non-judicial stamp paper worth Rs. 5/- with two sureties to the President of India to the effect that it will abide by the terms and conditions attached to the grant and that in case of its failure to abide by the same, it will refund to the Government the total grant-in-aid sanctioned to it for the purpose with interest @ 6% per annum thereon or the same specified under the bond. Execution of bond will not apply to quasi - Government institutions and institutions whose budget is either approved by the Government or Government has nominated its representative in the Managing Committee / Governing Body.

13. Institutions or Bodies receiving grants should, irrespective of the amount involved, be required to maintain subsidiary accounts of the Government Grant.

14. The organisation should be agreeable to occasional visit of the Government officers and consider their suggestions for improvement in the working of the scheme.

15. The accounts of the organisation will be subjected to the test check by the Comptroller and Auditor General of India at his discretion.

16. The organisation will have no authority to dispose of any capital equipment and property purchased out of grant-in-aid, sanctioned, without prior approval of the Government. In the event of the organisation discontinuing the scheme or being wound up, the ownership of such equipment and property would vest in Government of India. The organisation will also maintain the audited record of all assets acquired wholly or substantially out of the Government grants (property of a capital nature where the value exceeds Rs. 1000/-).

17. The organisation would agree to make reservations for the Scheduled Castes, Scheduled Tribes and Other Backward Classes (OBCs) in the posts on the lines of reservations provided in the services under the Central Government for these communities.

18. The funds will not be used for party, political or antigovernment propaganda. If it is found that this has been done future grants will be withheld and those already sanctioned recovered.

19. The organisation will submit to the Government of India, a details reports of the work done with the statement of accounts audited by a registered auditor within three months of the close of the financial year. The Agencies provided with the central assistance for running the courses in the trades which lead to production of finished products shall market these products to earn income to making these VTVs self sustainable in future. The sale proceeds accrued out of marketing of finished products should be reflected in their Annual Accounts.

20. The Chief Instructor / Instructors / Master Craftsman to be engaged under the Scheme to impart training should be technically trained in the respective trades adequately and preferably on the pattern being adopted in the like institutions by the Government.

21. The Government of India is free to make any modification in the aforesaid conditions whenever deemed necessary.

**LIST OF ILLUSTRATIVE ACTIVITIES**

1. CARPENTARY
2. COMPUTER CENTER
3. CRAFT CENTER
4. DARI MAKING TRAINING
5. DIESEL PUMP SET REPAIR TRAINING
6. ELECTRICIAN TRAINING
7. FRUIT PRESERVATION TRAINING
8. GEM CUTTING TRAINING
9. MOTOR WINDING & FITTING TRAINING
10. PHOTOGRAPHY TRAINING
11. PLUMBING TRAINING
12. PRINTING, COMPOSING & BOOK BINDING TRAINING
13. SCOOTER / MOTOR CYCLE / AUTORIKSHAW REPAIR TRAINING
14. SPINNING & WEAVING TRAINING
15. TYPING & SHORTHAND CENTER
16. TIE & DIE TRAINING
17. LEATHER ART TRAINING
18. SPRAY PAINTING & DENTING TRAINING
19. WELDING & FITTER TRAINING
20. TV, VCR, RADIO REPAIR TRAINING

**Note:** The above is not exhaustive but merely an illustrative list of activities.

Further details can be found on <http://socialjustice.nic.in/pdf/obcngosch.pdf>

## **V. NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION (NBCFDC)**

NBCFDC is an Apex Corporation, under the aegis of Ministry of Social Justice & Empowerment which provides financial assistance to the members of Backward Classes through State Channelizing Agencies. People living below double the poverty line can obtain loan assistance for their self employment ventures in the following sectors:-

- i. Agriculture and allied activities
- ii. Small business, Artisan and Traditional Occupation
- iii. Service Sector
- iv. Transport Sector, etc

The welfare schemes of NBCFDC are being implemented in all the States having OBC population.

For more details, please visit NBCFDC's website: <http://www.nbcfdc.org.in>

**C. SCHEMES RUN BY MINISTRY OF HUMAN  
RESOURCE DEVELOPMENT**

## **I. CENTRAL SPONSORED SCHEME FOR PROVIDING QUALITY EDUCATION IN MADARASA (SPQEM)**

### **INTRODUCTION:**

National Policy on Education (NPE) has adopted the concept of national system of education, implying that up to a certain level all students irrespective of caste, creed, language or sex have access to education of comparable quality. The Policy lays special emphasis on removal of disparities and equalizing educational opportunities by attending to the specific needs of those who have remained educationally backward so far. Suitable incentives therefore, have to be provided to educationally backward sections of the society.

2. The National Policy on Education commits itself to provide all possible means for the uplift of the educationally backward minorities. The children of the educationally backward muslim minorities attend Maktab/Madrassas/Darul-Ulooms with very little participation in the national mainstream education system. These institutions provide by and large, religious teaching. In order to provide them with access to education in modern subjects, the Central Government has been implementing the Area Intensive and Madrassa Modernisation Scheme. The scheme as implemented during the X Plan had two components, namely infrastructure support for educational institutions catering to educationally backward population and introduction of modern subjects in traditional institutions of Madrassas.

3. The National Monitoring Committee for Minorities Education (NMCME) was constituted in 2004 to look into all aspects of education of minorities and suggest ways and means to improve the conditions for educational empowerment of minorities and visited several states and interacted with the leaders of the Muslim minority community, educationists and Madrassa Managements. An Expert Committee of the NMCME was constituted to give inputs for revising the programme of modernization of Madrassas and submitted its report. The Expert Committee has suggested that madrassas be provided a linkage with the National Institute of Open Schooling (NIOS) to provide for certification of academic levels, linkages with vocational education, improving the quality of education in modern subjects, introduced teacher training, enhancement of teacher salaries, strengthening of State Madarssa Boards for monitoring and raising awareness about education programmes for the Muslim community.

4. The scheme for providing quality education in Madarsas has been recast after taking into account the inputs of the Expert Committee of NMCME.

### **BUDGET PROVISIONS:**

5. An amount of Rs. 325 crore is proposed for the scheme as per budget provision made by Planning Commission in the XIth Five Year Plan.

### **OBJECTIVES**

6(i) The objective of the Scheme is to encourage traditional institutions like Madarasas and Maktabas by giving financial assistance to introduce science, mathematics, social studies, Hindi and English in their curriculum so that academic proficiency for classes I-XII is

attainable for children studying in these institutions. However, the process of modernization of traditional Madrassas and Maktabas will be voluntary.

(ii) The scheme will provide opportunities to students of these institutions to acquire education comparable to the National Education System especially for secondary and senior secondary levels. This will enable children studying in these institutions to progress to higher levels of learning and also open up better job opportunities for them. Maktaba/Madrassas/Dar-ul-Ulooms can opt to become accredited study centres with the National Institutions of Open Schooling (NIOS) for primary and middle levels of education or/and for secondary and senior secondary levels as well. Assistance would be given to Maktabas, Madarassas and Dar-ul-Uloom for activities, which contribute to these objectives.

(iii) The scheme also will seek to provide opportunities for vocational training for children studying in madarassas opting for assistance above 14 years of age, to enhance their opportunities for entering the job market and encourage entrepreneurship.

(iv) The scheme will also strengthen State Madrassa Boards opting for assistance, by enabling them to monitor the madrassa modernization programme and enhance awareness about education among the muslim community.

(v). The scheme will address in-service training of teachers appointed under the scheme, for teaching modern subjects of science, mathematics, social studies, Hindi and English, to improve their pedagogical skills.

#### **COVERAGE :**

7. The SQPEM is a demand driven scheme. The Scheme will endeavour to cover a total of 4,500-6,000 Madrassas and provide honorarium to about 13,500-18,000 teachers in Madrassas all over the country during the 11th Plan period. This will include Madrassas for which recurring grant will be given in continuation and the new Madrassas covered. It is expected that a total of about 7 lakh students of Madrassas will pursue modern education in addition to their traditional education.

#### **COMPONENTS & FINANCIAL PATTERN:**

8. Financial assistance to Maktabas/Madrassas/Dar-ul-ulooms will cover the following items: -

a) For appointment of teachers for teaching Science, Mathematics, Social Studies, Languages, Computer Application and Science, subject to availability of a minimum of ten students in each subject, each full time Graduate teacher will be paid salary for 12 months @ Rs.6000/-p.m. and post Graduate/B.Ed. Rs. 12000/- p.m. State Governments/Madrassa Boards would ensure that larger Madrassas with higher student enrolment recruit better qualified teachers.

b) For strengthening the libraries/book banks and providing teaching learning materials at primary/middle/Secondary and senior secondary levels, one time assistance upto Rs.50,000/- followed by an annual grant of Rs.5000/- will be provided to each Madrassa.

c) For purchase of Science kits, Maths kits, and other essential pedagogical equipment for teaching modern subjects a grant upto a maximum amount of Rs.15000/- will be provided.

d) Financial assistance will also be provided for establishment of Science/Computer Labs/work shops in Madrassas at the Secondary/Senior Secondary levels upto the a maximum of Rs.100000 for each of the labs followed by an annual grant of Rs.5000 for maintenance/purchase of consumables.

e) Financial assistance will be provided for conducting in service teacher training programmes for the teachers appointed under the scheme in madararas to upgrade their pedagogical skills. Training will be arranged in groups by SCERTs/DIETs/BRCs etc. and the funds for this purpose will be provided to the training institution through the State Government. Rs. 100/- per day per teacher trainee for a maximum of 15 days training, will be paid to the training institution to cover training expenses and TA/DA of the trainee teacher.

f) Financial assistance will be provided to meet registration fees, examination fees and cost of study materials supplied by the National Institute of Open Schooling (NIOS) upto 100% for each student opting for study through NIOS at secondary and senior secondary level.

g) Madrassas can also opt for vocational courses offered by NIOS after fulfilling norms & standards set by NIOS. The registration fees would be met from the scheme as in (f) above. There will be linkages of madrassas with industry, ITIs set up by the Ministry of Labour and Employment etc. which are in the vicinity, for use of workshops and for promoting employment opportunities.

h) Financial assistance will be provided to State Madrassa Boards opting for assistance, to strengthen their capacity to monitor the SPQEM, by providing recurring financial assistance of Rs. 5.0 lakhs per year for each Madrassa Board. The assistance will be for appointment of qualified & competent staff; computerization of office; office equipments; research & evaluation; and awareness generation amongst the muslim community for participation in education.

i) For purposes of publicity, monitoring & evaluation of the scheme at the level of Government of India, a recurring grant upto a limit of Rs. 50 lakh per year, will be provided.

#### **ELIGIBILITY CONDITIONS:**

9. Madrassas which have been in existence atleast for three years and registered under Central or State Government Acts or Madrassa Board or with Wakf Boards or NIOS shall be eligible to apply for assistance under this programme.

10. All Madrassas opting to be covered by distance education mode and availing of government grant will need to be accredited with the NIOS. Madrassas applying for financial assistance under the scheme to the State Government would have to provide documentary evidence of their affiliation/accreditation to the State Madrassa Boards/NIOS. The Madrassa would for this purpose send an application for accreditation/affiliation to NIOS. Once the Madrassa has been accredited by the NIOS, as study centers the NIOS shall take thereafter, all necessary steps for conducting the academic activities of the study centres in such Madrassas.

11. Training will be arranged in groups for madrassa teachers appointed under the scheme by SCERTs/DIETs/BRCs and the funds for this purpose will be provided to the training



institutions through the State Government. Submission of certificate for successful completion of training duly signed by the representative of the training institution will need to be maintained by the State Government and furnished to the Central Grant-in-aid Committee annually.

12. Madrassas with respect to whom expenditure on account of honorarium of the teachers is met by the State Government will not be eligible for salary component under the scheme. However, such Madrassas will be eligible for financial assistance under other components of the scheme.

13. Madrassas receiving financial assistance for teacher training, text books, computers, science/maths kits etc. from any other State/Central Scheme will not be eligible for that component under this scheme.

#### **PATTERN OF FUNDING AND OTHER CONDITIONS:**

14. The Central Government will provide 100% funding for the scheme during the 11th Plan.

15. The financial assistance will be given yearly under the scheme through the State Governments/Union Territory Administrations in whose jurisdiction the institution is situated.

16. Funds will be provided as per the norms of the scheme. Allocations under the scheme are to be regarded as outer limits and actual releases should be in accordance with actual beneficiaries. The Madrassas /State Madrasa Boards receiving assistance would be required to furnish audited expenditure certificate in the format prescribed, duly certified by the audit officer.

17. The grant will be admissible to only those organizations/institutions that submit updated and certified statement of accounts showing each component separately, for the grant-in-aid received in the previous year. No claim for recurring grants will be admissible if such claim is not made within one year of the previous grant.

18. The records of accounts and activities of the organization will, on demand, be made available for inspection by Central/State Government.

19. State Government and grantee institutions shall submit annual progress reports and utilisation certificates and they shall be open to financial scrutiny and audit by the Central Government, Controller General of Accounts (CGA) or Comptroller & Auditor General or their nominee.

20. The Central Government shall inspect the grantee institutions at any time whenever such an inspection is considered necessary.

#### **IMPLEMENTATION AND MONITORING:**

21 The following procedures will be adopted:

i) The scheme will be implemented by the State Governments. All requests for financial assistance shall, as a rule, be entertained by the State Government in the prescribed

Application Form at Annexure, Part I (Format I to IV) is for madrassas, Part-III for (Format-VI) for State Madrassa Boards seeking assistance under the scheme The State Government shall forward their recommendations to the Govt. of India in Part-II (Format V) for madrassas and in para-8 of Part-III In respect of State Madrassa Boards seeking assistance under the scheme..

ii) To scrutinize and recommend the proposal under the scheme, the States/UTs shall constitute a State level Grant-in-Aid Committee under the chairmanship of the Secretary of the relevant Department and include a nominee of MHRD on it.

iii) On receipt of proposals from the State Government, the Grant-in-Aid Committee setup in the Ministry of Human Resource Development, Govt. of India will consider the same on merit and accord approval.

iv) The Central Grant-in-Aid Committee will have the following composition:  
Secretary, Department of SE&L, Chairman, Joint Secretary, Department of SE&L, Member Secretary, Financial Advisor MHRD, One/Two representatives from Madrassas Education Management/Boards, one eminent educationist, representatives of the Ministry of Home Affairs (Policy & Planning), the Ministry of Minority Affairs and the State Government concerned whose proposals are listed in the agenda.

v) The Government of India and the State Government/UT administration will monitor and evaluate the scheme. The feed back on the number of students appearing in National Open School and qualitative improvement in their achievements will be collected by the State Govt./UT Administration/Madrassa Board and placed before the Central Grant-in-Aid Committee. The Central Grant-in- aid Committee will organize reviews & evaluations on the progress of the scheme as appropriate. An independent & in-depth evaluation of the scheme will be conducted after two years of implementation.

Forms can be downloaded at [http://education.nic.in/secedu/Application\\_form1.pdf](http://education.nic.in/secedu/Application_form1.pdf)

## **II. EDUCATION FOR WOMEN' EQUALITY**

### **1. Scheme of Assistance to Voluntary Agencies under Mahila Samakhya**

Mahila Samakhya is a women's empowerment project which not only aims at service delivery but also seeks to bring about a change in women's perception about themselves and that of society in regard to women's traditional roles. It endeavours to create an environment for women to seek knowledge and information in order to make informed choices and create circumstances in which women can learn at their own pace and rhythm. The centrality of education in the struggle to achieve equality is an important focus of Mahila Samakhya.

#### **1. Object**

- i. To evolve a modality of planning involving government institutions and voluntary agencies reaching out to the women in villages in a continuous dialogue so that the educative principle is not subordinated to the desire for immediate results.
- ii. To adopt an area intensive approach to integrate the existing efforts to provide formal and non-formal schooling, adult education upgradation of educational qualifications through condensed courses and vocational training.

**2. Eligibility:** Educational institutions, registered societies, public trusts and non-profit making companies which are working outside the Project Districts of Mahila Samakhya would be eligible for assistance under the Scheme.

#### **3. Purpose of Grants** 100% assistance for:-

- a. Taking up well-designed fields projects for women's empowerment and education;
- b. Developments of learning material, instruction/learning aids, and other aspects of technical resource development;
- c. Training;
- d. Creation of educational facilities for girls and women's education by taking up experimental/innovative programmes;
- e. Evaluation and research;
- f. Activities for dissemination of the outcome of experimental/innovative programmes and their adoption, including visits to experimental innovative projects, publications, documentation , etc;

### **III. CENTRALLY SPONSORED SCHEME “INCENTIVES TO GIRLS FOR SECONDARY EDUCATION”**

#### **1. Introduction:**

The Finance Minister in his budget announcement 2006-07 (Para-38-Credit of funds under Kasturba Gandhi Balika Vidyalayas) has inter-alia stated as under: - “The initial results of the Kasturba Gandhi Balika Vidyalaya Scheme launched in 2004 are encouraging. 1,000 new residential schools for girls from SC, ST, OBC and Minority communities will be opened in 2006-07. I have provided Rs.128 crore, and I have agreed to provide an additional sum of Rs.172 crore during the year. I propose to provide a further Incentive to the girl child who passes the VIII Standard Examination and enrolls in secondary school. A sum of Rs.3, 000 will be deposited in her name, and she would be entitled to withdraw it on reaching 18 years of age.”

#### **2. Background**

The above announcement has been made to promote the girl child’s enrolment of 14-18 years age group at secondary stage, who passes class VIII and subsequently drops out for various socio-economic reasons. The proposed scheme is further intended to retain such girl child up to class XII. In the year 2004-05, the drop out rates of girls from classes I-VIII was about 50.8%. For classes I-X the drop out rate of girls was about 64 % in the same year. Hence, only 36% of the country’s girl students could be retained up to class-X. This is the combined result of several socio economic factors, but a major contributor is no doubt the inability of the parents to afford the cost of education of girl child.

#### **3. Objective**

To establish an enabling environment to reduce the drop outs and to promote the enrolment of girl child belonging to SC/ST communities in secondary schools and ensure their retention up to the 18 years of age.

#### **4. Target Group and components**

4.1 The Scheme will cover (i) all SC/ST girls who pass class VIII and (ii) girls, who pass class VIII examination from Kasturba Gandhi Balika Vidyalayas (irrespective of whether they belong to Scheduled Castes or Tribes) and enroll for class IX in State/UT Government, Government-aided or local body schools in the academic year 2008-09 onwards. Married girls will be excluded from the scheme. Girl children studying in private unaided schools are proposed to be excluded since a majority of such schools charge high fees and therefore, parents of such girl students may not require the financial assistance that is being offered under this scheme. Students enrolled in schools run by Central Government are also being excluded from the scheme, as these children are either fully provided for already, or are those of Central Government employees, who can afford education of their children, without further support.

4.2 The girl child receiving incentive may be entitled to draw the amount on attainment of 18 years of age. The amount of incentive may be transferred to the Central Government's account in the unfortunate event of the death of the student before attaining the age of 18 years.

4.3 To be eligible for the benefit under the scheme the girl should be unmarried and should be below 16 years of age (as on 31<sup>st</sup> March) on joining class IX. The target group is estimated to be 11.72 lakh, 12.31 lakh, 12.92 lakh and 13.57 lakh girls in 2008-09, 2009-10, 2010-11 and 2011-12 respectively. In addition, the scheme is made applicable to the girls, who pass class VIII examination from Kasturba Gandhi Balika Vidhyalayas irrespective of whether they belong to Scheduled Castes or Tribes. This target group will be 11.91 lakhs, 12.50 lakhs, 13.12 lakhs and 13.78 lakhs girls in 2008-09, 2009-10, 2010-11 and 2011-12 respectively. Since, SC/ST girls of KGBVs are already counted, the additional financial implication will be on account of non-SC/ST girls in KGBVs which are estimated as 0.185 lakh, 0.194 lakh, 0.204 lakh and 0.214 lakh in 2008-09, 2009-10, 2010-11 and 2011-12 respectively. Total financial implication of the scheme in the remaining four years of 11<sup>th</sup> Five Year Plan will be Rs.1556.73 crore, which is Rs. 56.73 crore more to Rs. 1500.00 crore allotted for the scheme in 11<sup>th</sup> Five Year Plan.

4.4 1% of the total incentive amount each year will be spent on administration, monitoring and evaluation.

4.5 There would be no restriction based on income criteria for grant of incentive to girls, because SC/ST girls and girls passing out from KGBVs and studying in Government, Government-aided and local body schools would generally be from disadvantaged section of the society.

## **5. Implementation Partners**

State/ UT Governments, Schools controlled and managed by State Governments, Local Bodies and Aided Private Schools and Panchayati Raj Institutions will be the implementing partners. The amount of incentive may be released to the State/ UT Governments for depositing, the same in favour of the eligible girls.

## **6. Financial Parameters**

A sum of Rs. 3000 (Rupees three thousand only) would be deposited under term deposit/ fixed deposit in a public sector bank or in a post office in the name of every eligible girl child. The term/ period of the deposit may be counted from the date of deposit to the date on which the girl child attains the age of 18 years. No premature withdrawal will be allowed.

## **7. Process of Execution:**

7.1 Every implementing school may prepare a proposal for release of amount of incentive after proper examining the eligibility criteria and submit it to the State Governments/ UTs through proper channel.

7.2 State/ UT Governments will send a consolidated proposal to the Department of School Education and Literacy, Ministry of HRD, New Delhi indicating the followings:

1. Number of eligible Schools in the State/ UT
2. Number of eligible schools proposed to be covered under the scheme
3. Number of Girl students of SC/ST communities and non- SC/ST girls who pass class VIII examination from KGBVs, who are entitled for the benefit of scheme.
4. Age wise break up of the number of Girl Child entitled for the benefit of scheme.
5. Total amount proposed to be released as incentive.

7.3 The funds may be released to the State/ UT Governments in two installments in every year. The 1<sup>st</sup> installment will be released immediately on receipt of the proposal. The 2<sup>nd</sup> installment may be released only after the receipt of utilization certificate of 1<sup>st</sup> installment and progress report from the respective State/ UT Government.

7.4 The application will be verified particularly with reference to birth certificate issued by the School Head based on enrollment record.

7.5 An account will be opened in the name of the beneficiary in the nearest public sector bank or in a post office by the implementing agency (State/ UT Governments or the autonomous organizations, as the case may be) and the amount deposited in a Fixed Term Deposit.

7.6 A passbook or a certificate would be given to the student, which will also identify her as a beneficiary of the scheme.

7.7 The beneficiary will have to continue her study at least for two years in the secondary school after her enrollment in Class IX in order to avail the benefit under the scheme. The Principal/ Head of the school will furnish a certificate to this effect.

7.8 To be eligible to draw the matured amount a pre-condition would be for the beneficiary to pass class X Board examination successfully.

7.9 On attaining 18 years of age and production of (i) 10<sup>th</sup> class pass certificate and

(ii) a certificate from the Principal / Head of the school that the girl beneficiary has continued her study for at least two years after enrolment in Class IX the implementing agency will authorize the bank to transfer the matured amount in the interest bearing account to the savings account in the name of the girl beneficiary.

## **8. Technical Support Group**

A Technical Support Group of consultants may be constituted with the following scope of works:

1. To examine the proposal, utilization of funds and progress reports of the State / UT Governments and Autonomous Organisations
  - \_ To collect and analysis the relevant data
  - \_ To compile category wise number of beneficiaries
  - \_ To assist in effective implementation
  - \_ To assist in monitoring of implementation

\_ Any other works which may arise in the course of implementation

### **9. Time Period**

Every implementing school may complete the exercise of identification of eligible girl child and preparation of proposal within one month of the commencement of the academic year. The State/ UT Governments will prepare the consolidated proposal and send to the Department of school Education & Literacy, Ministry of HRD, New Delhi within three months of the commencement of the academic year.

### **10. Grant –in Aid Committee**

A Grant–in-Aid Committee headed by the Secretary, School Education and Literacy will be constituted to consider the proposals received from various States/ UT Governments. This Committee may include, Joint Secretary (Secondary Education), JS and FA, Ministry of Human Resource Development, representative of Planning Commission, Ministry of Finance, Ministry of Women and Child Development, Ministry of Social Justice and Empowerment and Ministry of Tribal Welfare.

### **11. Release of Grant**

11.1 On approval of the proposal by the Grant –in Aid Committee, funds may be released in two installments. First instalment may be released immediately after the approval and next instalment may be released after receipt of Utilisation Certificate and Progress Report from the States/UT Governments.

11.2 The first instalment may be released on the basis of estimated enrolment figures and the second instalment will be released on the basis of actual number of girl children identified as assisted.

### **12. Disbursement**

The grants to States/ UT Governments may be remitted through Inter Government Adjustment Advice or through the banking channel. This would include direct transfer of grants to the accounts of beneficiaries through the banking channel.

### **13. Monitoring and Evaluation**

13.1 The Grant–in-Aid Committee may also function as a Monitoring Committee for the scheme. In addition, the States/ UT Governments may be required to submit Progress Reports every quarter.

13.2 By the end of the academic year, third party “process evaluation” should be undertaken on sample basis.

### **14. Wide Publicity**

Wide publicity would be planned to familiarize the scheme among intended beneficiaries.

### **15. Review of the Scheme**

The scheme will be rigorously evaluated after two years through appropriate independent agencies in order to further improve the same in future.

**Schemes and Programs run by Maulana Azad  
Education Foundation (MAEF)**

**[www.maef.nic.in](http://www.maef.nic.in)**



## **E. Schemes and Programs run by Maulana Azad Education Foundation (MAEF)**

### **Administered through Non-Government Organisation**

### **Guidelines/Application form for Grant-in-Aid under Educational Schemes**

#### **INTRODUCTION:**

The Foundation was established on the occasion of Maulana Abul Kalam Azad's birth centenary celebrations. His eventful life was packed with outstanding achievements in the diverse fields. He was towering figure on the Indian political scene and a scholar rated high in the realms of Urdu Literature. To this, he added a trend-setting innings as a journalist. But his greatest claim to fame was his contribution as a thinker with a world vision and humanist outlook. A dogged freedom fighter and an un-failing upholder of secular and democratic values. Maulana Azad deserves to be introduced afresh to the modern generation of Indians. The Foundation is a voluntary, non-political, non-profit making social service organization, established to promote education amongst educationally backward sections of the Society. It is funded by the Ministry of Minority Affairs, Govt. of India. The Hon'ble Minister of Minority Affairs is Ex-Officio President of the Foundation. It was registered under the Societies Registration Act, 1860 on 6th July 1989.

The details about the programmes undertaken by the Foundation and the prescribed formats of application are given in the following pages.

#### **EDUCATIONAL SCHEMES:-**

- Financial assistance for construction/ expansion of Schools belonging to educationally backward minorities
- Financial assistance for purchase of Science/Computer lab equipments / furniture for institutions belonging to educationally backward minorities,
- Financial assistance for construction/ Expansion of Vocational Training Centre/ ITI/Polytechnic belonging to educationally backward minorities
- Financial assistance for construction of Hostel building in the institutions belonging to educationally backward minorities,
- Financial assistance for construction/Expansion of D.Ed / B.Ed. College belonging to educationally backward minorities,

#### **OBJECTIVE OF THE SCHEME:-**

To provide basic educational infrastructure and facilities in the areas of concentration of educationally backward minorities which do not have adequate provision for elementary, secondary and Sr. Sec. Schools / Jr. Colleges / Professional & Vocational Training Institutes.

## **ELIGIBILITY CRITERIA FOR GRANT :-**

- Society/Trust should be registered under the Societies Registration Act/ Indian Trust Act for the last three years,
- Society/Trust must be having proper audit reports with Balance Sheet, Receipt-Payment & Income-Expenditure statements reflecting educational activities carried out for the last three years,
- Society/Trust should be in a position to receive involvement of knowledge-able persons for furtherance of their programmes on voluntary basis,
- Society/Trust should not be run for the profit of any individual or a body of individuals/ family and it should not be controlled by any individuals or a body of individuals / family.
- The institutions for whose construction/expansion the assistance is required should be in existence and recognized/affiliated to the concerned State/Central Board/ Council/ University,
- Society/Trust should not be functioning for furtherance of the interest of any political party,
- Society/Trust should not in any manner incite communal disharmony, The majority (ie, more than 50%) of the beneficiary students, in the Institution for whose construction expansion/ strengthen assistance is sought, should be belonging to educationally backward minorities/target group,
- For seeking assistance for construction of hostel building, it is necessary that the Institution for which the hostel is required should be recognized at least up to 8<sup>th</sup> standard,
- Society/Trust must be having at least 1000 sq. yard land (in urban areas) or at least one acre land (in rural areas) in its name or on lease for not less than 30 years for the proposed project,
- Society/Trust should be ready to invest at least 10% of the total cost of project as NGO's share on the project.
- The Society/Trust will not take loan on the building constructed with MAEF assistance/on the land on which the building has been constructed with the assistance of the Foundation. However, if it becomes necessary, then prior permission of the Foundation for the same will be necessary.

## **Guidelines for submission of Proposal:-**

- The Society/Trust seeking assistance under the Scheme shall apply for purposes specified on the prescribed proforma given at Annexure –II,
- Backward areas, particularly areas that are educationally backward should receive appropriate attention/priority,
- Assistance to an individual unit should not exceed Rs.30.00 lakhs. and proposal for only one purpose will be accepted at a time. For details and ceiling limit see Annexure –A,
- The grantee should undertake to name the entire beneficiary institution or a part of it after Maulana Abul Kalam Azad,
- The Scheme may be revised as and when required and no claim will be entertained from any Organization/Institution for consideration as a permanent beneficiary,

- The applications may be sent to the Foundation by post or may be submitted personally in the Foundation office on all working days between 10.00 A.M to 6.00 P.M. from May 1st to 30th September every year. The incomplete proposals will not be accepted, and the same will be returned back pointing out the deficiency.
- Revised complete applications resubmitted will be treated as fresh applications, The Checklist available at Annexure –I should be filled carefully and the page numbers of each document should be mentioned properly. No column should be left blank. Each page must be signed,
- Only one proposal (for one purpose) will be entertained at a time,
- Each document/enclosure attached to the application, must be certified/attested by the 1st class gazzetted officer or Notary Public. Attestation by Society/Trust official will not be accepted.
- In case of application for Girls/Boys Hostel building, a note justifying the need of Hostel building in the Institution shall be submitted separately. However while considering the proposals for construction of Hostel buildings, preference will be given to the Institutions, which are already running hostels

**Procedure for Sanctioning Financial Assistance under the Scheme:**

- On receipt of proposal, it will be scrutinized in the office of the Foundation, and the shortcomings will be communicated to the Organization/ Institution by registered post.
- The complete proposals shall be referred for inspection, which shall be carried out through State Government officials, members of the Foundation or by any other person to whom the Foundation may entrust this job,
- The inspection reports shall be placed before the Sub-Committee/ Governing Body of the Foundation for consideration and the decision shall be communicated to the Organization/Institution,

***Annexure ‘A’***

**CEILING LIMITS FOR SANCTION OF GRANT-IN-AID UNDER VARIOUS CATEGORIES**

S. No.	Category	Ceiling Limit (Rs)
1.	If School is recognized up to 5th standard & to be upgraded up to 8th standard	05,00,000
2.	If School is recognized up to 8th standard & to be upgraded up to 10th standard	10,00,000
3.	If School is recognized up to 8th standard and to be upgraded up to 10th standard and students belonging to target group are 500 approx.	15,00,000
4.	If the school is running up to 10th standard and to be upgraded up to 12th standard/Jr. College/Intermediate level	15,00,000

5.	Purchase of lab equipments (physics/chemistry/biology) in High Schools (schools up to 10th standard),	02,00,000
6.	Purchase of Lab equipments in Schools recognized up to 12th standard (physics/chemistry/biology/computers)	03,00,000
7.	Purchase of furniture & fixtures for schools recognized up to 10th/12th standard (both)	01,00,000
8.	Purchase of computers for schools which are teaching computers as a subject	02,50,000
9.	For construction of Hostel buildings	30,00,000
	a) 100 bedded dormitory type hostel building	15,00,000
	b) 50 bedded dormitory type hostel building	10,00,000
	c) 30 bedded dormitory type hostel building	
10.	i) For construction/expansion of D.Ed. College building	15,00,000
	ii) For construction/expansion of B.Ed. College building	30,00,000
11.	i) For construction of Vocational Training Centre (VTC) building	10,00,000
	ii) For purchase of equipments/tools/machines for VTC	05,00,000
12.	i) For construction of Technical Institute/ITI/ITC building	15,00,000
	ii) For purchase of equipments/machines/tools for Technical Institute/ITI/ITC	15,00,000

Note: - More details can be accessed at <http://www.maef.nic.in>

**Schemes and Programs run by National Minorities  
Development and Finance Corporation (NMDFC)**

**[www.nmdfc.org](http://www.nmdfc.org)**

## **E. Schemes and Programs run by National Minorities Development and Finance Corporation (NMDFC)**

### **A. LENDING SCHEMES**

#### **1) TERM LOAN SCHEME**

(The Scheme is for individual beneficiaries and is implemented through the SCAs)

Under the Term Loan Scheme, projects costing upto Rs. 5 lacs are considered. NMDFC provides loan to the extent of 85% of the project cost subject to a maximum of Rs. 4,25,000/-. The SCA and the beneficiary meet the remaining cost of the project. However, the beneficiary has to contribute minimum 5% of the project cost. Rate of Interest charged from the beneficiaries is 6% p.a. on reducing balance.

Assistance under Term Loan Scheme is available for any commercially viable and technically feasible venture, which for the sake of convenience has been into the following sectors:

- a. Agriculture & Allied
- b. Technical Trade
- c. Small Business
- d. Artisans & Traditional Occupation
- e. Transport & Service Sector

#### **2) MARGIN MONEY LOAN SCHEME (The Scheme is for individual beneficiaries and is implemented through the SCAs)**

Margin Money assistance is provided to beneficiaries availing bank finance. Generally Public Sector Banks finance upto 60% of the project cost and seek 40% from the beneficiaries. Under Margin Money Loan Scheme, NMDFC provides loan to the eligible beneficiaries to meet the requirement of margin asked by the bankers. For this purpose, loan upto 25% of the project cost subject to a maximum of 1.25 lacs per unit is available. The SCA and the beneficiary are expected to contribute the remaining amount. Rate of Interest charged from the beneficiaries is 3% p.a. on reducing balance.

#### **3) EDUCATIONAL LOAN SCHEME (The Scheme is for individual beneficiaries and is implemented through the SCAs)**

NMDFC has introduced the scheme of Educational Loans with the objectives to facilitate job-oriented education amongst the weaker sections of Minorities. The scheme envisages maximum loan of Rs. 2.5 lacs i.e., Rs. 50,000/- every year for pursuing professional and technical courses of duration not exceeding 5 years. Funds for this purpose are made available to the SCAs at interest of 1% for lending to the beneficiaries at 3%. The loan is repayable maximum in 5 years after the completion of the course.

4) MICRO FINANCING SCHEME (The Scheme is for the members of the Self Help Groups and is implemented through the SCAs as well as NGOs)

NMDFC launched the scheme of Micro Financing in 1998 on the pattern of Grameen Bank of Bangladesh and Rashtriya Mahila Kosh under the Department of Women and Child Development in our own country. The scheme envisages micro credit to poorest among poor through selected NGOs of proven bonafide and their network of Self Help Groups. It is an informal loan scheme which ensures quick delivery of loan at the door steps of the beneficiaries with constant follow up. It also envisages a pre-requisite that the beneficiaries are first organized into Self Help Groups and get into the habit of effecting regular savings, however small. Under the scheme, loan upto a maximum of Rs. 25,000/- per beneficiary can be provided. The funds are made available to the NGOs at 1% interest p.a. who further lend to the SHGs at 5% interest p.a. The repayment period is maximum of 36 months.

5) INTEREST FREE LOAN FOR PROMOTION OF SHGs (The Scheme is directly implemented by the NMDFC through the NGOs)

Financial assistance in the form of Interest Free Loan is provided to the NGOs for promotion of Self Help Groups (SHGs). The maximum amount of loan available is Rs. 2.15 lakhs for promotion of 50 SHGs of about 1000 members. The loan is repayable after one year and is adjusted by way of grant at the rate of 25% of the loan advanced by the SHGs and 5% on their growth of savings (provided the growth in savings is atleast 10% over the last year).

6) MAHILA SAMRIDHI YOJANA (The Scheme is implemented through NGOs as well as SCAs)

Under Mahila Smaridhi Yojna, training is given to a group of around 20 women in any suitable craft activity. The group is formed into Self Help Group during the training itself and after the training, micro-credit is provided to the members of the SHGs formed. The maximum duration of the training is of 6 months with maximum training expenses of Rs. 500/- p.m. per trainee. During the training, a stipend of Rs. 250/- p.m. is also paid to the trainees. The training cost and stipend is met by NMDFC as grant. After the training, need based micro-credit (subject to maximum of Rs. 25,000/-) is made available to each member of the self help group so formed at interest rate of 4%.

7) MINORITIES CLUSTER DEVELOPEMENT PROGRAME

The Ministry of Minority Affairs, Government of India based on 2001 Census, has identified 338 towns in the country, having concentration of Minorities where the Socio Economic Indicators are far below the national average. These 338 towns (Clusters) are spread across 24 States.

1. In order to reach out to a larger number of target groups with limited infrastructure and manpower available with the SCAs, NMDFC has decided to give focus on these Urban Concentration Towns as MINORITIES CLUSTERS for intensive development. Through cluster approach it is expected that a quantum jump in our reach to beneficiaries could be achieved.

2. To start with, during the year 2008-09, 40 clusters were identified & taken up for intensive and focused activities by NMDFC. State-wise list of these clusters is enclosed herewith as Annexure-I. During 2009-10, another 38 clusters have also been identified out of the list of 338 towns and the list is enclosed herewith as Annexure-III.

3. This programme is to be organized by the concerned SCAs for which NMDFC would provide necessary support. The project period of each of the clusters will be for 3 years. The concerned SCAs are expected to organize at least the following activities in each cluster in their jurisdiction during 2009-10.

i.	Awareness Camp	-	1 No.
ii.	Term Loan	-	Rs.40.00 Lakhs
iii.	Micro Financing	-	Rs.20.00 Lakhs
iv.	Vocational Training	-	1 No.
v.	EDP Training	-	1 No.
vi.	Mahila Samridhi Yojna	-	1 No.
vii.	A course in Computer Application	-	1 No.

The SCA would also have flexibility to consider financing under the other schemes of NMDFC viz. Margin Money Loans & Micro Credit through NGOs.

4. This programme would be in addition to the normal schemes available in these Minority Clusters concerned. The funds allocated to the SCAs would be disbursed under this programme, independent of pending issues under general programme, subject to availability of government guarantee.

5. The guidelines for implementation of the programme in brief for organizing each of the above activities are enclosed as Annexure-II.

## B PROMOTIONAL SCHEMES

1) VOCATIONAL TRAINING (The Scheme is for individual beneficiaries and is implemented only through the SCAs)



NMDFC has introduced a scheme of vocational training for persons belonging to the Minority communities to develop their skills and knowledge with a view to make them competent for wage employment or self employment. Under this scheme, SCAs organize need based vocational training programmes in their States with the help of local recognized training institutions. Such programmes are generally of duration around six months. 85% of the cost of the training is met by NMDFC as grant while remaining 15% of the cost is borne by the SCA. The SCAs are required to pose their proposal to NMDFC on prescribed format for approval and sanction of funds.

2) MARKETING ASSISTANCE TO CRAFT PERSONS (The Scheme is for individual craft persons as well as Self Help Groups and is implemented through both SCAs as well as NGOs)

With a view to support the craft persons in market promotion and sale of their products at remunerative price, NMDFC welcomes proposals from SCAs as well as NGOs for organizing exhibition at selected locations. In these exhibitions, handloom / handicraft products of Minority craft persons are exhibited and sold. Such exhibitions also serve the purpose of “Buyer Seller Meet” which is considered very useful for product development and market promotion for domestic consumption as well as exports. NMDFC provides grant for organizing exhibitions after due appraisal of the proposals.

3) ASSISTANCE FOR DESIGN DEVELOPMENT / SKILL UPGRADATION (The Scheme is for the members of the Self Help Groups and is implemented through the SCAs as well as NGOs)

In this fast changing world, the people’s perception, likings and tastes are changing rapidly. Therefore, the handloom and handicraft items made by craft persons have to be latest in terms of design and aesthetics and competitive in terms of cost. Craft persons may require exposure to new designs and training to upgrade their skills to meet this challenge. NMDFC welcomes proposal from SCAs as well as NGOs for organizing design development / skill development training programme for the craft persons of Minority communities. After due appraisal, depending upon the merit of the proposals, NMDFC provides grant for organizing such programmes.

Note: - More details can be accessed at <http://www.nmdfc.org/schemes&prog.html>

## **F. A Guide to Right to Information (RTI) Act, 2005**

The RTI is a powerful tool, which gives you the chance to transform the way the government and its officials function. By asking for information, you ask for the government to be more transparent and accountable. Since 2005, this powerful tool is in your hands.

It is the only Act which does not have immunity for Prime Minister or President, which the Government implements and the citizen supervises and which does not respect any hierarchy.

Under the RTI Act you can seek information from any Public Authority. Public Authority means (i) All Central, State and local level bodies which are set up under the Constitution or under any other State or Central statute. This means that it covers the President, the legislature and the judiciary and all related Ministries, departments and agencies. It also includes (ii) A body owned, controlled or substantially financed or any NGOs substantially financed directly or indirectly by Government. This means that even some private bodies which receive funding from the Government can be asked for information.

What information can you ask?

Information means any material in any form, including records, documents, manuscripts, memos, emails, opinions, advices, file notings, press releases, circulars, orders, logbooks, contracts, reports, papers, samples and models. Also data held in any electronic form such as fax, microfilm, microfiche, computer etc.

‘Right to information’ means you have the right to:-

- i) Take certified copies of documents, notes, extracts, contracts, etc.
- ii) Inspect documents and records at government offices.
- iii) Inspect works such as quality of roads, buildings etc.
- iv) Obtain information in the form of Xerox, printouts, disks, etc.
- v) Take certified samples of materials, e.g., polluted water, road material, cement.

However, the information may be refused, if the disclosure of information:-

- i) could affect the sovereignty, integrity, security, strategic, scientific or economic interests of India, or relations with foreign State.
- ii) could lead to incitement of an offence.
- iii) is forbidden by court of law or may lead to contempt of court.
- iv) would endanger the life or physical safety of any person.
- v) would impede investigation or apprehension or prosecution of offenders.
- vi) may harm commercial interests, trade secrets or intellectual property unless larger public interest warrants.
- vii) Information available to a person in his fiduciary relationship unless public interest warrants.
- viii) No copyrighted information can be provided.
- ix) Cabinet papers generated during the process of making a decision cannot be disclosed until the decision has been taken.
- x) may cause breach of privilege of Parliament or State Legislature.
- xi) Personal information which serves no public interest, or which would cause unwarranted invasion of the privacy of the individual unless the PIO is satisfied of the larger public interest. However, any information which cannot be denied to Parliament or State Legislature

shall not be denied to you. Partial information may also be given if any part of the information requested falls under the above category. Certain intelligence & security organisations (as in Schedule 2 of the Act) are exempted from the purview of the RTI Act except on charges of corruption and human rights violation.

Every Public Authority is supposed to have Public Information Officers (PIOs) or Assistant Public Information Officers (APIOs) in all its units. You can seek the information from any Public Authority through the PIO and APIO.

**7. TIME DURATION** – you should get information within:-

**30 days:** On receipt of request for information, the PIO has either to provide information on payment of such fees as prescribed or reject with reason.

**35 days:** If application is received by the APIO.

**48 hours:** If the information sought concerns the life or liberty of a person.

**40 days:** If third party is involved.

**45 days:** Information pertaining to allegations of violation of human rights. Approval of Information Commission is required for the release of such information.

## 8. FEE STRUCTURE

Application (Basic) fee	Cost of Information (Additional fees)	Mode of payment
Rs. 10.00	<ul style="list-style-type: none"> <li>• A4/A3 paper – Rs. 2.00 per page</li> <li>• Larger paper – actual cost</li> <li>• Printed publications – actual cost</li> <li>• photocopies/extracts of printed publications – Rs. 2.00 per page;</li> <li>• Floppy/diskette – Rs. 50.00 per disk</li> <li>• Samples/models – actual cost;</li> <li>• Inspection of records – Free for the 1st hour and Rs. 5.00 for each subsequent hour.</li> </ul>	<ul style="list-style-type: none"> <li>• Cash against receipt</li> <li>• demand draft</li> <li>• bankers' cheque</li> <li>• Indian Postal Order (I.P.O.)</li> </ul>

**NOTE:** Citizens belonging to Below Poverty Line (BPL) are exempted from payment of fees. No fee if information is provided after the expiry of the time limit.

## 9. APPEALS

### (a) First Appeal:

You have the right to make an appeal to the First Appellate Authority of the Public Authority, if:-

- The PIO or APIO refuses your application.
- You are aggrieved by the decision of the PIO.

- The fee charged is unreasonable.
- Information is not provided within the time limits.
- The information provided is incomplete, misleading or false
- Unsatisfactory mode of information
- Not provided in the same format sought

You can submit your appeal to the PIO or APIO within 30 days from date of expiry of time limit or the receipt of decision.

Your Appeal shall contain:-

- i) Name & address of the applicant
- ii) Name & address of the PIO
- iii) Details of the Order against which appeal is made – including No., date & PIO.
- iv) Brief facts leading to the appeal
- v) Prayer or relief sought.
- vi) Grounds for prayer or relief
- vii) Provisions of the Act or the rules
- viii) Verification by the appellant
- ix) Any other information required in deciding the appeal.

Documents to accompany the appeal:-

- Attested copy of the order against which the appeal is being preferred.
- Copies of documents relied upon by the appellant and referred to in the appeal.
- An index of the documents referred to in the appeal.

You can also complain anytime to your State Information Commission, if:-

- i) You are unable to submit a request as;
  - a. No PIO or APIO appointed
  - b. PIO or APIO refused to accept your application
  - c. PIO do not forward your Appeal to the Appellate Authority
- ii) Refusal of access to information requested
- iii) No response to your request or access within the time limit.
- iv) the fees charged is unreasonable
- v) you alleges that information is incomplete, misleading or false.
- vi) Any other matters relating to requesting or obtaining access to records under the Act.

### **(b) Second Appeal:**

STILL, if you are not satisfied with the decision of the First Appellate Authority or do not receive any decision of your appeal within 30 to 45 days, you have the right to make an appeal to the Information Commission within 90 days from the date on which first appeal decision was actually made or from the date on which first appeal decision was actually received.

### **10. Penalty**

The State Information Commission could impose a penalty of Rs. 250.00 per day subjected to a maximum of Rs. 25,000.00 on the PIO or any such officers for:-

- i) Refusing application without reasonable cause
- ii) Malafidely denying request for information
- iii) Not giving information within time limit
- iv) Knowingly giving incorrect, incomplete or misleading information

- v) Destroying information
- vi) Obstructing furnishing of information

### **11. Tips for writing application:**

- i) Identify the public authority which holds the information.
- ii) Use RTI if you want information or inquire the status of your application you have submitted earlier. For example, you apply for your passport today and file your RTI application the next day, then RTI application will not help. An RTI application can be filed only after the end of the time limit prescribed for that work.
- iii) Information does not come for free. You need to pay for the cost of information (including mode of communication). Ask what is needed, else you may land up paying huge amount for the information later.
- iv) Application can be submitted on plain paper in English, Hindi or local language addressed to the PIO.
- v) Make the application more specific, clear and comprehensive about the information you need or the work and records you want to inspect, or the certified samples of materials you want to collect. If you ask vague questions, you will get vague answers. Do not hesitate to write them in as much detail as is necessary. Write them in the form of a list.
- vi) Mention the period of records you want.
- vii) Mention the form in which you want information.
- viii) Mention the mode of communication which you desire the information
- ix) Give your contact details. PIO need it to intimate the cost and send you the information.
- x) You are not required to give any reason for asking for the information.
- xi) Your application should be accompanied by an application fee of Rs. 10.00 to be paid either in cash or Demand Draft or banker's cheque.
- xii) If you are BPL (Below Poverty Line) mention it and produce proof of document like ration card, ID card etc. As there is no application fee and information is free.

### **12. Some point to remember:**

- i) The PIO or APIO cannot refuse your application even though the information you request do not relate or belong to them (Public Authority)
- ii) In case the application was submitted wrongly to a public authority, the PIO should transfer your application to another relevant public authority, and inform you about such transfer within 5 days.
- iii) If a request cannot be made in writing, you can seek the assistance of the PIO to reduce oral requests to writing  
OR to assist you in case you are disabled person.
- iv) Obtain acknowledgement receipt of your application and the application fee from the PIO.
- v) You should receive intimation about the cost of information alongwith the details of calculations from the PIO. The information will not be provided to you till you pay the cost. The time period between the date of intimation of the cost and the date when you pay is called 'Intervening period', and is excluded from the time limits.
- vi) There is no fee for making appeals.