



**Government of India
Ministry of Minority Affairs**

**Notice Inviting Proposals for Empanelment under Free Coaching and Allied Scheme for the year
2015-16**

1. Ministry of Minority Affairs invites proposals in the prescribed format for empanelment from eligible Coaching Institutions for providing Coaching to minority students for Competitive Examinations under the scheme of **“Free Coaching and Allied Scheme”** during the year 2015-16.
2. The Coaching Institutions, who were empaneled by the Ministry since 2013-14, **need not apply afresh.**
3. Private organizations/ NGOs shall submit proposals through the concerned State/UT Governments. The State Government shall forward the recommended proposals to **Under Secretary (FC), 11th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003.** Government institutions may send the proposal directly to the Ministry on the given address. **The last date for submission of proposal to the Ministry is 16th October, 2015 (Friday) till 5:00 p.m.**
4. One organization will submit only one proposal. The **copy of proposal sent by NGOs/ Private Institutions as an advance copy will not be accepted** by the Ministry.
5. The proposals will be examined by the Ministry on a point based system for mandatory criteria. The organizations **securing minimum 70 (seventy) points out of 100,** will fall in zone of consideration. Point based system for mandatory criteria, scheme guidelines, pre-qualification requirements, terms and conditions and other relevant information are available on the Ministry’s website www.minorityaffairs.gov.in . The organizations which fall in zone of consideration, may be called for a presentation before a Committee of the Ministry.
6. The list of shortlisted/rejected organizations will be posted on the Ministry’s website with points awarded. **The decision of the Ministry in this regard shall be final and binding on the organization.**
7. This Ministry shall not be responsible for any loss of proposals and postal delays. Such cases will be deemed rejected.
8. Ministry of Minority Affairs reserves the right, without any obligation or liability, to accept or reject any or all of the proposals at any stage of the process, to cancel or modify the process or any part thereof, or to vary any of the terms and conditions at any time, without assigning any reasons thereof.
9. For any information in this regard, the organizations may contact on the KHIDMAT Helpline of the Ministry – 1800-11-2001 (Toll Free) between 9:00 a.m. to 6:00 p.m. on all working days.



अल्पसंख्यक कार्य मंत्रालय
भारत सरकार

निःशुल्क कोचिंग एवं संबद्ध योजना के अंतर्गत वर्ष 2015-16 के लिए पैनल में शामिल किए जाने हेतु प्रस्तावों को आमंत्रित करने के लिए नोटिस

1. अल्पसंख्यक कार्य मंत्रालय “निःशुल्क कोचिंग एवं संबद्ध योजना” स्कीम के अंतर्गत वर्ष 2015-16 के लिए प्रतियोगी परीक्षाओं हेतु अल्पसंख्यक विद्यार्थियों को कोचिंग प्रदान करने के लिए पैनल में शामिल किए जाने के लिए पात्र कोचिंग संस्थानों से निर्धारित प्रपत्र में प्रस्ताव आमंत्रित करता है।
2. जिन कोचिंग संस्थानों को 2013-14 से मंत्रालय द्वारा पैनल में शामिल किया गया था, उन्हें नए सिरे से आवेदन करने की जरूरत नहीं है।
3. निजी संगठन/गैर-सरकारी संगठन अपने प्रस्ताव संबंधित राज्य/संघ राज्य क्षेत्र की सरकारों के माध्यम से प्रस्तुत करेंगे। राज्य सरकार अनुशंसित प्रस्ताव अवर सचिव (एफसी), 11वां तल, पर्यावरण भवन, सीजीओ परिसर, लोधी रोड, नई दिल्ली-110003 को अग्रेषित करेगी। सरकारी संस्थान अपने प्रस्ताव दिए गए पते पर मंत्रालय को सीधे भेज सकते हैं। मंत्रालय को प्रस्ताव प्रस्तुत किए जाने की अंतिम तारीख 16 अक्टूबर, 2015 (शुक्रवार) सायं 5:00 बजे तक है।
4. एक संगठन केवल एक प्रस्ताव प्रस्तुत करेगा। गैर-सरकारी संगठनों/निजी संस्थानों द्वारा अग्रिम प्रति के रूप में भेजी गई प्रस्ताव की प्रति मंत्रालय द्वारा स्वीकार नहीं की जाएगी।
5. मंत्रालय द्वारा अनिवार्य मानदंड के लिए प्रस्तावों की एक अंक आधारित प्रणाली के जरिए जांच की जाएगी। ऐसे संगठन जो **100 में से न्यूनतम 70 (सत्तर) अंक प्राप्त करते हैं** वे विचार किए जाने की परिधि में आएंगे। अनिवार्य मानदंड के लिए अंक आधारित प्रणाली, योजना के दिशा-निर्देश, अर्हता-पूर्व अपेक्षाएं, शर्तें एवं निबंधन तथा अन्य संगत सूचनाएं मंत्रालय की वेबसाइट www.minorityaffairs.gov.in पर उपलब्ध हैं। विचार किए जाने की परिधि में आने वाले संगठनों को इस मंत्रालय की समिति के समक्ष प्रस्तुतीकरण के लिए बुलाया जा सकता है।
6. सूचीबद्ध/अस्वीकृत किए गए संगठनों की सूची प्रदान किए गए अंकों के साथ मंत्रालय की वेबसाइट पर उपलब्ध करा दी जाएगी। **इस संबंध में मंत्रालय का निर्णय अंतिम और संगठन के लिए बाध्यकारी होगा।**
7. मंत्रालय प्रस्तावों के किसी क्षति अथवा डाक में हुई देरी के लिए उत्तरदायी नहीं होगा। ऐसे मामलों को अस्वीकृत माना जाएगा।
8. अल्पसंख्यक कार्य मंत्रालय के पास बिना कोई कारण बताए, बिना किसी शर्त अथवा दायित्व के किसी अथवा सभी प्रस्तावों को प्रक्रिया के किसी चरण पर स्वीकार अथवा अस्वीकार करने, प्रक्रिया अथवा किसी भी समय उसके किसी भाग को रद्द करने अथवा संशोधित करने अथवा किसी नियम और शर्त को बदलने का अधिकार सुरक्षित है।
9. इस संबंध में किसी सूचना के लिए, संगठन मंत्रालय की खिदमत हेल्पलाईन -1800-11-2001 (टोल फ्री) से सभी कार्य दिवसों पर प्रातः 9:00 बजे से सायं 6:00 बजे के बीच संपर्क कर सकते हैं।

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**Weightage assigned for each of the mandatory criterion under
"Free Coaching and Allied Scheme" during 2015-16**

Note: The minimum qualifying points for an Organization/Institute to fall in zone of consideration for assigning a proposal under the scheme, would be 70 out of 100. However, Sanctioning Committee of the Ministry under the scheme would reserve the right to accept or reject a proposal falling in zone of consideration.

Sl. no.	Criteria	Weightage	Points Obtained (to be awarded by Ministry)
1	Criteria to be given weightage for short listing	100	100
	(a) The number of years of existence and operation of the organization beyond the minimum requirement of three years. (Registration certificate to be attached) Marks would be awarded as follows: Total 3-6 years: 1 7-10 years: 2 More than 10 years: 3 (Note: If the organization is not registered for minimum 3 (three) years, they will not be eligible to apply).	3	
	(b) The number of projects for free coaching funded by Central Government Ministries/Departments and implemented by the organization in last three years. Marks would be awarded as follows: Total 5-10 projects : 3 11-15 projects : 6 More than 15 projects:8 (Note: Copies of Sanction Orders to be attached)	8	
	(c) The number of coaching projects funded by Central Government Ministries/Departments and implemented by the organization for coaching of notified minorities exclusively. Marks would be awarded as follows: Total 3-5 projects: 5 6-10 projects: 10 More than 10 projects: 15 (Note: Copies of Sanction Orders to be attached)	15	
	(d) The number of projects funded by State Government Departments and implemented by the organization for coaching to poor students. Marks would be awarded as follows: Total 5-10 projects: 2 11-15 projects: 4 More than 15 projects: 6 (Note: Copies of Sanction Orders to be attached)	6	
	(e) The number of minorities students coached by the organization during last 3 (three) years in the projects funded by Central Government Ministries/ Departments. Marks would be awarded as follows: Total 100-500 students: 4 501-1000 students: 8 More than 1000 students: 12 (Note: Tables indicating year-wise and project -wise students coached to be attached)	12	

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<p>(f) The number of minority girl students coached exclusively by the organization during last 3 (three) years in the projects funded by Central Government Ministries/ Departments. Marks would be awarded as follows:</p> <p style="text-align: right;">Total 50-100 minority girls: 5 101-250 minority girls: 10 More than 250 minority girls: 15</p> <p>(Note: Tables indicating year-wise and project -wise students coached to be attached)</p>	15	
<p>(g) Percentage of success rate of the coaching institution for minorities in National level examinations (AIPMT, AIEEE, UPSC, SSC etc.) in the last three years in terms of final selection (Average of last three years would be considered). Marks would be awarded as follows:</p> <p style="text-align: right;">Total 5-10% success: 5 11-15% success: 10 More than 15% success: 15</p> <p>(Note: Year-wise and Examination-wise statement indicating total number of students coached and number of successful students with names to be attached)</p>	15	
<p>(h) Percentage of success rate of the coaching institution for minorities in examinations other than national level examinations in the last three years in terms of final selection (Average of last three years would be considered). Marks would be awarded as follows:</p> <p style="text-align: right;">Total 20-40% success: 3 41-60% success: 6 More than 60% success: 9</p> <p>(Note: Year-wise and Examination-wise statement indicating total number of students coached and number of successful students with names to be attached)</p>	9	
<p>(f) Financial viability of the Organization: Quantum of funds operated by the organization in last three years. The average of Expenditure of last 3 (three) years by the organization would be taken up to assess the viability. The Audited accounts with Auditors report for past 3 years to be uploaded. Marks would be awarded as follows:</p> <p style="text-align: right;">Total Rs.5.00 lakh to Rs.50.00 lakh: 3 More than Rs.50.00 lakh to Rs.100 lakh: 6 More than Rs.100.00 lakh: 10</p> <p>(Note: Audited Accounts of last three years to be attached)</p>	10	
<p>(g) The number of regular Post Graduate faculty (on the pay roll of the organization) for coaching. Marks would be awarded as follows:</p> <p style="text-align: right;">Total 5-10 faculty members: 3 11-15 faculty members: 5 More than 15 faculty members: 7</p> <p>(Note: A table containing names of faculty, their qualification, expertise and experience (years) to be attached).</p>	7	
Total	100	



FORMAT

for

Proposal for Empanelment of Coaching Institutions During 2015-16 under

"Free Coaching and Allied Scheme"

Important Instructions:

1. Application form should be completely filled and duly signed by President/Secretary of the organization (or Head of Government Institution).
2. **The Index and page numbering should be properly done by the organization. Without Indexing and Page numbering the proposal will not be examined.**
3. **Information for Mandatory criteria should be given clearly and specifically.** The weightage for each mandatory criteria is available on Ministry's website www.minorityaffairs.gov.in.
4. It is mandatory to give complete information in the format. Incomplete forms will be rejected without notice. No supplementary document will be entertained after the submission of proposal.
5. Private institutions/NGOs shall submit their Application forms to respective State/UT Governments through District Administration.
6. Government institutions may sent the proposals directly to the Ministry.
7. The proposals may be sent to the Under Secretary (FC), Ministry of Minority Affairs, 11th Floor, Paryavaran Bhawan, CGO Complex, Lodi Road, New Delhi-110003.
8. **The last date of submission of completed duly signed Application Forms by Private institutions/NGOs as well as Government institutions to the Ministry, is 16th October, 2015 (5:00 p.m.).**



Government of India
Ministry of Minority Affairs

Proposal for Empanelment of Coaching Institution under "Free Coaching and Allied Scheme" during 2015-16

I. Details of Coaching Institution (hereinafter Organization):

Sl. No.	Particulars	Information
1	Name of Organization (If name of Coaching Institution is different than the name of organization, please indicate clearly)	Name of Organization: Name of Coaching Institution:
2	Address of Organization (in case Address of registered Headquarter is different than Address of Correspondence, please give both Addresses separately)	Registered Address: Address for Correspondence: Address of Coaching Institution:
3	Whether Society/Trust/Company/Others	
4	Date of Registration with valid Registration Number (Please enclose a legible copy of valid Registration Certificate. If it is in other language, it should be translated in Hindi or English and attested by District Minority Welfare Officer)	
5	Name of President/ Chairman/CEO	
6	Name of Secretary	
7	Telephone/Mobile*	
8	Email*	

*To be communicated in case of change.



II. Mandatory criteria for selection (Refer Para 13 of the scheme guidelines):

Sl. no.	Criteria	Weightage	Please mention page number of the proposal where the information has been attached.
1	Criteria to be given weightage for short listing	100	
	(a) The number of years of existence and operation of the organization beyond the minimum requirement of three years. (Registration certificate to be attached) Marks would be awarded as follows: Total 3-6 years: 1 7-10 years: 2 More than 10 years: 3 (Note: If the organization is not registered for minimum 3 (three) years, they will not be eligible to apply).	3	
	(b) The number of projects for free coaching funded by Central Government Ministries/Departments and implemented by the organization in last three years. Marks would be awarded as follows: Total 5-10 projects : 3 11-15 projects : 6 More than 15 projects:8 (Note: Copies of Sanction Orders to be attached)	8	
	(c) The number of coaching projects funded by Central Government Ministries/Departments and implemented by the organization for coaching of notified minorities exclusively. Marks would be awarded as follows: Total 3-5 projects: 5 6-10 projects: 10 More than 10 projects: 15 (Note: Copies of Sanction Orders to be attached)	15	
	(d) The number of projects funded by State Government Departments and implemented by the organization for coaching to poor students. Marks would be awarded as follows: Total 5-10 projects: 2 11-15 projects: 4 More than 15 projects: 6 (Note: Copies of Sanction Orders to be attached)	6	
	(e) The number of minorities students coached by the organization during last 3 (three) years in the projects funded by Central Government Ministries/ Departments. Marks would be awarded as follows: Total 100-500 students: 4 501-1000 students: 8 More than 1000 students: 12 (Note: Tables indicating year-wise and project -wise students coached to be attached)	12	
	(f) The number of minority girl students coached exclusively by the organization during last 3 (three) years in the projects funded by Central Government Ministries/ Departments. Marks would be awarded as follows: Total	15	

	<p>50-100 minority girls: 5 101-250 minority girls: 10 More than 250 minority girls: 15</p> <p>(Note: Tables indicating year-wise and project -wise students coached to be attached)</p>		
(g)	<p>Percentage of success rate of the coaching institution for minorities in National level examinations (AIPMT, AIEEE, UPSC, SSC etc.) in the last three years in terms of final selection (Average of last three years would be considered). Marks would be awarded as follows:</p> <p style="text-align: right;">Total 5-10% success: 5 11-15% success: 10 More than 15% success: 15</p> <p>(Note: Year-wise and Examination-wise statement indicating total number of students coached and number of successful students with names to be attached)</p>	15	
(h)	<p>Percentage of success rate of the coaching institution for minorities in examinations other than national level examinations in the last three years in terms of final selection (Average of last three years would be considered). Marks would be awarded as follows:</p> <p style="text-align: right;">Total 20-40% success: 3 41-60% success: 6 More than 60% success: 9</p> <p>(Note: Year-wise and Examination-wise statement indicating total number of students coached and number of successful students with names to be attached)</p>	9	
(f)	<p>Financial viability of the Organization: Quantum of funds operated by the organization in last three years. The average of Expenditure of last 3 (three) years by the organization would be taken up to assess the viability. The Audited accounts with Auditors report for past 3 years to be uploaded. Marks would be awarded as follows:</p> <p style="text-align: right;">Total Rs.5.00 lakh to Rs.50.00 lakh: 3 More than Rs.50.00 lakh to Rs.100 lakh: 6 More than Rs.100.00 lakh: 10</p> <p>(Note: Audited Accounts of last three years to be attached)</p>	10	
(g)	<p>The number of regular Post Graduate faculty (on the pay roll of the organization) for coaching. Marks would be awarded as follows:</p> <p style="text-align: right;">Total 5-10 faculty members: 3 11-15 faculty members: 5 More than 15 faculty members: 7</p>	7	
	Total	100	

* All documents submitted by the organization will be subjected to cross verification and if found wrong, the organization will be blacklisted.

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III. Own Branches/Centres of the Coaching Institution:

Sl. No.	Particulars	Information
1	Names of District (s) with State where Branches/Centres owned by the organization (not franchise) are available	1. 2. 3. 4.
2	Names of Minority Communities available in each District (Muslims, Christians, Sikhs, Buddhists, Parsis, Jains). Mention District -wise.	

IV. Branch or Centre-wise list of Faculties engaged for Coaching (Please give separate Tables for each Centre) :

S. No.	Name of Faculty	Male/Female	Educational Qualification	Expert in which subject	Experience (in years)	Regular or Part Time*

*Regular means - on the pay roll of the Coaching institution.

V. Specialization of Coaching Institution (Based on success in past three years):

Sl. No.	Particulars	Information
1	Pre-medical/Pre-Engineering	Yes/No
2	Management	Yes/No
3	UPSC/State Public Service Commission/SSC	Yes/No
4	Others (Please specify name of Courses)	

VI. Whether organization has ever been blacklisted, if so, please indicate:

- (i) Name of Blacklisting Authority:
- (ii) Date of Blacklisting:
- (iii) Reason from blacklisting:
- (iv) Date of deletion of name from Blacklist:

VII. Branch/Centre-wise Infrastructure available with the organization for Coaching (Separate Table for Each Centre):

Sl. No.	Particulars	Information
1	Location and Address of Building	
2	Facilities in the building	No. of Class Rooms: No. of Toilets:
3	Whether building is rented or owned	
4	If rented, indicate lease period (if any). Enclose copy of lease deed.	
5	Whether hostel is available, please indicate	No. of Rooms in hostel: No. of toilets: Facilities of electric/water: Yes/No Facility of Kitchen/mess: Yes/No Sleeping arrangements: Yes/No Security arrangements: Yes/No*

*At least two security staff should be for hostel for girls.

VIII. Whether Audited Accounts (with Auditor's Report) for last Three years attached:

Yes/No

IX. Results of Coaching for Last Three Years:

Year	No. of Students Coached	No. of Girls (Out of total Coached)	Name of Examination for which Coaching Imparted	Number of Students			%age of selection
				Boys	Girls	Total	

X. Results of Coaching for Last Three Years for Minorities Exclusively:

Year	No. of Minority Students Coached	No. of Minority Girls (Out of total Coached)	Name of Examination for which Coaching Imparted	Number of Minority Students selected			%age of selection
				Boys	Girls	Total	

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XI. Past Experience of Government Sponsored Coaching Programmes:

Year	Whether Project of Central or State Government (If State Government, name the State)	District where Coaching Programme was run (with Address)	No. of Total Students awarded in the Project	No. of Minority Students (out of the total awarded students)	
				Boys	Girls

XII. Declaration by President/Secretary/CEO of the Organization

I,President/Secretary of
 son / daughter / wife of
 resident of
 (Address) hereby
 declare that the information given above is true to the best of my knowledge.
 The organization takes the responsibility of security of girls during coaching
 period, especially for girls who would undergo Residential Coaching.

Signature of President or Secretary/CEO
 (Give Full Name Signing Authority)
 Official Stamp

XIII. Lists/Documents to be enclosed:

- (i) All Documents as required in Mandatory criteria as in Para II above.
- (ii) Managing Committee of Organization.
- (iii) Memorandum of Association/Bye Laws
