

3.3.1.4. Remedial Coaching for SC/ST/OBC (Non Creamy Layer) and Minorities

3.3.1.4.1 Submit Proposal

1: Before Submitting proposal college/university should submit/ update his bank details & institute profile. User should also read guidelines for concerned scheme at URL <http://ugc.ac.in>.

2: To submit proposal, institute should click **Scheme** on the left panel. Following Screen will appear

► Apply for Scheme
Please read user manual before apply any Scheme.

| Scheme Code | Scheme Name | Action |
|-------------|--|----------------------|
| [CCS] | Scheme of Community Colleges for Universities and Colleges | Draft 1 Apply |
| [WS] | Development of Women's Studies in Indian Universities and Colleges | Draft 0 Apply |
| [EOC] | Equal Opportunity Center/Cell in Colleges/Universities | Apply |
| [REC] | Remedial Coaching for SC/ST/OBC(Non Creamy Layer) and Minorities | Apply |
| [CWH] | Construction of Women Hostel in Indian Universities and Colleges | Apply |
| [SSC] | Organising Conferences, Workshops.Seminars in Colleges | Apply |
| [COA] | Coaching Classes for entry into Services for SC/ST/OBC(Non Creamy Layer) and Minorities Students | Apply |
| [SCT] | Coaching for NET/SET for SC/ST/OBC(Non Creamy Layer) and Minorities Students | Apply |
| [PSN] | Higher Education for Persons with Special Needs(HEPSN) | Apply |
| [VHT] | Visually Challenged Teachers | Apply |
| [SIE] | Development of Sports Infrastructure and Equipment | Apply |

3: After Clicking on Apply button, following screen will appear

► Remedial Coaching for SC/ST/OBC(Non Creamy Layer) and Minorities in Universities

| | |
|--|--|
| Name of University | Central University of Kerala, Trivandrum |
| Address | Tejaswini Hills, Periyar (PO), |
| District | Kasaragod |
| State | Kerala |
| Year of Establishment | 2009 |
| Email of University Nodal Officer | priyar.r05@gmail.com |
| Mobile no. University Nodal Officer | 7838022610 |
| Whether the University is Located under SC/ST/OBC/Minority concentrated District | Yes |
| If yes, Please indicate the class | SC |
| Management Type | Central University |
| Aided/Un-aided | Govt_Aided |
| Location | Rural |
| Types of courses offered | General |
| Teaching Level | Bachelor |

Enrollment in Classes(As on 31st July)

| Year | General | | SC | | ST | | OBC | | Total | | Minority | | PwD | |
|-----------|---------|--------|------|--------|------|--------|------|--------|-------|--------|----------|--------|------|--------|
| | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| 2015 - 16 | 54 | 45 | 75 | 84 | 5 | 4 | 5 | 4 | 139 | 137 | 5 | 8 | 7 | 8 |

| Year | General | | SC | | ST | | OBC | | Total | | Minority | | PwD | |
|------|---------|--------|------|--------|------|--------|------|--------|-------|--------|----------|--------|------|--------|
| | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| | | | | | | | | | | | | | | |

| Designation | Permanent | | Temporary/Ad-hoc | | Part-Time | | Total |
|-------------------------------|-----------|---|------------------|---|-----------|---|-------|
| | | | | | | | |
| Professor | | 8 | | 8 | | 8 | 24 |
| Reader/Associate Professor | | 8 | | 8 | | 8 | 24 |
| Lecturer/ Assistant Professor | | 8 | | 8 | | 8 | 24 |
| Project Associate | | 8 | | 8 | | 8 | 24 |
| Coordinator | | 6 | | 4 | | 4 | 14 |
| Other | | 4 | | 4 | | 4 | 12 |

Details of Financial Assistance

| Non Recurring Items | |
|---|--|
| Equipments * | ₹ <input type="text" value="Please fill estimated cost"/> |
| Books & Journals and study materials * | ₹ <input type="text" value="Please fill estimated cost"/> |
| Total | ₹ <input type="text"/> |
| Recurring Items | |
| Honorarium to coordinator * | ₹ <input type="text" value="Please fill estimated cost"/> |
| Honorarium to teacher/PG Student/Research Scholar * | ₹ <input type="text" value="Please fill estimated cost"/> |
| Remuneration to part time LDC with computer knowledge * | ₹ <input type="text" value="Please fill estimated cost"/> |
| Travelling Expenses * | ₹ <input type="text" value="Please fill estimated cost"/> |
| Contingency * | ₹ <input type="text" value="Please fill estimated cost"/> |
| Part-time peon * | ₹ <input type="text" value="Please fill estimated cost"/> |
| Total | ₹ <input type="text"/> |
| Select the Bank Account * (in which funds are to be transferred) | --- Select Bank Account --- |
| Attach justification of the proposal (in pdf format) * | <input type="button" value="Browse..."/> No file selected. |

4: User enters/ selects required information & press submit button to submit proposal. Acknowledgement number is generated by system & a screen like below will after successful submission of proposal.

► Applied for getting financial assistance for Remedial Coaching for SC/ST/OBC(Non Creamy Layer) and Minorities in Colleges

i Your application for Remedial Coaching for SC/ST/OBC(Non Creamy Layer) and Minorities Scheme has been applied successfully .
Please note down the following Acknowledge Number for tracking your application status.
Acknowledgement No. is **REM/XII/2016/0252/603**

5: User may view his/her proposal & status of his/her proposal in View Applied Scheme Tab in scheme menu after selecting scheme name & pressing submit button.

► View Applied Scheme

Duration:

Scheme:

show entries Search:

| Ack No. | Duration | Scheme | Status | Action |
|-----------------------|----------|--|-----------------------------|----------------------|
| REM/XII/2016/0252/594 | XII Plan | Remedial Coaching for SC/ST/OBC(Non Creamy Layer) and Minorities | Received & Under Processing | View |
| REM/XII/2016/0252/603 | XII Plan | Remedial Coaching for SC/ST/OBC(Non Creamy Layer) and Minorities | Applied | View |

3.3.1.4.2 Processing of Application by Section officer /Dealing hand

1. UGC Officer Login, following screen will appear to him.

| Faculty Strength | | | | |
|-------------------------------|-----------|------------------|-----------|-------|
| Designation | Permanent | Temporary/Ad-hoc | Part-Time | Total |
| Professor | 8 | 8 | 8 | 24 |
| Reader/Associate Professor | 8 | 8 | 8 | 24 |
| Lecturer/ Assistant Professor | 8 | 8 | 8 | 24 |
| Project Associate | 8 | 8 | 8 | 24 |
| Coordinator | 6 | 4 | 4 | 14 |
| Other | 4 | 4 | 4 | 12 |

Infrastructure available (in sq. mtrs.)

| | |
|-----------|---------|
| Office | 45.00 |
| Classroom | 6545.00 |

Library facilities available: Yes

Download the proposal: [Download](#)

Print the application after downloading this pdf:

Update Status *
 Select
 Select
 Received & Under Processing
 Rejected

[Submit](#)

5: User may select status between Received & Under Processing and Rejected depending on user proposal. Status Rejected indicates that proposal is not in correct format and Received & Under Processing indicates that proposal is fit for sending to expert Committee. In case user selects Received & Under Processing status & he/she press submit button, following screen appears.

User Application has been Accepted and forwarded to Expert Committee

6: Status of application gets changed to Received & Under Processing as shown below.

| Email-To | User Id. | Ack No. | Aishe Code. | Institute Name | Institution Type | State | Status | Applied Date | Action |
|--------------------------|----------|------------------------|-------------|---|------------------|--------|-----------------------------|--------------|---------------------------|
| <input type="checkbox"/> | U0252 | REM/XII /2016/0252/603 | 0252 | Central University of Kerala, University Trivandrum | University | Kerala | Received & Under Processing | 2016-08-09 | Process 2 |
| <input type="checkbox"/> | U0252 | REM/XII /2016/0252/594 | 0252 | Central University of Kerala, University Trivandrum | University | Kerala | Received & Under Processing | 2016-08-02 | Process 2 |

7: Now user again repeats steps 2 & 3, to process application user clicks on Process2 link. Following screen will appear to him.

► Schemes

| S.No | Items | Estimated Amount | Approved Amount |
|----------------------------|---|------------------|-----------------|
| Non Recurring Items | | | |
| 1 | Equipment | ₹ 4534 | ₹ 556 |
| 2 | Books & Journals and study materials | ₹ 34 | ₹ 6554 |
| Recurring Items | | | |
| 3 | Honorarium to Coordinator | ₹ 5454 | ₹ 454 |
| 4 | Honorarium to Teacher PG Student/ research Scholar | ₹ 34 | ₹ 664 |
| 5 | Remuneration To part time LDC with Computer knowledge | ₹ 412 | ₹ 455 |
| 6 | Travelling expenses | ₹ 54 | ₹ 434 |
| 7 | Contingency | ₹ 123 | ₹ 3434 |
| 8 | Honorarium part time peon | ₹ 12 | ₹ 343 |
| Total Amount | | ₹ 10657 | ₹ 12894 |

Update Status *
 Select
 Select
 Approved
 Rejected

[Submit](#)

8: User may select one of the statuses (Rejected, Approved). It is mandatory to enter amount in all items. Finally he clicks on Submit button. Once section officer/dealing hand change the status of proposal, an alert through SMS/Email goes to respective college/ university.

9: User may view & print synopsis report in Report Tab.

10: College /University may view status of proposal on their respective dashboard.