

3.3.1.9. Coaching Classes for entry into Services for SC/ST/OBC(Non Creamy Layer) and Minorities Students

3.3.1.9.1 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
[GDA]	General Development Assistance to Universities	<input type="button" value="Draft"/> <input type="button" value="Apply"/>
[CCS]	Scheme of Community Colleges for Universities and Colleges	<input type="button" value="Draft"/> <input type="button" value="Apply"/>
[WS]	Development of Women's Studies in Indian Universities and Colleges	<input type="button" value="Draft"/> <input type="button" value="Apply"/>
[EOC]	Equal Opportunity Center/Cell in Colleges/Universities	<input type="button" value="Apply"/>
[REC]	Remedial Coaching for SC/ST/OBC(Non Creamy Layer) and Minorities	<input type="button" value="Apply"/>
[CWH]	Construction of Women Hostel in Indian Universities and Colleges	<input type="button" value="Apply"/>
[COA]	Coaching Classes for entry into Services for SC/ST/OBC(Non Creamy Layer) and Minorities Students	<input type="button" value="Apply"/>
[SCT]	Coaching for NET/SET for SC/ST/OBC(Non Creamy Layer) and Minorities Students	<input type="button" value="Apply"/>
[PSE]	Teacher Preparation in Special Education(TEPSE)	<input type="button" value="Apply"/>


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

► Teacher Preparation for Special Education

University Name	Central University of Rajasthan, Jaipur
Address	BANDARSINDRI, NATIONAL HIGHWAY 8
District	Ajmer
State	Rajasthan
Location	Rural
Mobile No. of Nodal Officer	7838022610
Email of Nodal Officer	priyar.r05@gmail.com
Management Type	Central University (Partially Aided)
Whether University is located under SC/ST/OBC/Minority concentrated district.	No
Is the university recognised by the Rehabilitation Counsell of India to offer special education courses?	<input type="radio"/> Yes <input type="radio"/> No
Name of the course for which assistance from the UGC is sought	<input type="radio"/> B.Ed <input type="radio"/> M.Ed <input type="radio"/> Both
Does the University has its own Model School to admit differently-abled children	<input type="radio"/> Yes <input type="radio"/> No
Attach Acceptance letter from the Special/Integraed School in the vicinity to function as Model School	<input type="button" value="Browse..."/> No file selected. <small>(only PDF not exceeding 200 kb)</small>
How many years of experience does the university have in running B.Ed. Course	<input type="text" value="0"/>
Has the University constituted a expert committe related to this sche	<input type="radio"/> Yes <input type="radio"/> No

How many Students will be admitted to the course	B.Ed.	Nos.		
	M.Ed.	Nos.		
Request of Staff for running new courses		Professor	Associate Professor	Assistant Professor
	B.Ed.	Nos.	Nos.	Nos.
	M.Ed.	Nos.	Nos.	Nos.
Annual Expenditure		Recurring		Non Recurring
	B.Ed.	₹		₹
	M.Ed.	₹		₹
Detail Proposal of Activity *	<input type="button" value="Browse..."/> No file selected. <small>(only PDF not exceeding 200 kb)</small>			
Select Bank Account * <small>(in which funds are to be transferred)</small>	-- Select Account Number--			
<input type="button" value="Submit Proposal"/>				

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

 Your application for Teacher Preparation in Special Education(TEPSE)Scheme has been applied successfully .
Please note down the following Acknowledgement Number for tracking your application status.
Acknowledgement No. is **PSE/XII/2016/0392/609**

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
PSE/XII/2016/0392/609	XII Plan	Teachers Preperation in Special Education	Applied	View

3.3.1.9.2 Processing of Application by Section officer /Dealing hand

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

▶ Scheme

Scheme *

State

Institute Type * College University

University Type *

Duration

Status

2: User selects scheme name as well as other parameters to filter records and click submit button.

3: Screen given below will appear to User. User may view & download the application on clicking Institute name.

Email-To	User Id.	Ack No.	Aishe Code.	Institute Name	Institution Type	State	Status	Applied Date	Action
<input type="checkbox"/>	U0392	PSE/XII /2016/0392/609	0392	Central University of Rajasthan, Jaipur	University	Rajasthan	Applied	2016-08-11	Process 1
<input type="checkbox"/>	U0252	PSE/XII /2016/0252/592	0252	Central University of Kerala, Trivandrum	University	Kerala	Applied	2016-08-01	Process 1
<input type="checkbox"/>	U0399	PSE/XII /2016/0399/565	0399	Jai Narain Vyas University, Jodhpur	University	Rajasthan	Applied	2016-07-26	Process 1

4: To process application user clicks on Process1 link. Following screen will appear

►Scheme

[Click to see the application of Central University of Rajasthan, Jaipur Central University of Rajasthan, Jaipur for the scheme Teachers Preparation in Special Education \(XII Plan\)](#)

University Name	Central University of Rajasthan, Jaipur
Address	BANDARSINDRI, NATIONAL HIGHWAY 8
District	Ajmer
State	Rajasthan
Location	Rural
Mobile No. of Nodal Officer	priyar.r05@gmail.com
Email of Nodal Officer	7838022610
Management Type	Central University (Partially Aided)
Whether University is located under SC/ST/OBC/Minority concentrated district.	No
Is the university recognised by the Rehabilitation Counsel of India to offer special education courses?	Yes
Name of the course for which assistance from the UGC is sought	M.Ed
Does the University has its own Model School to admit differently-abled children	No
How many years of experience does the university have in running B.Ed. Course	6
How many Students will be admitted to the course	M.Ed. 1

Request of Staff for running new courses	Professor	Associate Professor	Assistant Professor
	M.Ed. 0	0	0

Annual Expenditure	Recurring	Non Recurring
	M.Ed. 454	454

Detail Proposal of Activity * [Download](#)

Select Bank Account in which funds are to be transferred * Central University of Rajasthan 66611021000002

Update Status *

[Submit](#)

- Select
- Received & Under Processing
- Rejected

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"/>	U0392	PSE/XII /2016/0392/609	0392	Central University of Rajasthan, Jaipur	University	Rajasthan	Received & Under Processing	2016-08-11	Process 2
<input type="checkbox"/>	U0252	PSE/XII /2016/0252/592	0252	Central University of Kerala, Trivandrum	University	Kerala	Applied	2016-08-01	Process 1

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

►Scheme

Course	Estimated Cost		Approved Cost	
	Recurring	Non Recurring	Recurring	Non Recurring
M.Ed.	₹ 454	₹ 5344	₹ Please fill approve	₹
Update Status *	Select			
<input type="button" value="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.