



**DIRECTORY
OF
WELFARE SCHEMES FOR MINORITIES
IN
NATIONAL CAPITAL TERRITORY OF DELHI**

**VOLUME-I
MAIN DIRECTORY**



**DELHI MINORITIES COMMISSION
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
C – BLOCK, FIRST FLOOR, VIKAS BHAWAN
I P ESTATE, NEW DELHI – 110110
Official Website: www.dmc.delhi.nic.in**

**PREPARED BY
INSTITUTE OF OBJECTIVE STUDIES (IOS)
162, JOGA BAI MAIN ROAD, JAMIA NAGAR
NEW DELHI – 110025 (INDIA)**



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VOLUME-II APPENDIX

Of this directory Contains

Application Forms, guidelines and other details of the schemes

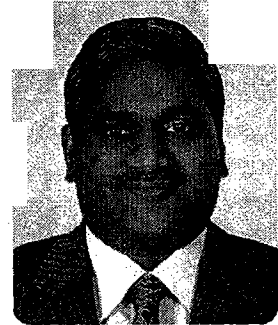




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August 2013





Safdar H Khan
Chairman

Delhi Minorities Commission

MESSAGE

Delhi Minorities Commission is constituted to safeguard the rights and interests, as provided in the Constitution of India, of religious Minorities in the National Capital Territory of Delhi. The Commission consists of a Chairman and two Members from the Minority Communities of Delhi nominated by the Government of National Capital Territory of Delhi.

I am happy to inform that Delhi Minorities Commission is bringing out a reference book titled “Directory of the Welfare Schemes for Minorities in national capital territory of Delhi.” The book is extremely useful since it contains information related to the schemes, projects and programmes devised by the Government and other agencies for the benefit of Minorities that form an important and indivisible segment of our society. All the Central Government and its agencies beneficiary-oriented schemes, Delhi Government and its agencies schemes and other major Minorities institutions or organizations working for the welfare of Minorities have been compiled in this handy work with the sincere objective of apprising the Minorities in particular and the masses in general about these schemes. This would enable the Minorities to derive benefits from these schemes and facilitate their integration and mainstreaming in the Indian society.

I hope that it would be of great use to the Minorities segment of our society and provide benefits to them.

Safdar H Khan
Chairman

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PREFACE

India professes 'unity in diversity' and endeavors to accommodate different Minorities groups that inhabit the country. The United Nations Declaration on the rights of persons belonging to national, ethnic, religious and linguistic Minorities says that the promotion and protection of the rights of persons belonging to such Minorities contribute to the political and social stability of the countries in which they live in. The Indian Constitution is committed to the equality of citizens and the responsibility of the State to preserve, protect and assure the rights of Minorities in matters of language, religion and culture. The word minority is not defined in the constitution of the Government Resolution that established the Delhi Minorities Commission (DMC). Muslims, Sikhs, Jains, Christians, Buddhists and Zoroastrians (Parsis) have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992 and as per Census 2001, the percentage of Minorities in the country is about 18.4% of the total population of the concerned, it has not only recognized the existence of Minorities and given them an official status, but has also offered them special safeguards in the Constitution. Minorities' population in Delhi is also of similar range (18 %) and Muslims (11.72 %), Sikhs (4.01 %), Jains (1.72 %) and Christians (0.94 %) are the Minorities in Delhi.

Since the Minorities form an important segment of our society, it is necessary that they are provided ample opportunities that would help enhance their development thereby leading to the progress of the nation. The Government in this regard has taken several steps and introduced several schemes, projects and programmes for the benefit of the Minorities and seeks their greater participation and integration in the society. Some of the schemes and programmes and advertised in the newspapers to apprise and Minorities (concerned groups) but outcome is limited since Minorities have limited access to newspapers. It is for this reason that all the Minorities beneficial Schemes are collected and compiled in this handy work. It is further hoped that the work, if on one hand would bring greater benefit for Minorities who can have access to large information would also further objectives of apprising and acquainting the Minorities with the schemes, projects and programmes being implemented by various organizations regarding the Minorities.

The financial assistance schemes primarily related to the Minorities come under the purview of Ministry of Minorities Affairs created in January 2006, and its allied bodies. The schemes like scholarship, free coaching, multi-sectoral development programme and several more come directly under the Ministry of Minorities Affairs. The allied Bodies of Ministry of Minorities Affairs is – 'Maulana Azad Education Foundation' (MAEF) set up in 1989 to formulate and implement educational schemes for the benefit of educationally backward Minorities. MAEF gives financial assistance for purposes including constructions of schools, colleges, vocational and technical training centers and institutes; Central Wakf Council (CWC) is a statutory body, established in December, 1964 and the main function to advise the Government of India on matters concerning the working of Wakf Boards and the due administration of wakf in the country and religious matters like administration of mosques, Durgahs and proper management of properties and furthering the schemes for development of urban Wakf properties and educational advancement programmes for the community; 'National Minorities Development and Finance Corporation' was set up in 1994 with the main objective to promote economic development of the poorer section of Minorities and comprises of Lending Schemes including loans, educational loans and micro

financing schemes and Promotional Schemes including vocational training and skill up gradation. The Delhi Govt. and Delhi Minorities Commission are associated to run one year course "Diploma in Computer Applications, Business Accounting and Multilingual DTP.

National Commission for Religious and Linguistic Minorities has been set up by the Government to recommend welfare measures for the socially and economically backward sections among the religious and linguistic Minorities and is an allied body of Ministry of Minorities Affairs. The 'National Council for Promotion of Urdu Language' was established as an autonomous body under the Ministry of Human Resource Development and started functioning in 1996 as the nodal agency for promotion of Urdu language in the country and looks into schemes related to teaching of Urdu, publication of manuscripts, seminars and workshops.

The office of the Commissioner for Linguistic Minorities that comes under Ministry of Minorities Affairs was set up in July, 1957 with the objective to investigate all matters relating to the safeguards provided for linguistic Minorities under the Constitution and report to the President upon those matters, at such intervals as the President may direct, and the President shall cause all such reports to be laid before each House of Parliament, and sent to the Governments of the States concerned.

The 'Prime Minister's New 15 Point Programme for the Welfare of Minorities' was announced in June, 2006 with definite goals namely enhancing opportunities for education, providing and equitable share in economic activities and employment, improving their living conditions and prevention and control of communal riots to be achieved in a specific time frame. In the Financial Assistance Schemes, some ministries have earmarked a certain percentage of the allocations for beneficiaries belonging to the minority communities in compliance with Prime Minister's New 15 Point Programme for Minorities.

The Sarva Shiksha Abhiyan is an effort to universalize elementary education by community-ownership of the school system. It is a response to the demand for quality basic education all over the country. The Government has approved a new scheme called Kasturba Gandhi Balika Vidyalaya for setting up residential schools with boarding facilities at elementary level for girls belonging predominantly to the SC, ST, OBC and Minorities in difficult areas. The Objectives of Indira Awaas Yojana is primarily to help construction of dwelling units by members of Scheduled Castes/Schedule Tribes, freed bonded labourers and also non- SC/ST rural poor below the poverty line by providing them with grant-in aid. The Integrated Child Development Services(ICDS) Promotes child survival and development through an integrated approach for converging basic services for improved child care, early stimulation and learning, improved enrolment and retention, health and nutrition, and water and environmental sanitation.

It is therefore expected that the compilation of the Financial Assistance Schemes in this book "Handbook/directory about the Minorities welfare schemes in National Capital Territory of Delhi" would serve the purpose of informing the Minorities about the Government projects, programmes and schemes and enable them to draw greater benefit leading to their empowerment and poverty eradication.

Please see ~~S. P. Singh~~ S. P. Singh

Ms. Rinku Dhugga IAS
Secretary
Delhi Minorities Commission

ACKNOWLEDGEMENT

Institute of Objective Studies (IOS) is indeed honored to work on handbook/directory about the Minorities welfare schemes in the National Capital Territory of Delhi. I am grateful to Shri. Safdar H Khan Chairman, Shri. A. C. Michael Member and S. Pushpender Singh member of DMC for giving us the opportunity to prepare the handbook/directory. I am also thankful to Ms. Rinku Dhugga, Secretary Delhi Minorities Commission for providing us the support.

I take this opportunity to express my profound gratitude and deep regard to Mr. B L Joshi, the Principal Investigator, Compiler and Author of this Directory for his exemplary guidance, monitoring and constant encouragement to the team throughout the course of this work. The author has prepared the directory in two volumes; Volume I contains main directory of the Minorities beneficiary Schemes and Volume II contains Appendix including application forms, websites IDs and other details for reference.

I also take this opportunity to express a sense of gratitude to the team members, Mr. Vidya Sagar, Ms. Bhagywati Rani, Ms. Sanjana, Ms. Sonica and Ms. Archana Govindam for exploring and setting the information; Mr. Mohmad Alam and Md. Ataur Rehman for coordinating the work.

I am obliged to staff members of Governmental departments and other Minorities related organizations for the valuable information provided by them in their respective fields. I am grateful for their cooperation during the period of our assignment.

Lastly, I thank almighty for the constant encouragement without which this assignment would not be possible.

Dr. Mohammad Manzoor Alam
Chairman IOS

BACKGROUND

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(From Left to Right): Sh. A. C. Michael Member DMC, Smt. Sheila Dikshit CM Delhi, Sh. Safdar H Khan Chairman DMC, S. Pushpender Singh Member DMC

BACKGROUND

1. Prime Minister's New 15 Point Programme for the Welfare of Minorities

(A) Enhancing opportunities for Education

(1) **Equitable availability of ICDS Services:** The Integrated Child Development Services (ICDS) Scheme is aimed at holistic development of children and pregnant/lactating mothers from disadvantaged sections, by providing services through Anganwadi Centres such as supplementary nutrition, immunization, health check-up, referral services, pre-school and non-formal education. A certain percentage of the ICDS projects and Anganwadi Centres will be located in blocks/villages with a substantial population of minority communities to ensure that the benefits of this scheme are equitably available to such communities also.

(2) **Improving access to School Education:** Under the Sarva Shiksha Abhiyan, the Kasturba Gandhi Balika Vidyalaya Scheme, and other similar Government schemes, it will be ensured that a certain percentage of all such schools are located in villages/localities having a substantial population of minority communities.

(3) **Greater resources for teaching Urdu:** Central assistance will be provided for recruitment and posting of Urdu language teachers in primary and upper primary schools that serve a population in which at least one-fourth belong to that language group.

(4) **Modernizing Madarsa Education:** The Central Plan Scheme of Area Intensive and Madarsa Modernization Programme provides basic educational infrastructure in areas of concentration of educationally backward minorities and resources for the modernization of Madarsa education. Keeping in view the importance of addressing this need, this programme will be substantially strengthened and implemented effectively.

(5) **Scholarships for meritorious students from minority communities:** Schemes for pre-matric and post-matric scholarships for students from minority communities will be formulated and implemented.

(6) **Improving educational infrastructure through the Maulana Azad Education Foundation:** The Government shall provide all possible assistance to Maulana Azad Education Foundation (MAEF) to strengthen and enable it to expand its activities more effectively.

(B) Equitable Share in Economic Activities and Employment

(7) Self-Employment and Wage Employment for the poor

(a) **The Swarnjayanti Gram Swarajgar Yojana (SGSY),** the primary self-employment programme for rural areas, has the objective of bringing assisted poor rural families above the poverty line by providing them income generating assets through a mix of bank credit and Governmental subsidy. A certain percentage of the physical and financial targets under the SGSY will be earmarked for beneficiaries belonging to the minority communities living below the poverty line in rural areas.

(b) **The Swarn Jayanti Shahari Rojgar Yojana (SJSRY)** consists of two major components namely, the Urban Self-Employment Programme (USEP) and the Urban Wage Employment Programme (UWEP). A certain percentage of the physical and financial targets under USEP and UWEP will be earmarked to benefit people below the poverty line from the minority communities.

(c) **The Sampurna Grameen Rozgar Yojana (SGRY)** is aimed at providing additional wage employment in rural areas alongside the creation of durable community, social and economic infrastructure. Since the National Rural Employment Guarantee Programme (NREGP) has been launched in 200 districts, and SGRY has been merged with NREGP in these districts, in the remaining districts, a certain percentage of the allocation under SGRY will be earmarked for beneficiaries belonging to the minority communities living below the poverty line till these districts are taken up under NREGP. Simultaneously, a certain percentage of the allocation will be earmarked for the creation of infrastructure in such villages, which have a substantial population of minorities.

(8) Upgradation of skills through technical training: A very large proportion of the population of minority communities is engaged in low-level technical work or earns its living as handicraftsmen. Provision of technical training to such people would upgrade their skills and earning capability. Therefore, a certain proportion of all new ITIs will be located in areas predominantly inhabited by minority communities and a proportion of existing ITIs to be upgraded to 'Centres of Excellence' will be selected on the same basis.

(9) Enhanced credit support for economic activities

(a) **The National Minorities Development & Finance Corporation (NMDFC)** was set up in 1994 with the objective of promoting economic development activities among the minority communities. The Government is committed to strengthen the NMDFC by providing it greater equity support to enable it to fully achieve its objectives.

(b) **Bank credit is essential for creation and sustenance** of self-employment initiatives. A target of 40% of net bank credit for priority sector lending has been fixed for domestic banks. The priority sector includes, inter alia, agricultural loans, loans to small-scale industries & small business, loans to retail trade, professional and self-employed persons, education loans, housing loans and micro-credit. It will be ensured that an appropriate percentage of the priority sector lending in all categories is targeted for the minority communities.

(10) Recruitment to State and Central Services

(a) **In the recruitment of police personnel**, State Governments will be advised to give special consideration to minorities. For this purpose, the composition of selection committees should be representative.

(b) **The Central Government will take similar action in the recruitment** of personnel to the Central police forces.

(c) **Large scale employment opportunities** are provided by the Railways, nationalized banks and public sector enterprises. In these cases also, the concerned departments will ensure that special consideration is given to recruitment from minority communities.

(d) **An exclusive scheme will be launched** for candidates belonging to minority communities to provide coaching in government institutions as well as private coaching institutes with credibility.

(C) Improving the conditions of living of minorities

(11) **Equitable share in rural housing scheme:** The Indira Awaas Yojana (IAY) provides financial assistance for shelter to the rural poor living below the poverty line. A certain percentage of the physical and financial targets under IAY will be earmarked for poor beneficiaries from minority communities living in rural

(12) **Improvement in condition of slums inhabited by minority communities:** Under the schemes of Integrated Housing & Slum Development Programme (IHSDP) and Jawaharlal Nehru National Urban Renewal Mission (JNNURM), the Central Government provides assistance to States/UTs for development of urban slums through provision of physical amenities and basic services. It would be ensured that the benefits of these programmes flow equitably to members of the minority communities and to cities/slums, predominantly inhabited by minority communities.

(D) Prevention & Control of Communal Riots

(13) **Prevention of communal incidents:** In the areas, which have been identified as communally sensitive and riot prone, district and police officials of the highest known efficiency, impartiality and secular record must be posted. In such areas and even elsewhere, the prevention of communal tension should be one of the primary duties of the district magistrate and superintendent of police. Their performances in this regard should be an important factor in determining their promotion prospects.

(14) **Prosecution for communal offences:** Severe action should be taken against all those who incite communal tension or take part in violence. Special court or courts specifically earmarked to try communal offences should be set up so that offenders are brought to book speedily.

(15) **Rehabilitation of victims of communal riots:** Victims of communal riots should be given immediate relief and provided prompt and adequate financial assistance for their rehabilitation.

2. The Delhi Minority Commission performs mainly the following functions:

1. Examine the working of the various safeguards provided in the Constitution of India or laws enacted by Parliament and the laws passed by the Legislative Assembly of Delhi for the protection of the Minority Communities, and to make recommendations to ensure their effective implementation.
2. Monitor the implementation of the policies and schemes of the Government for the welfare of Minority Communities.
3. Assess the representation of Minority communities in the services of the Government, semi-Government bodies and Govt. Undertakings, Municipal Corporation of Delhi, Delhi Development Authority, New Delhi Municipal Council, other local authorities and in case of inadequate representation, to recommend remedial measures.
4. Look into specific complaints regarding the deprivation of the rights and safeguards of the Minority Communities and to take up such matters with the appropriate authorities for necessary action.
5. Conduct studies, research and analysis in order to make recommendations to promote socio-economic upliftment of Minority Communities and hold seminars, debates, discussions etc. on the problems affecting the Minority Communities in Delhi.

3. GRIVANCES REDRESSAL CELL

There is only single contact point of the commission with the public where the complaints are received, for which a format has been developed and the same is appended in the Citizen's charter annexure B

Delhi Minority Commission is doing commendable job and the comments of some of the visitors in the visitor book are:

It is such an honor to be in Indian Minority Centre. The India minorities are lucky to have the full support of the Indian Government. I hope other multicultural countries should adopt such a vital and humanitarian service. I wish further success to the leadership of the fore mentioned organization fondly.

Dr. Ponnayalasa Kaudhar Algamisen

You are doing extremely well commended job to elevate the minorities in the country. Best wishes

Humaid Al-Madni, Ambassador of Oman to India

दिल्ली अल्पसंख्यक आयोग
स.स.अ. दिल्ली सरकार
Delhi Minorities Commission
Govt. of NCT of Delhi

घोषित करता है

अल्पसंख्यकों के लिए राट/शिकायत केंद्र
(मुस्लिम, सिख, ईसाई, पारसी, बौद्ध एवं जैन)

आपके कल्याण और किसी भी कार्य दिवस में दिल्ली अल्पसंख्यक आयोग
की भी आपका शिकायत दर्ज करवा सकते हैं

ANNOUNCES
Complaints/Grievances Centres for Minorities
(Muslim, Sikh, Christian, Parsi, Buddhist and Jain)

सूचना के लिए: (आपके क्षेत्र में) दिल्ली अल्पसंख्यक आयोग, 110023, दिल्ली, भारत।
दूरभाष: 011-2610233 फोन: 011-2610233, 2610233

आप भी शिकायत/असंतोष के लिए दिल्ली अल्पसंख्यक आयोग में आ सकते हैं।

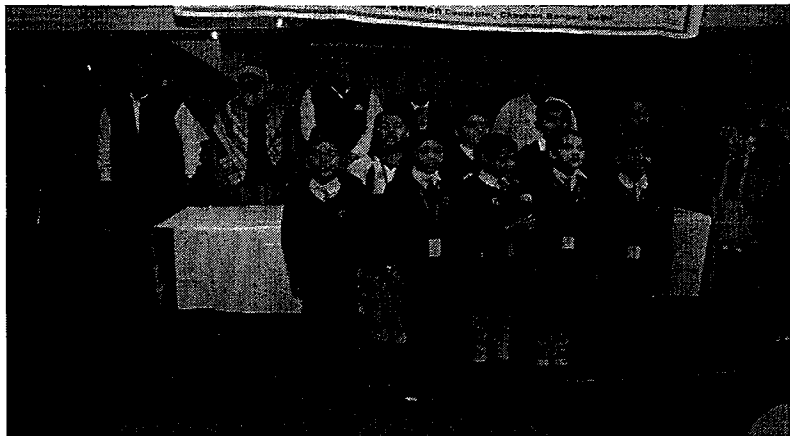
You can also lodge Grievances/Complaints at
our office/Commission on any working day.

SECTION 1
SCHEME OF PRE-MATRIC SCHOLARSHIP FOR STUDENTS
BELONGING TO THE MINORITY COMMUNITIES
GOI, MINISTRY OF MINORITY AFFAIRS

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SECTION 1
CENTRAL AND STATE GOVERNMENT SPONSORED SCHEME OF 'PRE-MATRIC SCHOLARSHIP' FOR STUDENTS BELONGING TO THE MINORITY COMMUNITIES

1.1 Scope, Eligibility, Distribution, Earmarking For Girl Students, Selection and Duration

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. 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 lac. 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.

30% of scholarship will be earmarked for girl students. In case sufficient numbers of eligible girl students are not available, then the balance earmarked scholarships may be awarded to eligible boy students. 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. The scholarships will be provided for the entire course. Maintenance allowance will be given for 10 months only in an academic year.

1.2 Rate of Scholarship

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

Sl. No.	Item	Hostellers (**)	Day scholars
1	Admission fee from class VI to X	Rs.500/- per annum (*)	Rs.500/- per annum (*)
2	Tuition fee from class VI to X	Rs.350/- p.m.(*)	
3	Maintenance Allowance for 10 months (maximum)	Class 1 to V	Rs.100/- per month
		Class VI to X	Rs.100/- per month

** Hostellers include students who are staying in hostel of the school/institute concerned or those provided by the State Government / Union Territory Administration concerned.

The scheme is be implemented through the State Government administration.

1.3 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 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 of School Education Department. Should be followed scrupulously.
- (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 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 State Government Administration.
- (x) The State Government 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 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 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 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.
- (xxi) 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.

1.4 Announcement of Scheme and Mode of Applying

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

The concerned State Government 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 reached to the respective educational institutions on or before 30.6.2008 along with requisite certificates/certifications.

DMC at your door step



SECTION 2
SCHEME OF POST-MATRIC SCHOLARSHIP FOR STUDENTS
BELONGING TO THE MINORITY COMMUNITIES
GOI, MINISTRY OF MINORITY AFFAIRS

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SECTION 2
SCHEME OF POST-MATRIC SCHOLARSHIP FOR STUDENTS BELONGING TO
THE MINORITY COMMUNITIES

2.1. Scope, eligibility, distribution, earmarking for girl students, selection procedure and duration

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 Administration concerned. It will also cover technical and vocational courses in Industrial Training Institutes/ Industrial Training Centers affiliated with the National Council for Vocational Training (NCVT) of classes XI and XII level. 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 lac.

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.

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

2.2 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:

S. No.	Item	Hosteller*	Day scholar Amount in Rs
1	Admission and tuition fee for classes (XI and XII)	Actual subject to the maximum ceiling of Rs. 7000 per annum	Actual subject to a maximum saving of Rs. 7000 per annum
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 the maximum saving of Rs. 10,000 per annum	Actual subject to the maximum saving of Rs. 10,000 per annum
4.	Maintenance allowance for per months (Includes expenses for study material, etc.)	Rs. 380 per month	Rs. 230 per month
	(i) Classes XI and XII including technical and vocational courses of this level.		

(ii) Courses other than technical and professional courses at undergraduate and post graduate level.	Rs. 570 per month	Rs. 300per month
(iii) M. Phil and Ph. D (For those researchers who are not awarded any fellowship by university or any other authority)	Rs 1200 per month	Rs. 550 per month

* Hosteller include students who are not staying in hostel of the school/institute concerned or those provided by the State Government Administration concerned

The scheme will be implemented through the State Government Administration.

2.3 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 lac. 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 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 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 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.
- xx. 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.

2.4 Announcement of Scheme, Mode of Applying and Pattern of Financial Assistance

The scheme will be announced by the concerned State Government Administration well in time, through advertisements in the leading language newspapers and local dailies and by using other suitable publicity media. The concerned State Government 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. 100% funding will be given by the Central Government to the State Government/Union Territory Administration.

2.5 Monitoring & Transparency

The State implementing the scheme shall monitor the financial and physical performance of the scheme at the State level. For this purpose an IT enabled monitoring mechanism shall be in place. The State 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 shall place relevant physical and financial details in their official website.

Courses, other than those listed in the Annexure F of Section 3 under merit-cum-means scholarship scheme, would be covered under the post-matric scholarship scheme.

SECTION 3

MERIT-CUM-MEANS SCHOLARSHIP FOR STUDENTS BELONGING TO THE MINORITY COMMUNITIES

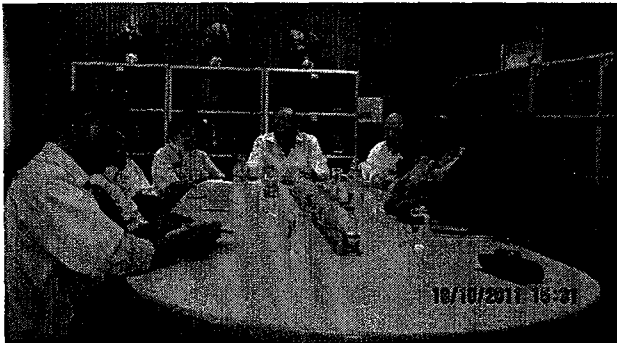
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E.	Format for Utilization Certificate for educational institutions {Form GFR 19-A} (School/Institute) http://www.minorityaffairs.gov.in/sites/upload_files/moma/files/pdfs/uc_form0708.pdf	A 27
F.	List of institutions eligible for reimbursement of full course fee under merit cum means based scholarship scheme for the students belonging to minority communities. http://www.minorityaffairs.rajasthan.gov.in/ListofInstl_%20Full_Reimbursement.pdf	A 27
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year 2012-13) Government engineering college (an institute specialized in civil & environmental engineering) Jaffarur, New Delhi - 110 073
http://www.gecdelhi.ac.in/pdf_files/formscholarship.pdf

- H. Islamic Development Bank Application for IDB Scholarship A 30
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SECTION 3
MERIT-CUM-MEANS SCHOLARSHIP FOR STUDENTS BELONGING TO THE
MINORITY COMMUNITIES

3.1 Applications, Eligibility criteria and Conditions

Applications, in the prescribed format, are invited from the students belonging to minority communities (Muslims, Sikhs, Christians, Buddhists and Zoroastrians (Parsis) pursuing technical or professional courses at under graduate/post graduate level in an institution recognized by an appropriate authority, for Merit-cum-Means based scholarships for the year 2011-2012 to be awarded by the Ministry of Minority Affairs, Govt. of India Eligibility criteria/ Conditions

Eligibility criteria and Conditions:

- a) Students, who have got admission in a recognized college/institution to pursue technical/professional courses, on the basis of a competitive examination.
- b) Students, who have got admission in a recognized college/institution to pursue technical/professional courses, without facing any competitive examination, will also be eligible for scholarship. However, such students should have scored not less than 50% marks at senior secondary (10+2)/graduation level. Selection of these students will be done strictly on merit.
- c) A scholarship holder under this Scheme will not avail of any other scholarship/stipend for pursuing the course.
- d) The annual family income of the beneficiary/parents or guardians of the beneficiary should not exceed Rs.2.50 lac per annum from all sources.
- e) Only students residing in Haryana State will be entitled for scholarship. However, students who are domicile of Haryana but are studying in Institutions / Colleges located outside Haryana State will also be eligible.
- f) 30% scholarships will be reserved for girls of each minority community which is Transferable to male students of that community in case of non-availability of sufficient female candidates in that community.
- g) The student/institution should mention the details of Bank Account Number/Bank Code Number, (IFSC code) and other such details so that maintenance allowance/course fee can be deposited in his/her/their account. If, Account number/Bank Code Number is not mentioned in the application form, the scholarship shall not be sanctioned.

3.2 Rate of Scholarship

The rate of scholarship will be as under:-

Sr. No.	Type of financial assistance	Rate for hosteller	Rate for Day scholar
1	Maintenance allowance (for 10 months only)	Rs.10, 000/- per annum (Rs.1000/- p.m.)	Rs.5, 000/- per annum (Rs.500/- p.m.)
2	Course Fee* Reimbursement in full for 85 institutes list	Rs.20,000/- per annum or actual whichever is less	Rs.20,000/- per annum or actual whichever is less
	Total	Rs.30,000/-	Rs.25,000/-

*Full course fee will be reimbursed for eligible institutions.

The eligible students should apply to the concerned Department as detailed below: - The applications received after 31st July 2011 shall be summarily rejected.

The Scheme has switched over from manual system to online system. Applicants are advised to take printouts of the duly filled in application forms through Online Scholarship Management System and submit the same along with all supporting documents through their respective institute.

Candidates eligible under the Scheme may apply in the prescribed form along with the requisite documents through the Head of the concerned Institution/College.

3.3 Procedure for Applying

- 1) 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 there on (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, if the application was in receipt of a scholarship under this scheme in the preceding year.
 - g. The State department should satisfy itself that student belongs to a particular minority community.
 - h. 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.

3.4 How to apply

Applications in the prescribed format may be submitted to the Secretary of the, deptt. of the concerned State Govt./UT administration, dealing with minority welfare, through the institutions where the students are pursuing technical/professional courses. The student must submit their applications to the state which he/she belongs to and not to the state where the institution where he/she is studying, is located.

3.5 Technical & Professional UG & PG Courses Covered Under Merit-Cum-Mean Scholarships Scheme for the Minority Communities

Applications, in the prescribed format, are invited from the students belonging to minority communities, pursuing technical or professional courses at under graduate/post graduate level in an institution recognized by an appropriate authority, for merit-cum means based scholarship for the year 2008-09 to be awarded by the Ministry of Minority Affairs, Govt. of India.

2. The list of such courses for which scholarships could be sanctioned under this scheme is as per section 2:-

Courses, other than those listed in Section 2 Annexure F are covered under merit-cum-means scholarship scheme, would be covered under the post-matric scholarship

3.6 Reimbursement of full course fee

Students studying in institutes listed in the scheme (85 institutes) will be entitled to reimbursement of full course fee. Students studying in other recognized institutes will be entitled for reimbursement of a maximum course fee of Rs.20, 000/- per annum.

3.7 Muslim Education Trust- IDB Scholarship Program

E-3, Abul Fazl Enclave, Jamia Nagar, New Delhi-110025, India

Tel: (91) 11-26957004, 26941028, 26941354 Email: metdelhi@ g mail.com

www.metdelhi.org

Please read the introduction of the program carefully before filling in the application form.

3.7.1 The Islamic Development Bank Jeddah, Saudi Arabia

In order to improve the socio-economic conditions of the Muslim Communities in Non-Member Countries around the world and to make meaningful contributions to the development of their countries, launched its scholarship program in 1983. The Bank is trying to assist and develop the potentialities of Muslim students by awarding scholarships to the scholars who are unable to pursue studies due to financial difficulties. The program is now in operation in 48 countries.

3.7.2 Objective and nature of the Program:

The objective of the program is to provide opportunities for the **academically meritorious** and **financially** needy students to pursue studies in professional degree courses in the approved areas in order to become competent professionals with dedication and commitment to the development of the community and the country.

The scholarship is an interest-free loan (*qard-e-basan*) to students. It covers cost of living, clothing, books, tuition and fees. Recipients are therefore required to refund the scholarship in easy installments after expiry of one year of the completion of graduation or after settling down in profession whichever is earlier. This is necessary because the scholarship is a grant from the Bank to the local community to enable it to sustain into the future to benefit deserving students to enjoy the same educational opportunity.

3.7.3 Eligibility:

The scholarship is open to students who are meritorious but financially needy and have passed SSC (10+2) examination and are desirous of pursuing undergraduate professional studies in session 2012-2013 in one of the fields of study approved under the program. The Master Degree Courses and the students going abroad for study do not fall within the purview of this program. Students joining Degree Courses after **Diploma will not be considered for scholarship.**

To Qualify for Scholarships, Students:

- Must have secured minimum 60 % marks in English, Physics, Chemistry and Biology/Mathematics in SSC (10+2) examination except for students from Maharashtra, Andhra Pradesh, Karnataka, Kerala and Tamil Nadu who should have 70% in the aggregate in above four subjects.
- Applicants for admission to **BBA + MBA** (integrated course) 4 / 5 years and **LAW** should have scored minimum 60% marks in English and optional/elective subjects in SSC (10+2).
- Age not over 24 years and not in receipt of any other scholarship.
- Students or their parents are financially weak and unable to pay for their education.
- Not opting for payment or self financing seats. □
- Promise to serve their community and country on completion of their studies.

3.7.4 Approved areas of study under the Program:

Bachelor's Degree Courses in Medicine (All branches including Ayurveda, Unani & Homeopathy) Dentistry, Pharmacy, Veterinary Science, Physiotherapy, Nursing, Lab Technician, Bio-Technology and Microbiology, **Engineering** (all branches) Agriculture, Fisheries, Forestry, Food Technology, Bachelor of Business Administration and Bachelor of Law. ♦

3.7.5 How to complete the Application Form and where to submit:

1. Application must be in typed form or written clearly with ink in block letters and be prepared TWO SETS with all supporting documents.
2. All information must be provided in English. Please attach certified translation of any document not in English.
3. All information requested must be provided; otherwise processing of the application may be delayed or may not be processed.
4. Indicate your State of Domicile: e.g. Assam, Bihar, Tamil Nadu etc on the first page of Application Form.

Original Application Form duly completed along with a duplicate copy with all required documents should be submitted to **Muslim Education Trust- IDB Scholarship Program**:

3.7.6 Documents Required:

1. Attested copies of the HSC (Class X) & SSC (10+2) Mark sheets and Certificates.
2. Attested copy of Birth Certificate if not mentioned in class X documents.
3. Copy of the Fee deposit receipt issued from the College/Institution as Proof of date of admission
4. Income certificate/ Pay slip of Father/ Guardian.
5. Two passport size photographs (35mm x 35mm) with name & state on its back side in a transparent plastic pouch.
6. Two self-addressed envelopes of 9 inches x 4 inches size with Rs.22/= postage affixed on it.

Note: *If not admitted at the time of the submission of the application for m applicants will have to submit the proof of admission immediately to The MET office Delhi after securing admission mentioning State of Domicile and Reference No. issued from the office.*

3.7.7 Pre-Selection Program and Interview:

MUSLIM EDUCATION TRUST, New Delhi will study and scrutinize the application form to establish eligibility of the candidate and to ascertain the completeness of documents. Therefore, the students should ensure that they have attached all the required documents with the application form to prove their eligibility.

The shortlisted students on the basis of their performance in SSC (Class XII) examination will be called to attend P re-Selection

Program and Interview at the centre is in their respective state/region. Places of Pre-selection interviews are as under.

Centers of Pre-Selection Program and Interview

Place Covered- Delhi, Haryana, Punjab, H.P

Muslim Education Trust

Ph. no. 011-26957004

Help Line Number- 011-26941028

3.7.8 Selection Procedure:

On the completion of Pre-Selection Interviews at all centres, state wise merit list of the candidates interviewed will be prepared on the basis of the careful assessment of their Academic Achievement, Financial Need (FN) and Islamic Knowledge & Commitment to their Community. A total of 100 marks will be allocated as follows:

- (a) 70 % of the marks obtained in 4 Subjects i.e. English, Physics, Chemistry and Mathematics or Biology in 10+2 examinations
- (b) 20 % for Financial Need
- (c) 10 % for Islamic Knowledge & Commitment to Community

Shortlisted applications and the lists of interviews marks will be submitted to the Scholarship Division, IDB, Jeddah. They will study application forms and interview results for final selection.

The selected students will receive in equivalent Indian Rupees a monthly stipend @ 75 US dollars & 225 US dollars as books and clothes allowances per year from the month in which the IDB finalizes the selection till the final examination of the course subject to satisfactory performance in each semester/annual examination. No stipend will be given during the internship period. In turn, the students will have to sign Bond and Agreement documents making commitment to.

- Accept all the rules and regulations of the scholarship program.
- Refund the scholarship loan upon graduation and gaining employment.
- Register with All India Graduate Association (AIGA)
- Contribute to the development of the community and the country, individually and collectively under the platform of AIGA and with some other NGOs.

3.7.9 Guidance and Counseling Activities:

Guidance and Counseling Program is an integral part of the IDB Scholarship Program. The aim of the IDB is not only to assist scholars for pursuing professional studies but also to develop their personality and professional skills by arranging various programs so that the scholars may become Committed Muslims and Competent Professionals and be able to serve the Community and the country.

Therefore, in order to assist MET in implementing the Guidance and Counseling Activities, twelve Honorary Students Counselors (HSCs) in 12 regions and one Sr. HSC to supervise and coordinate the activities of all HSCs have been appointed. It is therefore necessary for the students selected under the program to remain in touch with the HSC of their respective zone and comply with his instructions. Non-cooperative attitude with the Guidance and Counseling Activities may result in suspension or cancellation of the scholarship.

3.7.10 Important Notes:

1. Candidates invited for Interview are required to show their call letter & original certificates at the time of the interview. Students coming without call letter will not be allowed for interview, No TA is given.
2. Giving false information may result in either cancellation of already approved application or termination of scholarship.
3. As and when, the change in your mailing address occurs, MET should be informed immediately for quick and timely communication. In case, change in address is not informed or proper and complete address for correspondence at the Town/City of the study is not provided, MET will not be responsible for delay in delivery of letters or missing in post by any reason.
4. If you have any query regarding the Scholarship Program please contact at the 11-26941028

5. All inquiries about the program should be addressed to: MUSLIM EDUCATION TRUST, E-3, Abul Fazl Enclave, Jamia Nagar, New Delhi-110025 the designated IDB Counterpart for Scholarship Program in INDIA or to the organization or person mentioned in the advertisement of the program.
6. Last date of submission of application form is 31st July 2012

3.7.11 MET Scholarship for Preparation Courses

Muslim Education Trust also provides scholarships for the preparation of Entrance Exams of professional courses like IIT-JEE, AIEEE, PMT, AIPMT & other state level professional courses. Students or their parents are financially weak and unable to pay for their education (Salary Certificate or Proof of Income required) can apply for the Scholarship. Forms are in the annexure.

3.7.12 MET Scholarship For U.P.S.C. And State Public Service Commissions

The MET financial assistance is more than just a scholarship in the traditional sense. It is in reality a tool for the improvement of the social and economic condition of the deprived people in particular and the Nation as a whole in general.

Selected candidates are encouraged to obtain admission to premier institutes/coaching centers in order to groom them properly to become capable of competing successfully at the Civil Services Examinations conducted by U.P.S.C. or State Public Service Commissions or obtaining higher professional education at the institutes of repute. These candidates are taken under the guidance and care of MET in order to help them to prepare properly for the Preliminary, Mains, and Interview for Personality Test conducted by the U.P.S.C. or State Public Service Commissions. Deserving candidates preparing for or pursuing higher professional courses are also assisted financially. Girls are given preference in order of merit.

The Awardees are expected to take part in the development of the Community through their respective professions. The repaid fund is recycled to provide scholarships to other deserving candidates; complement the MET Scholarship Programme and to ensure continuity of the Programme in the long run. The community development services rendered by the awardees will contribute to the overall development of the Community and the Nation.

NOTE – Applications are invited from candidates wishing to pursue various coaching courses of reputed coaching centres in Delhi & Aligarh for PARTIAL FINANCIAL ASSISTANCE.

3.8 Delhi Scholarship, Aamir Mustafa Kidwai Trust

Aamir Mustafa Kidwai Trust provides financial assistance & scholarships for pursuing higher studies to needy and meritorious persons belonging to educationally backward minorities.

Scholarships for Indian Muslims

Following organizations provide scholarship to students some of them to Indian Muslims exclusively, for details please contact them directly.

GOVERNMENT

1. Government of India: <http://minorityaffairs.gov.in/newsite/schemes/schemes.asp>
(Page can't open) Wed, 05/31/2006 -
2. Delhi: <http://www.scstwelfare.delhigovt.nic.in/>
(SC/ST/OBC/Minority)

SECTION 4

FREE COACHING & ALLIED SCHEME FOR THE CANDIDATES BELONGING TO MINORITY COMMUNITIES

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4.7 Terms and Conditions to be complied with by the coaching institutes http://minoritywelfare.up.nic.in/english/scholarship_coaching_schemes.htm	26

Annexure List Section 4:

A. PART-I: Application form to be submitted by coaching institutes for receiving grants-in-aid from the Government of India, Ministry of Minority Affairs under the "Free Coaching and Allied Scheme for candidates belonging to the minority communities". (To be filled in by an authorized representative of the applicant organization) http://www.minorityaffairs.gov.in/sites/upload_files/moma/files/pdfs/apply_format1.pdf	A 39
B. PART-II: Infrastructure Details http://www.minorityaffairs.gov.in/sites/upload_files/moma/files/pdfs/infra_format2.pdf	A 41
C. PART-III: Inspection Report http://www.minorityaffairs.gov.in/sites/upload_files/moma/files/pdfs/insp_format3.pdf	A 42
D. PART-IV: Recommendation of the State government to be forwarded to Ministry of Minority Affairs, Government of India, 11th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 http://www.minorityaffairs.gov.in/sites/upload_files/moma/files/pdfs/bank_format5.pdf	A 44
E. Authorization Letter for sending Grants-in-aid funds directly into the Bank Accounts for the organization http://www.minorityaffairs.gov.in/sites/upload_files/moma/files/pdfs/bank_format5.pdf	A 44
F. Bond: To be furnished on Rs.20- Stamp Paper http://www.minorityaffairs.gov.in/sites/upload_files/moma/files/pdfs/bond_format.pdf	A 45
G. Monitoring http://www.minorityaffairs.gov.in/sites/upload_files/moma/files/pdfs/bond_format.pdf	A 46



SECTION 4: FREE COACHING & ALLIED SCHEME FOR THE CANDIDATES BELONGING TO MINORITY COMMUNITIES

4.1. Background

The scheme aims to empower the minority communities by assisting the economically weaker sections of students among them through coaching institutions for enhancing their skills and capabilities to make them employable in industries, services and business sectors in addition to the government sector. It has built-in resilience to adapt 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.

Separate schemes for providing coaching to students belonging to scheduled caste, minority communities and backward classes were being implemented from 6th 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. After creation of the Ministry of Minority Affairs, a new scheme called "Free Coaching & Allied Scheme for candidates belonging to minority communities has been formulated keeping in view the emerging trends of employment in the era of economic reforms, liberalization and globalization.

4.2 Objectives

The objectives of the scheme are to assist students belonging to 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 in 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 for jobs in the private sector such as in airlines, shipping, information technology (IT), business process outsourcing (BPO) and other IT enabled services, hospitality, tours and travels, maritime, food processing, retail, sales & marketing, bio-technology and other job oriented courses as per the emerging trend of employment.
- d) Remedial coaching at undergraduate and post graduate level to improve the academic knowledge and enable the student to catch up with the rest of the class and complete the course successfully.

4.3 Implementing Agencies and Eligibility

The following types of organizations will be eligible for running the coaching programmers under this scheme:-

- i) All institutes in the Government sector including universities and autonomous bodies engaged in the coaching activities.
- ii) All institutes in the Government sector including universities and autonomous bodies engaged in imparting remedial coaching to the students belonging to minority communities.
- iii) University/colleges in private sector engaged in coaching activities including deemed universities.

- iv) Institutes in the private sector engaged in coaching activities/job oriented coaching/training for placement in private sectors, which is a trust, company, partnership firm, or society registered under relevant law and of relevant industry, bodies or institutes, preferably identified by them.

The coaching institutes should fulfill the following conditions:

- a) The institutes should have required number of well 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 field recruitment of constables and equivalent in the police/security forces and railways.
- c) The institutes should have experience of imparting coaching 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 high.
- d) Coaching institutes should have a minimum success rate of 15%. A three year moving average could be considered for this purpose. Coaching institutes 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 for industry specific courses/jobs will be encouraged for private sector jobs.

4.4 Details of Procedure

- i. The Ministry of Minority Affairs will advertise the details of the scheme and invite proposals from the coaching/training institutes by 30th April of every year.
- 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.
- iii. The proposals received from institutes will be scrutinized, processed in the Ministry and placed before a **Committee** consisting of the following members, for selection of the institutes for funding:-

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) Director/Deputy Secretary, Minority Affairs	Convener
- iv) The Committee may, for a specific period not exceeding one financial year, co-opt any other professional as member(s), as and when required.

4.5 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 lac per annum will be eligible under the scheme.
- iii) Benefits of coaching 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 institution will be required to take an affidavit from the student that they have not taken any benefit under this scheme.

- 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 the preliminary examination for the year/examination 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 midway, the entire expenditure incurred on the candidate will be recovered from the institute concerned.

4.6 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/ remedial coaching	Coaching/ remedial coaching fee	Amount of Stipend
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 ceiling of Rs. 15,000/-	-Do-
3.	Group 'C' Services	As fixed by the institute, subject to a maximum ceiling of Rs. 10,000/-	-Do-
4.	Entrance examination for technical/ professional courses	As fixed by the institute, subject to a maximum ceiling of Rs. 20000/-	Rs. 1500/-for outstation candidates, Rs. 750/-for local Candidates
5.	Coaching for jobs in private sectors	As fixed by the institute, subject to a maximum ceiling of Rs. 20,000/-	-Do-
6.	Remedial coaching/tuition	As charged by the institutes for the extra tuition classes.	Not Applicable
7.	Coaching for recruitment of constables and equivalent in police/security forces and railways. (For a period not exceeding five days)	At nominal rates, as proposed by the institute and fixed by the committee	Rs. 100/-for outstation candidates, Rs. 50/-for local candidates.

- (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 other appropriate decisions at the Ministry level.

- v) Funds will be released to the institutes in first installment of 70% and second installment of 30%.
- vi) Funds will be released in subsequent years after inspection of the organization by Central Government/State Government or any other agency designated by the Ministry.
- vii) Sanction of subsequent year proposal will depend on level of success rate of the coaching institutes in competitive examinations and placement for jobs in private sectors.
- viii) The institute shall be solely responsible in ensuring that only students of meritorious standing are admitted for coaching.
- ix) The institute shall provide the bank account and full address for crediting the sanctioned coaching fee directly into the institute account.
- x) After completion of the coaching 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 suffer due to delay, if any, in release of funds.

4.7 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 programme and furnishes 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 through their bank account number.
- 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.
- v) 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.
- vi) The coaching institution will also be required to take an affidavit from the student that they have not taken benefit earlier under this scheme or any other similar scheme funded by the government.
- vii) The institution shall submit a certificate accepting the terms and conditions lay 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.

SECTION 5
SCHEME OF RESEARCH/STUDIES, MONITORING AND
EVALUATION OF DEVELOPMENT SCHEMES INCLUDING
PUBLICITY

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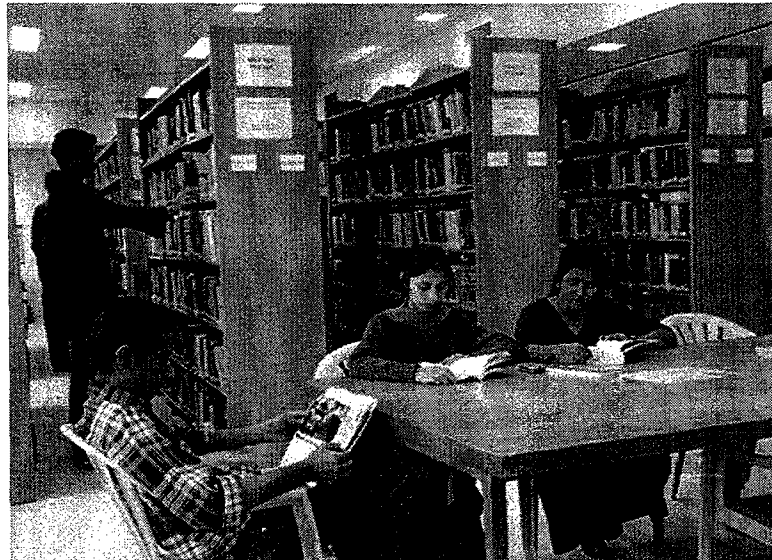
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http://minorityaffairs.gov.in/sites/upload_files/moma/files/MODIFIED-SCHEME.pdf

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SECTION 5

SCHEME OF RESEARCH/STUDIES, MONITORING AND EVALUATION OF DEVELOPMENT SCHEMES INCLUDING PUBLICITY

5.1 Objective & Scope

Ministry of Minority Affairs (hereinafter referred to as the Ministry) under the Central Sector Scheme 'Scheme of Research/Studies, Monitoring and Evaluation of Development Schemes including Publicity' shall provide professional charges to those institutions/organizations which have the expertise and are willing to undertake purposeful studies on the problems and requirement of minorities including baseline surveys/surveys and also carrying out concurrent monitoring on the implementation of various schemes undertaken for minorities. Reports of such research/studies including baseline surveys/surveys are expected to provide information and data of development deficits, successful schemes, strategies and approaches worth replicating, suggest specific programme interventions and policy options, etc. Concurrent monitoring is also essential for enabling mid-course corrective measures to ensure effective implementation of programmes and schemes. Financial support will be extended to organization holding Workshop/seminar/Conference provided the theme of workshop/seminar/conference has direct relevance to the mandate of the Ministry. Financial support will not be provided to any organization for holding Workshop/Seminar/Conference for formulation of research proposal. No funding will be given to any organizations for holding any group discussion.

To carry out multi-media campaign involving print media, electronic media, outdoor publicity etc. for dissemination of information to generate awareness relating to programmes, schemes and initiatives for minorities. Special focus would be given on publicity of the Prime Minister's New 15 Point Programme for the Welfare of Minorities, which is a flagship programme of the Central Government.

The scheme covers expenditure for research/studies including baseline survey/survey, monitoring/ concurrent monitoring and evaluation studies of various schemes and programmes of the Ministry including the Prime Minister's New 15 Point Programme for the Welfare of Minorities throughout the country with special focus on Minority Concentration Districts/blocks/towns and holding workshop/seminar/conference on themes of direct relevance to the Ministry which are either proposed by the institutions/organizations themselves or proposed/sponsored by the Ministry itself.

Creative multi-media campaign for dissemination of information relating to programmes, schemes and initiatives of the Ministry of specialized nature requiring professionalism, expertise and infrastructure normally not available with Government agencies would be carried out through reputed private media agencies. Special focus would be given to publicity of the Prime Minister's New 15 Point Programme. Efforts would be made to carry out intensive multi-media campaign with focus on districts, blocks and cities having a substantial minority population. For multi media campaign to be carried out by PIB, DAVP and other government agencies proposals will be invited and considered directly by the Ministry.

5.2 Eligibility

A. The following categories of institutions and organizations are eligible for professional charges under the scheme for undertaking studies involving research, monitoring/concurrent monitoring, evaluation and baseline survey/survey and holding workshop/seminar/conference:-

- (i) Social science research councils/institutions/ organizations;

- (ii) Professional Organisations working in the field of minorities;
- (iii) Universities including Deemed Universities and Institutions of national repute and importance;
- (iv) Reputed Institutions of higher learning;
- (v) Autonomous Bodies; and
- (vi) Registered Bodies of professionals in the field of minority development.

Autonomous institutions/organizations, to be eligible to seek professional charges under this scheme, must be non-profit making and be set up either under a Statute of Central or State Legislature or registered under the Societies Registration Act, 1860. B. Reputed private media agencies would be eligible for making creative multi-media campaign of specialized nature requiring professionalism, expertise and infrastructure normally not available with Government agencies.

5.3 Guidelines for Submission of Proposals

Proposals for research/studies including baseline survey/survey, monitoring/concurrent monitoring, evaluation may be invited either through advertisement in the newspaper and website of the Ministry or directly from research institution/council/organization of the Government or may be proposed/sponsored directly by the Ministry itself. Assistance given by the Ministry will be institution-based and released to the head of the institution/organisation. Staff appointed for a study are deemed to be employees of the institution/organisation; their remuneration, TA/DA, etc. should be as admissible under the rules of the institution/organisation.

Any institution/organization eligible and desirous of undertaking research/studies including survey and concurrent monitoring under this scheme will apply to the Ministry in the prescribed format (Appended) along with an outline of the proposed study/workshop/seminar/conference in accordance with the following broad guidelines:-

- (i) Objectives: The focus and orientation as well as specific objectives spelt out in detail.
- (ii) Justification: A precise identification of the problem, the hypothesis to be tested and the question to be answered.
- (iii) Relevance to an action programme: A statement in concrete terms as to how the results of the study will be relevant to improvement in formulation and implementation of the policy, plan or programme for minorities.
- (iv) Approach and methodology: The extent to which the study is reflective or empirical; whether it is intended to collect primary data and if so, based on a sample survey or a case study; relevant sources or necessary data if the use of available data is envisaged.
- (v) Details of data collection and analysis: Concepts, definitions, important variables, sampling design if necessary, broad contents of schedules/questionnaires of relevant lines of analysis, tabulation, programme and synopsis of chapter plan of the report, if possible.
- (vi) Project Duration: Time required for completing the study and submission of the report, period envisaged for preparation, field study/collection of data and drafting of the report. Research study should normally be completed within the duration of six months and in any case not beyond a period of one year.
- (vii) Staffing pattern: The number and types of supporting staff, the period for which are required and remuneration to be paid.
- (viii) Budget: Financial requirements broken down under different items of remuneration of staff, TA, workshops/seminars, stationery/printing of forms, computation and contingencies.
- (ix) Institute's contribution: The extent of contribution proposed by the institution/organization towards the cost of undertaking the study.
- (x) Bio-data of staff: Sufficient information about the academic qualifications and research experience of the Project Director and the senior staff to be associated with the study. This is not required in the case of institutions/council/organization of the Government.

Following broad guidelines are for preparation of Proposals for organizing workshop/seminar/conference:-

- (i) The main topic/theme of the workshop/seminar/conference, etc.
- (ii) Significance/purpose indicating clearly the contribution which the proposed seminar/workshop/conference is expected to make;
- (iii) Subjects/contents proposed for discussion;
- (iv) Level of participants and their number;
- (v) Duration and venue;
- (vi) Programme; and
- (vii) Collaborating agency, if any.

The Ministry may invite applications for making creative's for multi- media campaign of specialized nature requiring professionalism, expertise and infrastructure normally not available with Government agencies through advertisement in newspapers and website of the Ministry or from the list of reputed private media agencies supplied by PIB/DAVP.

5.4 Pattern of Assistance

The Ministry will bear the expenditure on the following approved items of expenditure connected with the research/studies including baseline survey/survey, evaluation/concurrent monitoring:-

- (i) Remuneration for project staff
- (ii) Traveling and Daily Allowances for project staff
- (iii) Stationery and printing of questionnaires, schedules and forms.
- (iv) Hiring of office equipment like computer, printer, photocopier, fax, scanner etc. (in case there is no participating institution or where the institution is not in a position to provide the same).
- (v) Workshop/seminar.
- (vi) Contingencies including postage charges, computation and tabulation charges.

The Ministry will bear the expenditure on the following items of expenditure connected with workshop/seminar/conference, whenever necessary.

- (i) Travelling and daily allowance for participants
- (ii) Honorarium (specifying purpose)
- (iv) Stationary, etc.
- (iv) Contingencies including postage charges etc.
- (v) Publication of the seminar/workshop papers and Proceedings.
- (vi) Any other (specify)

In respect of multi-media campaign/publicity the pattern of assistance will be based on the proposal.

5.5 Quantum of Assistance

The professional charges would be released in the case of studies/survey in three installments; first installment – 50%, second installment - 40% on receiving progress reports and expenditure statements and the third and final installment - 10% after receiving the final report. In the case of research/studies including baseline survey/survey undertaken at the behest of the Ministry through institution/council/organization of the Government, 90% of the sanctioned amount may be released as the first installment.

The professional charges would be released in the case of workshop/seminars/conference in two installments, first installment – 90% and the second installment – 10% after the workshop/seminar/conference is over, receipt of the report and the audited statement of accounts.

The quantum of professional charges in respect of multi-media campaign/publicity will be based on the budget provision for the year concerned.

5.6 Terms and Conditions

The following general conditions will be complied with by any institution/organization receiving assistance for research/studies including baseline survey/survey, concurrent monitoring and evaluation:

- (i) The institution/organization will maintain the accounts and get the final accounts audited by Government auditors in case of institutes whose accounts are audited by Government auditors or by a Chartered Accountant, as the case may be, and submit these to the Ministry, along with the Utilisation Certificate on the completion of the study/survey. The accounting and auditing arrangements in respect of this scheme will be the same as those prevailing in the institution/ organization.
- (ii) The institution/organization will not accept or apply for any professional charges from any other source towards the assignment approved under this scheme except with prior approval of the Ministry.
- (iii) Separate account will be kept of the project receipts and expenses even though some of the items of expenditure may be common with that incurred by the institution/organization of other activities.
- (iv) The institution/organization will be required to prepare a quarterly progress report on the study and submit the same to the Ministry along with a statement of expenditure actually incurred during the quarter. It will also be required to record a certificate to the effect that the expenditure has incurred in accordance with the sanctioned grant.
- (v) The accounts, equipment, etc relating to the project for which professional charges have been provided will be made available for inspection by an officer authorized by the Ministry. The accounts relating to the project shall be open to audit also by the Comptroller and Auditor General of India or his nominee(s) at his discretion.
- (vi) The institution/organization shall prepare and maintain records of all assets acquired whole or substantially out of the funds received under the scheme. Such assets shall not be disposed, encumbered or utilized for other purpose without prior sanction of the Ministry.
- (vii) The Project Director of the institution/organization will be required to give an undertaking in writing duly signed by him/her to undertake the research/study/survey/ baseline survey/ concurrent monitoring/evaluation and complete it in time. Delay in completion of the assignment may cause reduction in the professional charges. The Project Director shall submit the final report (with 10 additional copies) to the Ministry within the stipulated duration of study/survey. Normally, studies, etc. under this scheme would be expected to be completed within the duration of six months and in any case not beyond a period of one year. Final report will include the problem studied, the procedure followed—methodology of study/survey/monitoring/ evaluation, an account of the population studied/surveyed, description & analysis of data and findings & conclusion.
- (viii) The final report on the study will be evaluated by an Expert Committee to be set up by the Ministry and such reports as recommended and accepted for publication shall be published by the Ministry. The copyright in respect of all reports shall vest in the Government of India. In case, the institution/organisation desires to publish the report on its own, prior permission of the Ministry should be taken.
- (ix) The institute/organisation shall be liable to refund the entire grant amount together with damages at the rate of 6% p.a. interest thereon for any violation of the terms and conditions mentioned in the Scheme/Government sanction, from the date of encashment of the cheque/bank draft for the amount sanctioned for the project, provided that the Government

in its discretion may relax the date for the purpose of calculation of interest to provide for such interest to be charged or on a subsequent date.

- (x) The decision of the Secretary of the Ministry on the question whether there has been breach or violation of any of the terms and conditions mentioned herein as well as in the sanction letter, shall be final and binding on the institution/organisation.
- (xi) The Ministry reserves the right to terminate the professional charges, if it is not satisfied with the progress of the project, or finds that the terms and conditions are being seriously violated.

SECTION 6 MAULANA AZAD

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SECTION 6 MAULANA AZAD

6.1 Maulana Azad Education Foundation

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 fully 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.

6.1.1 Educational Schemes:-

- * Financial assistance for construction/ expansion of Schools belonging to educationally backward minorities,
- * Financial assistance for purchase of Science/Computer lab equipment's/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 construction/Expansion of D. Ed / B.Ed. College belonging to educationally backward minorities

6.1.2 Objective of the Scheme:-

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

6.1.3 Eligibility Criteria for grant:-

- Society/Trust should be registered under the Societies Registration Act/ Indian Trust Act for the last three years,
- The NGO/trust must be having properly constituted Managing Committee with its powers clearly defined in its by-laws.
- 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 not be in a position to receive involvement of knowledgeable 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 individual or a body of individuals/family. The members from one family should not be more than 30% in the Managing Committee. The NGO will have to attach an affidavit on Rs. 20/- stamp paper that the members belonging to one family are less than 30%.
- 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 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 8th standard,
- Society/Trust must be having at least 500 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.
- The institution recognized by Madarsa Boards or running as study/examination centers of NCPUL, NIOS, MANNU, etc. are not entitled for getting grant from MAEF.

6.1.4 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 –I to VII,
- Backward areas, particularly areas that are educationally backward should receive appropriate attention/priority.
- Assistance to an individual unit should not exceed Rs.30.00 Lacs. 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 5.00 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 gazetted officer or Notary Public,

- 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

6.1.5 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 decision and the decision shall be communicated to the Organization/Institution.

6.2 “Maulana Azad National Scholarship Scheme” for Meritorious Girl Students Belonging to Minorities

6.2.1 Objective

To recognize, promote and assist meritorious Girl students belonging to national Minorities who cannot continue their education without financial support. Purpose of Scholarship will be admissible for expenditure on Payment of School/College Fee, purchase of syllabus books, purchase of stationery/equipments required for the course & payment of Boarding/Lodging charges.

Important

- i. Application can be downloaded from the web site www.maef.nic.in Photocopy of the application form can be used freely. No fee/any other amount is to be paid for application.
- ii. Application form can be sent by the student directly to the Foundation by post or can be submitted by hand from 10.00 a.m. to 5.00 p.m. all working days in the office of the Foundation.
- iii No Charges/fee is to be paid to any one for any services.
- iv Sanction letter/cheque for scholarship will sent by Regd. Post directly to the address of successful candidate of completion of prescribed papers/formalities.

6.2.2 Eligibility Criterion

Only Girl Students belonging to National Minorities, i.e., Muslims, Christians, Buddhists, Sikhs, Parsees. Should have secured not less than 55% marks (in aggregate) in the secondary school certificate examination(Class X) conducted by any recognized Centre/State Board of Secondary Education. The List of 33 recognized Boards/ Councils is given in Annexure-III. This is only qualifying percentage for applying and does not guarantee grant of scholarship which is given to the top eligible applicant based on the quota fixed for the concerned state from amongst the eligible application received from the state.

- i) Family income of the student from all sources should be less than Rs. 1,00,000/- (Rupees one lac only)in the preceding financial year. Income of the parent/guardian is one of the basic criteria for award of Scholarship. Therefore:
 - In case of salaried class, the student must indicate the designation, pay-scale, basic pay and other allowances along with total gross and take home emoluments of the parent/guardian. A mere statement saying "Service" will not be acceptable. The student

must attach a salary Certificate or Pension Certificate (in case of retired persons) of her parent/guardian along with the application.

- In case of agriculture/horticulture etc., the students has to mention total land holding with details of irrigated and non-irrigated and other landed property owned by her family along with total income of the family. These details will also be mentioned in the affidavit of the parent/guardian/in the certificate from Revenue authority, as the case may be,- In case of business class, the student must categorically state the name and type of the business along with the total turnover and the total income of family. The same details will also be stated in the Affidavit (Annexure-II) from her parent/guardian.
 - Income from all other sources must also be mentioned, especially if mother is also employed.
 - It must be noted that all income certificate and statements made by the students in the application is subject to further verification of Maulana Azad Education Foundation. In case of any deliberate discrepancy/concealment of facts, the MAEF may cancel/recover the scholarship granted/released as well as initiate necessary action as per law.
 - The income certificate/affidavit (Annexure-II) must be from the parents' guardian's side and should have been issued from the respective home station. The income certificate issued or affidavit made from the place where the student is studying, as against the home station, will NOT be acceptable (in case of photocopy, it should be attested by Gazetted Officer or Head of Institution).
- ii) Should have confirmed admission in class-XI. Admission Slip issued by the college/school where the student is presently studying and verification of the principal(Annexure-I),in prescribed proforma must be sent with the application.
 - iii) The University/College/Institute offering admission should be recognized by the Government at the Central or State level or any other competent authority.
 - iv) It is one time scholarship, and no claim as permanent beneficiary will be entertained. Student once selected for scholarship can not avail the same again.
 - v) A student getting a scholarship from any other source would not be eligible for this scholarship.
 - vi) The last date for receipt of application in the office of the Maulana Azad Education Foundation is September 30th which must be adhered to. The application of the scholarship received after 30th September, will not be entertained under any circumstances, MAEF will not be responsible for postal delay in the matter.
 - vii) The amount of Scholarship Will be Rs. 12,000/- (Rupees twelve thousand only) which will be released in two installments of Rs. 6,000/- each. The first installment will be released after sanction of scholarship and the second installment will be released when the student will submit proof of passing class XI, and admonition to Class XII in the office of the foundation.
 - viii) The Scholarship is given to student passing X exam and taking admission in XI in the year when result of X exam is declared. Application received in subsequent years will not be entertained.

6.3 Scheme of Maulana Azad National Fellowship for Minority Students

6.3.1 Introduction

The Maulana Azad National Fellowship for Minority Students is formulated and funded by Ministry of Minority Affairs. The scheme is open to candidates who belong to one of the Minority Community i.e. Muslim, Sikh, Parsi, Buddhist & Christian and wish to pursue higher studies such as regular and full time M. Phil/Ph.D. degrees in Sciences, Humanities, Social Sciences and

Engineering & Technology. There are 756 slots every year for all the subjects. 3% fellowships are reserved for Physically Handicapped candidates belonging to Minority Candidates as per provision laid down by the Government of India.

6.3.2 Objective

The objective of the scheme 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 scheme will cover all Universities/Institutions recognized by the University Grants Commission (UGC) under section 2(f) & section 3 of the UGC Act along with those which are not under the purview of UGC and will be implemented by the Ministry of Minority Affairs (MOMA) 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 scheme will be known as MOMA scholars.

6.3.3 Target Group/Eligibility

The candidates belonging to one of the minority community who have passed the post graduation examination with minimum 50% marks in concerned subject and who desire to pursue full time research without JRF of UGC-NET or UGC-CSIRNET.

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 – Muslim, Christian, Sikh, Buddhist and Parsi, notified under Section 2 (c) of the National Commission for Minorities Act, 1992.
- (ii) He/She should submit the minority community certificate on self declaration basis on a non-judicial stamp paper of rupees ten, until the State Government/ Union Territory Administration starts to issue the minority community certificate.
- (iii) He/She should get admission and registration for regular and full time M. Phil/Ph. D courses in University/Academic Institution at the first available opportunity not later than with in a period of 2 years from the receipt of award letter (this period is not extendable). The admission and registration should be taken by fulfilling conditions of admission of that University/Institution, subject to provisions of the scheme as per advertisement of UGC.
- (iv) The minority community students once considered eligible for the fellowship shall not be entitled to benefits under any other scheme of the Central or State Government or any other body like UGC for the same study.
- (v) Not more than two students from one family can avail MOMA fellowship.
- (vi) The actual payment of the fellowship will be made with effect from the date of joining only.
- (vii) Fellowship can't be transferred from one minority community to another.
- (viii) The annual income of the beneficiary/parents or guardian of the beneficiary should not exceed Rs. 4.5 lac from all sources. He/she should submit his/her income or his/her parent's/guardian's income certificate issued by the appropriate Authority.

6.3.4 Nature of Assistance Available Under the Scheme:

The tenure of fellowship is initially for two years under the MANF Scheme. Before expiry of this period, the work of the Fellow will be evaluated by a Committee of three members comprising of Head of the Department, Supervisor and one outside subject expert to be constituted by the concerned Department of the/University/Institution/College. If the research work is found satisfactory, his/her tenure will be extended further for a period of three years under the enhanced emoluments of the Maulana Azad National Senior Research Fellowship (MANSRF). The recommendation of the Committee shall be submitted to the UGC for Upgradation to the level of MANSRF (Annexure-VIII). The work done and the time spent on scholarships or fellowships of

any agency other than the UGC will not be taken into account while considering the proposals for enhancement in the value of fellowship. The fellowship may be withdrawn if the work is not considered satisfactory or the candidate fails in any of the examinations related to Ph. D. In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement. However, during this period he/she will be designated as Maulana Azad National Junior Research Fellow. In such cases work will be evaluated again before third year of the tenure, and if improvement is found, the Fellow will get two more years under the MANSRF. Thus, the total period of fellowship (MANJRF and MANSRF) is for five years, with no further provision of extension.

**The candidate would be eligible for following financial assistance;
The amount of fellowship/contingency etc. must be paid to the fellow by the University/Institute/College in the first week of every month.**

6.3.5 Rate of Fellowship

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 (w. e. f. 1st April 2010)	@ Rs. 16,000/- for initial two years (JRF) @ Rs. 18,000/- for remaining tenure (SRF)
Contingency for Humanities & Social Sciences and Commerce.	@ Rs. 10,000/- p.a. for initial two years @ Rs. 20,500/- p.a. for remaining three years
Contingency for Science @ 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 case of physically and visually challenged candidates

6.3.6 House Rent Allowance

Suitable single-seated hostel accommodation may be provided to MANJRF candidate in the University/Institution/College. In case of non-availability, HRA as per rules of the university/institution/ college will be paid to the Fellow subject to the submission of an HRA certificate through the Registrar/Director/Principal. Maulana Azad National Junior Research Fellow provided with accommodation in a hostel recognized/maintained by the institutions may be reimbursed the hostel fee, excluding mess, electricity, water charges, etc. A certificate to this effect is to be furnished through the Registrar/Principal (Annexure II). If the fellow makes his/her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of the cities by the Government of India. The fellow will submit a certificate for the purpose to the UGC for claiming HRA through the concerned University/Institution/College.

6.3.7 Medical

No separate/fixed medical assistance is provided. However, the Fellow may avail of the medical facilities available in the University/Institution/College.

6.3.8 Leave

The candidates are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations. Women candidates are eligible for maternity leave of 135 days at full rates of fellowship once during the tenure of their award. In special cases Maulana Azad National Junior Research Fellow may be allowed leave without fellowship by the Commission up to one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same

city/town. In other cases, leave without fellowship will be restricted to a period not exceeding three months during the tenure of the award on the recommendations of the supervisor and the institution. The period of leave without fellowship will be counted towards the total tenure of the award. MANJRF/MANSRF is advised to apply for leave through University/Institution/ Colleges well in advance for the approval of the Commission.

6.3.9 Procedure for Applying for the Scheme

Applications are invited in the prescribed format (Annexure-I) once in a year through advertisement in leading newspapers and Employment News. The same is also uploaded in the UGC Website www.ugc.ac.in. The selection is made on the basis of merit and as per the procedure of the Commission.

Procedure for approval of The UGC Applications received will be scrutinized, and short listed by the Commission. The decision of the Commission will be final and binding. The Commission reserves the right to withdraw/cancel the award without assigning any reason. On completion of the above formalities, the Joining Report of the candidate, duly signed by the supervisor/head of department is to be sent to the UGC through the Registrar/Director/Principal. On receipt of the Joining Report and other required documents (Annexure III), the admissible grant for the first year will be released or the concerned university will be informed to release the grant from the funds already sanctioned by the Commission for this purpose.

6.3.10 Procedure for Release of Grant

On receipt of UGC approval/award letter, the institutions may pay the fellowship amount to the fellows and meet expenses from the grants paid by the Commission for the purpose in accordance with the rules. For the release of subsequent installments of the grant, that is, fellowship, contingency and departmental assistance, etc., a Utilization Certificate along with a statement of expenditure incurred may be sent to the Commission by the concerned University/Institution/College(Annexure IV, V, VI VII and IX).

6.3.11 Procedure for Monitoring the Progress of the Scheme

1. The fellow will undertake full-time research work under the approved guide in a subject selected by him and approved by the university/ selection committee.
2. The fellow shall present to the university, through his/her supervisor, half-yearly progress reports ending the month of June and December, and the University/Institution/College will maintain a record of progress by obtaining the same.
3. If a fellow wishes to relinquish the fellowship during the tenure, it should be done with the prior approval of the University/Institution/College and the Commission. The fellow should also obtain prior permission of the University/Institution/College and Commission for appearing in any examination conducted by any University/Institution/College or public body.
4. The fellow shall not accept or hold any appointment, paid or otherwise, or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award. The fellow, with the consent of the guide/head of department, may assist the University/Institution/College in its academic work, including tutorials; evaluation of test papers, laboratory demonstration work, seminar symposia, etc., provided such work is not likely to hamper the research programme on hand.
5. The fellowship may be terminated at any time without assigning any reasons and the Commission's decision in this regard shall be final and binding. No extension is permissible beyond the total period of five years and Awardees ceases to be a MANJRF/MANSRF immediately after expiry of the tenure.

6.3.12 Other Conditions:

The University/ Institution/College shall admit the fellows under MANF scheme for research leading to M. Phil. or Ph.D. irrespective of the stipulated number of research students assigned to the Supervisor or the Department in the concerned subjects.

6.3.13 Transfer of Fellowship:

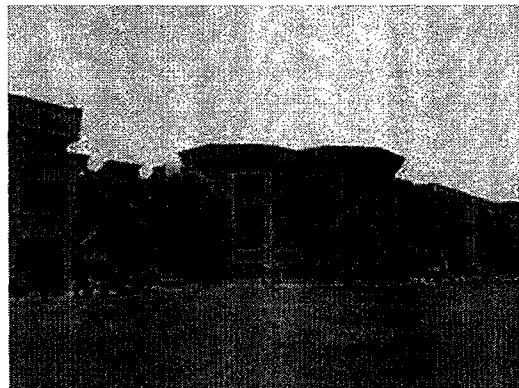
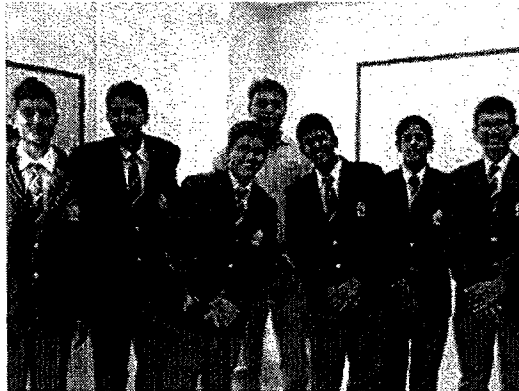
The Fellow will be permitted to transfer the fellowship from one University/Institution/College to another University/Institution/College under special circumstances with prior approval of the UGC on the basis of "No Objection Certificate" from both Universities/ Institution/College. However, the Fellow shall be relieved by the previous University/Institution/College only after his accounts are settled and unspent balance if any, refunded to the UGC.

SECTION 7
UNIVERSITY GRANTS COMMISSION
COACHING SCHEMES FOR SCHEDULED CASTES/ SCHEDULED
TRIBES/OBC (NON-CREAMY LAYER)/MINORITIES

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(Only for colleges catering to the needs of SC/ST/OBC(non-creamy layer)
and Students belonging to Minority Communities)
<http://www.ugc.ac.in/oldpdf/xiplanpdf/amendmendedguidlineforcolegdev290409.pdf>
Other information on: www.ugc.ac.in



SECTION 7
UNIVERSITY GRANTS COMMISSION
COACHING SCHEMES FOR SCHEDULED CASTES/ SCHEDULED
TRIBES/OBC (NON-CREAMY LAYER)/MINORITIES

7.1 Coaching Schemes Grants to Institutions

7.1.1 Objectives

- To provide grants to the colleges for strengthening basic infrastructure and meet their basic needs like books & journals including book banks, scientific equipment, campus development, teaching aids and sports facilities
- To provide assistance for extension/ renovation of existing Buildings and construction of new buildings
- To provide assistance to the colleges catering to the needs of the students belonging to the Scheduled Castes/ Scheduled Tribes/Other Backward Classes (non-creamy layer) / Minority Communities as well as Physically Challenged and economically deprived students coming from families Below Poverty Line (BPL) as per definition adopted by the State Government/ UT/Central Government concerned
- To provide special remedial coaching to academically poor performers so that they graduate as confident men and women development of colleges situated in educationally backward areas/rural/border/hill/ remote /tribal areas to remove regional imbalances and disparities
- To provide facilities for women, like common room and toilet facilities
- To provide grant for the rejuvenation of Old colleges and 'Catch-up' grant to Young colleges
- To encourage outreach activities, adult and continuing education in the neighboring areas so that the society as a whole, where the college is located, is benefited
- Capacity building initiatives (starting of new courses and increasing the intake capacity of existing courses) to support competence building initiatives in colleges, especially for teachers
- To encourage introduction of various alternatives in the internal examination system and to accommodate innovative ideas to influence teaching, research, academic excellence and societal growth.

7.1.2 Eligibility Conditions

The assistance under this scheme will be provided to only those colleges which have been included Under Section 2(f) and have been declared eligible to receive central assistance under Section 12 B of the UGC Act, 1956 and fulfill the eligibility conditions as given hereunder.

1. **Assistance for Development of Undergraduate Education** : The University Grants Commission will provide assistance for the development of undergraduate education only to such colleges which fulfill the conditions as indicated below:

The college must have at least a minimum number of full-time permanent/regular teachers including the Principal and the Physical Training Instructor/Director of Physical Education. The Librarian may also be included, in case he/she is involved in teaching. The college (except for Single Faculty colleges) must have at least three teaching departments in a faculty (excluding the compulsory courses).

- i. **Arts/Commerce Colleges**: The college should have a minimum of 8 (eight) full-time teachers (relaxable to 6 teachers in case of Government Colleges)

S. No	Student Enrolment	Ceiling of Assistance
1.	Up to 400	Rs 11 lac
2.	401 to 1000	Rs.13 lac
3.	1001 to 1500	Rs 14 lac
4.	1501 to 2000	Rs.15 lac
5.	2001 to 2500	Rs.16 lac

6.	2501 to 3000	Rs.17 lac
7.	3001 and above	Rs.18 lac

- ii. **Science/ Multi-faculty Colleges:** The College should have a minimum of 12 (twelve) fulltime permanent/regular teachers (relaxable to 10 teachers in case of Government Colleges)

S. No	Student Enrolment	Ceiling of Assistance
1.	Up to 400	Rs 14 Lac
2.	401 to 1000	Rs.16 Lac
3.	1001 to 1500	Rs 17 Lac
4.	1501 to 2000	Rs.18 Lac
5.	2001 to 2500	Rs.19 Lac
6.	2501 to 3000	Rs.20 Lac
7.	3001 and above	Rs.21 Lac

If a college under any of the above two categories is running professional courses involving field work and culminating in a degree, it will be entitled for an additional grant of up to Rs.1.00 Lac for each of these professional courses, in addition to its entitlement, as indicated above. Professional courses which are self-financing will not be eligible for financial assistance.

- iii. **Single Faculty Colleges** offering undergraduate courses leading to Bachelor's degree, like Law, Physical Education, Social Work, Management, Home Science, Music and Dance, Fine Arts, Sanskrit, Teacher Education etc.
The college should have a minimum of 5 (five) full-time permanent/ regular teachers.

S. No	Student Enrolment	Ceiling of Assistance
1.	Up to 200	Rs.10 Lac
2.	201 to 400	Rs.12 Lac
3.	401 to 600.	Rs.14 Lac
4.	601 and above	Rs.16 Lac

- iv. **Colleges of Education** offering B.Ed./ M.Ed./B.P. Ed./ M.P. Ed. courses (General/ Special)
The college should have a minimum number of 5 (five) full-time permanent/regular teachers.

S. No	Student Enrolment	Ceiling of Assistance
1.	Up to 200	Rs.10 Lac
2.	201 to 400	Rs.12 Lac
3.	401 to 600.	Rs.14 Lac
4.	601 and above	Rs.16 Lac

Approval document of NCTE is required to be furnished

7.1.3 Procedure for release of grant.

After the proposal of the college is finalized and approved by the competent authority of the UGC, the grants will be released as under, except for the Buildings. The first installment of grant (20% of the total allocation including additional grant and merged schemes, if any, except building and unless specified otherwise for a particular merged scheme) will be released along with the allocation letter, subject to the fulfillment of the eligibility conditions and availability of funds. The release of subsequent installments of grants, in the pattern of the first installment, will be subject to the submission of audited utilization certificate and audited statement of expenditure and related

documents pertaining to the earlier grants and their clearance by the UGC (Please see ANNEXURES – III & IV).

NOTE

- a. Those colleges which have been included in the list of colleges under Sections 2(f) and 12 B of the UGC Act, as on March 31, 2007, will be entitled to receive assistance up to 100% of the ceiling. This is for the Development of Undergraduate Education.
- b. Those colleges which are included in the said list after March 31, 2007, and on or before March 31, 2008, will be entitled to receive assistance up to 80% of the ceiling (Development of Under graduate Education).
- c. Those colleges which will be included in the said list after March 31, 2008, and on or before March 31, 2009, will be entitled to receive assistance up to 60% of the ceiling (Development of Undergraduate Education).
- d. Those colleges which will be included in the said list after March 31, 2009 and on or before March 31, 2010 will be entitled to receive assistance up to 40% of the ceiling (Development of Undergraduate Education).
- e. Those colleges which will be included in the said list after March 31, 2010 and on or before March 31, 2011 will be entitled to receive assistance up to 20% of the ceiling (Development of Under graduate Education). Thereafter, colleges will not be entitled to receive any grant during the Eleventh Plan.
- f. Re-appropriation up to 10% of the total allocation, within the approved items (excluding building) is permissible, under intimation to the UGC.

7.2 Coaching Schemes for Colleges with higher proportion of SC/ ST/OBC (non-creamy layer) and Minorities

7.2.1 Objectives

The scheme aims to encourage access of students belonging to SC/ST/Minority communities, OBC (non-creamy layer) students, students facing financial constraints and physically challenged (differently abled) students.

7.2.2 Eligibility

Colleges covered under Sections 2(f) and 12B of the UGC Act and catering to the needs of SC/ST students or students belonging to Minority communities, OBC(non-creamy layer) students, physically challenged students and economically deprived students (Below Poverty Line Card Holder of the concerned State/UT) , where at least 35% of the students belong to these categories, or those specifically declared by the Government as Minority Institution will be eligible to apply for grant under this scheme.

7.2.3 Nature of Assistance

A college would be eligible for up to Rs.6.00 Lac for the following:
Providing a stipend of Rs.500/-per month to 100 students belonging to the categories mentioned above, on merit-cum-means basis, to be selected by the college, for purchasing books, stationery and for incurring contingent expenditure.

7.2.4 Selection of students (merit- cum- means)

- Separate lists are to be prepared for SC, ST, OBC (non-creamy layer), Minority community students, physically challenged and financially disadvantaged (General category).
- Separate lists may be prepared for Science, Arts and Commerce streams.
- Weightage to be given to performance in the last examination.

- The awards will be decided annually and a student will get the award for one year. Then he/she will have to compete again, based on the performance in the preceding annual examination.

7.3 Equal Opportunity Centre in Colleges.

7.3.1 Aims and Objectives

To oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counseling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

7.3.2 Functions

- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/ memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
- To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
- To organize periodic meetings to monitor the progress of different schemes.
- To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.
- To sensitize the college on the problems of SC/ST and other disadvantaged groups.

7.3.3 Advisory Committee

There shall be an Advisory Committee with the Principals Chairperson and three other members including an Adviser, to review the implementation of various schemes and programmes for the welfare of the disadvantaged and marginalized groups of the society and other related activities undertaken by the college as well as implementation of reservation policy in admission and recruitment for SC, ST, PH, OBC (non-creamy layer) and others, if any. The Committee should meet at least once in four months and action taken on decisions is to be reviewed in the subsequent meetings. The Principal shall nominate one of the teachers, who has an innate interest in the welfare of the disadvantaged social groups, as an Adviser

7.3.3 (a) The Adviser in the college shall:

- Oversee/monitor various welfare schemes/programmes sponsored by the Government of India/State Government, UGC or any agency/ organization as well as those devised by the

- college/affiliating University for the Disadvantaged Groups for their effective implementation
- ii. Be responsible for the effective functioning of SC/ST Cell and other such cells/Centres dealing with the problems of different socially disadvantaged groups.
 - iii. Convene the meetings of incharge of other Committees/Programmes dealing with social issues such as Gender Sensitization Committee against sexual harassment (GSCASH), National Service Schemes (NSS) etc. to review their activities.

7.3.3 (b) The Advisor shall submit the progress/review report to the Principal.

The Coordinators of SC/ST Cell, Remedial Coaching and other schemes/ Women's Study Centre, Population Education Cell etc. shall be closely associated with the Equal Opportunity Centre.

7.3.4 Eligibility Conditions

Assistance under this scheme will be provided to all Colleges which have been included under Sections 2(f) and 12B of the UGC Act, 1956.

7.3.5 Nature of Assistance

The UGC shall provide financial assistance to meet contingency expenditure, expenditure for organizing meetings and honorarium to the Advisor, as given below:

- i. Assistance to the Postgraduate Colleges and Undergraduate Colleges to the tune of Rs.50,000/- and Rs.30,000/- per annum respectively. The honorarium for the Advisor shall be at the rate of Rs.1000/- per month.
- ii. Rs.25,000/- per annum to organize a short-term course on positive discrimination of SC and ST for national development at the beginning of every academic session for newly enrolled students. At the end of the programme, the students may be asked to write a summary of what they have learnt and a certificate may be issued to them.

7.3.6 Procedure of Release of Grant

The first year's grant will be released after approval. The release of further grant would be based on the utilization of earlier grant.

7.4 Remedial Coaching for SC/ST / OBC (non-creamy layer) & Minorities

7.4.1 Objectives

Remedial Coaching is to be organized at Undergraduate/Postgraduate level with a view to

- i. Improving academic skills and linguistic proficiency of the students in various subjects.
- ii. Raising their level of comprehension of basic subjects to provide a stronger foundation for further academic work.
- iii. Strengthening their knowledge, skills and attitudes in such subjects, where quantitative and qualitative techniques and laboratory activities are involved so that proper guidance and training provided under the programme may enable the students to come up to the level necessary for pursuing higher studies efficiently.

7.4.2. Eligibility

Colleges covered under Sections 2(f) and 12B of the UGC Act, with students belonging to SC/ST/OBC (non creamy layer)/ Minority communities will be considered for financial assistance under this scheme. The students belonging to economically weaker sections and physically challenged students may also avail of this facility.

7.4.3. Nature of Assistance

Non-recurring items – not to exceed:

- i) Equipment: Rs. 3.00 Lac

- ii) Books and Journals and Study Materials: Rs.2.00 Lac
Recurring items – not to exceed Rs.10.00 Lac for the Plan period

7.4.4 Remuneration

Honorarium to the Coordinator @ Rs.1000/-per month (applicable during the months when remedial coaching is being actually conducted plus honorarium for one extra month towards reparation /organization, but not to exceed Rs.12,000/- per annum) Theory Classes: Rs.250/- per hour, per subject to teachers, including retired teachers. Rs.150/- per hour, per subject to postgraduate students / research scholars

7.4.5 Practical's: Rs.75/- per hour

- However, in exceptional cases, where an eminent educationist is invited for special lecture, the remuneration of Rs.500/-per lecture and admissible Travelling allowance could be paid, with the approval of the Head of the Institution.
- Payment to Part-time LDC with Computer knowledge, not to exceed Rs.18,000/- per annum.
- Contingency: Rs.10000/- per annum the final amount of grant to be allocated would depend upon the number of students enrolled, as evident from the proposal and the recommendations of the Expert Committee.

7.4.6 Procedure for Release of Grant

100 % of the Non-recurring grant and 20% of the Recurring grant will be released after approval. The release of further grant would be based on the utilization of earlier grant.

7.4.7 Monitoring

The Coordinator of the programme will supervise the work under the scheme at the institutional level. Separate registers may be maintained for different subjects. At the end of each academic year, the Coordinator will submit, through the Principal, an appraisal report, indicating the performance of each candidate. The appraisal report should also indicate:

- i. The duration for which the coaching was organized, classes / period and the number of candidates who actually participated in the programme.
- ii. The subjects in which they were tutored, names of teachers and their subject discipline.
- iii. The number of the candidates who actually appeared in the examination.
- iv. The number of the successful candidates in each paper.
- v. Problems faced by the College in the implementation of the scheme.
- vi. Overall comments of the Coordinator.

7.5 Coaching for NET/SET for SC / ST/ OBC (non-creamy layer) & Minorities

7.5.1 Objectives

The main objective of the scheme is to prepare SC/ST candidates and candidates from Minority communities for appearing in NET or SET, so that sufficient number of candidates becomes available for selection of Lecturers in the University system from these groups.

7.5.2 Eligibility

Colleges with postgraduate departments and covered under Sections 2(f) and 12B of the UGC Act will be considered for financial assistance under this scheme. Students belonging to SC / ST/OBC (excluding creamy layer)/ Minority communities and 20% of the total number of other students may be considered for coaching under this scheme.

7.5.3 Nature of Assistance

Non-recurring items – not to exceed:

- i) Equipment: Rs.2.50 Lac
 - ii) Books and Journals and Study Materials: Rs.1.00 Lac
- Recurring items – not to exceed Rs.7.5 Lac for the Plan period:

7.5.4 Remuneration

- Honorarium to the Coordinator @ Rs.1000/- per month (applicable during the months when coaching is being actually conducted plus honorarium for one extra month towards reparation / organization, but not to exceed Rs.12000/- per annum).
- Travelling expenses, honorarium of Rs.1000/- per diem (not less than three hours of contact teaching) to resource persons, hospitality to outstation resource persons.
- For teachers belonging to the college, Rs.250/- per hour, per subject.
- Payment to Part-time LDC with Computer knowledge, not to exceed Rs.18,000/- per annum.
- Contingency: Rs.10000/- per annum

The final amount of grant to be allocated would depend upon the number of students enrolled, as evident from the proposal and the recommendations of the Expert Committee.

7.5.5 Procedure for Release of Grant

100 % of the Non-recurring grant and 20% of the Recurring grant will be released after approval. The release of further grant would be based on the utilization of earlier grant.

7.5.6 Monitoring

The Coordinator of the programme will supervise the work under the scheme at the institutional level. Separate registers may be maintained for different subjects. The Coordinator, at the end of the third year of the programme, will submit, through the Principal, an appraisal report, indicating the performance of each candidate. The appraisal report should also indicate:

- i The duration for which the coaching was organized, classes/period and the number of candidates who actually participated in the programme.
- ii The subjects in which they were tutored, names of teachers and resource persons and their subject discipline.
- iii The number of candidates who actually appeared for NET / SET.
- iv The number of successful candidates. v Problems faced by the College in the implementation of the scheme.
- vi Overall comments of the Coordinator.

7.6 Coaching Classes for entry in services for SC/ST / OBC (non creamy layer) & Minorities

7.6.1 Objectives

The basic objective of the coaching scheme is to prepare students belonging to SC / ST/ OBC (non-creamy layer) and Minority communities to get gainful employment in Group 'A', 'B' or 'C' Central services, State services or equivalent positions in the private sector. The coaching under the scheme should be oriented for particular examinations conducted for selection to services, such as the IAS, State Public Services, Bank recruitment, etc.

The coaching may be focused, taking into consideration the specific requirements of a particular competitive examination.

The College may develop an Employment Information Cell for providing information about various competitive examinations in the area of its operation.

7.6.2. Eligibility

Colleges covered under Sections 2(f) and 12B of the UGC Act with students belonging to SC/ST/ OBC (no creamy layer) and Minority communities will be considered for financial

assistance under this scheme. The students belonging to economically weaker sections and physically challenged students may also avail of this facility.

Applications may be sought by advertising in a local daily so as to cover students outside the college rolls. Coaching may be organised by dividing the candidates into groups of not more than twenty five students.

7.6.3. Nature of Assistance

Non-recurring items – not to exceed:

- i) Equipment: Rs.3.00 Lac
- ii) Books and Journals and Study Materials: Rs.2.00 Lac

Recurring items – not to exceed Rs.10.00 Lac for the Plan period:

- Remuneration
- Honorarium to the Coordinator @ Rs.1000/- per month (applicable during the months when coaching is being actually conducted plus honorarium for one extra month towards preparation / organisation, but not to exceed Rs.12000/- per annum).
- Honorarium to resource persons @ Rs.500/- per lecture (of duration not less than sixty minutes).
- Travelling expenses to resource persons from outside the College.
- Hospitality to outstation resource persons.
- Payment to Part-time LDC with Computer knowledge, not to exceed Rs.18,000/- per annum.
- Contingency: Rs.10,000/- per annum

The final amount of grant to be allocated would depend upon the number of students enrolled as evident from the proposal and recommendations of the Expert Committee.

7.6.4 Procedure for Release of Grant

100 % of the Non-recurring grant and 20% of the Recurring grant will be released after approval. The release of further grant would be based on the utilization of earlier grant.

7.6.5 Monitoring

The Coordinator of the programme will supervise the work under the scheme at the institutional level. Separate registers may be maintained for different subjects. The

Coordinator, at the end of the third year of the programme, will submit, through the Principal, an appraisal report, indicating the performance of each candidate. The appraisal report should also indicate:

- i) The duration for which the coaching was organized, classes / period and the number of candidates who actually participated in the programme.
- ii) The subjects in which they were tutored, names of teachers and resource persons and their subject discipline.
- iii) The number of candidates who actually appeared for competitive examinations.
- iv) The number of candidates who got placement.
- v) Problems faced by the College in the implementation of the scheme.
- vi) Overall comments of the Coordinator. Proforma for submitting Progress Report and Statement of Expenditure for Remedial Coaching for SC/ST /OBC (non-creamy layer) & Minorities, Coaching for NET for SC/ ST/ OBC (non-creamy layer) & Minorities,

Coaching classes for entry in services for SC/ST/OBC (non-creamy layer) & Minorities are annexed (Annexure D)

SECTION 8
SCHEME (NORMS) FOR AUTHORISATION TO RUN ONE YEAR
COURSE "DIPLOMA IN COMPUTER APPLICATIONS, BUSINESS
ACCOUNTING AND MULTILINGUAL DTP

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SECTION 8
SCHEME (NORMS) FOR AUTHORISATION TO RUN ONE YEAR COURSE
“DIPLOMA IN COMPUTER APPLICATIONS, BUSINESS ACCOUNTING
AND MULTILINGUAL DTP

8.1 Joint Certification by NIELIT, Chandigarh, M/o IT, Govt. of India, NCPUL, Accredited by- National Council for Promotion of Urdu Language, M/o HRD, Deptt. of Higher Education, New Delhi

Run by Organisation (Name) -.....

Eligibility:

- i. The NGO Should be registered under Society Registration act.
- ii. The applicant NGO has to register on the website www.ngo.india.gov.in before applying under the scheme.
- iii. NGO should be engaged in educational activities for at least three years.
- iv. NGO should have bonafide track record competence and ability.
- v. NGO should be free from any corrupt practices and have capabilities to enforce conditions attached to the Scheme.
- vi. The accounts of the NGO will be opened to the audit of the NCPUL.

Following infrastructure facilities and other associated facilities will be provided by applicant Centre/ NGO:

Inspection fee @Rs.10,000/- one time (non-refundable) to be submitted to NCPUL in the shape of Demand Draft in favour of Director, NCPUL payable at New Delhi.

Computer Lab:

- (i) Eight to ten computer tables for eight computers and two printers.
- (ii) At least 20 to 25 computer chairs.
- (iii) Venyle flooring and false ceiling.
- (iv) Complete electrical fittings with 3 UPS of 1 KVA.
- (v) One generator of 2.5 KVA.
- (vi) At least one A.C. of two tones.

Class Room:

- (i) Tables and chairs or writing chairs for at least 25 to 30 students.
- (ii) Table for instructor.
- (iii) White Board.

Two Telephone Connections:

- (i) One for Internet and second for Official use.

Supervisor's Office and Library:

- (i) Table with at least four or five chairs.
- (ii) Two steel almirahs – one for keeping office record and second for library books.
- (iii) Proper light arrangement in computer lab, class room and office.
- (iv) Sign board of 4 x 6 ft size to be placed at proper visible place describing following:

Hardware (reputed manufacturers):

- (i) INTEL Pentium 4 processor – 1.8 GHZ or higher (8 nos. of a reputed brand)
- (ii) Latest CD-ROM Drive
- (iii) 14 inch color monitor

- (iv) 256 MB DDR/SD- RAM
- (v) 40 GB Hard Disk
- (vi) Integrated Intel Extreme Graphics
- (vii) Integrated Audio with SoundBlaster
- (viii) UPS – 3 KVA One
- (ix) Printer – HP 1000 L (Laser Jet) One
(with printer sharer for 8 machines)
- (x) HP 980 and above (Desk Jet) One
(with printer sharer for 8 machines)

Software:

- (i) Windows XP (Professional) 1 no. for each system
- (ii) Office XP 2 nos.
- (iii) CorelDraw 11.0 1 no.
- (iv) Adobe Photoshop 7.0 1 no.
- (v) Adobe PageMaker 7.0 1 no.
- (vi) In Page 8 nos.
- (vii) Financial Accountancy Package (Tally 6.3) 1 no.
- (viii) Visual Basic. net 1 no.
- (ix) Antivirus (Norton) 1 no.
- (x) Hindi font-Kruti 1 no.

Two Senior Faculties, one Junior Faculty and one Peon with the following qualification:

- (i) Eligibility for senior faculty:
 - (a) Master of Computer Application (MCA)
 - Or
 - B. Tech. in Computer Science.
 - Or
 - PGDCA from recognized University or DOEACC “A” Level
 - Or
 - Graduate and Diploma in Computer Application with at least one year experience or DOEACC “O” Level

Fee structure:

The centre will be required to pay the following fees per student (one time) to NCPUL :

- (i) Fee for Admission form / prospectus– Rs.10/-
- (ii) Fee for Diploma in Urdu Language– Rs.200/-
- (iii) Examination fee– Rs.300/-
- (iv) Contribution to Urdu Duniya– Rs.150/-

As such onetime fee of Rs.660/- per student will be payable to NCPUL at the commencement of the session and this amount must reach the Council along with the list of students in the shape of DD in favour of Director, NCPUL payable at New Delhi.

Kindly note that existing fee structure for the students i.e. Rs. 500/- per student per month (in case of state capital Rs.1000/-) could be charged by the centres.

The accredited Centre will necessarily function as an Urdu Study Centre and all computer learning students shall have to seek admission in ‘One Year Diploma in Urdu Language’ as run by NCPUL. Honorarium to one part time Urdu Teacher @ Rs.3, 500/- P.M. shall be given to the centre.

Note: In case of any deviation from these instructions, the Council shall cancel the accreditation of the Centre.

How to Apply:

The applicant NGO fulfilling the above criteria has to register on the NCPUL's website www.urducouncil.nic.in after registration on Government NGO portal, and should not send any hard copy (document) till further demand.

8.2 Al-Ameen Institute of Information Technology

We would like to introduce ourselves as a reputed institute working in the field of computer Education for the last 10 years. Our aim is to provide extremely good Computer Education at very affordable rates. We are Special study centre of Indira Gandhi National University (IGNOU) Code SC- 0742 D for MCA, BCA, BDP, BPP, PGCCP, & CAFÉ/DAFE. Our other centers are at Okhla (Jamia Nagar), Nizamuddin (at New Horizon School) Hapur, Amroha & Ajrara, are affiliated to Ministry of HRD for One year Diploma Course in Computer Application and Multilingual DTP.

The National Council for Promotion of Urdu Language (NCPUL) is an autonomous body under the Ministry of Human Resource Development (HRD), Department of Secondary and Higher Education, Government of India. Set up to promote, develop and propagate Urdu language, Council started its operation in Delhi on April 1, 1996. In its capacity as the National Nodal Agency for the promotion of the Urdu language NCPUL is the principal coordinating and monitoring authority for promotion of Urdu language and Urdu education.

AL-Ameen Institute of Information Technology,
5 A/ 1, Okhla Main Bazar, (Opposite Batla House Bus Stand),
Jamia Nagar, New Delhi -110 025
Phone No : 011-26845691, 011-26841261, 26845690
Website : www.alameen.org.in
Email : alameen.ncpul@gmail.com

More Information to Contact Mr. Naveen Raj Bhatia, 9891910282

Scheme: Scholarship for students securing more than 50% marks in 9th and 10th standard. Girls studying from 5th standard may also be considered.

8.2.1 Computer Application and Multilingual DTP. Set up promote of NCPUL (Ministry of Human Resource Development DOEACC (Ministry of Communication & Information Technology Government of India

THE SYLLABUS WHICH INCLUDES

Information Technology	160 hrs.	Windows XP, MS-Word, MS-Excel,
Business Systems	180 hrs	MS-Power Point, MS-Access, Page maker,
Web Application Development	180 hrs	Corel DRAW, Photoshop, Urdu in page,
		Internet, HTML, Front Page, Java Script,
Programing Through Visual Basic	160 hrs	Visual Basic, Tally Accounting Package,
Multilingual DTP	170 hrs	Advance Printing Concept, Multimedia,
Project Work	150 hrs.	Web Designing, Project work

The entire Course is of exhaustive 1000 hours duration which gives you perfection in what you do, and at very reasonable fee. Not surprisingly, most of the students of previous session have been placed in good companies and organization.

Moreover the benefits you get at Al-Ameen which is “Model Center of India” for this course are 6 days class, Govt. approved faculty, A/c labs, Personal care, Seminar’s Educational Tours, Job placement.

8.2.2 AL-Ameen is IGNOU Special Study Centre of (Code -0742-D) since 1999. Centre is actively involved in promoting the IGNOU courses via local advertisement through hand Bills, Banners and Posters.

Apart from selling the Prospectus of IGNOU study centre also accepts the admission forms and later forwards them to regional centre on regular basis. Study centre staff is fully trained to guide and assist the students in filling the admission and examination forms.

- AL-Ameen is a part of AL-Ameen Education Trust, Bangalore, one of the biggest Education Society of India having more than 100 institutions including Medical College and Engineering College.
- AL-Ameen (Delhi) was established as a Work Center in 1999.
- Upgraded as a full fledged Special Study Center in 2000.
- Spread on a 2- Acre lush green campus having 30 class rooms, a full fledged office and 3 computer Labs.
- Activated for MCA, BCA, BDP, BPP, DAFE/CAFÉ, CAL, DUL and PGCCP courses.

Our Mission

- To impart quality education with all the modern techniques and methods.
- To give utmost importance to the socially, economically marginalized sections with govt. approved proactive measures
- To foster economic growth

Excellent Faculty

- Student Support and Services
- Counseling spread over entire semester
- Own internal assignments covering previous papers
- Online Internal assignment marks on our web-site
- In-house developed software for assignments
- Only center in RC – 1 for DAFE/CAFÉ PGCCP and CAL courses
- Conduct of Theory and Practical exams of IGNOU since last 10 Years

Facility Provided By IGNOU Special Study Centre-0742-D

- Sale and receipt of prospectus through local advertisement.
- Re-registration and examination form filling for our students.
- 6 days working for access to IGNOU students.
- Special Practical classes to weak students on weekdays.
- Air-conditioned Audio Visual room with LCD projector.
- Question papers of Practical and Theory exams are given on CD to all students.
- Recreational activities like tour and indoor sports for students. (Table Tennis, Badminton and Basket Ball)
- Cultural program and Teachers day celebration.
- RO water and Canteen facility to students.
- Access to Co-ordinator and Centre manager on mobile phone.

DAFE/CAFE Programme

- A variety of innovative strategies like role play, actual field visits, quiz, debates are used to make these two Programmes effective and meaningful in context of their transaction to various socio-economic and cultural strata of the society.
- Students are encouraged to find, search & study latest global developments about HIV & AIDS through the internet and post their various queries through email to us.

SALES OF PROSPECTUS AND FORMS

The study centre is actively involved in promoting the IGNOU courses by giving advertisement in leading Urdu newspapers and pamphlets. The centre has sold more than 150 forms and prospectus during the year. We are motivating and encouraging the Dropout youths of our area to pursue BPP programme of IGNOU and then later join BA /BCOM /BPP/CAL etc. The advertisement and pamphlets are prepared in Hindi and Urdu language to reach the masses. We have encouraged more than 150 students for taking up the BPP course of IGNOU. The admission forms are sold and accepted at the study centre and its head office in Jamia Nagar. The completed forms are forwarded to regional centre for the further processing.

LOCATION:

100 meter from the World famous Humayun's Tomb
Hazrat Nizamuddin Dargah
IGNOU special study centre 0742-D
New horizon school complex
Hazrat Nizamuddin East
Mathura road
New Delhi-110013

SECTION 9 DEVELOPMENT OF URDU

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SECTION 9 DEVELOPMENT OF URDU

9.1 Ministry of Human Resource Development, Scheme of Financial Assistance for Appointment of Urdu Teachers and Grant of Honorarium for Teaching Urdu in States/UTs

9.1.1 Objective and Scope

The objective of the scheme is to provide financial support to the State/UT Governments for appointing Urdu teachers/honorarium to existing teachers for teaching Urdu to the students with a view to promote Urdu in States/UTs, wherever necessary.

The Central assistance, on approved pattern, shall be admissible to the States/UTs for appointment of Urdu teachers on new posts and for giving honorarium to the existing Urdu teachers for teaching Urdu in schools for a period of five year irrespective of the Plan period.

9.1.2 Funding Pattern

The financial assistance on 100% basis shall be admissible to the States/UTs for a period of five years irrespective of the Plan Period for the following:

- (i) The Government of India would be providing assistance to all such states where there is a concentration of educationally backward minorities irrespective of demand emanating from the State. The assistance would envisage bearing the cost of one teacher per school for teaching of Urdu in all the blocks of minority concentration identified in accordance with the Scheme.
- (ii) The expenditure on salaries of Urdu teachers appointed against the post created prior to the commencement of this scheme shall not qualify for central assistance.
- (iii) The financial assistance is admissible to the State/UTs at the rate of Rs.50,000/- per teacher per annum
- (iv) Honorarium is also admissible to the existing teachers for teaching Urdu to the students at the rate of Rs.500/- per month at flat rate.
- (v) The Central financial assistance would be available to the States/UTs in the first instant on normative basis irrespective of the demand emanating from the State/UT. In the subsequent years further funds would be released on submission of utilisation certificates
- (vi) This scheme will be implemented in the blocks/districts of concentration of Educationally Backward Minorities identified by Ministry of Social Justice and Empowerment. VII The State/UT Governments will be provided financial assistance in one install
- (vii) The State/UT Governments will be provided financial assistance in one installment of 100% each of the admissible grant.
- (viii) The State Governments/UT Administrations will be required to review the existing posts of Urdu teachers and facilities for teaching Urdu before sending the demand for subsequent years.
- (ix) A separate scheme for training of Urdu medium teachers will be formulated and implemented in the States/UTs in consultation with NCERT, SCERTs, National Council for Promotion of Urdu Language (NCPUL), New Delhi and Central Institute of Indian Languages (CIIL), Mysore

9.1.3 Procedure:

The State Governments/UT Administration will be required utilise the funds released in first installment within the year of release by creating posts suitably. They would then be required to review the existing posts of Urdu teachers and facilities for teaching of Urdu available in the State/UTs and formulate suitable proposals subsequently. The proposals thus formulated shall be

submitted to the Ministry of Human Resource Development, Department of Secondary & Higher Education (Language Division), Shastri Bhavan, New Delhi-110001, well in advance of the proposal for drawing of the second year's installment, for the approval of the Government of India. The Government of India shall examine the proposal received from the State Governments/UT Administration and convey its approval to the concerned State/UT. The Government of India shall provide further financial assistance on approved pattern to the State/UT Administration for implementation of the approved programme subject to concerned State/UT about the proper and full utilisation of earlier grants and the progress of implementation. At the end of the financial year, the State Government, audited through the concerned Accountant General and submit the audited Statement of Accounts to the Ministry of Human Resource Development (Department of Secondary & Higher Education) promptly along with the Statement of physical achievement made during the year. The Grant-in-aid, in the subsequent years, shall be made on receipt of the audited Statement of Accounts along with the progress report of the physical achievement.

9.1.4 Assistance for Infrastructure and Modernisation of Madrasas

Central assistance is being provided to State Government for the appointment of Urdu language teachers on a normative basis in Block/Districts where there is a concentration of educationally backward minorities. The Scheme is of Assistance for Infrastructure and Modernisation of Madrasas provides assistance for meeting the salary requirements @ Rs. 3000 (three thousand) each per month for two teachers in each madrasa to impart education in nontraditional subjects of Mathematics, Science, English etc. and one time assistance of Rs. 7000 (seven thousand) to each madrasa for subject kits and teaching aids as well as another one time assistance of Rs. 7000 (seven thousand) for establishing book banks in each madrasa. Apart from this the infrastructure component of the scheme allows construction of physical facilities such as additional rooms. The entire budgetary provision under the scheme has been fully utilized each year (last year an amount of Rs. 29 crore was disbursed to madrasas through State Governments), because of the demand for infrastructure. Under the scheme, the State Governments have an important role to play forwarding cases of NGOs and Wakf Boards managing madrasas. States have been requested to popularize the scheme by giving it wide publicity and expeditious documentation and processing.

One of the commitments under the NCMP is the protection of the Fundamental Rights of Minorities under Article 30(1) of the Constitution. In keeping with the promise made under the NCMP, a National Commission for Minority Educational Institutions (NCMEI) has been established through an act of Parliament. It provides inter alia, for the right of minority educational institutions to seek affiliation to any university of their choice, provided the relevant laws under which such universities are created allow such affiliation. It also seeks to overcome problems faced by minorities in seeking no objection certificates for establishing educational institution of their choice. Disputes relating to the minority status of educational institutions are also to be resolved by the commission. Thus, for the first time, Article 30(1) of the Constitution, which gives minorities the right to establish administer educational institution of their choice, would be effectively implemented through the NCMEI Act.

As many as 244 Special Focus districts have been identified for attention in education. One of the criteria use for the selection of these districts is the concentration of minority population. Polytechnic level institutions in 185 of these special focus districts are beings upgraded during the 10th and 11th Plans, of which 84 districts have a concentration of minority population. New Polytechnics are also being established in 65 districts across the two plan periods, twelve of three have minority concentration.

For further information please contact at the following address:

Joint Secretary, Language and Minority, Ministry of Human Resource Development
Government of India, Shastri Bhawan, C-Wing, New Delhi-110001,
Ph 011-23384359, 23070036, Fax No. 011- 23070036
Website: www. Educationindia.nic.in

9.2 National Council for Promotion of Urdu Language (Scheme for Establishment of 'Urdu Study Centre' to Run One Year Diploma Course in Urdu Language)

National Council for Promotion of Urdu Language (NCPUL) is running one year Diploma Course in Urdu Language on distance education mode. Accredited Urdu centres are being established under this scheme across the country in order to provide instructions in Urdu learning for those who are keen to learn this language. These centres are set up under the aegis of the voluntary organizations.

9.2.1 Eligibility for Accreditation of Urdu Study Centre:

The organization applying for accreditation of Urdu Study Centre must fulfill the following conditions:

- i. Registered under Society Registration Act and be functional for last three years.
- ii. Registered with the Government NGO portal www.ngo.india.gov.in.
- iii. Actively engaged in educational activities.
- iv. At least 25 students should be registered in a centre.

9.2.2 Infrastructure for Urdu Study Centre:

- i. Having space for running the courses approximately 37.5sq mtr.
- ii. An office with allied facilities e.g. light, toilets (separate for girls and boys), drinking water etc.
- iii. Classroom furniture i.e. a minimum of 25 tables and chairs.
- iv. Space and furniture for teacher.
- v. White board / black board
- vi. A signboard of 4 x 6 ft. size displaying the NCPUL accreditation of the Urdu Study Centre at appropriate place indicating the contents as given below :
- vii. For the above facilitation NCPUL will not reimburse any expenditure.

9.2.3 Eligibility for Urdu Teacher:

Urdu as a subject at graduation level or its equivalent from recognised Institutions and sound knowledge of Hindi and English languages.

The teacher(s) will perform the following duties:

- 1 He/She will take three classes in a week of 60 minutes each.
- 2 He/She will evaluate the Response Sheets and send the marks obtained by the students to the NCPUL.
- 3 He/She will maintain the attendance register and produce it before the inspecting official of the NCPUL whenever required.
- 4 He/She will be responsible for keeping the records of students and their response sheets etc.

9.2.4 Course Structure:

1. The course will start from 1st April of each year. Duration of this course is one year. Last date of Registration in the course is 28th February.
2. The Diploma Course has been divided into three parts.

3. In the first part Urdu script will be taught through Hindi and English medium to the learners. In this part there are three assignments based on 20 lessons.
4. In the second part the lessons of easy Urdu grammar and comprehension are given to the learners. In this part four assignments are to be completed based on 27 lessons.
5. In the third part the students will be introduced to easy Urdu Literature (Prose & Poetry). In Prose Section three assignments are to be completed based on 28 lessons and in Poetry Section two assignments are to be completed based on 15 lessons.
6. Evaluation will be done on the basis of 12 assignments.
7. A final written examination will be held at the end of session.
8. Diploma will be awarded only to those students who complete the 12 assignments successfully and pass the final written examination. Direct individual learners have been exempted from the written examination.

9.2.5 Fee Structure:

The centre will be required to pay @ Rs. 200/- per student. In case of direct individual learner the course fee is Rs. 350/-.

9.2.6 Eligibility for Admission:

1. Students who can read and write Hindi or English language can take admission in this course
2. There is no age limit for this course.
3. Student's educational qualification should be 10th or equivalent (desirable).

9.2.7 Extent of Financial Assistance:

1. Honorarium to part-time Urdu teacher @ Rs. 3500/- p.m.; one teacher for 25-50 students, 2 teachers for 51-100 students and 3 teachers for above 100 students.
2. For chartered accountant's fee, stationary, postal and handling charges, electricity phone, water etc. @ Rs.700/- p.m.
3. Honorarium of record keeper @ Rs. 500/- p.m. to the study centre where more than 100 students have been registered.

The applicant organization/Society/NGO would have to run the course according to the NCPUL fixed schedule. In case of any deviation from these instructions, the NCPUL shall cancel the accreditation of the centre. The Centre will be fully responsible for all legal liabilities which may arise and flow from the registration of students with the centre.

NOTE: Financial assistance under the scheme shall be for one year only and is not a recurring grant. Financial assistance for the subsequent year may be considered subject to satisfactory functioning of the Urdu Study Centre and available budgetary allocation. Further, the financial support may be curtailed according to the allocations of fund in a particular financial year without prior information to Urdu Study Centre. No financial liability will be carried over to the next financial year.

9.3 Urdu Digital Learning Programme

The goal of Digital Computer Learning Programme in Urdu with Microsoft is to teach and assess basic computer concepts and skills so that people can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities. This course teaches absolute beginners to computing about what valuable tool computers can be in society today, and the basics of using mouse and the keyboard. The interactive, hands-on lessons will help novices feel comfortable manipulating the mouse and typing on the keyboard. National Council for Promotion of Urdu Language (This course is offered online only and the website <http://www.urducouncil.nics.in/engWeb/index.html>)

Promotion of Urdu Language

The National Council for Promotion of Urdu Language (NCPUL): is an autonomous body under the Ministry of Human Resource Development (HRD), Department of Secondary and Higher Education, Government of India. Set up to promote, develop and propagate Urdu language, Council started its operation in Delhi on April 1, 1996. In its capacity as the National Nodal Agency for the promotion of the Urdu language NCPUL is the principal coordinating and monitoring authority for promotion of Urdu language and Urdu education.

9.3.1 Objectives

The main objectives for which the Council has been established are :

- To promote, develop and propagate Urdu language
- To take action for making available in Urdu language the knowledge of scientific and technological development as well as knowledge of ideas evolved in the modern context.
- To advise the Government of India on issues connected with Urdu language and having bearing on education as may be referred to it.
- To undertake other projects for the promotion of Urdu language as may be deemed fit by the Council.

9.3.2 Functions

- To undertake the production of literature in the Urdu language, including books on science and other branches of modern knowledge, the children's literature textbooks, reference works, encyclopedias, dictionaries, etc.
- To collect and evolve technical terms relating to various disciplines of knowledge in order to enrich the Urdu language.
- To undertake and provide for publication of journals and periodicals in furtherance of its objects.
- To arrange for the sale of publications and their exhibitions both inside and outside the country on from time to time.
- To promote and help in development of computerization with a view to develop the Urdu language to meet the advanced technological requirements of the age.
- To formulate/implement schemes and projects for the teaching of the Urdu language through the mediums of English and Hindi and other Modern Indian Languages including, teaching through the correspondence courses.
- To liaise with the State Governments and other agencies in matters relating to promotion and development of the Urdu language.
- To provide financial assistance and guidance to Non-Government Organizations for propagation of the Urdu language.
- To co-ordinate the activities of the state Urdu academies.
- To obtain or accept subscriptions, donations, grants, gifts, devices and bequests from any person, corporation or institution in furtherance of the objectives of society.
- To undertake such activities as may be conducive to the aforesaid objects of the society.

In order to increase computer literacy in Urdu speaking section of Society NCPUL understands the necessity of computer literacy in the society and keeping this necessity in mind it has started several educational and computer literacy programs like CABA (**Computer Application and Business Accounting**) MDTP (**Multilingual Desktop Publishing**) courses on more than 400 centers across the country. NCPUL also thinks that learning process in mother tongue always leaves a positive effect on the student and this method should be promoted in our society. NCPUL appreciates Microsoft's effort in basic computer learning program through Urdu and intends to run this program in collaboration with Microsoft India.

9.3.3 Diploma in Urdu Language

To popularize Urdu Language and its script across the country, the NCPUL launched 'One Year Diploma Course in Urdu Language' through Hindi and English medium. This course has received an overwhelming response throughout the country. 1021 Urdu Study Centres including 398 CABA-MDTP Centres are running in 22 States and 234 Districts.

9.3.4 CABA MDTP

One of the significant initiatives of the Council has been the transformation of Urdu speaking population into part of the employable technological workforce in the age of technology and computer. It not only provides job opportunity for Urdu speaking people but also increases computer literacy rate of the country. NCPUL launched one year course 'Diploma in Computer Applications, Business Accounting and Multilingual DTP' across the country.

To transfer the information technology to language and making Urdu speaking boys and girls part of employable technology work force of India, NCPUL establishes CABA MDTP CENTRES across the country. This course has been upgraded to 'O' level from July, 2010. At present, 398 CABA MDTP CENTRES are running in 193 Districts of 26 States in which students have been awarded diploma in Computer Applications, Business Accounting and Multilingual DTP.

9.3.5 Urdu Digital Library Facilities

http://www.urducouncil.nic.in/engWeb/E_Library/urdu_DigitalFlip.html

9.3.6 Admission Process

Admission process for One Year Diploma Course in Urdu Language, One Year Certificate Course in Arabic Language and Two Years Diploma Course in Functional Arabic for the session 2012-13 commenced on 1st January, 2012, Admission will close on 28th February, 2012, Those aspirants who wish to be admitted in this course DIRECTLY are required to complete their registration by applying on a plain paper along with DD in favor of NCPUL payable at New Delhi, of Rs-350/- for One Year Diploma Course in Urdu Language and Rs 500/- for One Year Certificate Course in Arabic Language by 28th February, 2012

1. One Year Diploma Course in Urdu Language
2. One Year Certificate Course in Arabic Language
3. Two Years Diploma Course in Functional Arabic

ADDRESS:-

FC-33 Institutional Area, Jasola
New Delhi-110025

SECTION 10 DEVELOPMENT OF ARABIC/PERSIAN LANGUAGE

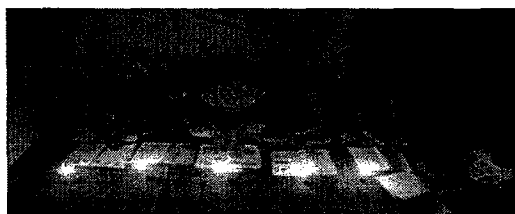
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SECTION 10 DEVELOPMENT OF ARABIC/PERSIAN LANGUAGE

10.1 Schemes of Financial Assistance for Promotional Activities Related To Arabic/Persian Languages

10.1.1 Introduction

National Council for Promotion of Urdu Language recognizes the importance of classical languages in preserving cultural heritage of the country. Various programmes have been introduced for promotion and development of Arabic and Persian languages. These include:

- i. Strengthening of libraries and reading rooms by providing books purchased by NCPUL under bulk purchase scheme.
- ii. Organising lectures, elocution contests, debates etc. in Arabic and Persian.
- iii. Preparing bilingual dictionaries with Arabic and Persian as one of the languages.
- iv. Publications of rare manuscripts in Arabic and Persian.
- v. Bulk purchase of books in Arabic & Persian.
- vi. Institution of scholarships/prizes for students undertaking research in Arabic and Persian languages, literature and culture.
- vii. Commissioning of projects, short term studies, seminars, conferences, workshops in Arabic and Persian.
- viii. Setting up of Arabic and Persian languages institutions for the study of Arabic and Persian languages and or maintenance and development of such institutions.
- ix. Construction of building, repairs of building or expansion of building meant for housing institutions engaged in propagation and development of Arabic and Persian languages.
- x. Any other activity which may be found conducive to the enrichment, propagation and development of these languages.

10.1.2 Financial assistance for the above language promotional activities will be given to eligible person/NGOs/organisations

- ◆ The organization should be of established bonafides, competence and ability.
- ◆ The financial assistance, if provided should enrich/preserve/promote Arabic and Persian language.
- ◆ The body to which the grant-in-aid has to be released should be free from any corrupt practices and comply with measures (including audit) devised to enforce this condition.
- ◆ Any organization in receipt of financial assistance shall be opened to inspection by an officer of the NCPUL.
- ◆ An organization shall have to give an undertaking before the drawl of the grant to the effect that the work to be undertaken with the assistance will be completed within a reasonable time to be fixed by NCPUL and that the grant shall only be utilized for the purpose for which has been sanctioned. Failure to do so will render the organization liable to refund the grant with such interest thereon as NCPUL may decide.
- ◆ The organization should be registered under Society Registration Act and having been registered and functional for last three years.
- ◆ The organization should be registered on the Government NGO portal www.ngo.india.gov.in.
- ◆ No subsequent installment of the grant, payable in installments, will be paid unless at least a major portion of the previous installments have been utilized and attenuated statement of accounts together the report on the work done with the help of the previous installment is furnished along with the request for the release of next installment. Subsequent installment(s) will be released only after the NCPUL is satisfied about the satisfactory progress of the work.

- ◆ In the case of grants for project and publication, a reasonable period of time may be specified during which the organization must complete the project/publication, unless extension is granted by the NCPUL.
- ◆ 10 copies of all the publications brought out with NCPUL assistance shall have to be supplied to this Council free of cost.
- ◆ 80% of approved estimate of 500 prints (copies) subject to a maximum of Rs. 50,000/- ordinarily whichever is less.
- ◆ The account of the organization should be maintained properly and submitted as and when required. These shall always be open to a check by the NCPUL's Auditors.
- ◆ When the NCPUL has reason to believe that the affairs of the organization are not being properly managed or that the sanctioned money is not being utilized for approved purposes, the payment of the grant may be stopped.
- ◆ It will be binding on the organization to carry out the directions and suggestions given by the NCPUL with regard to work for which the grant has been sanctioned. The organization shall supply the Council any information or clarification on any point which the Govt. of India may require, within a time specified by the Council.
- ◆ No foreigner from outside bodies will be invited by the organization without the prior approval of NCPUL.

10.1.3 Each Application should be accompanied by following Information and Documents

- ◆ A brief description and the objectives and activities of the organisation.
- ◆ The constitution of the Board of Management.
- ◆ Unique ID number obtained from the Planning Commission, Government of India registration on NGO portal www.ngo.india.gov.in.
- ◆ The latest available annual report.
- ◆ A copy of the audited accounts of the organisation for the previous year together with a copy of the last balance sheet. Income and expenditure statement in respect of the year for which grant is applied for should be given.
- ◆ A statement of grants received so far from the State Government/Central Government or other bodies indication in each case (a) how and when utilized (b) progress made in the direction for which assistance was given and (c) whether all conditions attached to previous assistance were duly observed.
- ◆ Information relating to the request made, if any to other bodies for grants for the scheme under consideration. The decision of those bodies on such request should be communicated to this Council.
- ◆ An undertaking that once the estimates etc. of scheme have been approved as reasonable and the grant assessed on the basis of these estimates, they shall not be modified by the organisation without the prior approval of NCPUL.
- ◆ In the case of request for publication, a copy of manuscripts should be supplied to this Council for examination and a Certificate from the author authorizing the institution to undertake the work should also be supplied.
- ◆ Individuals seeking financial assistance for the specific purpose should submit their Bio-data.

10.1.4 Procedure for Submission of Application

Individuals/organisations may apply for grant-in-aid for various approved schemes i.e. Teaching of Arabic/Persian, Publication of Manuscripts, Projects, Bulk Purchase of Books, Seminar/Conference/Workshops etc. on prescribed proforma on the pattern of schemes related to promotion of Urdu. The same proforma could be used for financial assistance for Arabic/Persian also.

10.2 Scheme for Establishment of 'Arabic Language Study Centre' to Run One Year Certificate Course in Arabic Language

10.2.1 Introduction

National Council for Promotion of Urdu Language recognizing the importance of classical languages in preserving cultural heritage of the country has introduced various programmes for promotion and development of Arabic language. Besides extending the financial assistance to the registered NGOs/ Madrasas /Institutions to promote Arabic language the Council has launched 'One Year Certificate Course in Arabic Language' since 2007 for those who have no prior knowledge of Arabic language. This will help students to read and write Arabic and become eligible for admission in 'Two Years Diploma Course in Functional Arabic' run by the Council.

10.2.2 Eligibility for Accreditation of Arabic Language Study Centre

The organization applying for accreditation of Arabic Language Study Centre must fulfill the following conditions:

1. Registered under Society Registration Act and be functional for last three years.
2. Registered with the Government NGO portal www.ngo.india.gov.in.
3. Actively engaged in educational activities.
4. At least 25 students should be registered in a centre.

10.2.3 Infrastructure for Arabic Language Study Centre

1. Having space for running the courses approximately 37.5 sq mtr.
2. An office with allied facilities e.g. light, toilets (separate for girls and boys), drinking water etc.
3. Classroom furniture i.e. a minimum of 25 tables and chairs.
4. Space and furniture for teacher.
5. White board / black board
6. A signboard of 4 x 6 ft. size displaying the NCPUL accreditation of the Arabic Language Study Centre at appropriate place indicating the contents as given below :
Arabic Language Study Centre
Sponsored by National Council for Promotion of Urdu Language
M/o HRD, Deptt. of Higher Education, New Delhi
Run by Name of Madrasa / NGO / Institution
7. For the above facilitation NCPUL will not reimburse any expenditure.

10.2.4 Eligibility for Arabic Teacher

Arabic as a subject at graduation level or its equivalent from recognised Institutions and sound knowledge of Arabic and Urdu languages.

The teacher(s) will perform the following duties:

1. He/She will take three classes in a week of 60 minutes each.
2. He/She will evaluate the Response Sheets and send the marks obtained by the students to the NCPUL.

3. He/She will maintain the attendance register and produce it before the inspecting official of the NCPUL whenever required.
4. He/She will be responsible for keeping the records of students and their response sheets etc.

10.2.5 Course Structure

1. The course will start from 1st April of each year. Duration of this course is one year. Last date of Registration in the course is 28th February.
2. The course is aimed at developing the reading and writing skill in Arabic in the modern idiom.
3. The course has been divided in four units.
4. The book along with four units divided in two parts will be sent to study centre.
5. All the four units are progressively integrated.
6. Assessment shall be made through comprehensive units.
7. A final written exam will be held at the end of the session.
8. Certificate will be awarded only to those students who complete the four units successfully and pass the final written examination.

10.2.6 Fee Structure

The centre will be required to pay @ Rs. 200/- per student. In case of direct individual learner the course fee is Rs. 500/-.

10.2.7 Eligibility for Admission of Students

1. Students who can read and write Urdu language can take admission in this course.
2. There is no age limit for this course.
3. Student's educational qualification should be 10th or equivalent (desirable).

10.2.8 Extent of Financial Assistance

1. Honorarium to part-time Arabic teacher @ Rs. 3500/- p.m.; one teacher for 25-50 students, teachers for 51-100 students and 3 teachers for above 100 students.
2. For chartered accountant's fee, stationary, postal and handling charges, electricity, phone, water etc. @ Rs.700/- p.m.
3. Honorarium of record keeper @ Rs. 500/- p.m. to the study centre where more than 100 students have been registered.

The applicant organization/Society/NGO would have to run the course according to the NCPUL fixed schedule. In case of any deviation from these instructions, the NCPUL shall cancel the accreditation of the centre. The Centre will be fully responsible for all legal liabilities which may arise and flow from the registration of students with the centre.

NOTE: Financial assistance under the scheme shall be for one year only and is not a recurring grant. Financial assistance for the subsequent year may be considered subject to satisfactory functioning of the Arabic Study Centre and available budgetary allocation. Further, the financial support may be curtailed according to the allocations of fund in a particular financial year without prior information to Arabic Study Centre. No financial liability will be carried over to the next financial year.

10.3 Scheme for Establishment of 'Functional Arabic Study Centre' to Run Two Years Diploma Course in Functional Arabic

10.3.1 Introduction

National Council for Promotion of Urdu Language recognizing the importance of classical languages in preserving cultural heritage of the country has introduced various programmes for

promotion and development of Arabic language. Besides extending the financial assistance to the registered NGOs/ Madrasas /Institutions to promote Arabic language the Council has launched 'Two Years Diploma Course in Functional Arabic' since 2002 so as modern Arabic teaching in content and methodology be made accessible to Madrasas's students who lack ability to speak and write and communication skill on colloquial level. The basic aim of the course is to enrich the instruction in Arabic and give an experience to the students to modern and colloquial spoken level as well as on writing level. The 7 & 8 modules have been prepared on the basis of business and day to day user letters so as the students get expertise in drafting letters and communicating with business world. In exercises of these two modules, the rich translated version of English articles has been provided. This course will help students to achieve a level of excellence and bring them at par with the students of other foreign languages. Also, this will open the door of employment to the students of Arabic language.

10.3.2 Eligibility for Accreditation of Functional Arabic Study Centre

The organization applying for accreditation of Functional Arabic Study Centre must fulfill the following conditions:

1. Registered under Society Registration Act and be functional for last three years.
2. Registered with the Government NGO portal www.ngo.india.gov.in.
3. Actively engaged in educational activities.
4. At least 25 students should be registered in a centre.

10.3.3 Infrastructure for Functional Arabic Study Centre

1. Having space for running the courses approximately 37.5 sq mtr.
2. An office with allied facilities e.g. light, toilets (separate for girls and boys), drinking water etc.
3. Classroom furniture i.e. a minimum of 25 tables and chairs.
4. Space and furniture for teacher.
5. White board / black board
6. A signboard of 4 x 6 ft. size displaying the NCPUL accreditation of the Functional Arabic Study Centre at appropriate place indicating the contents as given below:

Arabic Language Study Centre
Sponsored by National Council for Promotion of Urdu Language
M/o HRD, Deptt. of Higher Education, New Delhi
Run by Name of Madrasa / NGO / Institution

7. For the above facilitation NCPUL will not reimburse any expenditure.

10.3.4 Eligibility for Arabic Teacher

Arabic as a subject at graduation level or its equivalent from recognized institutions and sound knowledge of Arabic and Urdu languages.

The teacher(s) will perform the following duties:

1. He/She will take three classes in a week of 60 minutes each.
2. He/She will evaluate the Response Sheets and send the marks obtained by the students to the NCPUL.
3. He/She will maintain the attendance register and produce it before the inspecting official of the NCPUL whenever required.
4. He/She will be responsible for keeping the records of students and their response sheets etc.

10.3.5 Course Structure

1. The course will start from 1st April of each year. Duration of this course is two years. Last date of Registration in the course is 28th February.

2. The course has been divided in eight modules in two years, 4 modules for each year. Two modules are in shape of a text book with separate guide book.
3. Two text books as well as two guide books comprising of four modules from 1 - 4 and two assignments (Ikhtibarat) divided each in two parts in the first year and the course material of the second year of modules from 5 - 8 in the latter form will be dispatched to the Functional Arabic Study Centre.
4. All the eight modules are progressively integrated.
5. The evaluation of each module will be done through the comprehensive assignment (Ikhtibar) four in a year.
6. A final written exam will be held at the end of the session.
7. Diploma will be awarded only to those who will complete the 8 modules successfully and pass the final written examination.

10.3.6 Fee Structure

The centre will be required to pay @ Rs. 200/- per student.

10.3.7 Eligibility for Admission of Students

Students who can read and write Arabic language and understand Urdu can take admission in this course.

1. There is no age limit for this course.
2. Student's educational qualification should be 10th or equivalent (desirable).

10.3.8 Extent of Financial Assistance

1. Honorarium to part-time Arabic teacher @ Rs. 3500/- p.m.; one teacher for 25-50 students, 2 teachers for 51-100 students and 3 teachers for above 100 students.
2. For chartered accountant's fee, stationary, postal and handling charges, electricity, phone, water etc. @ Rs.700/- p.m.
3. Honorarium of record keeper @ Rs. 500/- p.m. to the study centre where more than 100 students have been registered.

The applicant organization/Society/NGO would have to run the course according to the NCPUL fixed schedule. In case of any deviation from these instructions, the NCPUL shall cancel the accreditation of the centre. The Centre will be fully responsible for all legal liabilities which may arise and flow from the registration of students with the centre.

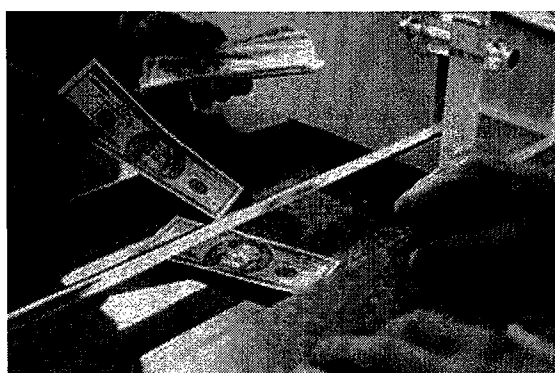
NOTE: Financial assistance under the scheme shall be for two years only and is not a recurring grant. Financial assistance for the subsequent year may be considered subject to satisfactory functioning of the Functional Arabic Study Centre and available budgetary allocation. Further, the financial support may be curtailed according to the allocations of fund in a particular financial year without prior information to Functional Arabic Study Centre. No financial liability will be carried over to the next financial year.

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SECTION 11 FINANCIAL ASSISTANCE

11.1 National Minorities Development and Finance Corporation (NMDFC)

11.1.1 Introduction

National Minorities Development and Finance Corporation (NMDFC) under the aegis of Ministry of Minorities Affairs, Government of India, are working to promote economic development of the notified minorities. "Minorities" means those communities that are notified as such by the Central Govt. under the National Minorities Commission Act, 1992 Viz. Muslims, Christians, Sikhs, Buddhists and Parsis or in the context of States / UTs, those communities that are notified as such by the respective State Governments/UT Administrations. The Corporation is a Public Sector Undertaking, incorporated on 30th Sept., 1994 under Section 25 of the Companies Act as a Company not for profit. The main objective of NMDFC is to promote economic and developmental activities for the benefit of "Backward Section" amongst the minorities, preference being given to the occupational groups and women. The target groups for NMDFC with regard to direct benefit are the persons belonging to Minority Communities and living below double the poverty line. At present families having annual income of less than Rs. 40,000 in rural areas and Rs.55,000 in urban areas are categorized as below double the poverty line.

11.1.2 Aims and Main Objectives of NMDFC

As per the Memorandum of Associations and Articles of Association, the following are the main objectives of the Corporation:-

- To promote economic and developmental activities for the benefit of "Backward Sections" amongst the minorities, preference being given to the occupational groups and women.
- To assist, subject to such income and/or economic criteria as may be prescribed by the Government from time to time, individuals or groups of individuals belonging to the minorities by way of loans and advances for economically and financially viable schemes and projects; under micro financing scheme, group of individuals belonging to the minorities will include such groups in which predominantly (75% and above) members belongs to minority community, in very exceptional cases this may include those group also where up to 60% members belong to minority community provided other members belong to Weaker sections including scheduled castes/ scheduled tribes, other backward classes and disabled.
- To promote self-employment and other ventures for the benefits of minorities.
- To grant loans and advances at such rates of interest as may be determined from time to time in accordance with the guidelines or schemes prescribed by the Central Government or by the Reserve Bank of India.
- To extend loans and advances to the eligible members belonging to the minorities for pursuing general/professional/technical education or training at graduate and higher levels.
- To assist in the upgradation of technical and entrepreneurial skills of minorities for proper and efficient management of production units.
- To assist the State level organisations dealing with the development of the minorities by way of providing financial assistance or equity contribution and in obtaining commercial funding or by way of refinancing.
- To work as an apex institution for coordinating and monitoring the work of all corporations/boards/other bodies set up by the State Government/Union Territory Administrations for, or given the responsibility of assisting the minorities for their economic development.

- To help in furthering the Government policies and programmes for the development of minorities

NMDFC follows two channels to reach the target groups:

I. STATE CHANNELISING AGENCIES (SCAs)

State Channelising Agencies (SCAs) are nominated by the respective State Governments for implementing the programmes of NMDFC in the respective States. At present, NMDFC has 34 Channelising Agencies spread all over the country.

II. NON GOVERNMENTAL ORGANISATIONS (NGOs)

The services of selected Non Governmental Organisations (NGOs) are availed for reaching the Self Help Groups (SHGs)/ Beneficiaries. Such an NGO should be more than three years old, non-political, financially sound, engaged in socio economic activities with minimum six months experience in thrift and credit.

Following channels are available to the beneficiaries/SHGs/NGOs:

- (i) Individual beneficiaries ----- > SCAs
- (ii) SHGs ----- > SCAs
- (iii) NGOs ----- > SCAs
- (iv) NGOs ----- > NMDF

11.1.3 Micro Credit Scheme

a. Purpose of Loan

The loan is to provide financial assistance to weaker sections of the minorities for starting or augmenting any income generating activities. Income generating activities means any gainful legitimate business activity which when undertaken leads to income generation. Application form for availing Micro Credit Scheme is given at Annexure-I . The illustrative list of income generating activities is as given below:-

- i. Small business/Trade viz. General store, Tea stall, Dhaba, Meat shop, Fish vending, Pan shop, Vegetable and Fruit selling, Vending of readymade and cut piece cloth, Carpentry, Cycle repairing etc.
- ii. Tiny/cottage industry or service activity viz. Candle making, Papad and Vadi making, Wet grinder, Bakery, Processing of dry fish, Shoe shop, Motor rewinding, Puncher shop etc.
- iii. Artisan activities viz. Block printing, Lac bangle making, Jute bag making, Weaving, Zarizardosi work, Kantha work, Applique work etc.
- iv. Agricultural and allied activities viz. Poultry, Goat rearing, Sheep rearing, Duck rearing, Piggery, Dairy etc.

b. Quantum of Loan

Under the scheme of Micro Credit, loan up to maximum limit of Rs.25000/- per beneficiary [member of Self Help Groups (SHGs)] will be available. However, emphasis has to be to provide smaller loans repeatedly so that the beneficiary can avail the same and come above the poverty line.

c. Eligibility of Beneficiary

- a) The beneficiary must belong to minority community. "Minorities" mean those communities that are notified as such by the Central Government under the National Minorities Commission Act, 1992 or, in the context of States/UTs, those communities that are notified as such by the respective State Governments/UT Administration.
- b) The family income of the beneficiary should be below double the poverty line i.e. Rs. 40,000/-p.a. for rural areas and Rs. 55,000/- p.a. for urban areas.

- c) The borrowers already covered under any other scheme of financing sponsored by Central or. State Government or financing institutions and having outstanding loans against their names shall not be eligible.
- d) The borrower should preferably be a regular member of a Thrift and Credit Group [Self Help Group (SHG)]. Under micro financing scheme, groups of individuals belonging to the minorities will include such groups in which predominantly (75% and above) members belong to minority community. In exceptional cases this may also include those groups where up to 60% of the members belong to minority community, provided that the other members (i.e. up to 40%) belong to weaker sections including Scheduled Castes/Scheduled Tribes, Other Backward Classes and Disabled.
- e) Preference will be given to women beneficiaries belonging to the notified minority community.

d. Eligibility Criteria of NGOs

- i) The applicant NGO should have been registered for at least three years and it should have good reputation / credibility of work in the area of its operation.
- ii) The bye laws of the NGO should have an enabling clause to borrow funds for the purpose of providing loans to the poor.
- iii) It should have broad based objectives, serving the social and economic needs of the weaker sections of the society. Preference will be given to organisations working for the welfare of minorities.
- iv) It should have necessary flexibility professional competence, basic financial management capability and organisational skills to implement lending programmes. It must have outreach services in the operational areas.
- v) Its office bearers should not be elected members of any political party.
- vi) It should have a proper system of maintaining accounts. Accounts should have been audited for the last three years There should not have been any serious irregularities observed in the audit, and its accounts should be published
- vii) It should be running on sound lines and should not have incurred losses during the last three years.
- viii) It should have experience of Thrift and Credit administration through Self Help Groups (SHGs) of at least during the last six months and its recovery performance should be approximately 90%.

e. Characteristics of good Self Help Group

It has been seen through experience that certain characteristics of Self Help Groups have emerged. Some of these characteristics are as follows:

- i) Regular Group meetings - The group should meet as frequently as possible so that they are clear in their mind with regard to what has to be done and how they have to go about doing it. What are the interests of each of the group members and how they would like to avail the loan and make use of it for purchase of assets/working capital, which could help them to generate income.
- ii) Regular Attendance - The members of the Self Help Groups should regularly attend these meetings and give their contribution and suggestions for the meetings. In case some of the members are not regularly coming that means they are losing interest and hence they should be encouraged to come. These meetings should be held at a convenient time and place so that it does not interfere with their normal working.
- iii) Regular Savings - Regular saving is one of the important criteria/characteristics of a Self Help Group. The income being generated should be saved or ploughed back into the activity that they are doing e.g. if somebody is interested in opening a Tea stall, the income

- from the Tea stall should be used for personal improvement and a part of it should also be kept for ploughing back into the business. This would improve regular savings.
- iv) Annual Rotation of leadership - The members of the Self Help Groups should *within* themselves have a method of rotation of leadership. One person should not continuously keep taking the leadership so that others become only passive members. In order to see that all members take equal interest, the leadership of the group should be rotated within the group.
 - v) High Internal rotation of group funds - This is an important aspect of the functioning of a Self Help Group. The funds, which are generated within the group, should be rotated amongst the members in such a manner that those who are in need of funds, should get the same without much difficulty. The funds should be rotated as frequently as possible within the group so that the group has a feeling of oneness and they can help each other.
 - vi) Good Repayment Rate - The most important aspect of good repayment is that members should utilise the funds for the purpose for which they have taken the loan so that they can generate sufficient amount of income and from that income they can repay back the loan taken. This also helps them to take repeated loans so that they can gradually take loans on a higher quantity and thereby improve their quality of life. Generally, repayment should be in the range of about 90%, which would be considered as a good repayment.
 - vii) Properly maintained Records - Though most of the Self Help Members may not be very highly educated yet they should have basic knowledge for recording the minutes of the meetings in brief and some person in the group who is more or less better educated, should take the responsibility of maintaining the records.
 - viii) Homogenous Members - It is absolutely necessary that the members should be homogenous. There should be common characteristic amongst them and should be oriented towards development. If the members are homogenous in nature, the understanding within the group will be much better.
 - ix) Membership between 15 - 20 Generally, the group should have membership between 15-20 members in each Self Help Group. These members should have some common characteristics amongst themselves e.g. if there is a Self Help Group of Artisans who manufacture toys then they all would have common characteristics about making toys, getting raw material, the area of making etc. would be more or less common. They stay in the same area.
 - x) Adherence to rules and regulations - Generally, the members of the group should adhere to the unwritten code of conduct within themselves to see that they all participate in a homogenous manner.
 - xi) High Member participation in activities - It is very necessary that the members of the group should be actively participating in the activities of Self Help Group only then the Self Help Group will progress and improve. Passive members would not contribute for the improvement of the group.
 - xii) Efficient Loan Processing - The members of the group should have a set procedure for sanctioning of the loan. There should be transparency in the same and they should not show favoritism to some of the members. The members should not have doubts about each other.
 - xiii) Basic Literacy Skills of Members -- Generally, the basic skills of the members would be more or less same in a particular group but some of the members would be more active and would be taking more interest to develop the skills that they already have. They should also get exposure with outside to see that the skills that they have do not remain the same but are gradually improved so that the quality of the work that they do also improves along with Income.

f. Financing Pattern

The funds provided to NGOs will be utilised by observing in general, the following financing pattern:-

- a) Funds from NMDFC: 90%
- b) 10% contribution by NGO from its own resources or from beneficiaries by way of compulsory thrift.

g. Rate of Interest

- A. When directly implemented by NMDFC through NGOs: -
 - Funds from NMDFC to NGO 1% per annum
 - NGO to SHG/Beneficiary 5% per annum
- B. When implemented through SCAs
 - Funds from NMDFC to SCA 1 % per annum
 - SCA to NGO 2% per annum
 - NGO to SHG/Beneficiary 5% per annum
- C. When implemented through SCA to SHG/ Beneficiary 5% per annum

h. Other Incentives for Implementing Agencies

In addition to interest spread of 4%, NGOs will be paid 1 % of the loan amount as grant for any activity undertaken by it for skill up gradation of borrowers or any other training relevant for Credit Management Programme. This training grant will be provided on yearly basis at the end of the relevant financial year after observing the performance of the NGO.

- a) Each selected NGO will be eligible to obtain an interest free loan not exceeding RS.2.15 Lacs for promotion of Self Help Groups (SHGs). The repayment of loan will be adjusted by way of grant, details of which are given in Annexure II.

i. Utilisation of Loan and Refund of Unutilised Loan

- i) The NGO to which funds have been sanctioned can make the drawal of funds as per requirement within the credit limit sanctioned, which generally will be for one year.
- ii) The first drawal will be made not later than one month from the date of sanction unless the limit is extended by NMDFC. If the lending operations do not commence within the time stipulated then, the NMDFC will be at liberty to cancel the sanction or vary any of the terms and conditions.
- iii) The funds made available to any NGO are to be utilised within a period of one month from the date of release of funds. The NGO will be required to send monthly report on utilisation of funds in the prescribed format given at Annexure-IV. The funds remaining unutilised due to any reason will be required to be refunded within a fortnight on expiry of the utilisation period indicated in the sanction letter. Any delay in refund of such amounts will carry penal interest at the rate of 8% per annum.

j. Repayment of the Loan

- i) NGOs whether dealing directly with NMDFC or with SCA's will repay the Principal amount of the loan along with the interest as applicable over a period of three years after the moratorium of three months from the date of disbursement of funds. The same will be applicable to SHGs dealing directly with the SCAs.
- ii) SCAs will make repayments to NMDFC over a period of four years from the date of utilization of the funds. The SCA's will repay the loan including interest in quarterly equated installments.
- iii) Terms and conditions of repayment of loan by the beneficiary to the NGO/SHGs will be determined by the NGO/SHG. This will depend upon the quantum of loan and the nature of the project the beneficiary has adopted. NMDFC gives a moratorium of 3 months to

start the repayment. However, it would depend on the NGO/SHG to decide about the moratorium period in view the field reality. Further, repayment of the loan can be made weekly, monthly, quarterly etc. However, NMDFC would be recovering from the NGO on quarterly basis.

- iv) The NGO will submit post dated cheques for the repayment of quarterly dues as indicated in the sanction letter. These post dated cheques will be kept by NMDFC/SCA only as a security and the NGO will keep on paying quarterly demands of repayments by way of Demand Drafts. On receipt of the Demand Draft from the NGO, the post dated cheque of the respective quarter will be returned along with an acknowledgement of the Demand Draft so received. Thus, the post dated cheques that have been obtained from the NGO will not be utilised by NMDFC/SCA in the normal course (i.e. when NGO promptly pays the demand in full). However, when the NGO commits a default and delays the repayment, NMDFC/SCA will exercise its option of en-cashing post dated cheques and take suitable action against the defaulting NGO, if the cheque bounces. The waiting period, before the cheque is sent for encashment, will ordinarily be of two continuous quarters.

k. Security & Rating

For the purpose of provision of security and rating, NGOs are categorized as 'Existing NGOs' or 'New NGOs'. Existing NGOs are those which have experience of more than three years of dealing with NMDFC, RMK, SIDBI, NABARD etc. in the field of micro- financing. The others are categorized as New NGOs. The provision of security for the New NGOs and the Existing NGOs are as given below:-

A. In case of New NGOs

- a) For sanction of funds up to Rs.10 lacs - no security and rating is required.
- b) For sanction of funds beyond Rs.10 lacs security and rating is a must.

B. In case of Existing NGOs having shown good performance

- a) For sanction of funds up to Rs.25 lacs - no security and rating is required.
- b) For sanction of funds beyond Rs.25 lacs - security and rating is a must. The provision of security involves pledging of or marking lien of FDRs of 10% of the sanctioned funds.

The provision of rating envisages rating of the NGOs from reliable rating agencies on payment of fees or sharing of their experiences about the concerned NGOs by similar organizations like RMK, SIDBI, NABARD, NEDFI, etc.

Note: In case the SCAs deal directly with the SHGs, the sanction of funds to any SHG will not exceed Rs. 5 lacs and the same will not attract the provision of security.

l. Insurance Cover

Adequate insurance cover may be obtained in respect of assets acquired by beneficiaries out of loans advanced by NMDFC.

m. Books of Accounts/Inspection

The NGO shall maintain separate books of accounts in respect of the funds provided by NMDFC. Annual audited accounts will be submitted within four months after close of the accounting year of the NGO with the statement of lending and recoveries during the year. Any other information required will also have to be submitted as and when requested.

n. Procedure for obtaining Loan

The NGO having Self Help Groups with minority members may either apply directly to NMDFC or to the State Channelising Agency (SCA) of NMDFC in that respective State. In case they decide to come through the State Channelising Agency then the application should be marked to Managing Director of the State Channelising Agency in the respective State. The SCA would then be scrutinising the application based on the guidelines of NMDFC. In case the NGO is

desirous of implementing Micro Financing Scheme and wants to obtain loan directly from NMDFC then they will have to apply directly to NMDFC indicating the purpose, the estimated number of borrowing and correct amount required for the same along with the application.

Along with the application, the NGO will submit annual report for last two years and Balance Sheet and Audited Accounts for last three years. Based on the information provided by the NGO, the NMDFC has two options:

- I. An officer from NMDFC will visit the NGO, make a detailed inspection report based on the information provided by the NGO and field visit. The officer will then give his report, based on the information provided by the NGO and field visit with recommendation or otherwise.
- II. Monitor or officer from the SCA in which State the NGO is situated will be asked to visit, make a detailed field visit report and finally give his recommendations or otherwise as a pre sanction report. The report of the officer of NMDFC / Monitor / Officer of SCA will be examined and the suitability of the NGO for implementation of NMDFC's Scheme of Micro Finance and its capacity to handle number of beneficiaries viz-a-viz the amount of loan. The application along-with further information, if any, submitted by the NGO and Pre Sanction Study report will be examined and submitted for consideration to the competent authority for sanction. The sanction letter will be issued to the NGO giving details of terms and conditions for the financial assistance including utilisation period, recoveries, penal interest, re-payment schedule etc. Before any drawals are made/allowed, the NGO will have to execute the prescribed documents including a guarantee deed, memorandum of agreement, post dated cheques etc.

O. Release of Funds

In principle, NMDFC releases funds to the NGOs against the sanction accorded in two equal installments. However, in case of small sanctions up to RS. 5 lacs, the funds may be released in one installment. The NGO will approach NMDFC for drawal of 2nd installment along with utilization details of the first installment. NMDFC will get the post disbursement field study to assess the proper utilization of the 1st installment. On satisfactory utilization of the 1st installment, then the release of the 2nd installment will be considered for being release by NMDFC.

11.2 Lending Schemes

i) Term Loan Scheme

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

Under the Term Loan Scheme, projects costing up to Rs. 5 Lacs are considered. NMDFC provides loan to the extent of 85% of the project cost subject of a maximum of Rs.4,25,000. The remaining cost of project is met by the SCA and the beneficiary, however the beneficiary has to contribute minimum of 5%of the project cost. Rate of interest charged from beneficiaries is 6% p.a. on reducing balance.

Assistance under Term Loan Scheme is available for any commercially viable and technically feasible ventures which for convenience are classified into following sectors:

1. Agriculture & Allied
2. Technical Trade
3. Small Business
4. Artisan & Traditional Occupations
5. Transport and Service sector

An illustrative list of self-employment projects grouped under the above referred sectors is given in under the head "Illustrative List of Schemes" The list is illustrative and not exhaustive.

ii) Margin Money Loan Scheme

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

Margin money assistance is provided to beneficiaries availing Bank Finance. Generally Public Sector Banks finance up to 60% of the project cost and seek 40% margin money from the beneficiaries. Under Margin Money Loan Scheme, NMDFC provides loan to the eligible beneficiaries to meet the requirement of margin money asked by the bankers. For this purpose, loan up to 25% of the project cost subject to a maximum of Rs. 1.25 lacs per unit is made 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.

iii) 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 for the eligible persons belonging to Minorities. The scheme envisages maximum loan of Rs.50,000/- every year for pursuing professional & technical courses of duration not exceeding 5 years. Funds for this purpose are made available to the SCAs at interest rate of 1% for lending to the beneficiaries at 3%. The loan is repayable maximum in 5 years after completion of the course.

iv) Micro Financing Scheme

(The scheme is for the members of Self Help Groups and is implemented through the SCAs as well as NGOs).

NMDFC launched 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 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 a constant follow up. It also envisages a pre-requisite that the beneficiaries are first organized into Self Help Groups and get into habit of effecting regular savings, however small. Under the scheme, loan up to maximum of Rs. 25,000 per beneficiary can be provided. The funds are made available to NGOs @1% interest p.a. who further lend to the SHGs @5% interest p.a. The maximum repayment period is of 36 months.

v) Interest Free Loan for Promotion of SHGs

(The scheme is directly implemented by NMDFC through 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 Lacs 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 %on their growth of savings (provided the growth in savings is at least 10% over the last year).

vi) Mahila Samridhi Yojana

(The scheme is implemented through NGOs as well as SCAs).

Under Mahila Samridhi Yojana, training is given to a group of around 20 women in any suitable craft activity. The group is formed into a Self Help Group during the training itself and after the training, micro-credit is provided to the members of SHG 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%.

11.3 Promotional Schemes

i) 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 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 funds.

ii) 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 a person in market promotion and sale of their products at remunerative price, NMDFC welcomes proposals from SCAs as well as NGOs for organizing exhibitions 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 products development and market promotions of domestic consumption as well as exports. NMDFC provides grant for organizing exhibitions after due appraisal of the proposals.

iii) Assistance for Design Development/ Skill Upgradation

(The scheme is for members of Self Help Groups and is implemented through NGOs as well as SCAs).

In this fast changing world, 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 skill to meet this challenge. NMDFC welcomes proposal from SCAs as well as NGOs for organizing design development/skill development training programmes for the craft persons of minority communities. After due appraisal depending upon the merit of the proposals, NMDFC provides grant for organizing such programmes.

Name and Address of the Channelising Agency in Delhi

Delhi SC/ST/OBC & Minorities Financial & Development Corporation, Ambedkar Bhawan, Institutional Area, Sector-16, Rohini, Delhi, Tel.:011-27062692

11.4 Scheme for writing off of loans/ Dues of SCAs in the Event of Non-receipt of loan from Beneficiaries due to Death, disability and Natural Calamity

i Objective of the Scheme

NMDFC is engaged in social lending for poverty alleviation through State Channelising Agencies (SCAs) nominated by the respective State Govt. NMDFC loan is secured against the Govt. Guarantee provided by the SCAs and in turn loan advanced by the SCAs to beneficiaries is generally secured by some sort of security measure taken by the SCAs. Despite of this, there bound to be some NPA in the event of death or disability or suffering from natural calamities by the beneficiaries. The objective of the scheme is to consider writing-off of loans/ dues of the SCAs of NMDFC in the event of non receipt of loan from the beneficiaries due to death, disability and natural calamities.

ii Definition of Events

Death means natural, accidental or incidental death. Natural death could be due to age or unavoidable disease and accidental/ incidental death could be due to road accident or any other incident.

Disability means full or partial disability (physical/ mental) of permanent nature, minimum of 40%, due to accident or disease.

Calamities include natural or accidental calamities. Natural calamities could be flood, cyclone, earthquake or drought. Accidental calamities could be fire or riots. Damages arising out of theft of the assets are excluded.

iii Eligibility Criteria

All affected beneficiaries of SCAs having outstanding loans/ dues.

In case of death, where the running of the income generating unit is adversely affected and the legal heir/ family of the beneficiary are not in a position to carry on the business or repay the outstanding loan/ dues.

In case of disability, where the beneficiary has suffered a permanent disability, thereby affecting the performance of the business activity and reducing the income generation/ repayment capacity.

In case of calamities, where beneficiary/ unit has suffered an irretrievable loss or damage to the working tools / equipments / productive assets purchased out of NMDFC loan and used for self-employment/ income generation.

iv Identification of Affected Beneficiaries

The SCAs would identify and carry out detailed verification/ assessment of the loss/ damage to the affected beneficiaries' consequent to the occurrence of events specified above. Based on the assessment report, the SCAs will submit their claims/ proposals for writing-off of loans/ dues of the affected beneficiaries.

v Documents Required With the Claim/ Proposal

In case of death, death certificate issued by the registrar in the District or Municipality will be required.

In case of disability, certificate issued by the Medical Board with regard details of disability including percentage disability of the beneficiary will be required. The basis of percentage of disability will be the disability certificate issued by the Medical Board as per the provisions of the notification dated 01.06.2001 (for all types of disability except mental illness) and the notification dated 18.02.2002 (for mental illness) issued by the ministry of Social Justice & Empowerment. These notifications are published in the Gazette of India, Extraordinary, Part I, Section I dated 13.06.2001 and dated 23.02.2002 respectively.

In case of loss due to calamities, certificate with regard to the extent of damage to the beneficiary issued by the District Authorities will be required.

After verification/ assessment of the loss/ damage to the beneficiaries as per the above-mentioned supporting documents and relief required thereof, the SCA would prepare claim/ proposal to be submitted to NMDFC. The claim/ proposal of the SCA would consist of beneficiary-wise details with all supporting documents.

vi Procedure for Settlement of Claims

The SCA would apply for write-off of loans/ dues in the prescribed format as per the Annexure after the event had occurred and verification/ assessment of the damage had been made. SCA shall submit a Fact Finding report as per the format at Annexure. SCA shall also submit a certificate

from Chartered Accountant for outstanding Dues and Verification of the Beneficiary as per the format at Annexure.

On receipt of the application from SCA, NMDFC would appraise the same and intimate its decision about the amount to be written-off to the SCA at the earliest. As per the decision of NMDFC, amount written-off would be credited to concerned SCA's loan/dues account and communicated to the SCA for adjustment in its accounts. NMDFC is already making provision for bad and doubtful debts and the amount written-off under this scheme would be adjusted against this cumulative provision. In any case, NMDFC will waive/write off a loan (including interest/Penal interest) to the extent it has actually charged on SCAs.

vii Extent of Write-Off of Loans Dues

In case of death, writing-off of 100% loan/ dues would be considered.

In case of disability, writing-off of loan/dues would be done on the basis of percentage disability mentioned in the certificate. Assets may continue to remain with the beneficiary and used by the family members for income generation.

In case of calamities, since the beneficiary gets compensation from Government agencies and insurance companies, writing-off of loan/ due by NMDFC would be by way of adjusting all repayments made by the beneficiary till the date of occurrence of the event in the loan/ principal amount. This would nullify the liability towards interest due up till the occurrence of event and reduce the liability towards principal repayment to the extent of interest already paid by the beneficiary. Further, the beneficiary would be eligible for a fresh loan from the SCA for restarting the business unit.

viii Benefits of the Scheme

In case of death, the successor of the beneficiary would not face any liability for repayment of loan/dues. The beneficiaries facing disability subsequent to availing NMDFC loans would also get relief

as major portion of their liability is written-off and the beneficiaries affected by the calamities (natural or accidental) would be in a position to restart their activities by availing fresh loans.

The SCAs would be benefited as their liability towards repayment of NMDFC dues would be reduced to the extent of amount written-off by NMDFC. In turn SCAs, at their level, would also be in a position to waive/ write-off loans/ dues of the beneficiaries with genuine problems. As a result this would help shedding NPAs and improving grass-root level recoveries.

11.5 Scheme of Financial Assistance for the Publication of Manuscripts

(i) Types of Manuscripts:

Under this scheme publication of following type of manuscripts is considered for financial assistance:

- i. Reference books, books of knowledge, Criticism, Anthologies, Bibliographies, Dictionaries, Literature and books written for children.
- ii. Descriptive catalogues of rare manuscripts in such format as may be prescribed by the NCPUL, with a print order not exceeding 500.
- iii. Self-instructors for a language written in other language media.
- iv. Original writings on Linguistic, Literary, Ideological, Social, Anthropological and cultural themes.
- v. Critical edition and/or publication of old manuscripts with or without translations (in other Indian languages or English)

- vi. (a) Translation and publication in an Indian Language or in English, of books on themes listed in (1.4) originally published in another Indian or foreign language.
(b) The translation of children's literature from other languages into Urdu.
- vii. Transliteration and publication of classics from one Indian language into another Indian language with or without translation.
- viii. Reprints/revised editions of rare books published more than 30 years ago and remaining out of print.
- ix. Any other kind of publication as may be individually accepted as conducive to the promotion of Urdu language, literature and culture.
- x. The dissertations submitted for award of M. Phil., Ph.D. etc. are not covered under this scheme.

The NCPUL may, after obtaining such advice, as may be necessary, commission individual scholars, universities and registered voluntary organizations, to undertake the production of literature of the kind listed above, subject to the provisions of the scheme.

(ii) Extent of Financial Assistance

80% of approved estimate of 500 prints (copies) subject to a maximum of Rs.50,000/- ordinarily whichever is less.

The grantee/voluntary organization is required to furnish the bills of expenditure incurred on the publication as per prescribed proforma.

(iii) Eligibility

Voluntary organization/societies/charitable endowments/trusts which are registered under the relevant Central or a State Laws prevalent for the time being, as well as individuals who are authors, editors, translators or those who intend to publish the book in question and hold the copyright thereof, excluding commercial publishers, are eligible to apply for assistance.

In one financial year only one manuscript of an author should be considered for assistance.

iv) Submission of Application

The application proforma, accompanied by the relevant documents shall be submitted to the NCPUL.

Where the proposal involves a publication/reprint/revised edition, one copy of the manuscript/old edition should be sent with the application, ensuring that the applicant retains a master copy with him. Also, descriptive list of the previous publications (if any) brought out by the applicant should be sent, besides a project report indicating the title theme-content and the positional value of the proposed publication in the field to which it relates, the professional competence, the financial and establishment support available for the project etc.

The application may be submitted any time of the year, for consideration.

v) Mode of payment and other information:

The financial assistance shall be reimbursed after submission of 10 copies of printed book along with printing bills/vouchers by the applicant subject to following conditions:

- i. The listed price of the book/ publication brought out with assistance under the scheme shall be determined with the prior approval of the NCPUL.
- ii. The title page of each of the publication shall bear the following words :
"This book has been published with the financial assistance of the National Council for Promotion of Urdu Language".

11.6 Scheme of Financial Assistance for Bulk Purchase of Books/Periodicals/Journals

i) Norms :

Under the scheme following type of books are considered for financial assistance:

- i. Reference books, books of knowledge, Criticism, Anthologies, Bibliographies, Dictionaries, Literature and books written for children.
- ii. Descriptive catalogues of rare manuscripts.
- iii. Self-instructors for a language written in other language media.
- iv. Original writings on Linguistic, Literary, Ideological, Social, Anthropological and cultural themes.
- v. Critical edition or publication of old manuscripts with or without translations (in other Indian languages or English)
- vi. (a) Translation and publication in an Indian Language or in English, of books on themes listed in (1.4) originally published in another Indian or foreign language
(b) The translation of children's literature from other languages into Urdu.
- vii. Transliteration and publication of classics from one Indian language into another Indian language with or without translation.
- viii. Any other kind of publication as may be individually accepted as conducive to the promotion of Urdu language, literature and culture.
- ix. The dissertations submitted for award of M. Phil., Ph.D. etc. are not covered under this scheme.

Besides that the books for which recognition has been given by way of State awards in cash or through citation shall also be eligible for this purpose.

Books published during the previous two years may be considered under the scheme.

Proposals for Bulk Purchase of periodical / journals in Urdu language registered with Registrar Newspaper of India (RNI) published in a minimum of 500 copies shall be eligible under the scheme. In addition the periodicals rated very high academically or serving particular areas of knowledge shall also be purchased under the scheme.

The purchase of periodicals / journals covering pedagogical, cultural and scientific aspects shall be preferred.

The periodical should have been in publication regularly for more than 12 months prior to the application for assistance.

ii) Extent of Assistance

A maximum number of 100 copies of a book / journal may be purchased in one year subject to a maximum of Rs. 20,000/- for book and Rs. 25,000/- for periodicals/journals.

The requests for the purpose (to be made as in the enclosed form) shall be submitted direct to the NCPUL by individual authors/editors/translators/voluntary organizations/universities/ non-profitable publishers/ trusts, holding the copyright, excluding commercial publishers, along with two copies of a book/journal which shall not be returned nor counted in placement order.

A book for which financial assistance of more than 25% of total expenditure has been received from any other source (Government, Semi-Government or Autonomous Body) shall not be eligible.

Only one book of an author shall be purchased in one financial year.

The reprints of books already purchased under this scheme are not eligible. However, the revised edition with substantial changes of the same book shall fall under the scheme.

As and when the decision to purchase the approved number of copies of book/journal is communicated by the NCPUL to the applicant, the latter shall also be provided with a list of libraries/institutions and persons to whom the copies in the numbers specified shall be dispatched by the registered parcel by the applicant. Bills accompanied by the postal receipts (in original) shall

be submitted by the applicant for processing of payment. Expenses on registered parcel shall also be borne by NCPUL.

11.7 Scheme of Financial Assistance for Short-Term Studies

The proposals for undertaking Short Term Studies may relate to the Historiography and Linguistic studies, literary and cultural traditions associated with the Urdu language and may be completed within one year period including substantive study and writing of report. The findings of the 'study' should be submitted within 15 days after the completion of 'study'.

The following items of expenditure will be admissible under the scheme:

1. Honorarium to Academic Assistants, limited to two persons.
2. Purchase of reference material, travel, office assistance / contingency and publication of study report in number of 200 copies. No expenditure on fixed assets like equipment / machinery, rent etc. shall be admissible.
3. 100% financial assistance subject to a maximum of Rs.30,000/- shall be made available under the scheme.
4. The approved assistance shall be released in suitable installments as decided by the NCPUL depending upon the nature and progress of the project.
5. Accounts and utilization certificate in respect of total expenditure incurred on the project duly certified by Chartered Accountant shall be furnished by the principal investigator before release of the final payment.

11.8 Scheme of Financial Assistance for Seminars/Conferences/Workshops

Financial Assistance is provided to registered NGOs for organising of Seminar/Conference/Workshop on topics related to Linguistic, Literature, Culture and Cultural Heritage associated with Urdu language.

i) Extent of Financial Assistance

1. Local/District Seminar up to Rs.25,000/-
2. State Level Seminar up to Rs.50,000/-
3. National Level Seminar up to Rs.1,00,000/-
4. International Level Seminar up to Rs.3,00,000/-

Following items of expenditure shall be admissible under the scheme:

- (i) Rent of venue.
- (ii) TA/DA of participants subject to IInd AC Railway fare.
- (iii) Honorarium of scholarly papers @ Rs. 1000/- per paper.
- (iv) Miscellaneous/ contingency expenditure.

The grant shall be released in two equal installments. Second installment shall be released after the receipt of report on deliberation, list of actual participants and utilization certificate from the grantee institution/organization.

ii) Eligibility

Voluntary organization/societies/charitable endowments/ trusts which are registered for last three years under the relevant Central or a State Laws prevalent for the time being, are eligible to apply for assistance.

Voluntary organization/societies/charitable endowments/ trusts should be registered with the government NGO portal www.ngo.india.gov.in.

11.9 Scheme of Financial Assistance for Projects

National Council for Promotion of Urdu Language may, suo motu or at the request of authors/experts, commission academic projects and field studies including the following:

- i. Books of reference including encyclopedia, books of knowledge, compilation of anthologies, bibliography and dictionaries (in one or more languages) an annotated edition.
- ii. Descriptive Catalogues of rare manuscripts in such format as may be prescribed by the NCPUL.
- iii. Original writings in Urdu on linguistics, literature and studies in ideological, social, anthropological and cultural themes.
- iv. Publication of old manuscripts with or without translation.
- v. Transliteration of world classics from one Indian language into Urdu.
- vi. Books on contemporary ideas in Science, Arts and Social Science.
- vii. Comparative literature
- viii. Any other kind of activity as conducive to the promotion of Urdu language.
- ix. Area Surveys (Linguistics, Database)

i) Eligibility

Voluntary Organization/ Societies (Registered under relevant Central or a State Act Prevalent for the time being) as well as individuals who are scholars of eminence, research scholars are eligible to apply for assistance under the scheme.

The academies and organizations set up, registered and funded by the Central/State Governments and working for promotion of the Urdu language, shall also be eligible. The Universities are eligible to apply in respect of projects which are not been fully funded by the State Governments concerned or by the University Grants Commission.

ii) Submission of Application

The application for assistance may be submitted by the principal investigator in the prescribed proforma accompanied by required documents.

Where the proposal involves a publication, reprint, revised edition, one copy of the manuscript may be sent along with the application, ensuring that the applicant retains the master copy with himself.

The application may be submitted at any time during the year for consideration by the concerned Committee.

iii) Conditions of Grant

The grantee shall execute an agreement in prescribed proforma prior to drawal of the first installment of the sanctioned grant to the effect that the work to be undertaken shall be completed within stipulated time or the time line fixed by the NCPUL, and that the grant shall be utilized only for the purpose for which it is sanctioned.

iv) Finance assistance on these projects will be admissible under the following heads

- i. Honorarium for original writings/translation/compilation/editing/entries/restoration of manuscripts/transliteration etc.
- ii. Honorarium for research assistant
- iii. Travel Grant
- iv. Contingency including stationery, postage and books purchased for the project.

Project will be completed within time limit fixed by the Council. At the end of the project, books or any other non-consumable items purchased for the project will be handed over to the Council.

Grants-in-Aid Committee will sanction the project indicating the total expenditure likely to be incurred on the project, which may be released in suitable installments depending on the progress of the project.

The account and U.C. in respect of total expenditure on the project shall be certified by the Chartered Accountant at the end of the project but before the last installment of grant is released related originals i.e. bills/ vouchers/ receipts documents from the calligrapher, proofreader, press, paper merchant, binder etc. will be submitted wherever required for payment.

Final installment shall be released after receiving of utilization certificate.

After completion of the project the said manuscript will be published by NCPUL/author.

11.10 Scheme of Financial Assistance to Calligraphy and Graphic Design Training Centres

i) Objectives

For preserving and promoting the art of Calligraphy and Graphic Design in order to meet the expanding needs of Urdu Newspapers, periodicals and book Industry and Advertising Agencies, NCPUL provides financial assistance for setting up/running of Calligraphy and Graphic Design Training Centres. Calligraphy and Graphic Design Training Centres are set up with collaboration of State Urdu Academies and with those private Institution/Organizations which are registered under the society's Act of State Govt. concerned. However, no CGDTC will be established with any individual. The applicant NGO has to register on the website www.ngo.india.gov.in before applying under the scheme

ii) Financial Provisions

Every CGDTC will be provided with the following staff and accessories.

- i. Head Calligrapher/Supervisor (One) Rs.4,000/- p.m.
- ii. Graphic Design Instructor (One) Rs.4,000/- p.m.
- iii. Attendant (One) Rs.3000/- p.m.
- iv. Consumables Charges (Per Centre) Rs.5,000/- PA
- v. Drawing Kits (@ Rs.50/- (Per students) Rs.15,000/- PA
- vi. The Calligraphy and Graphic Design Training Centres are generally sponsored to be run by such governmental Organizations/Institutions which have their own adequate accommodation. However, the private Institutions/Organizations which have no accommodation of their own, have to produce the rent certificate. The rate of rent chargeable per sq. meter depends upon the local rates of different categories of cities subject to assessment by the CPWD/State PWD/Rent Controller, etc. subject to a ceiling of Rs.1500/- per month.

Such Centres can hire accommodation measuring not more than 1.5 sq. meters per trainee including area for Staff/Administrative purposes and service area. As such, the area for Calligraphy and Graphic Design Training Centre with 25 trainees should not be less than 37.50 sq. meters.

iii) Eligibility for Instructor

- i. **Head Calligrapher:** a) Graduate with Diploma in Calligraphy and Graphic Design Course or Equivalent. b) At least three years experience in the field of Calligraphy and Art.
- ii. **Graphic Design Instructor:** a) Graduate in fine arts or Graduate with Diploma in Calligraphy and Graphic Design Course. b) At least two years experience in the field of Graphic Design and Fine Art.
- iii. **Attendant:** VIII class passed with knowledge of Urdu.

iv) Duration of Course

The course is of two years duration. The minimum time of classes is 5 hours per day.

The CGDC being run under this scheme shall follow the syllabus prepared by the NCPUL.

v) Eligibility for Students

- i. The age limit is 15-35 years at the time of admission. May be relaxed in suitable cases.
- ii. The minimum qualification of trainees for Calligraphy and Graphic Design is Madhyamik/ Matric or equivalent, with good knowledge of Urdu. The Selection Committee may relax the minimum qualification if the candidate is otherwise found suitable.

vi) Selection

- i) A written and verbal test of Urdu language and knowledge of Urdu Literature shall be conducted for selection
- ii) The admission will be controlled by a selection committee consisting of the following:
 - (a) President of the organization/academy. If he desires, he can include Secretary/Vice-President/ Member of the organization/ Academy.
 - (b) Outside expert.
 - (c) Graphic Design Instructor/Senior Instructor
 - (d) A representative of the NCPUL.

vii) Examination

The centre will hold examination once every year. Preliminary after the completion of the first 12 months and final after completion of second 12 months both in theory and in practical from the prescribed syllabus, under the supervision of staff of the centre and a representative of the NCPUL. Question papers for final examination will be prepared by NCPUL and evaluation of final exam answer sheet will also be done by NCPUL. Trainees obtaining a minimum of 50% and above marks would be declared successful. Certificate will be issued by NCPUL.

viii) Miscellaneous

The grantee organization shall display a signboard measuring not less than 4 x 6 ft size indicating the following:

Calligraphy and Graphic Design Training Centre
Sponsored by National Council for Promotion of Urdu Language,
M/o HRD, Deptt. of Higher Education, New Delhi.
Run by: Name of Voluntary Organisation

ix) Rules and Regulations

The following rules and regulations are suggested:

- i. There would be no formal vacation in the Centers except Sundays and other National Holidays.
- ii. At the end of every six months there will be submission of portfolio of works under each teacher. It will be given 25% weightage in each term (six months).
- iii. Calligraphy and Graphic Design Training Centres may be dovetailed with the computer Centres of NCPUL. The learners of this course may be given computer exposure wherever possible.
- iv. Efforts may be made to make available the benefits of mid-day meal scheme to the students of Calligraphy and Graphic Design Training Centres.
- v. Faculties may be given orientation before they start teaching. Two Centres, Jamia Millia Islamia, New Delhi and National Institute of Design, Ahmedabad have been identified for imparting training to the faculties.
- vi. Neuro-muscular training may be imparted to learners.

x) How to Apply

The applicant NGO fulfilling the above criteria has to register on the NCPUL's website www.urducouncil.nic.in after registration on Government NGO portal www.ngo.india.gov.in. Hard copy (document) need to be submitted only on demand.

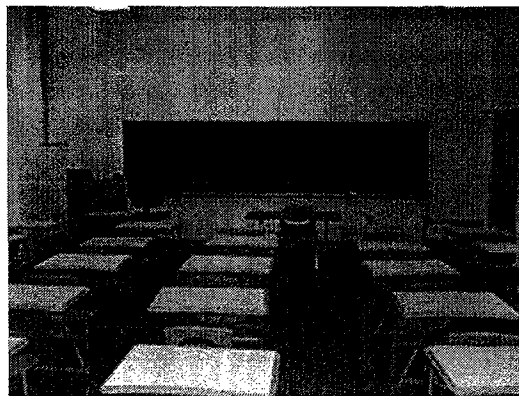
NOTE:Financial assistance under the scheme shall be for two years only and is not a recurring grant. Financial assistance for the subsequent year may be considered subject to satisfactory functioning of the Calligraphy and Graphic Design Training Centre and available budgetary allocation. Further, the financial support may be curtailed according to the allocations of fund in a particular financial year without prior information to Calligraphy and Graphic Design Training Centre. No financial liability will be carried over to the next financial year.

SECTION 12
**PROGRAMME AND GUIDELINES FOR PREPARATION OF MULTI-
SECTORAL DISTRICT DEVELOPMENT PLANS FOR MINORITY
CONCENTRATION DISTRICTS**
(GoI, Ministry of Minority Affairs)

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http://www.minorityaffairs.gov.in/sites/upload_files/moma/files/pdfs/dist_planprep_guide.pdf	

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SECTION 12
PROGRAMME AND GUIDELINES FOR PREPARATION OF MULTI-SECTORAL
DISTRICT DEVELOPMENT PLANS FOR MINORITY CONCENTRATION
DISTRICTS (GOI, MINISTRY OF MINORITY AFFAIRS)

After Identification of Minority Concentrated Districts in India for Multi-sectoral District Development Plans, based on Minority population more than 25% are 90 Districts. North East District of Delhi is one of the 90 Minority Concentrated districts.

12.1 Background

In 1987, a list of 41 minority concentration districts was prepared, based on a single criterion of minority population of 20 percent or more in a district of Census 1971 for enabling focused attention of government programmes and schemes on these districts.

In order to ensure that the benefits of schemes and programmes of government reach the relatively disadvantaged segments of society, it was decided to identify districts on the basis of minority population of Census 2001 and backwardness parameters. A fresh exercise has been carried out based on population figures and the following backwardness parameters of 2001 Census:

(a) Religion-specific socio-economic indicators at the district level –

- (i) Literacy rate;
- (ii) Female literacy rate;
- (iii) Work participation rate; and
- (iv) Female work participation rate; and

(b) Basic amenities indicators at the district level –

- (i) Percentage of households with pucca walls;
- (ii) Percentage of households with safe drinking water;
- (iii) Percentage of households with electricity; and
- (iv) Percentage of households with water closet latrines.

Although, female literacy and work participation are included in the overall literacy and work participation rates, these are important enough to be considered separately as they constitute independent indicators of the level of development, especially gender equity. The process of identification of minority concentration districts has been carried out as follows:-

- (a) Districts with a 'substantial minority population' of at least 25% of the total population were identified in 29 States/UTs.
- (b) Districts having a large absolute minority population exceeding 5 Lacs and the percentage of minority population exceeding 20% but less than 25% were identified in 29 States/UTs.
- (c) In the six States/UTs, where a minority community is in majority, districts having 15% of minority population, other than that of the minority community in majority in that State/UT were identified.

Thereafter, the position of these districts in terms of "backwardness" was evaluated against the two sets of socio-economic and basic amenities indicators. 90 Minority Concentration Districts (MCDs) have been identified throughout the country, which are relatively backward and falling behind the national average in terms of socio-economic and basic amenities indicators. Out of the 90 minority concentration districts, 53 districts have been classified in category 'A'. The remaining 37 districts fall under category 'B' of which 20 districts fall behind in socio-economic parameters and 17 districts in basic amenities parameters. These have been further classified in sub-category 'B1' and 'B2' respectively.

The focus of this programme will be on rural and semi-urban areas of the identified 90 minority concentration districts. A Task Force has recommended that the towns falling in the minority

concentration districts, that are part of the 338 towns, should be developed as per the suggestions of the Task Force and may be excluded from the multi-sectorial development plan being made for such districts. There are 77 such towns in the identified districts.

To enable focused attention of government programmes and schemes on these districts, the following has been advised to the Central Ministries/Departments to prepare their plans in a manner that these districts get the required attention and resources:-

- i. The schemes and programmes for poverty alleviation, education, health and other welfare schemes of government may be focused in these districts.
- ii. Existing schemes for infrastructure development, such as rural electrification, road connectivity (PMGSY) etc. may be taken up in these districts on a priority basis.
- iii. The provision for basic amenities such as pucca housing, safe drinking water supply, water closet toilets and electricity for each household may be made.
- iv. Schemes included in the Prime Minister's New 15 Point Programme for the Welfare of Minorities may be implemented in these districts vigorously targeting each minority household and village.
- v. In the districts with low socio-economic conditions under subcategory 'B 1', special focus should be on schemes of poverty alleviation, employment generation, literacy etc.
- vi. In the districts with low basic amenities, under sub-category 'B 2', the primary focus should be on schemes for infrastructure development and basic amenities.
- vii. In category 'A' districts, the focus has to be on both types of schemes.
- viii. In the minority concentration districts in the States of Jammu and Kashmir, Meghalaya and Mizoram, where a minority community is in majority, the schemes and programmes should be focused on the other minorities.

The States/UTs have been informed to prepare their plans in a manner that these districts get the required attention and resources.

12.2 121 Minority Concentrated Districts (North East and Central Districts of Delhi are two of the 121 Minority Concentrated districts)

The Prime Minister's 15 Point Programme indentified 121 districts of substantial minority population for the implementation of various schemes. The term 'substantial minority population' in the 15 Point Programme applies to such districts/sub-district units where at least 25% of the total population of that unit belongs to minority communities. Based on this population criterion 121 districts were identified to be covered under this programme.

In States, where one of the minority communities notified under Section 2 (c) of the National Commission for Minorities Act, 1992 is, in fact, in majority, the earmarking of physical/financial targets under different schemes will be only for the other notified minorities. These states are Jammu & Kashmir, Punjab, Meghalaya, Mizoram and Nagaland. Lakshadweep is the only Union Territory in this group.

Table 12.1 Share of Minority Population in India and Minority Concentrated Districts (2001)

India/ Minority Districts	Total Minority	Muslim	Christian	Sikh	Buddhist	Zoroastrian
	% to total Population					
INDIA	18.42	13.43	2.34	1.87	0.77	0.01
121 Minority Districts	34.91	28.15	4.69	0.70	1.34	0.02
90 Minority Districts	33.77	30.38	1.92	0.63	0.84	0.00
44 Minority Districts	34.25	31.96	1.18	0.31	0.79	0.01

Source: Census of India, 2001

SECTION 13 WAKF

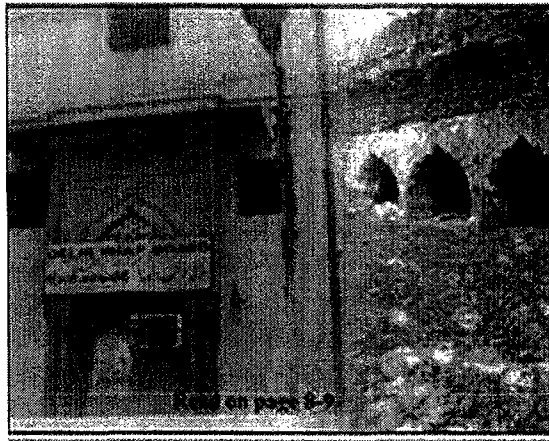
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C. Memorandum of deposit of title deeds http://centralwakfcouncil.org/files/download/form3.pdf	A 117
D. Mortgage deed http://centralwakfcouncil.org/files/download/form4.pdf	A 118

- E. Financial assistance for vocational training instructions A 125
 (Application for financial assistance for vocational training)
 file:///C:/Documents%20and%20Settings/sel/My%20Documents/Downloads/
 Financial%20Assistance%20For%20Vocational%20Training%20Instructions(Wak
 f)%20(1).doc
- F. Agreement of guarantee A 136
<http://centralwakfcouncil.org/files/download/form5.pdf>
- G. Application for financial assistance for library/book bank A 127
<http://www.mwodhule.com/regu/pdf/163/Form%20of%20Library%20Book%20Bank.PDF>

Annexure List Section 13.2:

- A. Application form to be submitted by the state Wakf board for A 128
 release of grant-in-aid for computerization of the records of the
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- B. Status report to be provided by the principal secretary/Secretary A 128
 For A.B. http://waqf.gov.in/wamsidocs/scheme_GoI_wakf.pdf

The Wakf Property



SECTION 13 WAKF

13.1 Central Wakf Council

The Central Wakf Council as a Statutory Body was established in December, 1964 by the Government of India under the provision of Section 8A of Wakf Act, 1954 (now read as sub section 1 of the Section 9 of the Wakf Act, 1995) for the purpose of advising it on matters pertaining to working of the State Wakf Boards and proper administration of the Wakfs in the country. The Council consists of Chairperson, who is the Union Minister In charge of Wakfs and such other members not exceeding 20 in numbers appointed by Government of India as stipulated in the Act. The Secretary is the Chief Executive of the Council. The Council office at present works at Jamnagar House, New Delhi. In terms of Section 10(1) of the Wakf Act, 1995, the Council derives its income from the contribution received by it from the various State Wakf Boards @ 1% (one per cent) of the net income of the Wakfs. All administrative and other expenses of the Council are met out of from this income.

13.1.1 Development Activities

A) Development of Urban Wakf Properties

With a view to protect vacant Wakf land from encroachers and to develop it on commercial lines for generating more income in an order to widen welfare activities, Central Wakf Council has been implementing this scheme since 1974-75 with yearly grant-in-aid from the Central Government. Under the Scheme, loan is extended to various Wakf Institutions in the Country for taking up economically viable buildings on the Wakf land such as commercial complex, marriage halls, hospitals, cold storage etc.

For this, the Central Government has released a total grant-in-aid amounting to Rs. 34 crores 66.66 Lacs only between September 1974 to March, 2010, and in turn the Central Wakf Council has extended loan to 137 projects approved by the Council as well as by the Government of India. Out of these 137 projects 75 projects have been completed in all respect and are yielding income. The loan amount is repaid to the Council by the loanee institutions in easy installments and the amount thus received back forms a Revolving Fund, which is again utilized for giving loans up to Rs. 20 Lacs to the Minor Development Projects on Wakf properties. From this Fund, the Council had released a sum of Rs. 4 crores 96.89 Lacs to 90 projects up to 31.3.2010 out of which 68 projects have been completed.

Therefore, with the total grant-in-aid of Rs.34 crores 66.66 Lacs received by the Council, it has been able to get 143 projects completed and the work on the remaining sites is in progress. This has received appreciation of all sections of the society describing it a magic of management. The grant-in-aid received by The Central Wakf Council is forwarded to the loanee Wakf in the form of interest free loans for the Development of Urban Wakf Properties while the Council bears the entire expenditure on the staff working in the Scheme as well as other expenses on paper, postage etc. Against this service rendered by the Council, it puts two conditions on the loanee Wakf institutions i.e.

- (i) They would pay 4% donation on the outstanding loan to the Education Fund for the Educational Scheme of the Council meant for educational upliftment of the poor Muslims;
- (ii) After the repayment of the loan, they would spend 40% of their enhanced income on the education of the Muslims particularly on the technical educations.

B) LOANS

Central Wakf Council Terms and Conditions for Release of Loans for the Development of Urban Wakf Properties, 1987

The Central Wakf Council hereby makes the following Terms and Conditions for the administration and regulation of loans given by the Central Wakf Council for the development of Urban Wakf Properties :-

13.1.2 Eligibility and Quantum of Loan

- (1) An unregistered Wakf or a Wakf which is indebted or which is not in full possession of the property to be developed, or a Wakf which is, in the opinion of the Council, insolvent or otherwise unsuitable, shall not be eligible to a loan.
- (2) The loan may be granted under these Terms and Conditions up to 75% of the estimated cost of the project, excluding the value of the land, subject to a maximum of Rs.10.00 Lacs in each case in any one year.
 - (a) Provided that the loan may also be granted in excess of 75% of the estimated cost of the project in special circumstances.
 - (b) Provided further that a loan in excess of the limit of Rs.10.00 Lacs in each case in any year may also be granted, if the chairman feels that the project will be completed earlier with more financial assistance.
- (3) The loan shall be granted for the construction of new building or extension of existing building or for other developmental projects on Wakf Properties for the purpose of augmenting the resource of the Wakf concerned and better realization of its objects.

13.1.3 Mode of Application

- (1) Every Mutawalli of a Wakf or the Wakf Board requiring a loan shall submit the scheme of development of a Wakf Property through an application as shown in Form I of these Terms and Conditions in Duplicate, and shall enclose therewith the following documents. (In case these are in Regional Language its English translation should be enclosed).
 - (a) Site plan of the land to be developed, indicating boundaries. (i) Detailed plan of construction prepared by a qualified Engineer/Architect, duly sanctioned by the Municipal or any competent authority having jurisdiction in the area where the property to be developed is situated. (ii) In the case of other developmental projects a detailed plan prepared by an expert.
 - (b) A project report in a narrative form indicating the brief history of the Wakf, the aim/objective of the development, the details of the proposed scheme along with the estimated
 - (c) Cost of it and anticipated income and its utility.
 - (d) A detailed item wise estimate of cost duly prepared by an Engineer or an expert as the case may be.
 - (e) A detailed statement showing the profitability of the scheme.
 - (f) A statement of the market value of the Wakf Property by an approved valuer
 - (g) Copies of the documents to establish the title of the borrower to the management of the property.
 - (h) A non-encumbrance certificate from the competent authority or the State Wakf Board.
- (2) The application of the Mutawalli of a Wakf shall be submitted to the Council through the concerned State Wakf Board. The Secretary Wakf Board shall ensure onward submission of the application with connected documents along with the following: -

- (a) A copy of the resolution of the Board approving the scheme and of permitting, if necessary, the mortgage of the property under section 51(1) of the Act or recommending specific guarantee for the loans.
- (b) Permission of the State Government under section 75(1) of the Act to borrow loan if the borrower or Co-borrower is the Board.

13.1.4 Approval of the Scheme

- (1) On approval of a scheme by the Chairman, the loan may be sanctioned in the name of the Mutawalli or the Wakf Board concerned and the amount of the loan sanctioned may be paid either in lump sum or in installment.
- (2) Before the loan amount is advanced, the Mutawalli and/or the Board concerned will jointly sign an agreement with the Council on the terms and conditions of the loan for execution of the project for which loan is granted, in the form as shown in Form II.
- (3) (a) Deposit with the Council the title deeds of the property which is to be developed or of other immovable property i.e., belonging to the Wakf or the Board with an undertaking signed on form as shown in Form -III.
- (b) Furnish a guarantee by the State Govt. or a nationalized or subsidiary Bank or a State Wakf Board.
- (c) Mortgage immovable property by executing a registered mortgage deed on form as shown in Form-IV.

13.1.5 Mode of Payment

Provided that in exceptional circumstances the chairman may decide to accept any other manner of guarantee as is considered adequate in any specific case.

- (a) The loan amount will be paid through a crossed cheque to the account of the Board concerned.
- (b) The Board shall deposit the amount of the loan in the account of the project Development Committee when constituted under condition 10 either in full or in part.

13.1.6 Terms of Repayment of Loan

- (1) The loan shall be ordinarily repayable to the Council in Twenty half-yearly installments, the first of such installment falling due on the completion of two and half years after the date of release of the loan.
- (2) The loanee concerned shall as a measure or mutual regard for the furtherance of the objectives of Wakfs in general pay a donation to the Council not exceeding 6% per annum of the amount of loan outstanding from time to time or at such other proportion as may be prescribed by the Council, i.e., the first such installment falling due on the completion of two years after the date of the release, provided, however, that the donation payable by the loanee concerned to the Council shall not be chargeable for the first year.
- (3) The Chairman may grant such moratorium in the payment of donation also as he may deem necessary in the circumstances of any case.
- (4) The Chairman may extend the time for the payment of installment of donation due if he considers it necessary in the circumstances on any case.
- (5) In case three consecutive installments of repayment of the Principal or two installments of the amount of annual donation fall in arrears the chairman may after giving notice to the borrowers to pay the due installment of principal amount and donation within a period of 30 days of the date of receipt of such notice by the borrowers, declare that the entire balance amount of the principal loan and the donation due thereon has become repayable in one lump sum.

- (6) After the expiry of the period of the final notice under sub-condition 5 above the Council may proceed to take action for the fore closer of the mortgage or take such other action as it deems proposed for the recovery of the outstanding amount of loan and the donation due thereon.

13.1.7 Appointment of Project Development Committee

- (1) The Board with the approval of the State Government and under intimation to the Council may appoint a Project Development Committee to control and supervise the utilization of the loan advanced as per the plan.
- (2) The Project Development Committee shall ordinarily consist of the following: -
 - (i) A nominee of the Wakf Board.
 - (ii) A prominent Muslim of the locality.
 - (iii) Mutawalli of the Wakf concerned.
 - (iv) Two experts - one from the field of Architecture /Engineering and one from Finance/Administration. (b) The meeting of the project Development Committee shall be presided over by the Mutawalli of the Wakf concerned or in case the property to be developed is under the direct management of the Wakf Board by the Chairman of the Wakf Board or his nominee, as the case may be.
- (3) The amount of loan granted by the Central Wakf Council for the scheme shall be kept in a Bank account exclusively opened for this purpose in the name of the Project Development Committee. The drawing and disbursing authority would be jointly vested in two or more members of the Project Development Committee none of whom would operate the account singly.
- (4) The Board may replace any member of the Project Development Committee with the approval of the State Government and under intimation to the Council by nominating another in his place without assigning any reason thereof.
- (5) The accounts of the Project Development Committee shall be audited at the close of the month of March every year by a qualified auditor or by a Chartered Accountant and a copy of the audited accounts shall be furnished to the Board and the Council not later than 31st May of every year.
- (6) If any declaration of funds or wasteful expenditure is reported by the auditor or comes otherwise to the notice of the Chairman, he may take action as permitted under Sub-condition (5) and (6) of condition 9.
- (7) The Chairman may at any time, if he think it necessary, order an inspection of the account of the Project Development Committee or the Board or both, and may depute any member or members of the Council or its Secretary or any other competent person to carry out such inspection or may direct the State Government to order such inspection.
- (8) The Chairman may give such direction to the Project Development Committee as may, in his opinion, be necessary for the proper utilization of the funds, and such direction shall be deemed to be part of the agreement.

13.1.8 Transfer by the Borrower

Save as provided under condition 7 no Mutawalli or Board borrowing a loan from the Council shall under any circumstances mortgage or otherwise transfer the property, or any portion of it, being developed without the prior permission of the Council.

13.1.9 Time for Completion

- (1) Every project for which a loan is advanced shall be completed within such time as may be stipulated in each case.
- (2) If the proposed project is not completed with the stipulated time, the Chairman, may if he deems it justified, extend the period at his discretion.

EXPLANATION For the purpose of this condition completion of Project would mean utilization of the loan installment of loan advanced i.e., within three year from the date of release of the loan installment.

- (3) If no time is extended, or if the extended time has also expired without the project being completed, the Chairman may impose a penalty or payment of a sum of money not more than 6% per annum on the balance of the loan or donation remaining unpaid. He may also initiate action for the recovery of the loan as provided under sub-condition (5) and (6) or condition 9 provided the Chairman may exempt any loanee from the levy of penalty or waive the penalty imposed if necessary depending on the circumstances of the case.

13.1.10 Implementation of the Scheme

- (1) The Project shall be implemented strictly in accordance with the plans approved by a qualified Architect/Engineer/expert.
- (2) No deviation from the approved plan shall be made without the prior sanction of the Council.

13.1.11 Additional Income Accruing form the Scheme

- (1) To ensure proper utilization of the additional income from the developed Wakf property, the Mutawalli in consultation with the Board or the Board concerned as the case may be, shall prepare a scheme for such utilization and submit it to the Council for approval.
- (2) The scheme under sub-condition (1) above shall be based on the following requirement: -
 - i) The Mutawalli will continue to take for himself an amount equal to average amount he was getting as income from the property in the previous three years immediately before the date of the receipt of the first loan from the Council.
 - ii) The Council may further sanction up to 10% of the additional income accruing from the developed property for being utilized for the purposes for which the Wakf has originally created.
 - iii) The remaining additional income shall be spent after paying taxes, contribution, maintenance and administration charges, depreciation fund and audit fee, on such educational and social welfare activities as may be conducive to the betterment of the community.
- (3) After the scheme is approved by the Council it shall form the basis of the annual budget of the Wakf concerned till the scheme is altered or revised with the prior approval of the Council.

13.1.12 Creation and Utilisation of Educational Fund

The donation of 6% per annum received by the Council from the loanee shall be pooled together to constitute an Educational Fund, which shall be a separate head of account under the Wakf Fund and shall be utilised by the Council for educational purposes.

13.1.13 Creation and Utilisation of Revolving Fund

The amount received by the Council, as repayment installment of loan shall form a Revolving Fund, which shall be accounted for under a separate head of account under the Wakf Fund and shall be utilised for the development of other Urban Wakf Properties.

13.1.14 Operation of Accounts

The Council may by a resolution authorize the Secretary of the Council to operate the account of the Fund mentioned under condition 15 and 16 these terms and conditions.

13.1.15 Removal of Difficulties

If any difficulty arises in giving effect to the provisions of these Terms and Conditions, the Chairman, Central Wakf Council may by order make such provision not inconsistent with the purposes of these Terms and Conditions appear to him to be necessary or expedient for removing the difficulty.

13.1.16 Saving Clause

All actions taken with regard to release of development loans and their recovering under the Draft Central Wakf Council (Development of Urban Wakf Properties) Rules 1979 shall be deemed to have been taken in accordance with these Terms and Conditions, as if these Terms were in force on the day on which these actions were taken.

Form - I Application Form

Form - II Loan Agreement

Form - III Memorandum of Deposit of Title Deed

Form - IV Mortgage Deed

Form - V Agreement of guarantee

13.1.17 Financial Assistance for Vocational Training Instructions

(Please read carefully before applying for financial assistance for the Vocational Training)

1. Central Wakf Council provides interest free loan for the Development of Urban Wakf Properties to be refunded in 12 years in easy installments. However, the Council receives donation up to 6% for its Education Fund from the beneficiary loanee institutions. The amount thus received as well as the interest accrued on the Bank deposits of the Development Fund, forms the Education Fund of the Council, which is utilized for implementing various Educational Scheme, such as Matching Grant to the State Wakf Boards for the scholarship to the students of Technical Diploma Courses, High School and Madarsa. Grants to Book Banks in the School libraries; Grants to General Libraries and establishing new ITIs in Muslim concentration areas etc. The financial assistance for the Vocational Training Programmes is also part of the Educational Schemes of the Central Wakf Council and only limited amount is available, which can be provided only in those case where there is an acute necessity to run such a programme and the organization cannot run it without the financial assistance from the Council.
2. The Education Fund being part of the Wakf Fund, only the Muslim managed Societies/Institutions are eligible for the grant. The purpose of the Scheme is the welfare of the Muslim community particularly the Muslim women. Therefore, institutions being run on commercial lines are not entitled for the grant.
3. Because of the limited sources of Funds, grant is given mostly to those organizations, which are already in the field and have contributed to the development of the community. Therefore, the organization applying for the grant for the Vocational Training Programme must have some experience in the field.
4. Trade selection for the training is done on the basis of the local need and the marketability of the trade, failing which the Council may not provide financial assistance.
5. While submitting the application, it may be indicated if the Society is in a position to set up Production Centre also with a twin motive of: (i) Providing further Training-cum-job to all those who pass out; and (ii) Generating some income for the expenditure of the Training Centre. It may be noted that National Minorities Development & Finance Corporation (NMDFC) provides soft loans for such Production Centers and in case Training Centre is run properly the Central Wakf Council may recommend their case for such loan. It is also necessary to note that NMDFC also provides soft loans to the Self Help Trained Groups. Therefore, the organization will have to organize Self Help Group of 5-10 or more persons

in an order to make them use of their training and earn their livelihood. For this, some entrepreneurship orientation would be necessary.

6. The application form should be complete in all respects. All the requisite documents should be forwarded along with the form itself. No column of the application form be left blank/or filed in with incomplete information. Incomplete applications will be rejected and no correspondence will be entertained
7. The photo state copies of all the documents must be attested either by a Gazetted Officer or by Head of the Applicant Society/Institution.
8. Attested photo state copies of the following documents must be attached with the application:-
 - i Registration Certificate;
 - ii Memorandum of Association of the Society with Bylaws;
 - iii Name, address, qualification and present occupation of the office bears and of the members of the Managing Committee/Executive Committee of the Society;
 - iv Resolution of the Managing/Executive Committee seeking the financial assistance signed by all Members of the Committee;
 - v Annual Progress Reports of the Society/Institution of the preceding three years;
 - vi Audited Statement of Accounts of the Society/Instruction for the last three years;
 - vii Land documents, if any, and/or available built-up area in which the Vocational Training is proposed to be imparted. In case of rented accommodating/building, papers assuring that the owner would not get it vacated for another five years; and would allow for the purpose for which the assistance is being sought;
 - viii Complete break-up of the financial assistance required;
 - ix. A write-up to justify the selection of the trade and the Training Programme as per the requirement of the Muslim community specially the Muslim women in that area.
9. Separate sheet may be attached wherever the space given in the column is insufficient.

13.2 Scheme for Computerization of Records of State Wakf Boards during 2009-2012 (XI Five Year Plan Period Effective from the Year 2009-10) Government of India, Ministry of Minority Affairs

13.2.1 Background

The Joint Parliamentary on Wakf submitted its 9th report to Parliament on 23.10.2008. The Joint Parliamentary Committee on Wakf in its 9th Report recommended computerization of the records of State Wakf Boards at an estimated cost of Rs.25 Crore. The proposal was considered in the Ministry. The Prime Minister has approved the proposal and a token provision of Rs 10 Crore has also been made in BE 2009-10.

13.2.2 Objective

The Wakf properties are spread out all over the country but even the basic survey of Waqf properties have not been done in most States. There is hardly any development of Waqf properties and a very substantial income that the Waqf properties could have generated for the welfare schemes of the community are lost because of non-development and large scale encroachment of Waqf properties. Therefore, to streamline record keeping, introduce transparency, and to computerize the various functions/processes of the Wakf Boards and to develop a single web based centralized application, Joint Parliamentary Committee on Waqf, in its Ninth Report, recommended computerization of the records of the State Waqf Boards and Central financial assistance to the these Boards.

The broad objectives of computerizing the records of the State Wakf Boards are:

- Properties Registration Management
- Muttawalli Returns Management
- Leasing of Properties Management

- Litigations Tracking Management
- Documents Archiving & Retrieval Management
- GIS of Wakf Properties
- Funds Management to Mosques, Durgah, Kabristan, Imams, Muazzins, widows, girls marriages, scholarships, schools, hospitals, Dispensaries, Musafirkhanas, skill Development Centers etc.
- Loans Management for Dev. Of Urban Wakf properties
- Right to information Act compliance

13.2.3 The computerization aims to achieve phase-wise objectives as under:

Phase 1:

- Ensuring proper survey and cross checking of Wakf data from various computer data bases maintained at the state level, such as by Revenue Departments etc.
- Improving office efficiency and preparation of timely reports on various administrative matters.
- Creation of a centralized and web-enabled data base for use by various stake holders.
- Properties Registration Management of Wakf Boards.
- Muttawalli Returns Management system.
- Leasing of Properties Management system.
- Litigations Tracking Management system.
- Documents Archiving & Retrieval Management system.

Phase II: (after evaluation of Phase I & its success)

- GIS of Wakf Properties to develop coordinates to prevent encroachment.
- Funds Management to Mosques, Durgah, Kabristan, Imams, Muazzins, widows, scholarships, schools, hospitals, Dispensaries, Musafirkhanas and Skill Development Centers etc.
- Loans Management for Dev. Of Urban Wakf properties.
- Right to information Act compliance.
- Ensuring timely detection of reports on encroachment of Wakf properties.
- Digitization of all the manual records, deeds and legal documents.
- Standardization and automation of Wakf registers.
- Implementation of a web based centralized application for Wakf Management.
- Any other subject deemed fit for computerization to enhance office efficiency.

Phase III: (Better administration of Wakf Boards)

1. Computerisation of other peripheral activities of the State Wakf Boards (Pay and Accounts, Establishment, Administration, CR etc)

13.2.4 Scope, Eligibility & Finance:

The scheme of computerization is uniformly to be applicable across all the 29 State Waqf Boards and any other Wakf Board like J&K, making a special request for funding subject to availability of funds. . The year project also encompasses a handholding support period of 2 years during 2010-11 and 2011-12 with minimal financial support to hire some computer personnel by Waqf Boards to stabilize the new system and train Waqf Board officials. In the BE 2009-10, an amount of Rs.10 Crores has been earmarked for this purpose. The year wise breakup during the rest of the Eleventh Plan Period is as under:

Year	Amount (Rs. In lac)
(i) 2009-2010	Rs. 1000.00
(ii) 2010-2011	Rs. 0829.74
(iii) 2011-2012	Rs. 0454.52
Total:	Rs. 2284.26

13.2.5 Implementing Agencies & their roles:

[i] A detailed summary of implementation roles of various stake holders is indicated below.

Sr. No	Stakeholders	Roles
1.	Ministry of Minority Affairs	<ul style="list-style-type: none"> • Overseeing the entire project. • Fund allocation/ Management. Implementation facilitator & steering the project. • Project Monitoring. • Resource facilitation • Constitution of Steering Committee and Project Management Unit as given below
2.	State Governments	<ul style="list-style-type: none"> • Setting up of State Level Committee for coordination with field departments for effective implementation of this computerization scheme with 2 representatives as experts from outside the Government and one from IT Department. • Providing access to other relevant databases in the State/UT. • Monitoring of progress at State level.
3.	Central Wakf Council	<ul style="list-style-type: none"> • Project management and monitoring under the overall guidance of the Steering Committee. • Implementation facilitator • Facilitator for training of the employees of the CWC & State Wakf Boards on WAMSI in coordination with NIC. • Laisoning, networking and troubleshooting with state Wakf Boards and NIC. • Oversee the reconciliation of data. • Assisting MOMA in implementation of the Project.
4.	State Wakf Boards	<ul style="list-style-type: none"> • Incurring of expenditure as per rules/regulations and meeting implementation deadlines under the broad supervision of the State Coordination Committee. • Implementation of the applications at the state level. • Recruitment of ICT supports manpower. • Digitization of existing records. Providing space for server Room for project implementation • Procurement of hardware and facilitating installation as per instructions from NIC/MOMA. • Safe custody and handling of existing records • Reconciliation of data to build up a master inventory of all the Wakf properties. • Feeding data online on encroachments, Mutawalli returns, income from properties, court cases and litigations. • Any other job as per advice of NIC/CWC/MOMA.

5.	National Informatics Centre	<ul style="list-style-type: none"> • Implementation of the project (WAMSI) on behalf of MOMA on a turnkey manner. • Tendering and other formalities as implementation agency. • Recruitment of ICT professionals wherever necessary. • Project management through PMC. • Arranging training for the employees of CWC and SWBs on WAMSI. • Extending technical advice to Waqf Boards & CWC.
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13.2.6 Release of funds

Funds will be released to NIC or their nominee and to the State Wakf Boards directly for effective implementation. Utilisation Certificates will be routed through State Governments by the Wakf Boards concerned after due expenditure.

13.2.7 Responsibilities of the State Governments:

The grants in aid would be provided to such State Waqf Boards who undertake to fulfill the following conditions:

- i. Appointment of a full-time CEO;
- ii. Timely audit of the accounts of the Boards as well as regular audit of the accounts of Mutawalli is conducted by the auditors appointed by the Waqf Boards;
- iii. Proper maintenance of law suit register and regular tracking of cases of encroachments of Waqf properties;
- iv. Periodical report of retrieval of properties from encroachment and unauthorized occupation on Waqf properties to the CWC;
- v. Proper maintenance of Waqf register and due preservation of document related to Waqf Deed and Gazette Notification of properties;
- vi. Time-bound survey of Waqf properties and their entry in the relevant land records of revenue or local bodies;
- vii. Timely constitution of Waqf Board and framing of rules and regulations by the State Governments.
- viii. Assurance for effective participation in the computerization process.
- ix. To constitute a State level Coordination Committee for effective implementation under the Chairmanship of the Principal Secretary (Minority Welfare).

13.2.8 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 2% of the total budget (one percent out of 2% is for MoMA) 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.

13.2.9 Evaluation, Inspection & Monitoring:

The project will be evaluated/inspected/monitored by MoMA officers and monitored by the Steering Committee at Ministry level, which will be headed by a Joint Secretary. The technical implementation and monitoring will be done by the Project Committee. The Following will be the composition:

Steering Committee

Composition of Steering Committee:

Chairperson- Joint Secretary Concerned.

Members- DDG, NIC

Director (Wakf)

Secretary, Central Wakf Council

Technical Director, NIC

CEO, Kerala Wakf Board

CEO, West Bengal Wakf Board

CEO, Delhi Wakf Board.

The Chairperson of the Committee can co opt members or have special invitees in the interest of implementation of the project. The Under Secretary in charge of Wakf will be the convener of the Committee.

Composition of Project Management Committee:

Chairperson: DDG, NIC

Executive Chairperson: DDG's Nominee

Members CEO, Haryana Board of Wakfs

CEO, Karnataka Board of Wakfs.

Technical Director, NIC

Technical Director, NIC

Under Secretary, MoMA

Representative of CWC- Convener

The Chairperson of the Committee can co opt members or have special invitees in the interest of implementation of the project.

**SECTION 14
MINISTRY OF CULTURE**

**SCHEME OF DEVELOPMENT OF BUDHIST & TIBETAN CULTURE
AND ART**

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SECTION 14
MINISTRY OF CULTURE
SCHEME OF DEVELOPMENT OF BUDDHIST & TIBETAN CULTURE AND ART

14.1 Scheme for Financial Assistance for the Preservation and Development of Buddhist/Tibetan Culture and Art (Scheme Revised in October 2011)

Contact Details: Mr. Yash Veer Singh (US), NAI Annexe, Building Janpath Phone: 23070790

Objective: To give financial assistance to the voluntary Buddhist/Tibetan organizations including Monasteries engaged in the propagation and scientific development of Buddhist/Tibetan culture, tradition and research in related fields.

14.1.1 Criteria for Grants: The voluntary Institutions/Organizations and Societies should be registered as a Society under the Societies Registration Act (XXI of 1860) or similar Acts.

- i. Only those Organizations which are mainly devoted to Buddhist/ Tibetan studies and have been functioning at least for the last three years will qualify for applying for a grant.
- ii. The Organization should be of regional or all-India character.
- iii. The grants will be ad-hoc and of a non-recurring nature.
- iv. Grants from this scheme will be given only to those organizations which are not in receipt of grants from any other source for similar purposes.
- v. Financial assistance may also be given for construction of hostel building, class rooms, school buildings and training centres.
- vi. Organizations which are doing good work in the field and having resources for meeting matching funds will be given preference.

Purpose and quantum of Assistance Financial assistance is given for all or any of the items listed below up to a maximum of Rs.30.00 Lacs per year for any single organization. In case of the organizations of all-India character and running a school for imparting monastic education, the financial assistance may be given beyond the ceiling, on the recommendation of the Expert Advisory Committee and approved by the Minister (Culture) in consultation with the FA, Ministry of Culture.

S. No.	Items	Maximum Amount per annum
i	Maintenance (Salary of staff, Off. Exp/Misc. exp)	Rs.5,00,000/-
ii	Research Project on promotion of Buddhist/Tibetan Art and Culture	Rs.2,00,000/-
iii	Purchase of books, documentation and cataloguing relating to Buddhism	Rs.5,00,000/-
iv	Award of scholarships to monk/nunnery students	Rs.5,00,000/-
v	Holding of special courses on promotion of Buddhist/Tibetan Art and Culture	Rs.2,00,000/-
vi	Audio- Visual Recording/Documentation/ Archiving of the traditional materials for preservation and dissemination of Buddhist Art & Culture	Rs.5,00,000/-
vii	IT upgradation and IT-enabled Teaching/ Training aids for monastic/nunnery schools	Rs.5,00,000/-
viii	Transport facilities for monastic/nunnery schools and monasteries located in remote areas	Rs 5,00,000/-
ix	Salary of teachers where organization is running a school imparting monastic/ nunnery education	Rs.5,00,000/-
x	Repairs, restoration, renovation of ancient monasteries and Heritage Buildings associated with Buddhist	Rs.30,00,000/-
xi	Construction/Repairs/Extension with toilet and drinking water for Class Rooms,	Rs.30,00,000/-

14.1.2 School Buildings: Hostels and Training Centres which are focused on Buddhist/Tibetan Art and Culture as well as skill development of traditional craft for monastic/nunnery school. The maximum grant admissible to an organization would be 75% of the total expenditure to be incurred on any item subject to maximum ceiling fixed. The remaining 25% expenditure or more should be met by the State Govt./U.T. Administration failing which the grantee organization could contribute the amount from their own resources. However, in the case of North-Eastern States and Sikkim, funding will be shared between the Government of India and the State Government in the ratio of 90:10 respectively failing which the grantee organization could contribute from their own resources.

14.1.3 Procedure for application: The organization shall submit complete application along with the following documents/information to judge the eligibility of the organization through the concerned State Government/UTs. The organisation, however, located in North Eastern States, Sikkim, Leh and Kargil districts of Jammu & Kashmir are exempted to submit their applications direct to Ministry of Culture only with the recommendation of concerned District Collector/Dy. Commissioner.

14.2 Building Grants Including Studio Theater

Objective: The objective of the Scheme is to support voluntary cultural organizations and government-aided cultural organizations in their efforts to create appropriately equipped training, rehearsal and performance spaces for artistes.

14.2.1 Eligible Projects

Grants will be given to projects for creating cultural spaces, which will include:

1 Conventional Cultural Spaces for Performing Arts:

- a) Performance venues, like Auditoria, Open-air Theatres, Concert Halls.
- b) Rehearsal halls for Theatre/ Music/ Dance.
- c) Training Centres/ Schools for Theatre/ Music/ Dance.

2 Flexible Spaces, i.e., Studio Theatres, etc.:

Non-proscenium rehearsal-cum-performance spaces, referred to as Studio Theatre or Experimental Theatre that are characterized by the following special features:

- a) A small theatre, with all the essential equipment for the performance of live music, dance or theatre or combination of these arts;
- b) An unconventional space that cannot qualify as an auditorium in the traditional sense; therefore, the stage or performance area is not normally placed within a proscenium arch nor raised too high or separated from the audience by a clearly demarcated division.
- c) A seating arrangement for spectators that is totally flexible and can be moved fluidly from one part of the space to another depending on the artistic aim of a particular performance; therefore, the seats/chairs must not be fixed in position.
- d) A capacity that usually does not go over 100 to 200; therefore, such a space is often called a "little theatre" or "intimate theatre", because it allows for close-up and intimate viewing by spectators.
- e) One or two adjoining greenroom(s) / dressing room(s) /makeup room(s) with toilet(s) for the performers, and a storage area; therefore, the entire unit, though minimal, functions as a theatre in every sense.

3 A project proposal to create an auditorium, a studio theatre or other cultural space(s) may include an appropriate combination of any of the following components:

- a) New construction or purchase of a built-up space.

- b) Renovation/ upgradation/ modernization/ extension/ alteration of an existing building/ space/ facility.
- c) Remodeling of the interiors of an existing built-up space/cultural centre.
- d) Provision of facilities like electrical, air conditioning, acoustics, light and sound systems and other items of equipment, such as musical instruments, costumes, audio/ video equipment, furniture and stage material that may be required for a studio theatre, auditorium, rehearsal hall, classroom etc.

14.2.2 Eligible Organizations: The scheme covers:

- (i) All not-for-profit organizations that fulfill the following criteria:-
 - a) The organization has a predominantly cultural profile, working primarily for the promotion of arts and culture in fields such as dance, drama, theatre, music, fine arts, ideology and literature at least for a period of three years.
 - b) The organization is registered as a society under the Registration of Societies Act (XXI of 1860) or similar Acts, or as a Trust or as a Not-for-Profit Company, at least for a period of three years.
 - c) The organization is well established and known to be doing meaningful work in the field of its activity and has gained a local, regional or national identity.
 - d) Its charter is devoted to the preservation, propagation and promotion of Indian arts and culture.
- (ii) Government-sponsored bodies for promoting the performing arts.
- (iii) University Departments or Centres dedicated to the performing arts.
- (iv) Colleges set up to promote the performing arts.

An organization that has been receiving salary grant for the last 3 years under the Ministry's Scheme of "Financial Assistance to Professional Groups and Individuals Engaged for Specified Performing Arts Projects" will be deemed to have fulfilled all the above conditions.

A Government-sponsored body, University Department/Centre or College dedicated to the performing arts may also be automatically eligible, provided its record over the preceding three years is satisfactory.

Religious institutions, public libraries, museums, schools, colleges or University Departments/Centres that are not specifically dedicated for the performing arts and allied cultural activities, departments or offices of the Central Government/ State Governments/ U.T. Administrations/ Local Bodies will not be eligible.

An organization that has availed of a grant for its building project grant under the erstwhile Scheme of Building Grants to Cultural Organizations or under this scheme will not be eligible for a second grant under the Scheme before the completion of the project sanctioned earlier, except where such second grant is sought for a Studio Theatre (or Experimental Theatre) and the applicant organization has not defaulted on the ongoing sanctioned project.

14.2.3 Nature and Extent of Assistance

All grants under the Scheme will be of a non-recurring nature. Recurring expenditure, if any, will be the responsibility of the grantee organization.

Maximum assistance under the scheme will be as under:

CITIES	TYPE OF PROJECT	LIMIT OF ASSISTANCE
Banglore	Projects involving new construction or purchase of built up space All other projects	Rs. 50 lacs
Chennai		
Delhi		
Hyderabad		
Kolkata		
Mumbai		
All non-Metro cities, towns or places	All other projects	Rs. 25 lacs

Assistance under the scheme to an organization will be restricted to a maximum of 60% of the approved estimated project cost, subject to the ceilings given above. The balance of the approved estimated project cost is to be incurred by the organization as its 'matching share'.

ILLUSTRATIONS:-

For projects involving new construction/ purchase of built up space in metro cities

CASE:1 If the approved cost of the project is Rs. 100 lacs, the maximum grant which may be sanctioned would be Rs. 50 lacs, the matching share of the grantee organization being Rs. 50 lacs.

CASE: 2 If the approved cost of the project is Rs. 70 Lacs, the maximum grant which may be sanctioned would be Rs. 42 Lacs, the matching share of the grantee organization being Rs. 28 Lacs.

For projects involving new construction/ purchase of built up space in non-metro cities and all projects under 3.2 (b, c and d)

CASE: 3 If the approved cost of the project is Rs. 60 Lacs, the maximum grant which may be sanctioned would be Rs. 25 Lacs, the matching share of the grantee organization being Rs.35 Lacs.

CASE: 4 If the approved cost of the project is Rs. 40 Lacs, the maximum grant which may be sanctioned would be Rs. 24 Lacs, the matching share of the grantee organization being Rs.16 Lacs.

Cost of the land (actual consideration paid by the recipient organization and not market value) and development charges borne by the organization shall be accounted as matching share.

Expenditure already incurred by the organization on construction/ purchase/ development of land & building and purchase of fixtures and fittings within a period of one year from the date of application, shall also be accounted as matching share. The organization will submit accounts of expenditure incurred in this regard duly certified by Chartered Accountant.

In case the cost of the project is enhanced subsequently, the liability of the Government of India will be restricted to the original sanctioned amount, and all the extra expenditure will be met by the grantee organization from its own resources.

Once the project proposal has been considered and approved for a certain amount, no subsequent requests for review and enhancement of project cost will usually be entertained.

The validity of sanction of financial assistance will be 3 years from the date of release of the 1st instalment and all projects must be completed within this 3-year period.

Maximum assistance under the scheme will be as under:

CITIES	TYPE OF PROJECT	LIMIT OF ASSISTANCE
Banglore	Projects involving new construction or purchase of built up space All other projects	Rs. 50 lacs
Chennai		Rs. 25 lacs
Delhi		
Hyderabad		
Kolkata		
Mumbai		
All non-Metro cities, towns or places	All other projects	Rs. 25 lacs

Assistance under the scheme to an organization will be restricted to a maximum of 60% of the approved estimated project cost, subject to the ceilings given above. The balance of the approved estimated project cost is to be incurred by the organization as its 'matching share'.

ILLUSTRATIONS:-

For projects involving new construction/ purchase of built up space in metro cities

CASE:1 If the approved cost of the project is Rs. 100 lacs, the maximum grant which may be sanctioned would be Rs. 50 lacs, the matching share of the grantee organization being Rs. 50 lacs.

CASE: 2 If the approved cost of the project is Rs. 70 Lacs, the maximum grant which may be sanctioned would be Rs. 42 Lacs, the matching share of the grantee organization being Rs. 28 Lacs.

For projects involving new construction/ purchase of built up space in non-metro cities and all projects under 3.2 (b, c and d)

CASE: 3 If the approved cost of the project is Rs. 60 Lacs, the maximum grant which may be sanctioned would be Rs. 25 Lacs, the matching share of the grantee organization being Rs.35 Lacs.

CASE: 4 If the approved cost of the project is Rs. 40 Lacs, the maximum grant which may be sanctioned would be Rs. 24 Lacs, the matching share of the grantee organization being Rs.16 Lacs.

Cost of the land (actual consideration paid by the recipient organization and not market value) and development charges borne by the organization shall be accounted as matching share.

Expenditure already incurred by the organization on construction/ purchase/ development of land & building and purchase of fixtures and fittings within a period of one year from the date of application, shall also be accounted as matching share. The organization will submit accounts of expenditure incurred in this regard duly certified by Chartered Accountant.

In case the cost of the project is enhanced subsequently, the liability of the Government of India will be restricted to the original sanctioned amount, and all the extra expenditure will be met by the grantee organization from its own resources.

Once the project proposal has been considered and approved for a certain amount, no subsequent requests for review and enhancement of project cost will usually be entertained.

The validity of sanction of financial assistance will be 3 years from the date of release of the 1st instalment and all projects must be completed within this 3-year period.

spent full amount of the matching share, this requirement will be deemed to have been fulfilled).

The Expert Committee will include artistes, representing different fields of performing arts and culture, and may also include an Architect, a Civil Engineer and a Technical Expert in light/sound/stage craft, as also concerned officials of Ministry of Culture.

14.2.7 Sanction and Release of Grant

On approval of the project proposal, the Ministry will communicate the decision to the organization, indicating the approved total cost of the project, the quantum of assistance sanctioned, the quantum of matching share of the organization and other terms and conditions for release of the sanctioned amount of assistance.

The sanction letter will also specify the building/ equipments for which the assistance has been sanctioned.

The sanctioned amount of assistance will be released in instalments in the following manner.

- i. First Instalment: The first instalment equal to 40% of the sanctioned assistance will be released on approval of the project proposal/sanction by the Ministry without any further correspondence.
- ii. Second Instalment: The second instalment equal to 30% of the sanctioned grant will be released on submission of:
 - a. Physical and financial progress report on the project from a registered Architect, giving details of the work already carried out/ completed, along with the photographs of site.
 - b. A certificate from registered Architect to the effect that: The project has been completed/ is in progress as per the approved plan; That there has been no violation of the local laws or the approved plan of construction/development; The work done is of satisfactory quality; and indicating Valuation of the cost of the work done and the further amount required to complete the project.
 - c. The audited statement of accounts of the project, duly signed by a Chartered Accountant.
 - d. A Utilization Certificate from Chartered Accountant, certifying that the first instalment of assistance has been fully utilized for the project.
 - e. A certificate from Chartered Accountant certifying that the organization has spent 40% of its matching share.

Final instalment: The final instalment equal to 30% of the sanctioned grant will be released after:

- (1) The grantee organization has submitted the following documents:
 - a) Physical and financial progress report on the project from a registered Architect, giving details of the work already carried out/ completed, along with the photographs of site.
 - b) A certificate from registered Architect to the effect that: · The project has been completed/ is in progress as per the approved plan; · That there has been no violation of the local laws or the approved plan of construction/development; · The work done is of satisfactory quality; and indicating · Valuation of the cost of the work done and the further amount required to complete the project.
 - c) The audited statement of accounts of the project, duly signed by a Chartered Accountant.
 - d) A Utilization Certificate from Chartered Accountant, certifying that the second instalment of assistance has been fully utilized for the project.
 - e) A certificate from Chartered Accountant certifying that the organization has spent 70% of its matching share.

The Ministry of Culture has got the project physically inspected through its representative(s). Depending on the nature and the size of the project, the Ministry may for such field verification, depute an official from the Ministry and/ or any of its organizations or a team of officials and/ or experts drawn from various offices/disciplines, or it may engage a third party to carry out the inspection. Note if the final requirement of funds arrived at, falls short of the approved project cost or the amount of matching share spent by the organization is less than 40% of the approved project cost, the amount of the last instalment of the grant will be reduced correspondingly.

14.2.8 Conditions of Grant

Separate account shall be maintained in respect of the grants released by the Government of India.

The accounts and the site of the project shall be open for inspection by the representatives of the Ministry of Culture at any time for verification.

If the project is not completed within a period of three years from the date of release of the 1st instalment, no further grant shall be released to the organization and the claim will become time barred.

The accounts of the organization will be open to audit at any time by the Comptroller and Auditor General of India or his nominees at his discretion.

Within six months of the close of the financial year of the release of grant or any instalment thereof, the grantee shall submit to the Government of India a Statement of Accounts audited and certified by a Chartered Accountant setting out the expenditure incurred on the approved project and a Utilization Certificate indicating the utilization of the Government of India grant in the preceding year. If the utilization certificate is not submitted within the said period, the grantee may be asked to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India unless specially exempted by the Government of India.

For closure of the case the applicant shall submit the following documents within 6 months of the close of the financial year in which the final instalment is released:

- a) In cases of projects involving new construction, copy of the intimation of completion of the building sent to the appropriate civic authority or the Completion certificate issued by it; and in cases of projects involving purchase of ready built space, copy of the receipts of all the payments made to the builder/ seller, possession letter, and the registration/ ownership deed.
- b) Project completion report from the architect.
- c) Certificate from the Chartered Accountant that the organization has spent full amount of its matching share.

A register of the permanent and semi-permanent assets acquired wholly or mainly out of the Government of India grant should be maintained in prescribed form (FORM GFR-19). Every year, a copy of this register should be furnished to the Ministry of Culture by the grantee.

The grantee shall execute a bond in prescribed form with two sureties, in favor of the President of India, providing therein that he will abide by the conditions of the grant. In the event of his failing to comply with the conditions of the grant or committing a breach of the bond, the grantee and the sureties shall individually or jointly refund to the President of India the entire amount of the grant, together with interest thereon at the prevailing borrowing rate of the Government of India.

The first lien on the buildings and other assets acquired with Central assistance will vest in the President of India and neither the building nor the equipment shall be leased or mortgaged to other parties without the prior approval of the Government of India. Provided, however, that the lease of the studio theatre or other facilities, so acquired, to other parties for temporary use shall be excluded from this rule.

If at any stage the Government is not satisfied about the proper utilization of the Government grant, or of the facilities created out of it, the Government may ask for the refund of the entire

amount of the grant together with interest thereon at the prevailing lending rates of the Government of India.

The grantee organization will acknowledge the financial support of the Government of India, Ministry of Culture by appropriately displaying the name of the Ministry at the studio theatre/ cultural space developed with assistance under the Scheme.

The grantee organization will be solely responsible for any violation of the laws governing construction of buildings or the use of land and buildings as may be applicable in the local area.

Such other conditions as may be imposed by the Government of India from time to time.

14.2.9 Miscellaneous The cases sanctioned under the erstwhile Scheme of Building Grants to Cultural Organizations will not be usually reopened nor will the sanctioned amount be usually enhanced under the provisions of this scheme, but the instalments pending for disbursement in such cases of building grant may, at the request of the grantee organization, be released by following the procedure and the documentary requirements contemplated in this scheme for the release of different instalments. However, in cases where no instalments have been released, the grantee organization may request for cancellation of the earlier sanction and fresh consideration of its project under this scheme. In past cases where the sanctioned grant has not been released in full and the project is lying incomplete and the grantee organization seeks a review of its case and enhancement of the sanctioned grant under this scheme, a view will be taken on a case to case basis.

SECTION 15
GOVT. OF NATIONAL CAPITAL TERRITORY OF DLEHI
CITIZEN CHARTER
DEPARTMENT FOR THE WELFARE OF
SC/ST/OBC's/MINORITIES

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Annexure List Section 15

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http://delhi.gov.in/wps/wcm/connect/DOIT_DSFDc/dsfdc/scheme+at+a+glance/bi+g+loan+scheme+for+self+employment

C Application form for commercial vehicle under transport sector A 144

http://delhi.gov.in/wps/wcm/connect/doit_dsfdc/DSFDC/Scheme+at+a+glance/T+RANSPORT+LOAN+SCHEME

D Application form for mobile STD-PCO for handicapped persons A 144

http://delhi.gov.in/wps/wcm/connect/doit_dsfdc/DSFDC/Scheme+at+a+glance/MOBILE+STD+PCO+TRICYCLE+MOUNTED+WITH+THE+TELEPHONE+CONNECTION



SECTION 15

DEPARTMENT FOR THE WELFARE OF SC/ST/OBCs/MINORITIES

The Department is fully committed to the highest standard of excellence and transparency in providing the benefits to the people belonging to SC's/ST's/OBC's/Minorities. For achieving its goals, concerted efforts are made for quick disposal of applications/letters and complaints. The following periodical arrangements have been made for early disposal of above matters.

- (1) Applications/letters will be accepted by the Department and a signed receipt will be issued therefore.
- (2) Effort will be made to send reply of the letters/clarifications within two weeks.
- (3) If the financial assistance cannot be provided to an applicant due to ineligibility or any other reason, he will be duly informed of the decision within a month.
- (4) If the Department needs comments of another Department for disposal of applications/complaint received, in that case department will take action within two weeks any try to send the reply within six weeks to complainant.
- (5) Information regarding implementation of important schemes and new plans will be given to the target groups through advertisements in the newspapers. MLAs and local leaders will also be contacted in such matters.

Numbers of schemes are being implemented by Govt. of NCT of Delhi for socio-economic development of residents of Delhi belonging to SC's/ST's/OBC's/MINORITIES. Name of the schemes implemented amount of financial assistance given under the schemes and conditions lay down therein which are to be completed by the applicant, name and telephone number of the officers of the department dealing with the various schemes is given in the last. Format of the application form is published in the newspapers along with advertisement of the schemes.

For availing benefits under this scheme, following conditions are required to be fulfilled:

- (1) Applicant should belong to SC/ST/OBC/Minorities and in support thereof they are required to produce SC/ST/OBC/Minorities certificate issued by concerned district office of Delhi.
- (2) Application should be resident of Delhi and in support thereof he is required to produce a supporting document.
- (3) Total income of the family should not exceed Rs. 2.00 Lac per annum (except where specifically provided in the scheme). In support of this, he is required to produce the self declaration of income in the self certified income certificate in the format developed by Education Deptt. for its schemes. Besides, the conditions laid down each in scheme are also required to be fulfilled.

Details of Schemes/ Programmes:

Objectives:

As per 2001 census, the literacy rate amongst the Scheduled Caste population is low, as compared to overall literacy rate, which needs to be corrected. One of the measures through which education can be further spread, is to help the poor students by providing them financial assistance for purchase of stationery so that their parents do not feel any burden in sending their children to schools. Further, vide Cabinet decision no. 1853 dated 16.01.2012, the scheme has now been extended to cover students studying in primary section also i.e. classes 1st to 5th, from the year 2011-2012.

15.1 Free supply of stationery to SC/ST/ OBC/Minorities students in schools.

Amount of Assistance

Class	Rates
Ist to Vth	Rs. 100/- per month for 10 months
VIth to VIIIth	Rs. 100/- per month for 10 months.

IXth to XIIth Rs. 200/- per month for 10 months

Terms and Conditions

- (a) Under this scheme, financial assistance for purchase of stationery is given to those SC/ST/OBC/Minorities students, who are studying in the Central Govt./Govt. of Delhi/Aided/Recognized/Local Bodies schools etc. through the Principals of the respective schools and whose family income does not exceed Rs.2,00,000/- per annum.
- (b) The attendance should not be less than 70% in the preceding year.

Implementation

After launch of Mission Convergence this scheme is being implemented by Education Department except in recognized public schools/ Kendriya Vidyalaya and schools under MCD/NDMC/DCB w.e.f. Annual Plan 2008-09.

15.1.1 (A). Merit scholarship to SC/ST/OBC/Minorities students. Class IX to XII.

This scheme is being implemented by the Education Department. The main objective of the scheme is to improve the literacy rate and promote education among the SC/ST/OBC/Minorities students. Further, vide cabinet decision no. 1860 dated 06.02.2012, the amount of scholarship in respect of students belonging to SC/ST/OBC/Minority students studying in Class XI and XII has now been enhanced during 2011-2012 and subsequent periods and if a student who has secured 55% and above marks gets scholarship under Post Matric Scheme i.e. Centrally Sponsored Scheme, a supplementary scholarship to bring the amount to Rs.3000/- or Rs.4500/-per annum as the case may be, shall be given from Govt. of NCT budget so as to bring at par with Delhi Govt. Scheme in his marks range.

Rate:- For securing 55% & above but less than 60% of the marks in the previous exam

Class VI to VIII Rs. 600/- per annum

Class IX to X Rs. 1620/-per annum

For scoring 55% - 70% marks

Class XI and XII Rs. 3000/- Per annum

For securing 60% & above marks in the previous exam

Class VI to VIII Rs. 720/- per annum

Class IX to X Rs. 2040/- per annum

For scoring marks above 70%

Class XI and XII Rs. Per annum 4500

Eligibility:-

- 1 Students studying in class VI to XII in Central Govt. /Govt. of Delhi/ Aided/ Recognised/Local bodies' schools are eligible.
2. Family income limit is not applicable in case of SC/ST students. But family income should not exceed Rs. 2.00 Lac per annum in case of OBC and minorities students.
3. A student is allowed to avail the scholarship either under the State Plan Scheme or Centrally Sponsored Scholarship Scheme, whichever is beneficial to him/her and should inform the awarding authority through the Head of the Institution by mode of a declaration.

Implementation

After launch of Mission Convergence this scheme is being implemented by Education Department except in recognized public schools/ Kendriya Vidyalaya and schools under MCD/NDMC/DCB w.e.f. Annual Plan 2008-09.

15.1.2 (B) .Merit scholarships to college/ professional institution students belonging to SC/ST/OBC/Minorities

Amount of Assistance & Level of education

Group-A

- (i) Degree course in Medical/ Engg. B. Tech/ BAMS and comparable course. Hostlers Rs. 1620/- Day Scholar Rs.900/- (p.m.)
- (ii) Post graduation in above courses Hostlers Rs. 1860/- Day Scholar Rs. 960/-(p.m.)

Group-B

Diploma level courses in Indian medicine B.A.M.S. & comparable courses in Ayurvedic, Unani/Tibbia and Homeopathy system of medicine. Diploma level course in Engg. Technology, Architecture, Printing Technology, Overseas, Draftsman, Surveyor, Hotel Management, Catering, Applied Nutrition, Commercial Pilot License Wireless & T.V. Operator, Sound Recording & Engineering, Photography, Film Direction, Editing, Acting, Screen-play Writing Post graduate courses in science subjects.

Hostlers Rs. 1,110/- Day Scholar Rs. 720/- (p.m.)

Group-C

Certificate courses in Engg. Technology, Architecture & Medicine Diploma & certificate course in Agri./ Vet. Sc./Fisheries/Dairy Devpt. /Public Health/Sanitary Sc./Physical Edn./Music/Fine Arts/Law/Craft Instructor/Passenger Transport Management/ Associate degree in Pharmacy

Hostler Rs. 775/- Day Scholar Rs. 525/- (p.m.)

Group-D

- | | | |
|-----|------------------------------------|----------------------------|
| (i) | Graduate level (general education) | Post graduate level |
| | Hostlers Day Scholar | Hostlers Day Scholar |
| | Rs. 804/- Rs. 420/(p.m.) | Rs. 1,110/- Rs. 630/(p.m.) |

15.1.3 Terms and Conditions

Period: After declaration of annual exam results.

- i) A student is allowed to avail the scholarship either under the State Plan Scheme or Centrally Sponsored Scholarship Scheme, whichever is beneficial to him/her and should inform the awarding authority through the Head of the Institution by mode of a declaration.
- ii) The SC/ST/OBC/Minority students getting stipend from the institutions/Government during the course of study are also eligible to get the merit scholarship.
- iii) Only those SC/ST/OBC/Minorities students are eligible who will obtain 60% or more marks in previous examination and get admission in recognised college / professional / technical institutions.
- iv) Scholarship will be granted to students of 3 year degree courses, post graduate studies at college level and professional courses of degree and post graduate level and diploma studies. The duration of the professional course may vary from course to course.
- v) There shall be no limit for the income of the applicant/parents/guardians for grant of scholarship in respect of SC/ST students. However, family income limit of Rs. 2,00,000/- p.a. is applicable for the OBC/ Minorities community.
- vi) Students should have SC/ST/OBC/Minorities certificate issued by the competent authority of Delhi i.e. Deputy Commissioner, Delhi.
- vii) The rate of scholarship will be reduced to 50% if a student failed in the annual examination, but continues studies except in cases where the student failed to appear in the annual examination on medical grounds or due to natural calamities or any other reason beyond his/her control.
- viii) Intentional non appearance in the annual examination will disqualify the student from the grant of scholarship during the next academic year.
- ix) Government of NCT of Delhi has approved the proposal for consideration of applications of eligible students for this scheme who are having gaps in educational continuation upto three years but not on account of failure in the examination of previous course/ class. This provision is with effect from 2008-09 onwards.

15.1.4 Vocational and Technical scholarship to SC/ST/OBC/Minorities

Amount of Assistance

Scholarship of Rs.210/- per month to day scholars and Rs.360/- per month to hostellers

Terms and Conditions

Scholarship is given to the SC/ST/OBC/Minorities Students receiving technical education in various industrial Training Institutes (it is) being run by GNCT of Delhi and whose family income does not exceed Rs. 2.00 Lac per annum.

Period: At the end of academic session.

15.1.5 Dr. B.R. Ambedkar state award for the toppers amongst the SC/ST/OBC/Minorities students in professional/ technical degree courses

Objectives:

The objective of the scheme is to encourage the students belonging to SC/ST/OBC/Minorities communities for distinguished academic achievements in each field of professional and technical studies. The State awards is given to those students belonging to SC/ST/OBC/Minorities who, during their studies in various professional/technical degree courses of the following institutions either sponsored or run by the Govt., top the list of examinees of their final year exams :-

An award of Rs.8000/- is given to each of the toppers amongst SC/ST/OBC/Minorities' students in each discipline at the graduation level examination of following institutions.

(a) Delhi technological University earlier Delhi College of Engineering, (b) Netaji Subhash Institute of Technology earlier Delhi Institute of Technology, (c) Maulana Azad Medical College, (d) University College of Medical Sciences, (e) Delhi Institute of Pharmacological Science & Research (DIPSAR) Delhi College of Pharmacy, (f) College of Art, (g) Nehru Homeopathic College and Hospital, (h) Jamia Millia University, (i) Hamdard University, (j) All India Institute of Medical Sciences, (k) Indian Institute of Agriculture research, (l) Dr. Sucheta Kriplani Medical College, (m) A&U Tibbia College, (n) Indira Gandhi National Open University, (o) GGS I.P. University.

Terms & Conditions

- (a) The student must have passed his/her 10th and 12th class from Delhi.
- (b) The award is given to a student, who tops among the SC/ST/OBC/Minorities in each discipline of the professional/Technical degree course.
- (c) The topper student is awarded only once after passing out of the final examination of the course.
- (d) The award is conferred among the toppers of all professional/ technical courses. **being a merit based award, no family income limit has been laid down.**

15.1.6 Reimbursement of tuition fee for SC/T/OBC/Minority students in public schools

Amount of Assistance / Terms & Conditions

The SC/ST/OBC/Minority students studying in Ist to Vth will be entitled to get reimbursement of tuition fee and other compulsory fee irrespective of the percentage of marks. But in case of students studying in VI to XIIth class tuition and other compulsory fee will be reimbursed to only those students scoring 50% & above marks and having attendance not less than 80% in the preceding year.

The reimbursement is 100% to the students whose family income do not exceed Rs.60,000/- per annum. In case, students whose family income is more than Rs.60,000/- and below Rs.2.00 Lac per annum 75% of the fee will is reimbursed.

15.1.7 Hostel for SC/ST/OBC/Minority boys

Capacity of hostels is 100 students.

Terms & Conditions

- (i) Hostel is available for the poor SC/ST/OBC/Minority students studying in class- XII and above in Government or recognized school or colleges.
- (ii) The income limit of the parents of the students, who seek admission in the hostel for SC/ST/OBC/Minority boys as well as girls should not be more than Rs.2,00,000/- per annum.
- (iii) The student who has been given regular admission in the school or college in Delhi, is allowed to avail the facility of the hostel by producing a Scheduled Caste/Tribe Certificate from the competent authority of that particular State from where he has come for education in Delhi.
- (iv) The Working Group found that most of the higher education institutions are located in the North or South of Delhi whereas the hostel is situated in the extreme eastern part of Delhi. It is too cumbersome to perform journey from Dilshad Garden to colleges located in the North or in the South as it not only involves heavy expenditure in transport but entails lot of time also which the students can devote to their studies but are forced to spend in journey. For improving response under this scheme, it is proposed to utilise the service of the voluntary organisations involved in the Welfare of SC/ST/OBC/Minority so that the number of SC/ST/OBC/Minority boys seeking admission in the hostel could be raised to at least 100 per year.
- (v) All the facilities in the hostel are provided free of cost.

Period

Admissions are made in August-September, each year For admission of students in this hostel,

15.1.8 Hostel for SC/ST /OBC/Minority Girls students.

Capacity of hostels is 70 students.

Terms & Conditions

Hostel is available for poor SC/ST/OBC/Minority girls students, studying in XII class or above in Government or recognized schools or colleges. All the facilities, in this hostel, are provided free of cost

The income limit of the parents of students, who seek admission, should not exceed Rs. 2.00 Lac per annum.

Period

Admissions are made in August-September, each year.

For admission of students (Girls, Boy) in this hostel, please contact

Suptd. Girls Hostel, Sanskar Ashram, Dilshad Garden, on Telephone No. 22121053.

15.1.9 Pre-Exam Coaching for ST/OBC/Minority students.

Under the ongoing centrally sponsored scheme, the 100% financial assistance for in-house pre-exam coaching for engineering, medical and civil services is provided. In-house coaching has not been agreed upon by the Planning Department, instead suggested to outsource. The Working Group constituted for preparing 11th Five Year Plan also recommended that pre-exam coaching for engineering, medical and civil services may be provided to the students belonging to SC/ST/OBC/Minorities by sponsoring the students to the institutions of both public and private which have achieved distinction during the preceding three years, in terms of success rate of candidates coached by them.

As per recommendations of the Working Group the plan scheme "pre-exam coaching for ST students" has been proposed to be extended to SC/OBC and minority students w.e.f. 11th Five Year Plan under State Plan. Pre-examination coaching at PECC, Karol Bagh for Group 'B' Courses will continue under the centrally sponsored scheme.

Eligibility Conditions for Admission:

Candidates, who fulfill the following conditions will sponsored:-

- a) Candidates must have required caste Certificate issued by the competent authority of Delhi.
- b) (i) The candidate seeking coaching for All India services should have passed B.A./B.E or equivalent exam conducted by the recognized university and must have scored more than 50% marks.
(ii) The candidates seeking coaching for admission in medical & Engg. colleges should have passed Sr. Secondary or equivalent exam from recognized board/university and must have scored more than 50% marks. Beside students appearing for 10+2 exam, who have scored at least 50% or more marks in matric and also in XIth class will be eligible.
- (c) The family income of the family of the applicant including their own income, should be between Rs.1.00 Lac to 2.00 Lac - per annum which should be supported by Income certificates from the SDM only.
- (d) The age of the candidate should be as laid down by the admitting/examining bodies.

Procedure for sponsoring:

The application for admission in the PEC will be considered on furnishing proof of having submitted the Application Form by the candidate to the concerned examining authority. Admission for coaching will be made on the basis of merit prepared after interview of the candidates.

Admission for coaching for main exam will be given only if the candidate qualifies the preliminary exam. The successful candidate will have not to apply again.

Duration of Coaching:

For admission into engineering or medical colleges the coaching will be for 3-6 months and for All India Service the coaching duration will be as under:

- (i) For Preliminary Exam 4-Months
- (ii) For Main Exam 3-Months

Chances of Coaching

Coaching will be provided not more than two times.

Subjects of coaching:

In the coaching for admission in MBBS or Engineering degree, coaching in Physics, Chemistry, Maths or Biology subjects only will be provided. In case of all India Services, coaching will be provided in General Knowledge, English and General Hindi and most popular combinations(s).

Fees and Stipend to the Candidates:

No coaching fee will be charged from the candidates. However, on the pattern of centrally sponsored scheme, Rs. 6000/- for engineering and medical courses and Rs. 8000/- for civil services (preliminary + main) per students will be paid to the selected coaching institutions. To help the poor candidates, a stipend at the rate of Rs.250/- per month will be given to those trainees, who attend at least 80% of the classes except in case where attendance was less than 80% on the medical ground or for the reasons beyond control of the trainee.

15.1.10 Reimbursement of tuition fee to the students belonging to SC/ST/OBC/Minority studying in public school

The scheme aims at assisting students to weaker sections, SCs, OBCs and Minorities by way of special coaching for admission into institutions imparting technical, vocational courses such as engineering, medical, agricultural, management, information technology, and service related courses both in public and private sectors.

Recruitment to services under Group "A" and "B" under the Center and State Government, public sector undertakings, banks, as well as private sector.

Implementing Agency

Institutions of repute, both public and private which are running coaching courses and have achieved distinctions during the preceding three years, in terms of success rate of candidates coached by such organizations will be eligible for assistance under the scheme.

Terms & conditions

1. Students should be selected based on merits.
2. Only students belonging to Scheduled Castes, OBCs and Minorities having family income of Rs.2.00,000 per annum will be eligible for assistance.
3. Assistance under the scheme can be availed by a particular student not more than two times, irrespective of the no. of chances; he/she may be entitled to in a particular competitive examination.
4. In case, where examination is conducted in two stages (i.e. preliminary and main) candidates will be allowed to take coaching of the preliminary as well as main examination in each time, but coaching for main examination will be available only to those, who have cleared preliminary examination.

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, assistance to him/her shall be discontinued and another student shall be taken in his/her place.

Period

Within three months of receipt of application.

15.1.11 Multisectoral Programme for minority concentration district- state govt. share

Under the scheme, North East Delhi has been identified in NCT of Delhi as Minority Concentrated District (MCD) and Multi Sector Development Plan of Minority of Minority Affairs of Govt. of India is to be implemented in North East of Delhi for improvement of Backwardness parameter of the district.

Various projects were submitted to the Empowered Committee for the improvement work to be carried out in the above mentioned MCD. In the 30th meeting of the empowerment committee the following six projects were approved by the Empowerment Committee.

- j. Construction of additional Class Rooms in seven Sec., Sr. Sec. Girls Schools.
- ii. Construction of separate toilet blocks/improvement of existing ones for girls in seventeen government school.
- iii. Construction of building, workshop, equipment for Nand Nagri ITI.
- iv. The Vocational Courses in Govt. Girls Sr. Sec. School.
 - i. Strengthening of water supply scheme.
 - vi. Procurement of Mobile Health Services.
 - ii. Vide New Scheme construction of secondary school building at Sunder Nagri and at Jafrabad.

The following table gives information of the said six scheme and the status of the Multi- Sectoral Development Programme in the North-East District are as follows:-

S. No.	Name of the Project	Cost of Project (Rs. in Cr.)	Central Share (Rs. in Cr.)	State Share (Rs. in Cr.)	Present status as on July 2010
1.	Construction of 80 classrooms in 07 Sec. /Sr. Sec. government Girls Schools	3.20	2.40 (75%) 1.20 released	0.80 (25%) 40 Lac released	Central Govt. released 50% of its share i.e. Rs.1.20 cr.
2.	Construction of 17 toilet blocks in Govt. Girls schools in principal approval	1.00	0.70 (70%) 0.35 Lac released	0.30 (30%) 0.15 Lac Released	Government released 50% of its share i.e. Rs.35.00 Lacs.
3.	Vocational Training Courses in government Girls Sr. Sec. Schools.	3.00	3.00 (100%)	--	DPR has been sent to Government of India. Approval awaited
4.	Construction of building workshop/ equipments for Nand Nagri ITI	4.00 2.19	4.00 (100%)	--	DPR for setting up of women wing under female work participation has been sent to Government of India. Proposed cost is Rs.406.00 Lac.
5.	Strengthening of water supply scheme at Welcome and Saboli Bagh	1.30	6.00 (75%) 97.50 Lac 43.75 Lac approximately released	2.00 (25%) 32.50 Lac 16.25 Lac released.	Two projects have been accorded in principle
6.	Procurement of mobile van for Health Services	6.80	5.78 (85%)	1.02 (15%)	DPR has been sent to Government of India.

15.2. Financial assistance/ Loan to SC/ST/OBC/Minority/Safai

Karamchari/Handicapped for self-employment / training through DSFDC

This Corporation was set up by the Govt. of Delhi with the main objective of all round economic development and upliftment of members of Scheduled Castes Community living in NCT of Delhi. The Govt. of Delhi in 2002 had further assigned the responsibility of all round economic development and upliftment of members of Scheduled Tribes, OBC, Safai Karamcharis, Minorities and Handicapped those who are living below the poverty line in the NCT of Delhi. Accordingly, the Govt. has raised the authorized Share Capital of this Corporation from Rs.30.00 crores to Rs.100.00 crores. The Corporation in accordance with said changes has taken up various economic development schemes for the welfare of these target group beneficiaries in collaboration with

National Apex Corporations as Govt. of Delhi has designated DSFDC as State Channelising agency to these National Apex Corporations. Head Office which functions from 10.00 a.m. to 3.00 pm for dissemination of information in the most specified, précised and lucid manner. Forms are issued free of cost, from all the three Zonal/Branch Offices, of the Corporation Located at:

1. Brach Office West Zone Mongolpuri, A-33-38,B-Block Lal Bldg, near Police Station Mangol Puri, Delhi,- Phone No.-01127916225 (Area covered are Mongol Puri, Sultanpuri, Rohini, Bawana, Nazafgarh etc.
2. Brach Office East Zone located at D-Block, First Floor, Bunkar Complex, Dy. Commissioner office (North East), Near Gagan Cinema, Nand Nagari, Delhi-Ph. No.-011-22137953 (Area covered under Trans Yamuna East District)
3. Branch Office Central Zone located at 2, Battery Lane, Rajpur Rd, Delhi-54 Ph.No.-01123925477 (Central District, New Delhi, South District and North District, Prominent (Area covered Azad Mkt. Gole Mkt . Ambedkar Nager and Timar Pur etc)
4. Head Office Quarter Ambedkar Bhawan, Instiutional Area,Sector-16, Rohini, Delhi-89,

The details of activities being performed by DSCFDC are as under:-

15.2.1 Dilli Swarojgar Yojna For SC/ST/OBC/Minority

The Deptt. for the Welfare of SC/ST/OBC/Minorities, GNCTD has launched a new plan scheme for providing opportunities for employment to the SC/ST/OBC/Minority The scheme to be known as "Dilli Swarojgar Yojna for SC/ST/OBC/Minorities". Under this scheme a loan up to Rs. 5.00 Lac will be provided to an entrepreneur willing to start a venture in Delhi. The eligibility criteria of this scheme will be finalized by the department.

For meeting the expenditure on this newly chalked out scheme is proposed to be met out by corpus fund to be provided by the Government of NCT of Delhi.

Purpose of loan

To start any income generating, non-polluting, permissible activity in residential or commercial or Industrial or Mixed Land Use Area

Quantum of Loan

Need based loan up to Rs 5,00,000.00

Simple Rate of Interest

6% p.a. after a moratorium of 6 months. Ins case of default for more than 4 months, penal interest of 2% p.a. shall also be charged.

Funding Pattern

Particulars	Amount (Rs)	%age
Term Loan	Rs. 4,40,000 = 0	885%
Borrower's Contribution	Rs.50,000 = 0	10%
Subsidy	50% of the loan or Rs 10,000 =00 Whichever is less	02%
TOTAL	Rs. 5,00,000 =0	1000%

Eligibility Criteria

- The applicant must belong to either of the target groups viz SC/ST/OBC/Minorities and must possess caste certificate issued by the competent authority of NCT of Delhi except Minorities(For which they shall have to produce an Affidavit to this effect).
- The applicant must be a resident of Delhi at least for last 5 Yrs.
- The applicant's age should be between 18 Yrs to 50 yrs.
- The annual family Income of the applicant from all sources should not exceed Rs. 2,00,000.00.

- The applicant must have proper place for starting the proposed activity owned either by him/her or rented.
- The applicant must have not been declared defaulter under any of the schemes being implemented by the Corporation or any other financial Institution.

15.2.2 COMPOSITE LOAN SCHEME

(For Project costing up to Rs. One Lac)

Under this scheme, the loan up to Rs.1 Lac is disbursed for any income generating activity in various trades approved by the MCD, (list given below) subject to completion of formalities prescribed by the Corporation. The applicant has to furnish certain documents and is required to complete pre-sanction and post sanction formalities as per the scheme, right at the initial stage along with application form, subject to basic eligibility criteria (which is almost common to all schemes).

Approved Trades by the MCD(permitted to be operated in residential localities) under the Composite Loan Scheme.

1. Vegetable/Fruit/Flowers
2. Bakery Items/Confectionery Items
3. Karyana/General Stores
4. Dairy products
5. Stationery/Books/Gifts/Book Binding
6. Photostat/Fax/STD/PCO.
7. Cyber Café/Cell Phone Booths
8. LPG Booking Office/Showroom without LPG Cylinders
9. Atta Chakki
10. Meat/Poultry and Fish Shop
11. Pan Shop
12. Barber Shop/Hair Dressing Saloon/Beauty Parlor
13. Laundry/Dry Cleaning/Ironing
14. Sweet Shops/Tea Stall without sitting arrangements
15. Chemist Shops
16. Optical shops
17. Tailoring shops
18. Electrical/Electronic repair shop
19. Photo Studio
20. Cable TV/DTH Operations
21. Hosiery/Readymade Garments/Cloth shops
22. ATM
23. Ration Shops and Kerosene Shops under the Public Distribution System of NCT
24. Cycle Repair Shop.

Basic eligibility criteria documents to be submitted for grant of loan

1. The applicant should be a resident of Delhi for which a permanent Ration Card or Voters ID Card issued by Government of Delhi is required.
2. The applicant's age should be between 18-50 years.
3. The family income of applicant including parents from all sources should not exceed Rs. 55,000/- p.a. except for handicapped schemes where the income ceiling is Rs.1,00,000 per annum in urban areas and Rs. 80,000/- per annum in rural area.
4. Applicant must have the SC/ST/OBC certificate issued by competent authority or Bonafide Handicapped certificate issued by a Govt. Hospital for availing loan. An affidavit to the effect that the applicant if belongs to a particular minority community is to be furnished in case of loan under Minorities Category.

5. Affidavit to the effect that the income of the applicant is less than Rs.55000/- per annum is obtained under composite loan scheme.
6. Four attested photographs of the applicant.
7. Affidavit specifically declaring that no loan facility has been availed from any financial institution/banks/Government institutions or this Corporation prior to availing this facility.
8. NOC in case working space is given by some blood relative/Rent Agreement in case working space is on rent along with the proof of ownership like Registry, Telephone bill, Electricity Bill, Water Bill etc.
9. Personal Guarantee Affidavit.(as per specimen)
10. Affidavit of legal heir in all loan cases.(as per specimen)
11. Three photographs of work place along with applicant from different angles showing the location and dimensions of the work place.
12. The item wise breakup of the loan amount required.
13. A DD/PO/Banker's Cheque of Rs. 500/- towards the processing fee (In favour of DSFDC).
14. 47 Post dated Cheques towards payment of EMI.
15. The Guarantee of a Govt. Servant working in Delhi and having at least 5 years service before retirement and his/her take home salary should not be less than Rs.5000/-per month.
16. Original Pay Slip of the Guarantor.
17. Attested copy of Identity Card of Guarantor.
18. Attested Copy of Age Proof of Guarantor.
19. Copy of proof of residence of guarantor
20. Three Attested photographs of Guarantor.
21. Affidavit by Guarantor in prescribed format and guarantor undertaking.
22. Lien letter from the Issuing Authority in case some property/FDR/NSC are provided as collateral security and Original copy of the document, which is being furnished as collateral Security.

For loan up to Rs. 3,00,000.00	One surety in case of Group A or B category or Two sureties in case of Group C & D category
For loan exceeding Rs. 3,00,000.00	Two sureties in case of Group A or B category or four sureties in case of Group C & D category

Procedure

Application in prescribed form, which can be obtained from Head Quarter Branch or other Branch Offices on payment of Rs. 100.00 or can be down loaded from official website of the Corporation i.e. www.delhigovt.nic.in. Duly filled in, in all respects can be submitted to the concerned Branch office along with all prescribed documents as above. In case of form is down loaded the application should also be accompanied with a pay order of Rs. 100.00 drawn in favour of Delhi ST/SC/OBC/Minorities/Handicapped Financial & Development Corporation, payable at Delhi.

15.2.3 Big Loan Scheme For Self Employment

(For small Industrial Projects costing up to Rs. 5 Lacs)

The loan under this category is provided for setting up of economic activities in small scale. The loan under this category is provided in Agriculture and allied sector, traditional occupations and small and tiny industries. The loan is disbursed subject to completion of formalities prescribed by the Corporation/Apex Corporations and release of sanction/Letter of Intent by the Apex Corporations.

Basic Eligibility Criteria Documents To Be Submitted For Grant Of Loan

1. The applicant should be a resident of Delhi for which a permanent Ration Card or Voters ID Card issued by Government of Delhi is required.
2. The applicant's age should be between 18-50 years.
3. The family income of applicant including parents from all sources should not exceed Rs. 55,000/- p.a. except for handicapped schemes where the income ceiling is Rs.1,00,000 per annum in urban areas and Rs. 80,000/- per annum in rural area.
4. Applicant must have the SC/ST/OBC certificate issued by competent authority or Bonafide Handicapped certificate issued by a Govt. Hospital for availing loan. An affidavit to the effect that applicant if belongs to a particular minority community is to be furnished in case of loan under Minorities Category.
5. Income certificate issued by the SDM concerned.
6. Four attested photographs of the applicant.
7. Affidavit specifically declaring that no loan facility has been availed from any financial institution/banks/ Government institutions or this Corporation prior to availing this facility.
8. NOC in case working space is given by some blood relative/Rent Agreement in case working space is on rent along with the proof of ownership like Registry, Telephone bill, Electricity Bill, Water Bill etc.
9. The relevant certificate/clearance certificate/license issued by the competent authority for the proposed work and workplace.
10. Personal Guarantee Affidavit.(as per specimen)
11. Affidavit of legal heir in all loan cases.(as per specimen)
12. Three photographs of work place along with applicant from different angles showing the location and dimensions of the work place.
13. Project Report of the proposed activity duly attested by a Chartered Accountant giving the income projections for 5 years.
14. Details of equipment and machinery to be purchased and quotations thereof.
15. A DD/PO/Banker's Cheque of Rs. 350/- towards the processing fee (In favour of DSFDC).
16. 60 Post dated Cheques towards payment of EMI.
17. The Guarantee of adequate number of Govt. Servant(s) working in Delhi and having at least 5 years service before retirement and his/her take home salary should not be less than Rs.5000/-per month. The number of guarantors depends on quantum of loan and varies from 1 to 5. The guarantor(s) will have to furnish NOC from their employer regarding giving the guarantee in the DSFDC.
18. SSI Registration Certificate.
19. Certificate/NOC from Delhi Pollution Control Committee.
20. Original Pay Slip of the Guarantor(s).
21. Attested copy of Identity Card of Guarantor(s).
22. Attested Copy of Age Proof of Guarantor(s).
23. Copy of proof of residence of guarantor(s).
24. Three Attested photographs of Guarantor(s).
25. Lien letter from the Issuing Authority in case some property/FDR/NSC are provided as collateral security and Original copy of the document, which is being furnished as collateral Security.

15.2.4 Transport Loan Scheme

A beneficiary with his Mahindra Champion Three Wheeler

The loan under this category is provided for light commercial vehicles such as Tata-407/409, Taxies, Loading vehicles and passenger vehicles to the eligible applicants who is having valid driving

license to drive such type of vehicles in Delhi. The loan is disbursed subject to completion of formalities prescribed by the Corporation and release of sanction/Letter of Intent by the Apex Corporation. The loan under this category is provided through funding by various apex corporations.

Basic Eligibility Criteria Documents to be Submitted for of Grant of Loan

1. The applicant should be a resident of Delhi for which a permanent Ration Card or Voters ID Card issued by Government of Delhi is required.
2. The applicant's age should be between 18-45 years.
3. The family income of applicant including parents from all sources should not exceed Rs. 55,000/- p.a. except for handicapped schemes where the income ceiling is Rs.1,00,000 per annum in urban areas and Rs. 80,000/- per annum in rural area.
4. Applicant must have the SC/ST/OBC certificate issued by competent authority or Bonafide Handicapped certificate issued by a Govt. Hospital for availing loan. An affidavit to the effect that applicant if belongs to a particular minority community is to be furnished in case of loan under Minorities Category.
5. Income certificate issued by the SDM concerned.
6. Four attested photographs of the applicant.
7. Affidavit specifically declaring that no loan facility has been availed from any financial institution/banks/ Government institutions or this Corporation prior to availing this facility.
8. Personal Guarantee Affidavit.(as per specimen)
9. Affidavit of legal heir in all loan cases.(as per specimen)
10. Three photographs of work place along with applicant from different angles showing the location and dimensions of the work place.
11. Name and description of the vehicle to be purchased and quotation thereof.
12. A DD/PO/Banker's Cheque of Rs. 350/- towards the processing fee (In favour of DSFDC).
13. 60 Post dated Cheques towards payment of EMI.
14. The Guarantee of adequate number of Govt. Servant(s) working in Delhi and having at least 5 years service before retirement and his/her take home salary should not be less than Rs.5000/-per month. The numbers of guarantors depends on quantum of loan and vary from one to 5. The guarantor(s) will have to furnish NOC from their employer regarding giving the guarantee in the DSFDC.
15. Original Pay Slip of the Guarantor(s) duly signed by the DDO.
16. Attested copy of Identity Card of Guarantor(s).
17. Attested Copy of Age Proof of Guarantor(s).
18. Copy of proof of residence of guarantor(s).
19. Three Attested photographs of Guarantor(s).
20. Lien letter from the Issuing Authority in case some property/FDR/NSC are provided as collateral security and Original copy of the document, which is being furnished as collateral Security.

15.2.5 Mobile STD/PCO Tricycle Mounted with the Telephone Connection

The loan under this scheme is provided to the physically handicapped persons. The loan is given in the shape of a Tri Cycle mounted with equipments and telephone connections to operate as Mobile STD/PCO booth. The loan is disbursed subject to completion of formalities prescribed under the scheme.

Documents to be attached with the application form

1. Three attested photographs of applicant

2. Attested copy of Ration Card/voter I. card/Passport
3. Handicapped certificate showing a minimum disability of 40%.
4. Age proof (the age should be between 18-50 years)
5. Income certificate issued by SDM or affidavit duly attested by notary (the income should be up to rs.1 Lac for urban areas and rs.80000/- for rural area)
6. An affidavit to the effect that the applicant has not any loan from any financial institutions/banks/DSFDC
- 7.

15.2.6 Vocational Training Programmes- Training Through Atdc And Nsic

Meera Kumar Minister for Social Justice & Empowerment inaugurating the centre of ATDC at Dilshad Garden

Delhi SC/ST/OBC/Min & Handicapped Fin. & Dev. Corporation also imparts Vocational Training to the persons belonging to the Target Groups like SC/ST/OBC/Min. to develop their skills and knowledge in a particular trade with a view to make them self reliant for wage employment as well as, self employment.

During the past few years, the Corporation has been imparting training to Scheduled Castes and Other Backward Classes youths under various job oriented courses offered by the Apparel Textile Design Centre (ATDC) and through NSIC in collaboration with different National Apex Corporations like NSFDC and NBCFDC. During the training programme, there is a provision to pay a stipend to the SC trainees @ Rs.1000/-per month for the entire duration of training who have the minimum attendance i.e. 90% p.m.

Further, the Delhi Government has given the approval for imparting training to the students belonging to SC/ST/OBC/Minorities and Economically Weaker Section of Society (General Category).

Apparel Textile Design Centre (ATDC)

S. No.	Name of Course	Duration of Course	Qualification
01	Production Supervisor & Quality Control (PSQC)	6 Months	12th Std.
02	Pattern Cutting Master Course (PCMC)	6 Months	10th Std.
03	Machine Mechanic Course (MMC)	4 Months	10th Std.
04	Sewing Machine Operator (SMO)	3 Months	8th Std.

S. No.	Name of Course	Duration of Course	Qualification
01	Beautician	3 Months	NIL
02	Electrician	3 Months	NIL
03	M.S. Office (Data Operator)	2 Months	8th Std.
04	Mobile Repair	2 Months	8th Std.

Eligibility Criteria

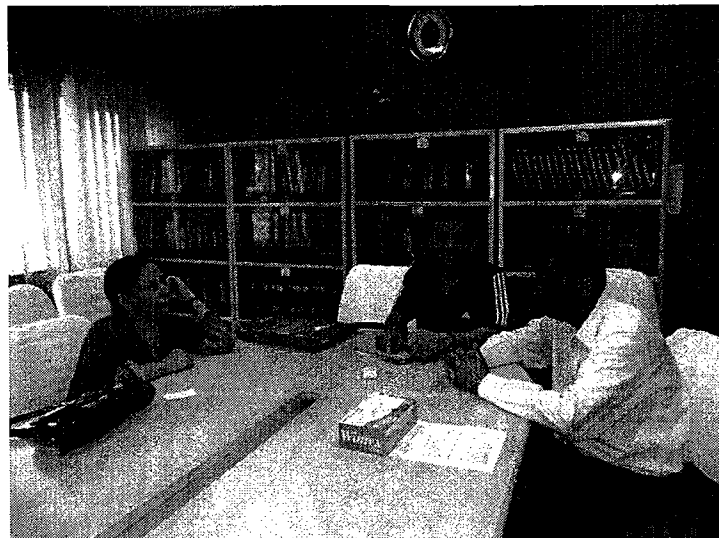
1. The applicant should be a resident of Delhi.
2. The applicant's age should be between 18-40 years.
3. The family income of the applicant should not exceed Rs.1,00,000/-.
4. The candidate must have the SC/ST/OBC Certificate issued by SDM of the area concerned.
5. Candidates belonging to EWS (Economically Weaker Section) Category shall have to submit Income Certificate issued by SDM of area Concerned (Annual Family Income should not exceed Rs. 1.00 lac.) and having "below the poverty line Ration Card."

Other Salient Features

1. The Asstt. Managers working at the respective branches of the Corporation are functioning as facilitation desk officer at each zone.
2. In order to keep the target group aware of the various schemes, periodical advertisements are also published in the leading newspapers.
3. Selection of beneficiaries is being done through open interviews.
4. All-important issues pertaining to the schemes are displayed at the notice board at the head quarter and all three Zonal/Branch Offices of the corporation.
5. For any complaint/grievance/suggestion, a box is placed at Entrepreneurs Guidance Cell at Head Quarter at Ambedkar Bhawan, Sec-16, Rohini, Delhi-89 and Branch Offices of the corporation.

SECTION 16
NATIONAL COMMISSION FOR MINORITIES AND
DELHI LEGAL SERVICES AUTHORITY

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SECTION 16
NATIONAL COMMISSION FOR MINORITIES AND
DELHI LEGAL SERVICES AUTHORITY

Run a Legal Aid Clinic in NCM Office 5th floor, Lok Nayak Bhawan, Khan Market,
New Delhi-110003

On Every Wednesday (except Govt. holidays) between 2.00 PM to 4.00 PM
<http://ncm.nic.in/pdf/Delhi%20Legal%20Cell.pdf>

16.1 National Commission for Minorities

16.1.1 Functions of the Commission.-

- i. The Commission shall perform all or any of the following functions, namely:
 - a. evaluate the progress of the development of Minorities under the Union and States.
 - b. monitor the working of the safeguards provided in the Constitution and in laws enacted by Parliament and the State Legislatures.
 - c. make recommendations for the effective implementation of safeguards for the protection of the interests of Minorities by the Central Government or the State Governments.
 - d. look into specific complaints regarding deprivation of rights and safeguards of the Minorities and take up such matters with the appropriate authorities.
 - e. cause studies to be undertaken into problems arising out of any discrimination against Minorities and recommend measures for their removal.
 - f. conduct studies, research and analysis on the issues relating to socio-economic and educational development of Minorities.
 - g. suggest appropriate measures in respect of any Minority to be undertaken by the Central Government or the State Governments.
 - h. make periodical or special reports to the Central Government on any matter pertaining to Minorities and in particular the difficulties confronted by them.
 - i. any other matter which may be referred to it by the Central Government.
- ii. The Central Government shall cause the recommendations referred to in clause (c) of sub-section (1) to be laid before each House of Parliament along with a memorandum explaining the action taken or proposed to be taken on the recommendations relating to the Union and the reasons for the non-acceptance, if any, of any of such recommendations.
- iii. Where any recommendation referred to in clause (c) of sub-section (1) or any part thereof is such with which any State Government is concerned, the Commission shall forward a copy of such recommendation or part to such State Government who shall cause it to be laid before the Legislature of the State along with a memorandum explaining the action taken or proposed to be taken on the recommendations relating to the State and the reasons for the non-acceptance, if any, of any of such recommendation or part.
- iv. The Commission shall, while performing any of the functions mentioned in sub-clauses (a), (b) and (d) of sub-section (1), have all the powers of a civil court trying a suit and, in particular, in respect of the following matters, namely:
 - a. summoning and enforcing the attendance of any person from any part of India and examining him on oath.
 - b. requiring the discovery and production of any document.
 - c. receiving evidence of affidavits.
 - d. requisitioning any public record or copy thereof from any court or office.
 - e. issuing commissions for the examination of witnesses and documents; and
 - f. any other matter which may be prescribed.

16.1.2 Legal Aid

The residents of Delhi belonging to the five notified minorities i.e. **Muslims, Christian, Sikhs, Buddhists & Parsis** and meeting any of the following criteria are eligible for free legal aid:-

- (a) A Member of Scheduled Caste or Scheduled Tribe
- (b) A victim of trafficking in human beings or beggar
- (c) A woman or child
- (d) A person with disability such as suffering from blindness, locomotors disability, hearing impairment, mental illness or retardation or leprosy cured.
- (e) A victim of mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster.
- (f) An industrial workman
- (g) An under trial in custody, including a juvenile i.e. a person up to the age of 18 years in a protective home or a mentally ill person in a psychiatric hospital or psychiatric nursing home.
- (h) A person with an annual income of less than Rs. 1 Lac
- (i) Transgender with an annual income less than Rs. 2 Lacs.
- (j) Senior Citizens with an annual income less than Rs. 2 lacs.

16.2 Functions of Haj Committee of India

The Haj Committee of India commonly known as Central Haj Committee (CHC) has been established under the Haj Committee Act 2002, for making arrangements for the pilgrimage of Muslims for Haj, and for matters connected therewith. It is a body corporate having perpetual succession. The Committee discharges the following main functions:-

Every year, Haj Committee of India organises the All India Annual Conference for Haj. Chairmen & Secretaries of State Haj Committees. Senior Officers of the Ministry of External Affairs, Ministry of Civil Aviation, Air India, attend the Conference. The Conference reviews the arrangements of pervious Haj and deliberates upon and suggests improvements in the arrangements for next Haj. It also considers the calendar of activities/Action Plan for the next Haj.

The Haj Committee of India Announces for Haj through leading newspapers all over the country for inviting applications from the intending Pilgrims. The announcement contains the details of the initial amount to be deposited along with the Haj Application Form, the categories of accommodation at Makkah Mukarrama , the last date for submission of Haj Application to the State Haj Committee etc.

The Haj Application Forms and Haj Guideline are made available to the intending Pilgrims through the State Haj Committees, free of cost. The Haj Applications are received by the State Haj Committees from the Pilgrims of their State and submitted to the Haj Committee of India after the expiry of last date, along with the consolidated amount of the initial remittance received from the Pilgrims.

The Haj Quota is fixed by the Government. The State-wise quota of Haj Seats is distributed among the States and Union Territories on the basis of Muslim Population of these States/Union Territories. In case the State Haj Committees receive applications in excess of the quota, then the seats are confirmed to the intending Pilgrims through draw of lots (qurrah).

The Haj Applications received through the State Haj Committees are scrutinized by the Haj Committee of India. The data is computerised and sent to Consulate General of India, Jeddah. It is utilized for the purposes of making allotment of accommodation at Makkah Mukarrama and Madina Munawwarah, flight allotment and for the monitoring the movement of the pilgrims.

The Saudi Arabian Authorities decision that the intending Pilgrims must travel on International Passport after receipt of Haj Application Forms from the State Haj Committees. The International Passport of Northern and North-Eastern States are submitted to the Royal Embassy of Saudi

Arabia, New Delhi for endorsement of Haj-Visa on them whereas the International Passport of Western and Southern States are submitted to the Royal Consulate General of Saudi Arabia, Mumbai for endorsement of Haj-Visa. Around 50% Haj Visas are endorsed by the Royal Embassy of Saudi Arabia, New Delhi and the remaining 50% by the Royal Consulate of Saudi Arabia at Mumbai.

The Haj Applications received through the State Haj Committee are scrutinized by the Haj Committee of India. The Computerized data is mainly done in the office of Haj Committee of India. The same is compiled and checked by Zonal incharge in Haj Committee of India. After ensuring that the data is error free, the same is transmitted to Consulate General of India, Jeddah and different agencies involved in Haj arrangements in their required formats for their onward utilization. The same data is utilized by Consulate General of India, Jeddah for allotment of Accommodation and flight.

The amount in Indian currency is collected from the Pilgrims according to the Category of accommodation opted by them. The same is utilized for making payment towards Accommodation Rentals and Compulsory Dues. The balance amount is paid to the Pilgrim in the shape of Saudi Arabian Riyal in cash at the respective Embarkation Points in India, for meeting day to day expenses during the period of stay in the Kingdom of Saudi Arabia.

The rate of Saudi Riyal in terms of Indian Rupees is fixed, through tender process by the Haj Committee of India after inviting quotations from the banks dealing in foreign exchange. The rate of Saudi Riyals remains valid for the entire Haj Season. On finalization of rates of Saudi Riyal, the Pilgrims are requested to remit balance amount of foreign exchange to Haj Committee of India, Mumbai, through core banking only.

The amount of airfare is also notified and the Pilgrims are advised to remit the same to the Haj Committee of India, Mumbai through core banking only.

On finalization of Flight Schedules the allotment of flights is made. The Pilgrims are informed about their date of departure and advised to report at the Embarkation Point two days in advance of flight to complete the booking formalities.

The Haj Flights are operated from twenty one(21) Embarkation Points. The Haj Committee of India Mumbai deputs their staff to these Embarkation Points to set up Camp Offices for assisting the State Haj Committees in making booking of the Pilgrims, verification of remittance and distribution of travel documents to the Pilgrims.

Haj Committee of India makes necessary arrangements towards supply of Meningitis Vaccine & Polio Vaccine from the Health Departments of All States/Union Territories Haj Committees through Director General Health Services, Government of India, New Delhi. The intending Pilgrims are inoculated against Meningitis as required under W.H.O. norms. A certificate of inoculation has to be obtained by the pilgrims, after receiving inoculation, from the concerned Health Authorities. During Haj 1427 (H)-2006-II (AD) Polio Vaccine was also made compulsory by W.H.O. and the same was administered to each Pilgrim before their departure to K.S.A.

Haj Committee of India distributes Haj Guide among the intending Pilgrims. The book contains necessary information about rituals of Haj & Umrah, details of the logistic arrangements and important Saudi Regulations. The book is published in ten languages including Urdu, Hindi & English. Haj Committee of India also distributes a pocket-size booklet "Manasik-ul-Haj" containing prayers to be recited while performing the rituals of Haj & Umrah. It is printed in Arabic – Urdu and Arabic – Hindi.

Haj Committee of India organizes the Orientation/Training Programme for the intending Pilgrims. The Trainers are selected from each District of the State through the State Haj Committees concerned. These Trainers are imparted training for two days at all six zones. The Consulate General of India, Jeddah is invited to impart training to these Trainers about logistics and various Saudi Regulations. The Trainers then organise Training Camps for the intending Pilgrims through the respective State Haj Committees at District level, so as to ensure maximum

participation of the intending Pilgrims in these camps. Pilgrims proceeding for Haj through Private Tour Operators are also allowed to attend there Orientation/Training Camps.

The Group Accident Compensation Scheme for the Pilgrims has been introduced from Haj 1424 (H)-2004 (AD). A one-time premium is being charged from the Pilgrims. Based on quotations from different Insurance Companies, the work is awarded to the lowest bidder.

The arrangements of accommodation for the Pilgrims in the Kingdom of Saudi Arabia are made by the Consulate General of India Jeddah. Depending upon the distance from Haram Sharief.

In Madina Munawwarah there is a uniform category of accommodation. More than 50% Pilgrims are accommodated inside the Ring Road and the remaining Pilgrims not beyond 850 meters..

After discontinuation of voyage by ship in the year 1995, all the Haj Pilgrims are transported to Saudi Arabia and back by air only. The job of making necessary arrangements for air-lifting the Pilgrims is assigned to Air India / Saudi Arabian Airlines.

Contact Us :-

Mr. Parvez Mian, Chairman,
Delhi State Haj Committee, Haj Manzil, Turkmangate, Asaf Ali Road, New Delhi - 110002
Delhi

011-23230507 (SHC)

Fax : 011-3234041

SECTION 17 AGA KHAN FOUNDATION

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AGA KHAN FOUNDATION

SECTION 17 AGA KHAN FOUNDATION

17.1 Aga Khan Foundation (UK) International Scholarship Programme

Scheme:

University study in the UK for graduation and post graduation courses AKF is a private, non-denominational development agency created with a mission to promote creative and effective solutions to problems that impede social development, primarily in Asia and east Africa.

The 2013-2014 International Scholarship Programme application cycle is now open. Applications forms can be obtained from AKF offices or Aga Khan Education Services/Boards in your country of current residence.

Before contacting the AKDN, please read the information below. Addresses and contact information are available under Application Procedures. In case you are looking for information about scholarships for your further studies, this list of scholarship links may be helpful. The Aga Khan Foundation provides a limited number of scholarships each year for postgraduate studies to outstanding students from developing countries who have no other means of financing their studies. Scholarships are awarded on a 50% grant: 50% loan basis through a competitive application process once a year in June or July. The Foundation gives priority to requests for Master's level courses but is also willing to consider applications for PhD programmes, when doctoral degrees are necessary for the career objectives of the student. Requests will also be considered for travel and study awards for PhD students doing their research in Third World countries on topics judged to be of interest to the Aga Khan Development Network. Applications for short-term courses are not considered; neither are applications from students who have already started their course of study.

17.1.1 Geographic Scope

The Foundation accepts applications from countries where it has branches, affiliates or other AKDN agencies which can help with processing applications and interviewing applicants. At present, these are Bangladesh, India, Pakistan, Afghanistan, Tajikistan, Kyrgyzstan, Syria, Egypt, Kenya, Tanzania, Uganda, Mozambique, Madagascar, France, Portugal, UK, USA and Canada.

17.1.2 Selection Criteria and age limit

The main criteria for selecting award winners are

- 1) Excellent academic records,
- 2) Genuine financial need,
- 3) Admission to a reputable institution of higher learning and
- 4) Thoughtful and coherent educational and career plans. Candidates are also evaluated on their extra-curricular interests and achievements, potential to achieve their goals and likelihood to succeed in a foreign academic environment. Applicants are expected to have some years of work experience in their field of interest.
- 5) Preference is given to students under 30 years of age.

17.1.3 Financial Assistance

The Foundation assists students with tuition fees and living expenses only. The cost of travel is not included in AKF scholarships. Applicants are requested to make every effort to obtain funding from other sources as well, so that the amount requested from the Foundation can be reduced to a minimum. Preference is given to those who have been able to secure some funding from alternative sources.

17.1.4 Loan Conditions

Half of the scholarship amount is considered as a loan, which must be reimbursed with an annual service charge of 5%. A guarantor is required to co-sign the loan agreement. The payback period is five years, starting six months after the study period funded by the Aga Khan Foundation.

17.1.5 Application Procedures

The application procedures of AKF's International Scholarship Programme are decentralised. Students may obtain application forms as of January 1st each year from AKF offices or Aga Khan Education Services / Boards in their countries of current residence. Completed applications should be returned to the agency from which the form was obtained, or to the address indicated on the front of the form. They should not be sent to Geneva. The deadline for submission of applications is March 31, although in certain countries internal deadlines may be earlier. Applicants should be prepared to be interviewed by local Scholarship Committees about their financial situation, their academic performance, extra-curricular achievements and career plans. Interview reports are sent with the applications to Geneva for the Applications for short-term courses are not considered;

Students who have already started their course of study should not apply

Eligibility countries include: Bangladesh, India, Pakistan, Afghanistan, Tajikistan, Syria, Egypt, Kenya, Tanzania, Uganda, Mozambique, Madagascar, France, Portugal, UK, USA and Canada

Students should be Under 30 years of age

17.1.6 Selection Procedure for 2012 international scholarship programme:

Selection of applicants will be based on:

Excellent academic records

Genuine financial need

Admission to a reputable institution of higher learning

Thoughtful and coherent educational and career plans final selection

The annual Scholarship Selection Meeting takes place in late June or early July and the Aga Khan Foundation notifies all students of the outcome of their application shortly thereafter.

The Aga Khan foundation (AKF) invites application for 2012 international scholarship programme for pursuing MSc. and Ph D from outstanding students from developing countries who do not have any other means of financing their studies.

17.1.7 2012 International scholarship programme details:

Scholarship value covers 50% grant and 50% loan. The Foundation assists students with tuition fees and living expenses only. The cost of travel is not included in AKF Scholarships. Applicants are requested to make every effort to obtain funding from other sources as well, so that the amount requested from the Foundation can be reduced to a minimum. Preference is given to those who have been able to secure some funding from alternative sources.

Eligibility for international scholarship programme:

17.1.8 How to apply for international scholarship programme:

Students may obtain application forms from AKF offices or Aga Khan Education Services / Boards in their countries of current residence. Completed applications should be returned to the agency from which the form was obtained, or to the address indicated on the front of the form. They should not be sent to Geneva

17.2 Agha Khan Program for Islamic Architecture for study of architecture at MIT and Harvard

17.2.1 Scheme: Three scholarships awarded every year for research & investigation in Architecture of the Muslim world. <http://web.mit.edu>

The mission of MIT is to advance knowledge and educate students in science, technology and other areas of scholarship that will best serve the nation and the world in the 21st century — whether the focus is cancer, energy, economics or literature (learn more about MIT's current initiatives).

17.2.2 Research: at MIT aims to develop innovative solutions to the world's most daunting challenges. From addressing the energy needs of tomorrow to improving cancer therapies, MIT's research efforts are enhanced through creative collaborations with leading research institutes and consortia around the world. Compiled here are just some of the MIT labs, centers and programs where cutting-edge research is taking place.

17.2.3 Special Student Admissions

If you hold a bachelor's degree or higher, are not currently enrolled in a degree program, and are interested in taking classes as a non-degree student at MIT, you must apply through MIT's Advanced Study Program. Please visit their website or contact them at advancedstudy@mit.edu for more information.

If you are enrolled at another university and wish to study subjects not offered at your home university, you may apply to MIT as a Special Student. Special Student status is available to individuals who have successfully completed a year or more of study at the university level. Secondary school students are not eligible.

Special students enjoy most of the privileges of matriculating students but are not eligible for campus housing or financial aid from MIT. Admission as a Special Student is valid for only one term (students must reapply each term) and does not imply admission as a degree candidate at a later time.

17.2.4 Special Student deadlines are:

Fall: August 1 (June 1 for international students)

Spring: January 1 (November 1 for international students)

Summer: May 1 (March 1 for international students)

17.2.5 Application Procedure

A person seeking admission as a Special Student must apply through the Office of Admissions. Complete applications for a given term must be filed before the deadlines given above, including a \$75 application fee. Only in extreme circumstances will an application be accepted after the deadline, and then only upon payment of a \$40 late fee.

Persons applying for the first time must submit an Application for Special Student Admission, one Special Student Evaluation (from a teacher, dean, professor, or current work supervisor), and a certified transcript from each college previously attended. Special Students may not register for thesis, research (UROP for undergraduates), IAP, or other subjects for degree candidates only. Regular students will be given preference for registration in subjects with limited enrollments. All applications will be reviewed by both the Office of Admissions and the relevant department(s).

Applicants wishing to audit courses are subject to the same regulations, including tuition, as those taking courses for credit. Special Students wishing to continue or to resume studies as a

Special Student need file only the application form and fee to be considered. Faxed applications will not be reviewed.

The Office of Admissions notifies all applicants of admissions decisions. If the applicant is admitted, he/she must arrange to pay tuition and complete the registration process at the Student Services Center, Room 11-120. These transactions must be completed as soon as possible.

Current course offerings are viewable online at <http://web.mit.edu/catalog/>.

17.2.6 Qualification

A person who does not possess an undergraduate degree will be considered an Undergraduate Special Student. A former MIT student who has withdrawn for any reason and wishes to be readmitted should apply to Counseling and Support Services (after a first required withdrawal) or the Committee on Academic Performance (after a second required withdrawal). Undergraduate Special Students are limited to two terms. Special Student status is a guest status only and not a means to an undergraduate degree at MIT.

A candidate for admission as a Special Student who holds an undergraduate degree and is currently enrolled in a degree program will be considered a Graduate Special Student. Graduate Special Students are limited to three terms. An applicant who was formerly enrolled at MIT as a degree-oriented graduate student and who has not subsequently obtained a degree must have the approval of the Office of the Dean of the Graduate School to be considered for admission as a Special Student. Similar approval is required if the applicant has received a formal warning or disqualification for poor academic performance in an MIT department other than the one to which the applicant seeks admission. NOTE: The Department of Mechanical Engineering will not accept a Special Student application from anyone who has been denied admission to their graduate degree program.

Qualifications for admission as a Special Student are not appreciably different from those expected of a regular student. The department to which the student applies will evaluate an applicant's qualifications for the specific course(s) desired. Prior instructor approval does not ensure admission. If an individual is applying to take subjects in more than one department, approval of the Registration Officer in each department is required. Final approval is at the discretion of the Office of Admissions. All admitted Special Students must receive satisfactory grades in order to reapply for future terms. For former MIT students, any course grade you receive as a Special Student will contribute to your cumulative MIT grade-point average. Visiting Students cannot register without changing their status.

17.2.7 Fees

Those applying for Special Student status for the first time pay a \$75 application fee, which will cover two sequential terms. Otherwise, a new fee will be required for each term. The tuition fee for Special Students in the 2012-2013 Fall and Spring terms is \$650 per unit, with a minimum charge of \$5,850 and a maximum charge of \$20,885. For Special Students who are employees of MIT and dependents of MIT employees, regular (undergraduate or graduate) MIT students and dependents of regular students, the minimum tuition is \$3,900. The fee for Special Students in the Sloan School of Management is \$1,135 per unit with a minimum charge of \$10,215 and a maximum charge of \$37,000. Special Students are charged a prorated fee for any course dropped after registration day and are charged in full for any course added. A Student Life fee of \$140 is required of all Special Students who are not MIT employees, employee dependents, MIT students or student dependents. Special Students carrying 27 or more units, or Special Students on a J1 visa regardless of the number of units, are also required to have health insurance. Special Students with comparable insurance may submit a waiver to the Student Health Plan office for the Student Extended Insurance Plan via the on-line waiver system

**SECTION 18
ZAKIR HUSSAIN MEMORIAL TRUST**

18.1 Service to physically handicapped people

The Dr. Zakir Hussain Memorial Trust is a non-governmental organisation whose object is to serve physically handicapped people. It is based in New Delhi, India and as of 2012 is chaired by Sayeeda Khurshid Alam, whose son is Salman Khurshid, the Minister of External Affairs in the Government of India. Other members of Khurshid's family are also involved, including his wife, Louise Khurshid, the Project Director of the trust.[1][2] The registered address of the trust is that of Khurshid's home.[1]

The trust was founded on 30 October 1986 and commemorates the third President of India, Zakir Hussain, who is the maternal grandfather of Salman Khurshid.[1]

Dr. Zakir Hussain Memorial Trust
Address- Louise Khurshid
4, Gul Mohar Avenue, Jamia Nagar, New Delhi-110025
Ph. No.-011-26849662, 9899887736
Fax no.- 011-26921451
Email address: louise_khurshid@hotmail.com

(Agriculture, Education & Literacy, Food Processing, Health & Family Welfare, Housing, Rural Development & Poverty Alleviation)

http://www.charity.org.in/view_charity_org.php?lid=13349&name=Dr%20Zakir%20Husain%20Memorial%20Trust



— Buy

SECTION 19
KASTURBA GANDHI BALIKA VIDYALAYA

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K G B A

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SECTION 19 KASTURBA GANDHI BALIKA VIDYALAYA

Kasturba Gandhi Balika Vidyalaya are residential schools which covers hard to reach girls especially the deprived ones belonging predominantly to the SC, ST, OBC community and minority groups. This is an intervention for girls residing in small and scattered habitations far off from the nearest school. The scheme will be coordinated with the existing schemes of Department of Elementary Education & Literacy viz. Sarva Shiksha Abhiyan (SSA), National Programme for Education of Girls at Elementary Level (NPEGEL) and Mahila Samakhya (MS).

19.1. Objectives of KGBV

The main objectives of the Kasturba Gandhi Balika Vidyalaya scheme are:

- Facilitate retention of girls
- Ensure greater participation of girls in education
- Develop and promote facilities to provide access to girls belonging to disadvantaged groups like SC and ST
- Improve quality of education
- Stress upon the relevance and quality of girls' education for their empowerment

19.2. Criteria for Enrolment of Girls Identification of girls for KGBV

- Girls 10+ age group considered for KGBV.
- Girls who have no primary schooling facility within 1 KM radius.
- Over age girls from Residential Bridge courses.
- Girls who have no upper primary education facility for further studies in their village own village.
- Priority is given to SC/ST/OBC girls and those belonging to BPL families
- Reservation policy
- In all 75% seats reserved for SC, ST, OBC, Minority
- 25% seats reserved for BPL families
- Priority given to girls with special needs.

19.3. Facilities provided for girls

- Lodging and boarding facilities provided to all the girls at the KGBV.
- Sports facility
- Materials provided for study free books and uniform provided to all the girls in schools, School bag, Books/register, Pen, pencil, eraser, sharpener, scale, Compass box
- Materials provided for personal use
- Sets of night suits per girl depending on the house they belong to. Mono of KGBV printed on the night suits,
- Pairs of underwear per girl, Girls at the Kasturba Gandhi Balika Vidyalaya
- Pair of footwear per girl, 1 towel per girl, 1 comb per girl, 1 Diary per girl, 1 Sweater per girl
- Stipend Rs. 50 per girl

19.4. Implementation, Monitoring and Evaluation

The scheme will be implemented by State Governments through the Mahila Samakhya (MS) Society in MS states and through the SSA society in case of other states. Funds will be released as per SSA pattern to the State SSA societies. The monitoring and evaluation at the State and district level will be undertaken by the MS State Resource Centers and in non-MS states, through the committee created for the National Programme for Education of Girls at the Elementary Level in the SSA society.

Training for teachers and staff at the residential schools will be coordinated by the District Institutes of Educational Training, Block Resource Centres and the Mahila Samakhya Resource Groups.

19.5. State Support Group

An Advisory State level coordination committee as approved under the NPEGEL scheme, shall provide direction and support to the programme. This group will consist of nominees from relevant State Government Departments, Government of India, experts in the field of girls education, educationists etc. The selection of an appropriate model of the school and its location would be done by this Committee based on the recommendation of the district committee implementing the NPEGEL and the new proposed scheme.

19.6. National Support Group

The National Resource Group (NRG) created under the Mahila Samakhya programme at the National level shall provide inputs on conceptual issues and concerns arising in the programme, and advice GOI on policy matters concerning the education of girls. This group will provide the interface with research and training institutions, women's movement, educationists and non-Governmental institutions and also bring in other experiences of educating girls.

Since the NRG, consists of a small number of persons and meets only two to three times in a year, smaller sub committees of the NRG created for specific inputs, like gender training of teachers, development of gender based teaching learning material, development of audio visual programmes etc. will co-opt additional persons from relevant institutions or experts for the purpose.

19.7. Methodology

Based on the number of girls and the type of residential school to be provided, the selection of the model of the school to be selected would be done by a State Level Committee based on the recommendation of the District Committee for the purpose. The proposal shall be forwarded to the Cell at the National level who shall appraise them with the help of external agencies/consultants, where necessary. Finally, the Project Approval Board of SSA will approve these plans.

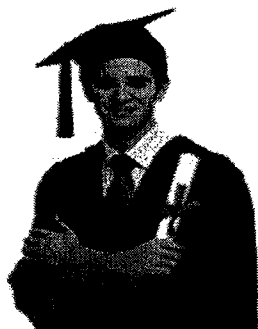
19.8. Financial Norms under KGBV

- i The SSA pattern of financing with a 75:25 ratio of sharing between the Centre and the States during the Tenth Five Year Plan, and 50:50 thereafter, will be adopted for KGBV as well. Commitments regarding sharing of cost would be taken from the State Governments in writing.
- ii The provisions for KGBV will be in addition to the provisions already made under SSA and for NPEGEL. The SSA Society shall ensure convergence of KGBV with NPEGEL and Mahila Samakhya programme. It shall also ensure that funds allocated are appropriately invested and there is no duplication of activities.
- iii The Government of India would directly release funds to the SSA State Implementation Society. The State Government will also release its share to the State Implementation Society. Funds will be released thereafter to the Mahila Samakhya Society wherever applicable. In States where MS is not being implemented, the implementation of this scheme will be through the 'Gender Unit' of SSA Society and existing mechanism used for implementation of SSA will be followed

SECTION 20

HAMDARD NATIONAL FOUNDATION SCHOLARSHIP IN INDIA

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SECTION 20
HAMDARD NATIONAL FOUNDATION SCHOLARSHIP IN INDIA
(A Minority Institute)

2012-2013 Hamdard National Foundation announce Scholarship for Pursuing Professional/Technical Diploma or Graduate Programs at any Government Institutions/Recognized Colleges/Universities in India

20.1 Study Subject(s) Courses offered by the Government Institutions/Recognized Colleges/Universities.

Course Level: This scholarship is available for pursuing professional/technical diploma or graduate program.

20.2 Scholarship Provider: Hamdard National Foundation
Scholarship can be taken at: India

20.3 Eligibility:

- The applicant should be a student of Job Oriented/ Professional or Technical Diploma or Graduate Course.
- The applicant must have obtained 60% and above Marks in his XIIth Class/ Intermediate/ Qualifying Examination from a Recognised Board/University.
- The total Monthly Income of the members of the family of the applicant should not exceed Rs. 15,000/-

20.4 Scholarship Open for International Students: The Indian students can apply for this scholarship.

20.5 Scholarship Description: Hamdard

National Foundation grants Scholarship/Finance Assistance to the needy students studying in Professional/Technical Diploma or Graduate Courses in any Government Institutions/Recognised Colleges/Universities etc.

20.6 Selection Criteria: Applications will be considered for grant of Scholarship/Financial Assistance on the basis of merit cum-means solely on the discretion of Hamdard National Foundation.

20.7 How to Apply: The mode of applying is by post.

20.8 Scholarship Application Deadline: Do submit your applications till 10 November, 2012.
Further Scholarship Information and Application

20.9 Similar Posts:

Scholarships for Indian Students

20.10 Scholarship Tags: 2012, 2013, Colleges, Diploma, Foundation, Government, Graduate, Hamdard, India, institutions, National, Professional, Scholarship, TECHNICAL, universities

Read more: 2012-2013 Hamdard National Foundation Scholarship in India: 2013 2014 Scholarships & Financial Aid for Undergraduate, Masters, PhD Postdoctoral Students

20.11 Hamdard Centenary Scholarship Scheme, 2006

This Scheme has been implemented in two Phases:

Phase I –

By Inviting applications on prescribed forms directly from individual students of different Professional and Technical Courses:

The Scheme was advertised in widely-read National/Local Newspapers in different states of the Country for inviting applications on prescribed application forms for grant of **Scholarships on the basis of merit-cum-need to the students** of different Technical and Professional Courses. The application forms were supplied on demand to the prospective applicants free of cost.

The applications received in prescribed form were scrutinized and considered by a Committee of three officials of Hamdard National Foundation. The Committee decided certain criteria and norms of granting scholarships in respect of different Courses which were duly approved by the President of Hamdard National Foundation. Scholarships were granted to the deserving students as per norms laid down by the Committee. The decisions with regard to granting of the scholarships were taken quite impartially, strictly on the basis of merit.

The awardees of the scholarships included the Graduate and Post-Graduate students of all disciplines - Medical, Para-Medical (Pharmacy, Nursing, Bio-Technology, Physiotherapy, Optometric Practices, etc.), Engineering, Computer Application, Management, Education, Accountancy, Architecture, Agriculture, Textile-designing, Law, Fine Arts, Bio-chemistry, Physical Education, Fashion-Technology, Secretarial Training, ITI & Polytechnic Courses and different Diploma Courses.

Phase II -

Merit Scholarship Scheme for toppers of different Professional and Technical Courses in the University Examinations:

It was decided by the committee to pay merit scholarship to the 1st three position holders in the University Annual Examinations of all classes of Professional and Technical Courses at the following rates Rs. 9,000/- p.a. for Ist Position holder, Rs. 6,000/- p.a. for IInd Position holder, and Rs. 3000/- p.a. for IIIrd Position holder.

The Scheme was duly approved by the President Hamdard National Foundation and was offered to seven Universities, i.e. (1) Jamia Hamdard (Delhi); (2) Jamia Millia Islamia (Delhi); (3) Jawaharlal Nehru University (Delhi); (4) Aligarh Muslim University, Aligarh; (5) Benaras Hindu University, Benaras; (6) Integral University, Lucknow; (7) Kashmir University, Kashmir.

Jawaharlal Nehru University and Benaras Hindu University did not send their proposals. The proposals of the remaining Five Universities were received and processed and after obtaining the approval of the President Hamdard National Foundation the amount of scholarship was paid to these Universities. The total amount of the Scholarships paid under Phase I and Phase II during the year 2005-2006 & 2006-2007 comes to Rs. 1,01,31,057/-.

SECTION 21
SCHEME FOR LEADERSHIP DEVELOPMENT OF MINORITY
WOMEN
GOVERNMENT OF INDIA, MINISTRY OF MINORITY AFFAIRS

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SECTION 21
SCHEME FOR LEADERSHIP DEVELOPMENT OF MINORITY WOMEN
GOVERNMENT OF INDIA, MINISTRY OF MINORITY AFFAIRS

21.1 Background

The status of women in the country, particularly those from the disadvantaged sections of the society, is unfavourable. A girl child suffers from discrimination even before birth and also after birth in the allocation of household resources such as food, education, access to health care and at puberty, sometimes coerced into early marriage. Women in the minority communities fare badly too. They are not just a minority, but the 'marginalised majority' and are sidelined in decision making in the family, and usually cut off from full involvement in the workings of the community and form an equal share in the rewards from social institutions.

A report of the High Level Committee on the social, economic and educational status of the Muslim community of India (popularly known as the Sachar Report) had highlighted the fact that India's largest minority group, the Muslim numbering 13.83 crore, have been left out of the development trajectory and within this group Muslim women are doubly disadvantaged. With this in mind, the Ministry of Women & Child Development (WCD) formulated a scheme of "Leadership development for life, livelihood and civic empowerment of minority women" in 2007-08 for ensuring that the benefits of growth reach the deprived women among the minority communities. The scheme has now been transferred to the Ministry of Minority Affairs in 2009-10.

21.2 Target group and distribution of targets

Eligible women of the minority communities would be the target group. However, to further strengthen the mosaic of plurality in the society and bring about solidarity and unity through their own efforts to improve their lot, the scheme permits a mix of women from non-minority communities not exceeding 25% of a project proposal. Efforts should be made by the organisation for having a representative mix of women from SC/ST/OBCs, women with disabilities and other communities under 25% group. Efforts should also be made to persuade Elected Women Representatives (EWRs), from any community, under the panchayati raj institutions to be included as a trainee.

21.3 Objective

The objective of the scheme for leadership development of minority women, including their neighbours from other communities living in the same village/locality, is to empower and instill confidence in women, by providing knowledge, tools and techniques for interacting with Government systems, banks and other institutions at all levels. The scheme is envisaged to reach out to women through non-governmental and governmental organizations/ institutions, and Central and State Government training institutes including universities and institutes of higher learning by providing financial assistance for conducting leadership development trainings to empower and embolden women.

21.4 Leadership

Leadership, in the context of this scheme means, empowerment of women from the minority communities and emboldening them to move out of the confines of their home and community and assume leadership roles and assert their rights, collectively or individually, in accessing services, facilities, skills, and opportunities besides claiming their due share of development benefits of the government for improving their lives and living conditions.

21.5 Organizations

Nurturing/hand holding service envisaged in the scheme of leadership development of minority women linked with advocacy is a field intensive activity. It requires continuous involvement and availability of facilitators at the doorsteps of the target group. The organization should have prior experience and resources to arrange residential training in recognized Government training institutes or their own facility. It is, therefore, necessary that organizations having the reach, motivation, dedication, manpower and resources to carry out such trainings in the villages/localities and also arrange residential training courses are eligible to participate in the implementation of the scheme.

Organisations which would be eligible for applying for financial assistance under this scheme are given below:-

- i) Society under the Societies Registration Act, 1860.
- ii) Public Trust registered under any law for the time being in force.
- iii) Private limited nonprofit company registered under Section 25 of the Indian Companies Act, 1956.
- iv) Universities/Institutions of higher learning recognized by University Grants Commission (UGC).
- v) Training institutes of Central and State Governments including Panchayati Raj training institutes.

Hereinafter, organization's would mean the organizations mentioned above including non-governmental organization (NGOs) falling within the above definition.

Implementation of projects

21.6 Implementation

The leadership development training scheme shall be implemented by the Ministry of Minority Affairs through organizations. The selected organizations should implement the project directly through their organizational set-up in the locality/village/area. The onus of implementing the project properly and successfully would vest with the organization assigned with work by the Ministry.

21.7 Leadership development training modules

The leadership training modules should invariably cover issues and rights of women, relating to education, employment, livelihood etc. under the Constitution and various Acts; opportunities, facilities and services available under schemes and programmes of the Central Government and State Government in the fields of education, health, hygiene, nutrition, immunization, family planning, disease control, fair price shop, drinking water supply, electricity supply, sanitation, housing, self-employment, wage employment, skill training opportunities, crimes against women etc.

The training module should use audio-visual aids and case studies for making it more interesting and comprehensible. Qualities of leadership like organizational capacity, communicable skill, self development and articulation, communication and public speaking, organizing capabilities, negotiation and conflict resolutions etc. should form integral part of the training. Group discussions should be incorporated in the training modules to encourage active participation. If possible, official functionaries, bankers etc. should be invited to speak on their schemes and programmes and interact with the women undergoing training.

In case the need arises, the Ministry may engage outside expert/consultant/agency to prepare suitable training material for leadership development of women from the minority communities .

The Sanctioning Committee will also function as the committee for recommending/approving training modules prepared by outside expert/consultant/agency and selected organization and will

include, as members, the Joint Secretary concerned dealing with schemes connected with the objective of this scheme in the Ministries of Home Affairs, Women & Child Development, Rural Development, Labour & Employment, Health & Family Welfare, Food & Public Distribution, Department of School Education & Literacy and any other Ministries/Departments whose schemes/programmes/initiatives are covered by the training modules.

21.8 Various activities to be carried out by the organisations:

Selection of villages/ urban localities: Villages/ urban localities in rural/urban areas having a substantial percentage of minority population shall be selected by the organization for conducting the leadership development training programme.

Identification of women for training and selection criteria: Organization selected for carrying out training for leadership development of minority women would have the responsibility to motivate, identify and select women to be trained in accordance with the criteria of the scheme from villages/localities having a substantial minority population. Although there will be no annual income bar, woman/parent or guardian of woman having annual income not exceed Rs.2.50 Lac from all sources would be given preference in selection. They should be between the age group of 18 years to 65 years.

Aadhaar number: All citizens in the country are being given a unique identity number called Aadhaar. Aadhaar number should be collected by the organization wherever it has been issued and indicated against the name of the woman selected for training.

Types of trainings: There will be two types of leadership development trainings and the criteria for selection of women for each type of trainings are as follows:-

(a) **Leadership development training in the village/urban locality:** Upton 25 women in a batch from a village/urban locality who are dedicated, motivated and committed to work for the betterment of the welfare of women from the minority communities in particular and the society in general, would be imparted leadership training in one batch. At least 10% of the total women in a group of 25 women should have passed Class X or its equivalent. This may be relaxed to Class V level or its equivalent in case women who have passed Class X are not easily available. Organisations would be required to give proposal for this training in sets of five batches of trainees.

(b) **Leadership Development training in residential training institutes:** Out of a group of 25 women for residential training, not more than five women from a single village/urban locality may be selected for leadership development training in residential training institutes. They should possess at least Class XII certificate or its equivalent, which may be relaxed to class X certificate holder or its equivalent, in case Class XII pass are not easily available and should be dedicated, motivated, physically fit and healthy and committed to work for the betterment of the welfare of women from the minority communities in particular and society in general. After their advanced training they should be expected to become community-based leaders/trainers in the village and assume leadership role as envisaged in the scheme. They would also be available to Government agencies and organizations for furtherance of the objectives of the scheme.

Conduct of the trainings: Taking into consideration the fact that most women, especially in the rural areas are required to stay close to their home and are not able to venture far out and also the fact that there would still be some educated and young women who would like to dedicate themselves to work for the betterment of women folk in particular and the community in general,

the two types of trainings are provided under this scheme. It is envisaged that women imparted leadership development training would work towards achieving the objectives of the scheme. The organization shall carry out nurturing and handholding for a period of at least one year to ensure that the empowered women folk are able to act as a pressure group to take up their grievances/problems with the village/block/district/State authorities relating to availability of basic infrastructure and services identified during formulation of the project as requiring improvement or provisioning in the village/locality. The organization would need to ensure that facilitators engaged for nurturing/handholding service visit the village/urban locality as stipulated, carry out their assignments diligently, report the progress and are assisted by the organization whenever the need arises. The training programmes shall be conducted in the manner given below:-

- (a) **Training in the village/urban locality:** The training shall be conducted in the village/locality by using existing facilities, hiring a hall or erecting temporary tent. The duration of the training shall be for six days spread over not less than three occasions to be completed within a period of three months. Care should be taken to ensure that the dates for training are fixed in order to avoid religious/festive occasions and demands of seasons. The organization carrying out training for leadership development of minority women would be responsible to select women to be trained in accordance with the criteria of the scheme. Printed training material would be provided by the organization in the local language of the area. To incentivize the training course, allowance/stipend to partially compensate/offset the loss of income/wage would be given to the selected women trainees along with a meal and crèche arrangement for their children while the training is ongoing during the day. At least two-third of the trainers engaged by the organisation shall be women and they should be able to deliver their inputs in the local language of the area in the topics given in the training module.
- (b) **Leadership Development Training in Residential training institutes:** Selected eligible women would be imparted leadership training in residential training institutes. For approving residential trainings in training institutes of organizations, the institute concerned must have boarding arrangements for at least 25 women in a secure location, which would be verified by the district administration. The training course shall be as per the broad training modules approved by a Committee in the Ministry. Care should be taken to ensure that the dates for training are fixed to avoid religious/festive occasions and demands of seasons. The entire training fees, training materials, boarding, food, refreshment and travel expenses would be covered by the scheme. The trainees would be also given allowance/stipend for the duration of the training period. The organization carrying out training for leadership development of minority women would be responsible to select women who are capable of becoming trainers and assume leadership role to be trained in accordance with the criteria of the scheme.

Workshop: Training organization, in collaboration with the District Collector/Deputy Commissioner/sub-divisional officer/block development officer, will organize at least half-day workshop to sensitize government functionaries, bankers including panchayati raj functionaries etc. at the district, sub-division/block level etc. concerned about the women empowerment programme carried out by them under this scheme. The government functionaries would be informed of the remedial action which may be sought by groups of women and how to be responsive in addressing their problems and grievances. The selected organization shall ensure that other organizations sanctioned training projects under this scheme in the district/sub-division/block participate in the workshop. For holding the workshop, an amount of Rs.15,000/- would be released to the organization concerned.

Nurturing and hand holding: Nurturing and hand holding would be a post-training service to be rendered by the organization for a period not exceeding one year from the beginning of the training programme to women who have undergone leadership development training. The facilitators of

organization shall visit the village/locality to assist the empowered women at least once a month during the project period. This is considered critical to the success of the scheme in order to ensure that they are guided and assisted in placing their problems and grievances before the authorities concerned for remedial action as envisaged in the scheme.

Concurrent monitoring and reporting: The organization shall, while extending nurturing and hand holding service, carry out concurrent monitoring for taking corrective action, wherever required. The organization shall submit monthly/quarterly progress reports and project completion report to the Ministry in the formats to be prescribed. It shall also submit such reports to the State and district administration if so required by the Ministry. Further, the organization shall, through the Global Positioning System (GPS) enabled mobile phone, send photos of all important activities of the training programme such as address by faculty, government functionaries, lunch being provided, usage of audio-visual equipments, submitting petitions for redressal of grievances/problems faced, workshop being conducted etc.

21.9 Agency fees/charges for organization

The organization shortlisted for implementation of this scheme shall submit project proposal for a minimum of five batches of village/locality level training. The organization would be entitled to amount of Rs.25,000 as agency fees/charges per project of five village/urban locality trainings for services rendered towards proper, timely and successful implementation of the project. Agency fees/charges admissible to the organisation for village/urban locality training would cover items of expenditure of the organization on concurrent monitoring and reporting, administrative costs, all other expenses required for implementation of the scheme, etc.

In respect of institutes for residential training, an amount of Rs.15,000 would be the entitlement of agency fees/charges for one batch of trainees.

21.10 Implementation expenditure/rates

The organization shall be provided financial assistance for implementation of the scheme. The item-wise rates given below in the table are indicative and may vary according to the area of operation, fees charged by training institutes, boarding cost etc. The total cost indicated for each type of training would be the maximum permissible cost that may be sanctioned for a group of 25 women. However, item-wise cost would be inter-changeable provided it does not exceed the total permissible amount, except for allowance/stipend which is fixed. Supporting documents should be provided in the project proposal by the organization for proposed expenditure to be incurred in respect of training, travel etc.

The rates are given in the table below:- To see Annexure Volume –II (Section-....)

21.11 Criteria for short listing organisations

Mandatory qualifications: Stringent requirements would be adopted for short listing organisations in order to ensure that organisations that are highly motivated, dedicated and committed to the welfare of women and working in the field among women, especially minority women, qualify. They should have the personnel, finances and infrastructure to operate at the grass root level for implementation of the project. Given below are mandatory qualifications required to be fulfilled by the organisation before consideration of other requirements:-

- (a) The organization must be duly registered and should have been in operation for a minimum of three years.
- (b) The organization should have been working with a budget of at least Rs.25 Lac per annum during one of the last three years and should not be having deficit account. For this, duly audited annual accounts of the last three years should be provided.
- (c) The organisation should have held all their statutory meetings during the last three years. Documents to prove these should be provided.

- (d) The organization must have undertaken at least one project exclusively for development of women and also conducted programmes, where minority community was included. Evidence to that effect should be provided.
- (e) The organisation must have at least three key training personnel who should at least be a graduate/ a diploma holder. A list of all the key training personnel containing their names, gender, educational qualifications, area of expertise, number of years and type of experience, full postal address and contact numbers should be given. (A single affidavit can be given).
- (f) The organization should not have been blacklisted by any Government Departments/agencies. Organization or any of its head should not have been convicted for any criminal offence. A duly notarised affidavit should be provided.
- (g) In case of residential trainings for trainers of trainees the organization must have the requisite residential boarding facilities and training space which should be sufficient for at least 25 trainees. Such organization shall have proven track record and would be selected after careful consideration.

Requirements for processing request: Given below are the essential requirements for taking up the request of the organisation for short-listing. Documents, etc. (self-certified photocopies) which are required to support the fulfillment of the essential requirements should be furnished by the organisation concerned:-

- (a) The organisation shall submit bye laws/ articles of association etc.
- (b) Income tax clearance of the previous year must be provided by the organisation.
- (c) Earnest money, if specified in the EOI, of the value given in the advertisement and in the form of demand draft must be provided by the organisation.
- (d) The name of the States and the districts where the organization has jurisdiction to operate shall be submitted along with documents (MoA, AoA etc.) to support it.

Criteria to be given weightage for short listing: Criteria, which may be modified/changed as per the requirement under General Financial Rules (GFR)/relevant instructions of the Government in this regard, for assessing the suitability of organisations by assigning weights and minimum qualification marks for short listing for eligibility to submit project proposals for implementation of this scheme, are given below:-

- (a) The number of years of existence and operation of the organization beyond the minimum requirement of three years.
- (b) The number of projects implemented by the organization for development of women.
- (c) Performance record of the institution evaluated by any recognized agency.
- (d) The number of projects implemented by the organization in the region/area/locality similar cultural environment where it intends to implement the projects under this scheme.
- (e) The size of the budget above rupees 25 Lac per annum operated by the organization.
- (f) The number of key personnel working for the organization with undergraduate or post graduate degree in social work.
- (g) The number of field women workers/facilitators working for the organization the organization.
- (h) The number of projects of Government, bi-lateral, multi-lateral funding agencies/institutions or United Nations funded projects taken up by the organization.

The provisions of para 1 to 3 above shall not apply to Central and State Universities/Government institutions of higher learning recognized by University Grants Commission (UGC) and training institutes of Central and State Government. For such organizations/institutions, proposal would be invited directly from the State Governments/UT administration along with their recommendations.

21.12 Committee for short listing of organisations

Organizations fulfilling the mandatory qualifications and essential requirements laid down by the Ministry would be short listed by a committee constituted in the Ministry as per the General Financial Rules/relevant instructions of the Government in this regard on the basis of weightage assigned and the qualification marks attained by the organisation.

21.13 Preparation and submission of project proposal

Project proposal: Shortlisted organisations would be required to prepare and submit project proposal for leadership development training of minority women in villages/localities. The project proposal for village/urban locality training should be a regional plan of a district containing a list of five villages or its multiples, having a substantial minority population and the amount of financial assistance sought for implementation of the project, including agency fees/charges. The organization should design the project proposal to sufficiently empower and embolden women to approach the appropriate authorities at village, block, district or State level to seek remedies to their problems and grievances. Village/urban locality, having a substantial minority population, facing deprivation, in terms of availability of infrastructure and services relating to civic/basic amenities and socio-economic conditions and also women issues, should therefore be selected. Training programmes should be proposed during summer vacation/holidays of schools so that schools are available as a training venue and expenditure is reduced. Such proposal will be given priority. The entire project period should not exceed a maximum period of one year.

Brief project profile: A brief project profile, to be prescribed by the Ministry, which shall bring out all relevant details for consideration of the State Government/UT administration and the Sanctioning Committee in the Ministry, shall be submitted along with the project report. The brief project profile shall be placed for consideration and approval of the Sanctioning Committee in the Ministry. Financial assistance would be given to the NGOs/organizations whose project proposals are found in order and would serve the objectives of the scheme

Baseline profile of village/urban locality:

The project proposal should contain a baseline profile on the status of availability of basic amenities and services in each village/urban locality. Having a baseline profile of each village bringing out the problems and grievances is required for gauging the extent of achievement of leadership development training. Such trainings would have empowered and emboldened women to seek redressal of their problems through advocacy. The baseline profile should invariably cover availability of Government personnel, status and opportunity to access to existing infrastructure/services, need for new/additional infrastructure/services, the quality and standard of delivery of services/benefits, etc. relating to -

- (i) Education (teaching, mid-day meals in schools);
- (ii) Inoculation, vaccination and nutrition in anganwadi centres;
- (iii) Health care (OPD, institutional delivery, family planning, doctors, medical staff, medicines etc.) in health centres/sub-centres/dispensaries;
- (iv) Essential commodities in Fair Price Shop/ration shop;
- (v) Drinking water supply;
- (vi) Individual and community toilet/sanitation facilities;
- (vii) Electricity supply in homes;
- (viii) Employment opportunities (MGNREGA etc.);
- (ix) Skill development/training opportunities and facility;
- (x) Crime against women/women issues,
- (xi) Post office and banking services etc.

21.14 Measurable outcomes

The measurable outcomes of a women leadership development training programme implemented for women from a village or locality would be assessed from their ability to assume leadership roles and assert their rights, collectively or individually, in having their problems and grievances listed out in the village baseline profile addressed for accessing services, facilities, skills, and opportunities besides claiming their due share of development benefits of the government for improving their lives and living conditions. The deprivation faced, in terms of availability and access to infrastructure, facilities and services relating to civic/basic amenities and socio-economic conditions, brought out in the village baseline profile of a village/locality would be assessed in terms of its status before and after the intervention after the implementation of the project.

21.15 Verification by State Government/UT administration

The credentials, activities and capabilities of organizations, verification of the village/locality of having a substantial minority population and the need for such training in the village/locality proposed and any other matter related to the implementation of the project proposal would be ascertained by the Ministry from the State Government/UT administration sanctioning Committee

SECTION 22
DEVELOPMENT OF PUNJABI LANGUAGE AND CULTURE
GOVERNMENT OF INDIA, MINISTRY OF MINORITY AFFAIR

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SECTION 22 DEVELOPMENT OF PUNJABI LANGUAGE AND CULTURE

22.1 Detailed Schemes of Punjabi Academy, Delhi

A number of schemes are being implemented by the Punjabi Academy ever since its inception in 1981. During this period whereas a number of new schemes has been added, some of the schemes earlier planned to be implemented had to be dropped due to none too good response or some other reasons. In order to bring about administrative convenience and some degree of flexibility in implementing the programmes of the Academy, its schemes have been divided in the following six major programmes areas:

- I. Promotion of Punjabi Lingual Culture.
- II. Promotion/Propagation of Punjabi Literary activities.
- III. Publication of Books and Journals.
- IV. Punjabi Language Development Programme.
- V. Research work and other programmes for promotion and development of Punjabi language.
- VI. Encouragement to Punjabi Writers/ Artists/Journalists and other cultural promoters.

The main activities/sub-schemes under these six schemes are given as under:

I. Promotion of Punjabi Lingual Culture:

Punjabi region in this country has its distinctive art & culture. Its old traditions tempered with historical events have enriched the social and cultural fabric of the people of Punjab. The main segments concerning the Punjabi Academy are folk songs, folk arts, folk theatre as also the teachings of saints, sears, Gurus and scholars of the region. Besides, Punjab has seen a great deal of moderisation in its culture during the last two centuries. The glow of freedom has further added luster to the social and cultural life of the Punjabis.

Keeping in view these aspects, the Punjabi Academy which came into existence in 1981 has formulated schemes to preserve, promote and enrich the cultural treasure of the Punjabis.

1. Punjabi Sufiana Kalam, Classical Music & Ghazal Darbar:

One of the schemes is to promote Punjabi Sufiana Kalam and classical music. The idea is to invite renowned artists to perform music depicting the work of Sufis, Saints and other holy personalities. Some selected music artists have been recorded and their recordings preserved for posterity. To this have been added concerts of classical music and Punjabi ghazals, which do not provide only entertainment to the audience, but also represent a rich part of our heritage.

2. Punjabi Folk Songs:

The most precious part of Punjabi cultural heritage is the folk songs which have a hoary tradition. They encompass the whole gamut of life of the people. Right from a child's birth to an old man's death, the whole life's events are covered in folk songs. Some renowned scholars undertook the task of collecting folk songs from all over the region to publish them in book form for preservation for the society. The Academy's efforts are directed towards acquiring all such compilations for preservation and record. A large number of recordings of Punjabi folk songs have been made by the Academy's own efforts and also with the help of all India Radio. Folk song

parties from all over the region are invited to give public performances for audience in Delhi to familiarise people with our rich cultural heritage.

3. Preparation of Audio/Video Cassettes for Preservation of Punjabi Lingual Culture:

Another scheme has been formulated to prepare audio/video cassettes for preservation of Punjabi lingual culture. Under the scheme, some audio/video cassettes have been produced and it is expected to go further at a faster speed to procure and prepare more such recordings. The objective is to collect/produce and preserve as many such programmes as possible.

4. Production of Punjabi Documentary Films:

A scheme has been formulated to produce documentary films in Punjabi. These are to be based on the works of famous Punjabi writers and also places of historical and cultural importance for the Punjabi people.

5. Regular Exhibition of Punjabi Films:

In step with other national languages, some producers have ventured to produce Punjabi films for commercial exhibition. Since such films are not many and there are not enough cinema houses who would like to run such films regularly, the Academy has formulated a scheme to arrange regular exhibition of Punjabi films, especially in resettlement colonies for the benefit of the poor and working classes. The Academy has acquired two mobile vans on all working days of the week.

6. Punjabi Film Festivals:

To promote higher tastes in Punjabi films, the Academy has formulated a scheme to organise Punjabi film festivals in the auditoria in various parts of the capital. Though people of all classes are welcomed to attend the festivals, generally people with sophisticated tastes attend the films, who otherwise cannot get an opportunity to see Punjabi films in the cinema hall.

7. Collaborative Programmes with Govt. of Punjab and other organisations:

Since this Academy operates in the Union Territory of Delhi, it has formulated a scheme to collaborative with the Govt. of Punjab and other organisations to promote Punjabi culture in the capital. The idea is to draw upon the resources of the Cultural Department of the Punjab Govt., who have much more resources of depict Punjabi culture. For example, they have collected Punjabi manuscripts, paintings, instruments, coins, pottery, jewellery and dresses as tokens of Punjabi culture. The Academy would like to collaborate with the Punjabi Govt. and other organisations to arrange exhibitions and seminars in the capital for the benefit of the Punjabis residing here.

8. Inter-University and Inter-College Cultural Festivals:

Though the University of Delhi has a Punjabi Department, where fairly good work is being done for the teaching of Punjabi up to M.A. and Doctoral levels, most of the Universities with Punjabi as their main or important language are situated in Punjab. Apart from these the Kurukshetra University and the Jammu University are equipped with Punjabi Departments. In order to encourage the cultural traditions among the younger generation, the Academy has formulated a scheme to organise Inter-College and Inter-University Punjabi Cultural Festivals in the capital. The idea is to involve as many colleges in Delhi as possible to encourage students to learn Bhangra, Gidha and Punjabi Folk songs and to compete with one another under the aegis of the Academy to attain excellence in these fields. Similarly, an Inter-University Cultural Festival is organised with the same objectives. Cash prizes and trophies are awarded to the winning teams at Inter-College level, Running Trophies are awarded to the winning teams at the Inter-University level. Some cash prize and individual mementos are also given to encourage younger people to strongly adopt these cultural forms.

9. Joint Programmes by the Academies of Delhi Administration:

A scheme has been formulated to organise programmes jointly with the Urdu and Hindi Academies as also with the Sahitya Kala Parishad to depict the Composite Indian Culture to the people in the metropolis. It is not possible to promote culture in isolation. Punjabi culture is an integral part of the Composite Indian Culture. Since all these Academies are financed by the Govt. of N.C.T. of Delhi and have a common administrative and financial control, it is natural that all the Academies should combine their efforts to organise programmes for common benefit of the entire populace. Under the scheme, political symposia, music concerts and seminars etc. can be organised jointly in open areas or in Auditoria for promoting national unity and integrity.

10. Punjabi Lingual Cultural Programmes in Schools and Colleges:

Schools and colleges are very important form for propagation of cultural heritage, because the younger generation must be involved in taking national pride. A scheme has been formulated to provide assistance and encouragement to schools & colleges if they ask for the Academy's help in providing artists, musicians or other resources. Under the scheme, coaches are also provided to teach the students Bhangra, Gidha, Folk and light music as also the theatre techniques. Occasionally, the Academy would like to organise cultural programmes in selected schools and colleges for the benefit of the students, teachers, parents and the audience in the neighborhood.

11. Sponsored programmes in open areas:

Apart from schools and colleges, assistance is provided to Associates of citizens and organisers of cultural organisations to provide them an opportunity of listening to quality Punjabi folk and light music and to witness Punjabi folk dances, such assistance may also be provided at special events of cultural and national interest.

12. Punjabi Theatre Festivals:

Punjabi Theatre has made rapid progress during the last few decades. A large number of theatre groups have come into existence in Punjab and elsewhere, who put up performances of high standard of Punjabi plays. Theatre has come a long way from the traditional drama like Heera Ranjha and Sassi Punnu to the present decade, as the Punjabi drama covers a very vast field of human activity. The Academy has formulated a scheme to organise shows of Punjabi Theatre regularly in the capital and also to organise an Annual Punjabi Theatre Festival. Apart from the original plays of Punjabi writers, adaptations from other Indian Languages and foreign languages are included in the Academy's repertoire. To encourage writers, Directors and Artists in the field of theatre, apart from lump-sum fees to the Directors, cash prizes for the best script, best direction and excellence in acting are given in the Theatre Festivals.

II. Promotion/Propagation of Punjabi Literary Activities:

One of the major activities of Punjabi Academy, centres on promotion of Punjabi literature. It includes various forms like poetry, prose, short story, drama and folk literature.

1. Kavi Darbar on National Days:

The Academy has formulated a scheme to organise Kavi Darbars on the occasions of Independence Day and Republic Day. These poetical symposia are of national importance. As such, the Kavi Darbar on the eve of Republic Day is generally held in the Red Fort and poets from outside the Union Territory of Delhi are also included in this symposium. Similarly, the Independence Day Kavi Darbar is arranged with the participation of poets from Delhi and outside.

These two Kavi Darbars are generally covered by Doordarshan and Akashvani for wider propagation of poetry on national themes.

2. Organisation of Seminar and Symposia:

The Academy has formulated a scheme to organise seminars and symposia on various literary themes like the History and Development of Punjabi literature in its various forms and phases. These seminars/symposia are organised at various locations including auditoria and Universities. When these Seminars/symposia are arranged by colleges and the University at their own initiative and the Academy is approached to provide financial and other support to these institutions, their requests are acceded to after careful scrutiny of the subjects. Payments to scholars participating in these seminars/symposia are made direct to them and not to the concerned educational institutions.

3. Lecture-cum-Demonstration in schools and colleges by distinguished artists:

The scheme regarding lectures-cum-demonstrations in schools and colleges by distinguished artists is meant for personal contacts between experienced and dedicated artists and students in schools and colleges, in the fields of folk songs and folk dances. This would also include passing on expertise in Punjabi Drama to the students by experts and well-known artists.

4. Inter-State Exchange of Writers:

It has been considered by the Academy to organise Inter-State exchange of writers to enable them to share their ideas and experiences with writers of other states. Generally, it is expected to cover Delhi, Chandigarh, Punjab, Haryana and Jammu & Kashmir. Writers and scholars are expected to inter-act with their counterparts in the states other than their own to widen the intellectual horizons.

5. Punjabi Kahani Darbar

The scheme regarding Punjabi Kahani Darbar is meant to encourage the generation of new techniques in Punjabi short story. Short story all over the world has attained great variety in scope and depth. The short story in various Indian languages has also witnessed new dimensions. Under the schemes, well known short story writers in Punjabi are to be invited to recite their works before invited audience to enable the lovers of literature to acquire themselves with the new techniques. The idea is to encourage debater on the Punjabi short story after such recitations. This would encourage others to read and enjoys short stories.

6. Punjabi Natak Te Natakars:

Punjabi Drama has taken long strides during the last six decades. Under the scheme "Punjabi Natak Te Natakkar", it is envisaged to invite famous play writes in Punjabi to speak to the invited audiences and then to stage their plays which could develop deep thinking on the themes and techniques of Punjabi theatre.

7. Punjabi Kavi Darbars:

The scheme regarding Punjabi Kavi Darbar is envisaged to encourage poetry among the people, as it is considered to be the highest and most sophisticated form of literature. It is intended to invite young and emerging poets to recite their poems before invited audiences to enable them to overcome hesitation and to encourage them to explore wider fields in poetry. Poetry has seen a great deal of transformation from the traditional to the modern. Such Kavi Darbars with the participation of new poets are expected to strength the poetry movement in the society.

8. Poetry Recitation contests in Schools & Colleges:

Another scheme to encourage poetry is to organise poetry recitation contests at the school and college level. Experiments are to be made in inspiring young boys and girls to take interest in this delicate form of literature. Contests in poetry recitation would encourage competitive spirit to attain literary excellence.

9. Declamation Contests:

Apart from poetry, the Academy has formulated a scheme to organise declamation contests at the school and college level. It is proposed under the scheme to inspire young boys and girls to study in depth certain subjects of social and national importance and to speak on them before the audience of their own generation to help them in cultivating their intellectual capacity and oratorical skills.

III. Publication of Books/Journals:

1. Translation of books in Punjabi for children:

One of the objectives of the establishment of Punjabi Academy as in the Memorandum of Association is that the Punjabi Academy would undertake translation of standard children books from Hindi, Urdu and other regional foreign languages.

2. Publication of Punjabi Books:

The Academy has formulated a scheme to publish Punjabi books. The Academy organises seminars and symposia on important literary, social and national themes with the participation of scholars and intellectuals of wide experience and great renown. The papers presented at such papers after proper editing in book form, which in some cases become an epitome of information in knowledge on a particular subject. Apart from these, books of short stories and anthologies of poems are published. Under the scheme subjects of wider importance like our history, epics, science, travelogues and literary criticism can be recovered.

3. Publication of bi-monthly Magazine:

A scheme has been formulated to publish a bi-monthly magazine entitled SAMDARSHI. Under this scheme, literature of high quality is published for intellectual enrichment of Punjabi readers. It is a prestigious magazine catering to the needs of literature and the intelligentsia.

4. Publication of Text-Books in Punjabi:

At present, text books in Punjabi language for the schools run or aided by the Delhi Administration are those prescribed by the Language Deptt. of Punjab Govt. As the lingual culture and social economic character of Delhi is different from that of Punjab, the need for having text books of Punjabi according to Delhi syllabus assumes special significance. Further, with the increasing popularity of Punjabi language, Punjabi medium schools are being opened by the MCD, Punjabi Academy also provide Punjabi medium books free of cost to the students of these schools.

5. Publication of translation of literary work:

The scheme envisages publication of anthologies of Punjabi short stories and poems of well known authors and poets in their translations in order that the creative intelligence of Punjabi writers should be propagated through the medium of English, Hindi and other modern Indian languages. It is also envisaged to publish Punjabi translations of renowned titles in English and modern Indian languages for the benefit of Punjabi masses.

IV. Punjabi Language Development Programmes:

1. Establishment of Punjabi Language Teaching Centres through financial assistance to voluntary organisations for teaching of Punjabi language:

Punjabi Academy has been extending financial assistance to the voluntary registered bodies for running Punjabi language teaching centres for the benefit of the persons willing to learn this language. Under this scheme, the organisations have to provide basic infrastructure i.e. proper accommodation conducive for running such centres. Other facilities such as provision of part-time Punjabi language teachers, free text-books upto the primary level and teaching aids etc. are provided by the Academy.

2. Free Coaching classes in Punjabi:

The Language Department of the Govt. of N.C.T. of Delhi has a scheme of free coaching classes in Hindi for the employees of Govt. of N.C.T. of Delhi. Earlier Urdu Academy in collaboration with the Language Deptt. have started a scheme of free coaching in Urdu for the benefit of the employees of the Govt. of N.C.T. of Delhi. Previously, this scheme was being implemented by the Language Department, PA Govt. of N.C.T. of Delhi. Punjabi Academy in collaboration with the Language Department proposes to run classes in Punjabi. The duration of the course will be two months. After the completion of the course, the trainees who stand first, second and third will be given cash award at the rate of Rs.500/-, Rs.400/- and Rs.300/- respectively. The other trainees who successfully complete the course, will be given certificate.

3. Providing Punjabi Teaching Facilities to Aided and recognise including Public Schools at Primary, Middle, Secondary and Senior Secondary levels:

Punjabi Language Teachers Association, and other Punjabi Organisations have been representing to the Academy about the inadequate Punjabi Teaching facilities in the schools run and aided by the Department of Education and certain norms have been fixed by the Department for providing Punjabi language teachers. The pace of teaching of Punjabi in the schools run or aided by the Education Department is somewhat slow as compared to the Punjabi speaking population which is the second largest after Hindi. The Education Department probably certain administrative/financial constraints. In order to supplement the efforts of the Education Department, the Punjabi Academy proposes to provide Part-time Punjabi teachers to Aided/Recognised schools including public schools who may wish to provide teaching facilities in Punjabi in their schools. The quantum of remuneration to be paid to the teachers at Primary, Middle and Secondary/Sr. Secondary levels will be different.

Besides fixed remuneration to the part-time teachers, Punjabi Academy also provides Punjabi Language (all subjects in case of Punjabi schools) text books in those primary schools where it has given its own part-time Punjabi Language teachers. Teaching aid in the form of charts and good quality children books are also given free of cost to create the feeling of national integration and brotherhood among the school children.

4. Punjabi Language Teaching Centres During Summer Vacations in Delhi Schools:

Under the scheme, voluntary organisations offering to organise short-time Punjabi language teaching centres during summer vacations are given financial assistance as per details below :

- i) Fixed monthly remuneration to the part-time Punjabi language teachers at the rate applicable for primary classes teaching.
- ii) Fixed monthly remuneration to the waterman-cum- attendant.

iii) Free primers and teaching aids.

iv) Cost of teaching and learning material @ not exceeding Rs.7.50 per learner.

Also the students securing 1st, 2nd and 3rd position in each of the above centres are also given cash awards of Rs.500/-, Rs.400/- and Rs.300/- respectively and certificate to each successful candidate who qualifies in the written test held after the expiry of the tenure of the centre.

5. Regular Evening Punjabi Language Teaching (Adult) Centre:

Under its drive to promote and propagate Punjabi language and culture in the Union Territory of Delhi, Punjabi Academy organises regular evening Punjabi Language Teaching (Adult) Centres in those localities of Delhi from where there is a demand for learning Punjabi language by the residents during their leisure time in the evening. Besides, paying fixed monthly remuneration to the part-time teachers. Free text books and teaching aids are also given to the learners in each such centre.

The standard of the course taught in these centres of one year duration is of the Middle level. The students securing 1st, 2nd and 3rd position in the examination held at the end of the tenure of the centres are given cash awards of Rs.500/-, Rs.400/- and Rs.300/-.

6. Training in Punjabi Typing and Short-hand:

Since, there is dearth of Punjabi Typists and Stenographers in the Union Territory of Delhi. The Organisation requiring the services of such persons have to seek suitable persons from Punjab. In order to fill the gap between the requirement and the availability of such persons, Punjabi Academy has started Punjabi typing and shorthand classes in its office premises. These classes are held free and the candidates who complete these courses successfully are given certificates in support of their having completing the course.

7. Academic Awards for Young Talents:

For the real flowering of talents in the sphere of literature, it is essential to encourage excellent performance and healthy competitions at all levels for discovering real talents. With this aim in view the Academy has introduced a scheme of giving Academic Awards to the students who secure 75% and more marks in Punjabi language in their Sec./Sr. Sec., Graduation and Post Graduation level. This award is also given to the students who secure 1st position in Punjabi teaching subject in the B.Ed. and M. Phil examination.

V. Research Work and other Programme for Promotion and Development of Punjabi Language:

1. Scholarships for Research Work:

The scheme regarding scholarships for research work in Punjabi literature envisages award of fellowships to students at the University level to conduct research in Punjabi literature like poetry, prose, fiction, drama and other forms. The purpose of the scheme is to provide financial assistance to scholars who are serious in conducting the research work and need support and assistance in pursuance of their academic endeavours in the Delhi University.

2. Annual addition of Punjabi Library:

A scheme has been formulated to set up a Reference Library of the Academy. In this library, books in Punjabi, books written by Punjabi authors and books on Punjab are to be collected to make an impressive library of reference. Special efforts are to be made to collect rare books,

encyclopedia and ancient and modern documents including translation. The Reference Library will be open to scholars/researchers, who want to consult Punjabi books.

3. Release of Punjabi books:

Under the scheme, the books published by the Academy are to be released at regular intervals to attract the attention of publishers, booksellers, scholars and the intelligentsia. Such book release ceremonies could provide an opportunity for the authors, publishers and to enlightened persons to come together to get information and background to the publications.

4. Book Fairs:

Under the scheme, books published by the Academy are to be exhibited in the Book Fairs organised by the institutions like the National Book Trust of India and well known publishing Associations. Assistance for exhibition of Punjabi books by established publishers would also be rendered to attract the attention of the people to Punjabi publications.

VI. Encouragement of Punjabi Writers/Artists/Journalists and other Lingual Cultural Promoters:

1. Annual Awards to Distinguished Writers:

The scheme envisages conferment of Annual Awards to distinguished writers, authors, playwrights, critics, artists and promoters of literature. Awards are given to persons who have rendered outstanding works in Poetry, Prose, Fiction, Criticism, Drama, Music, Journalism and any other field that may be decided upon by the Academy are to be conferred. The awards carry a cash prize, memento, shawl or any other token as may be decided upon by the Academy.

2. Purchase of books direct from the authors for distribution to school and college libraries:

The scheme envisages purchasing books direct from the authors as distinguished from the publishers as the former are often an object of exploitation. Under the scheme books of high standard, especially dealing with social, economic and national issue and also pure forms of literary value are to be purchased after fixing their prices as per formula decided by the Committee.

3. Subsidy for Authors:

Under the scheme, financial assistance to book auditoria for legitimate literary and cultural activities will be provided to Associations and organisations of voluntary nature. It is to be ensured that such functions are un ticketed. These Associations and organisations would give due acknowledgement to the Academy for providing assistance either in their invitation cards or the notices and banners displayed at the venue of such performances.

4. Subsidy to organisations involved in propagation of Punjabi Literature, Composite Lingual Culture and National Integration:

Apart from auditorium subsidy, the Academy would provide financial assistance to literary and cultural organisations in the organisation of functions for the promotion of social and cultural objectives and those intended to promote national harmony and integration. Such subsidy can be in the form of providing artists, speakers, authors, musicians' experts etc. and in printing of invitation cards, providing light and sound equipment, furniture rent and other facilities.

5. Celebration of Anniversaries:

Under the scheme birth and death anniversaries of luminaries in the fields of Punjabi literature and culture are to be observed in an appropriate manner. The firmament of Punjabi history and culture is studded with immortal personalities, whose anniversaries provide an opportunity to renew, revive and resuscitate the deep-rooted values of Punjabi ethos as a part of national dignity, pride and integrity.

6. Celebration of Special Functions in honour of Renowned Artists:

Under the scheme, renowned artists and intellectuals in Punjabi are to be honoured at special functions to be organised by the Academy. While a distinguished Punjabi personality receives national recognition, this scheme would provide an opportunity to organise a function in his honour to introduce to intellectuals and public men. It would provide inspiration to others to serve the society and the country with earnestness and solicitude.

22.2 Foundation for Academic Excellence and Access

G-25, Qutab Institutional Area, New Mehrauli Road, New Delhi 110016,
website:-www.faeindia.org

S. No.	Name of the Scheme	Classes	Scholarship	Income	Date
1	FAAE Scholarship (For ST/SC/Minorities)	UG/PG	Eligibility (i) Should be an Indian (ii) Passed Class XII examination from a recognized Indian Board (iii) Helping depend upon the academic Scholarship excellence, social & economic background	Depend upon the Social & Economic background	May & June every year
			Scholarship (i) Money for Full Course & other Expenditure		
			Candidate can fill form through online or can download the form through site as mentioned above.		

Priced: Rs 200

For all form please visit www.faeindia.org

