

# **NORMS FOR SELECTION OF EXECUTING AGENCIES FOR IMPLEMENTATION OF PRE - MATRIC REMEDIAL COACHING UNDER CM'S LAIRIK HEIMINNASHI (CMLH) PROGRAMME**

## **1 PARTICULARS OF THE PRE-MATRIC REMEDIAL COACHING PROGRAMME**

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**CMLH** is a unique intervention programme / scheme with the objective of providing hand-holding support in the form of remedial coaching to students studying in government academic institutions or institutions receiving grant-in-aid support from Government, who belong to minority, OBC or SC communities of the State of Manipur.

**Pre-matric remedial coaching (Pre MRC)** under CMLH will cater to students studying in Standards 8 to 10 under Board of Secondary Education Manipur. The coaching is intended to help eligible students who are very weak in studies to achieve higher grades / marks in the subjects covered by the coaching.

Under the programme, remedial coaching will be provided to selected students free-of-cost through Government-run schools, recognized private schools or reputed registered Private Coaching Centers.

Government-run schools, recognized private schools or reputed registered Private Coaching Centers will be empanelled as Coaching Centres (**CC**), based on availability of logistics and manpower for running the coaching classes.

This document lays down the norms for empanelment and selection of Coaching Centres under CMLH.

The State Government may relax any of the norms as per requirement, in order to meet the broader objectives of the programme.

### **1.1 ELIGIBILITY OF INSTITUTIONS**

1.1.1 Government schools, private schools recognized by the State Government and reputed registered Private Coaching Centers can apply for empanelment under the programme.

### **1.2 CLASS SIZE**

1.2.1 Each class shall have not more than **40 students**.

1.2.2 Students of no two classes should be mixed in the same classroom.

### **1.3 SESSION AND PERIOD STRUCTURE**

1.3.1 Each class shall have a minimum of 3 periods of 45 minutes each, on coaching days.

1.3.2 Duration of the coaching programme for each class shall be 6 months.

### **1.4 SUBJECTS AND SYLLABUS**

1.4.1 The subjects to be taught for Pre MRC are English, Mathematics, and Science.

1.4.2 The syllabus will be as per the syllabus prescribed by the Board of Secondary Education, Manipur (BOSEM).

### **1.5 INFRASTRUCTURE REQUIREMENTS OF THE COACHING CENTERS**

1.5.1 There should be a minimum of 3 class rooms, with each class room to be used for classroom teaching of 1 class only.

1.5.2 Each class room should have capacity to accommodate at least 40 students.

1.5.3 The CC should have sufficient toilets, safe & hygienic drinking water facility, adequate number of benches and desks, functional fans, functional electricity connection and good lighting system.

## 1.6 MANPOWER REQUIREMENT

- 1.6.1 The Coaching Centers should provide adequate number of qualified teachers for each subject for all classes for which coaching is to be provided.
- 1.6.2 Every Teacher should possess at least a graduate degree in the subject for which he/she is assigned to teach.
- 1.6.3 One Centre Coordinator should be designated by the CC for smooth running of the CC.
- 1.6.4 One Peon-cum-chowkidar should be designated by the CC.
- 1.6.5 Other personnel / staff may be provided by the CC as may be required.

## 2 OTHER NORMS:

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### 2.1 PAYMENT SCHEDULE

- 2.1.1 Fund will be released to the CC, as cost for conducting coaching classes, in installments which will be linked to actual number of students enrolled, attendance of beneficiary students, quality of coaching classes, and measurable progress in academic assessments.
- 2.1.2 40% of the cost will be released in advance on commencement of classes after signing of contract agreement with the Implementing Agency.
- 2.1.3 The second installment amounting to 40% of the cost will be released on fulfillment of following conditions:
  1. Utilization of 90% of the first Instalment of funds, and
  2. Continuation of coaching of at least 90% of initial number of beneficiary students enrolled, after completion of two months of the course.
- 2.1.4 The third installment amounting to 10% of the cost will be released on fulfillment of following conditions:
  1. Completion of the course, and
  2. After assessment of the quality of the coaching classes as satisfactory, based on measured feedback from the students, to be made by the Implementing Agency.
- 2.1.5 The final installment of 10% of the cost will be released after at least 80% of the beneficiary students taking their final academic assessment examination in their respective schools, clear the same.

### 2.2 RESPONSIBILITY OF COACHING CENTERS

- 2.2.1 Prior to commencement of the coaching classes, the CC shall prepare a course calendar for the coaching classes with timelines. The events in the course calendar shall invariably include the dates of conduct of classes and dates for tests / assessments.
- 2.2.2 CC shall take a comparative assessment of each student, pre-coaching and post-coaching, to evaluate the effectiveness of the programme.
- 2.2.3 CC shall formulate a system of continuous assessment for the students. A monthly progress report of all enrolled students on these assessments shall sent to the Implementing Agency in a format to be prescribed by the Implementing Agency. There should be at least 2 continuous assessment tests in a month.
- 2.2.4 CC shall designate a Centre Coordinator (**Cen Co**) amongst its available human resources to act as the **Single Point of Contact (SPOC)** for any exchange of information with the Nodal Department or with the **Implementing Agency (IA)**. Details thereof will be sent by the CC to the IA prior to commencement of the coaching programme.

- 2.2.5 As far as possible, classes conducted under the scheme should be exclusively for students enrolled under the scheme.
- 2.2.6 CC will submit through the Cen Co, all reports as per scheme guidelines, or as may be called by the IA or the Nodal Department from time to time.
- 2.2.7 CC will execute any other activity as may be assigned through the contract agreement, or as may be mutually agreed upon with the IA, for meeting the objectives of the scheme.

### **3 SELECTION OF STUDENTS**

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- 3.1 A merit list shall be prepared in order of increasing family income, thereby indicating 'economic ranking'. Where family income is the same between two applicant students, the student belonging to a family with larger number of family members will be given higher ranking. Where the family size is also the same, the older of the two students will be ranked higher.
- 3.2 Another merit list will be prepared in increasing order of marks, secured by the student in final academic assessment of the previous class attended, thereby indicating 'academic ranking'. Where the marks secured by two students are equal, the older student will be ranked higher.
- 3.3 A final rank will be prepared by adding the academic rank and the economic rank. The final rank will be the basis for selection of a beneficiary under the scheme.
- 3.4 In the event of final rank being equal, preference will be given to the student ranked higher in the academic rank.
- 3.5 The Nodal Department or on its behalf - the Directorate concerned, or the IA, as Government may specify in this regard, will be responsible for selection of students for providing coaching under the scheme.
- 3.6 At least 30% (or higher, as may be decided by Government) of available seats may be reserved exclusively for girl students.
- 3.7 In the selection of students for filling up the 30% seats reserved exclusively for girl students, the above scoring / ranking system shall be followed amongst the girl students. The remaining girl students, who do not get a seat after saturation of the 30% seats reserved for girl students, shall be considered in the remaining 70% open seats based on the same scoring system.

### **4 INFORMATION TO BE SUBMITTED BY INTERESTED COACHING CENTERS**

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- 4.1 Interested Coaching Centers should apply with details as per Annexure – I.

**Annexure – I**  
**INFORMATION TO BE SUBMITTED BY INTERESTED COACHING CENTERS**

**1 GENERAL INFORMATION:**

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- i. Name of the Coaching Centre: \_\_\_\_\_  
(In case, applicant is a Govt. school or Private school, name of the school shall be provided)
- ii. Address of Coaching Centre: \_\_\_\_\_
- iii. Type of institute of the applicant's Coaching Centre (Please tick):
  - a. Government School
  - b. Recognised Private School
  - c. Registered Coaching Centre
  - d. Others (please specify): .....
- iv. Year of establishment of Coaching Centre: \_\_\_\_\_
- v. Centre Coordinator's Name & Contact Details: \_\_\_\_\_
- vi. Whether Coaching Centre / applicant has prior experience in teaching (normal classes or coaching classes): Yes/No  
If yes, please provide details as annexure.
- vii. Ownership of centre (please tick)
  - a. On lease / Rental.
  - b. Self-owned.
  - c. Government owned school.

**2 LOCATION DETAILS:**

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- i. Location of the Coaching Centre:
- ii. Village / Town Name:
- iii. Sub-Division:
- iv. Police Station:
- v. District:
- vi. Distance from District HQ (in km):
- vii. Distance to nearest National / State Highway:
- viii. Landmark:
- ix. Nearest minority concentration area:
- x. Distance from nearest Minority Concentration Area:

### 3 TIMETABLE STRUCTURE:

3.1 FOR EACH CLASS, PLEASE SUBMIT TENTATIVE TIMETABLE IN THE FOLLOWING FORMAT:

Class \_\_\_\_\_

| Day of week | Period – 1                     | Period – 2                     | Period – 3                     |
|-------------|--------------------------------|--------------------------------|--------------------------------|
|             | from ___ am/pm<br>to ___ am/pm | from ___ am/pm<br>to ___ am/pm | from ___ am/pm<br>to ___ am/pm |
| Monday      |                                |                                |                                |
| Tuesday     |                                |                                |                                |
| Wednesday   |                                |                                |                                |
| Thursday    |                                |                                |                                |
| Friday      |                                |                                |                                |
| Saturday    |                                |                                |                                |
| Sunday      |                                |                                |                                |

### 4 INFRASTRUCTURES:

Infrastructure details shall be submitted in format/table below:

| <i>Facility available</i>  |                    | <i>Please tick</i> | <i>Other details to be submitted</i>   |
|--|--------------------|--------------------|--|
| No. of class rooms with adequate capacity to accommodate 40 students | 3 or more          |                    | Sizes of each classroom (in ft. X ft.)<br>Classroom 1:<br>Classroom 2:<br>Classroom 3: |
|  | less than 3        |                    |  |
| No. of separate toilets for male student                             | 4 or more          |                    |  |
|  | 3                  |                    |  |
|  | 2                  |                    |  |
|  | 1                  |                    |  |
|  | 0                  |                    |  |
| No. of separate toilets for female student                           | 4                  |                    |  |
|  | 3                  |                    |  |
|  | 2                  |                    |  |
|  | 1                  |                    |  |
|  | 0                  |                    |  |
| Safe & hygienic drinking water facility                              | Yes                |                    |  |
|  | No                 |                    |  |
| Functional fans available in   | All 3 class rooms  |                    |  |
|  | Only 2 class rooms |                    |  |
|  | Only 1 class room  |                    |  |
|  | 0 class room       |                    |  |
| Functional electricity connection                                    | Yes                |                    |  |
|  | No                 |                    |  |
| Good lighting system in  | All 3 class rooms  |                    |  |
|  | Only 2 class rooms |                    |  |
|  | Only 1 class room  |                    |  |
|  | 0 class room       |                    |  |
| Adequate benches and desks in  | All 3 class rooms  |                    |  |
|  | Only 2 class rooms |                    |  |
|  | Only 1 class room  |                    |  |
|  | 0 class room       |                    |  |
| White or Black Board available in                                    | All 3 class rooms  |                    |  |
|  | Only 2 class rooms |                    |  |
|  | Only 1 class room  |                    |  |
|  | 0 class room       |                    |  |

|   |  |  |  |
|---|--|--|--|
| Location of CC  | Within 2 km of Minority concentrated area                      |  |  |
|   | Within 1 km of Minority concentrated area                      |  |  |
|   | Beyond 2 km of Minority concentrated area                      |  |  |
| Ownership of CC premises by applicant                             | On lease/rented  |  | Lease / Rent document to be submitted                    |
|   | Self owned   |  | Self-certificate to be submitted                         |
|   | Government owned school (with school authorities as applicant) |  | Certificate of Headmistress / Headmaster to be submitted |
|   | No premises  |  |  |
| Experience of CC in teaching (normal classes or coaching classes) | More than 3 years  |  |  |
|   | 1-3 years  |  |  |
|   | 0 year   |  |  |

## 5 MANPOWER:

### 5.1 PLEASE SUBMIT DETAILS OF THE TEACHING AND NON TEACHING STAFF IN THE TABLE BELOW:

| Sl. No. | Name of the teacher | Details of graduation degree possessed (Whether BA/BSc (Hons), etc. and subject) | Subjects he/she will teach | Classes he/she will teach | Highest Educational Qualification | Percentage of marks in B.A. (Hons)/ B.Sc. (Hons) | Teaching Experience (no. of years and months) |
|---------|---------------------|--|----------------------------|---------------------------|-----------------------------------|--|---|
| 1       |                     |  |                            |                           |                                   |  |   |
| 2       |                     |  |                            |                           |                                   |  |   |
| 3       |                     |  |                            |                           |                                   |  |   |
| 4       |                     |  |                            |                           |                                   |  |   |
| 5       |                     |  |                            |                           |                                   |  |   |
| 6       |                     |  |                            |                           |                                   |  |   |

| Sl. No. | Name of the staff | Designation        | Age & Sex | Educational Qualification |
|---------|-------------------|--------------------|-----------|---------------------------|
| 1       |                   | Centre Coordinator |           |                           |
| 2       |                   | Peon-cum-chowkidar |           |                           |

(Additional information may be provided as annexure)

## 6 OPERATIONAL DETAILS:

The planned operational details for conducting the coaching programme may be submitted in the table below:

| Sl. No.           | Particulars                                    | Amount in Rupees |
|-------------------|--|------------------|
| 1                 | Remuneration for teaching staffs               |                  |
| 2                 | Remuneration for non-teaching staffs           |                  |
| 3                 | Office expenses                                |                  |
| 4                 | Cost for providing study materials to students |                  |
| 5                 | Profit margin                                  |                  |
|                   | <b>TOTAL</b>                                   |                  |
| <i>(in words)</i> |  |                  |

(Details may be provided as annexures)

The above is the cost for conducting the coaching programme for 120 students as per scheme norms.

Cost per student = \_\_\_\_\_  
*(in words)*

## 7 DECLARATION:

THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I AM WILLING TO PROVIDE/SHOW DOCUMENTS TO THE IMPLEMENTING AGENCY OR TO ANY OTHER ANY AUTHORITY, AS GOVERNMENT MAY SPECIFY. I AGREE THAT, IN CASE OF ANY WRONG INFORMATION FOUND TO HAVE BEEN PROVIDED, THE COACHING CENTRE MAY BE DISQUALIFIED /REMOVED FROM EMPANELMENT AND BLACKLISTED FROM FURTHER PARTICIPATION IN ANY GOVERNMENT PROGRAMME.

Name of applicant: .....

*(Capacity: Secretary/President/Head Master/Head Mistress/ others: .....) )*

Name of institute / organization: .....

Address of applicant: .....

Address of institute / organization: .....

Contact No.: .....