

**CIRCULAR**

The following Guidelines are issued for the Utilization of Funds allotted for the Scholar Support Programme (SSP) 2017-18

The split up of the funds allotted to colleges are as follows

			Number	RATE	Amount
<b>A</b>	<b>Allotment for Colleges with 3 batches (Category A)</b>				
1	Classes for Third year (5 subjects)	20 classes/subject	100	500	50000
2	Classes for second year	20 classes/subject	100	500	50000
3	Classes for first year	20 classes/subject	100	500	50000
4	General Mentoring classes		5	1500	7500
5	Study materials		150	300	45000
6	Stationery Kit		150	40	6000
7	Office expenses		1	4500	4500
8	Coordinator charges		1	12500	12500
	<b>Total for one College</b>				<b>225500</b>
<b>B</b>	<b>Allotment for Colleges with 2 batches (Category B)</b>				
1	Classes for second year	20 classes/subject	100	500	50000
2	Classes for first year	20 classes/subject	100	500	50000
3	General Mentoring classes		5	1500	7500
4	Study materials		100	300	30000
5	Kit Stationery		100	40	4000
6	Office expenses		1	3700	3700
7	Coordinator charges		1	10000	10000
	<b>Total for one College</b>				<b>155200</b>
<b>C</b>	<b>Allotment for Colleges with 1 batch (Group C)</b>				
1	Classes for first year	20 classes/subject	100	500	50000
2	Mentoring classes		5	1500	7500
3	Study materials		50	300	15000
4	Kit Stationery		50	40	2000
5	Office expenses		1	2900	2900

6	Coordinator charges		1	7500	7500
	<b>Total for one College (Category C)</b>				<b>84900</b>

Of the 20 hours allotted for a subject in a year, 10 may be for the subject in the Odd semester and 10 for the subject in the even semester.

The subject identified for the odd semester may be changed in the even semester subject to the need of the students and approval of the College Council. Subsequently, changes can be made in the beneficiary students also.

The hours left incomplete in a subject in the odd semester (on genuine grounds only) may be carried forward to the even semester. However, this situation may be avoided as far as possible.

#### Guidelines for Utilization of Funds:

The Scholar Support Programme aims at imparting personalised Additional Support to needy students through tutorials. Study materials additional lectures, question banks and interactive sections etc. The Directorate of Collegiate Education is implementing the programme through RUSA. Funds are allotted to Colleges for implementing the programme for 50 selected students of the College. The students of the first year UG courses are made aware of the programme and application invited from them and selection done by the college. The candidates selected under the Programme are from the first year of the under graduate programme. Students who are having less than 60% aggregate marks in the qualifying examination and who need some additional support in identified subjects alone are to be included in the programme classes are engaged by the faculty of the college itself. The Programme has a college level co-ordinator.

The College Council along with the IQAC cell shall act as the monitoring committee for the implementation of the Programme and the Coordinator should function in consultation with the Principal and the College Council. The Monitoring Committee should suggest steps for the improvement of the programme, if needed Minutes of the meeting by the Coordinator of the scholar support programme.

For the first year 5 subjects are to be identified of which one should be English (Common Course) Selection to English may be made by inviting application from all students of 1<sup>st</sup> semester admitted in the College and selecting those with the lowest aggregate marks in English at Plan Two levels. The other 4 subjects for which the students are to be supported may be decided by the college Council based on the needs of the students of the College. For each of the 5 subjects 10 students may be identified. A student must be assigned only one subject among the core/complementary /Common Course English.

- (i) **Remuneration to Resource Person:** Remuneration at the prescribed rates can be given to the faculty on completion of the classes in each Semester. The Declaration, Activity Report of the Resource person for the paper engaged and the completed Faculty Diary for the semester should also be collected before distributing the remuneration. Proper receipt has to be obtained from each resource person on making the payment.
- (ii) **Mentoring Classes:** Remuneration at the prescribed rates can be given to the resource persons identified for the Mentoring Classes. All efforts should be taken to get the services of reputed persons for the mentoring sessions to commensurate with the

remuneration paid. Feedback of Student and Resource persons engaging General mentoring classes should be obtained for each session.

- (iii) **Study Materials:** Copies of notes, prepared by the resource persons under the Programme can be provided to each student using the amount earmarked under this head. Copies of sample question papers prepared under the 'content generation scheme' of SSP can be provided to students based on their subjects. Text books can be purchased and given to the students of the Programme, if necessary. They may be procured through the agency providing such items to the college library. When they are issued to the students, proper receipts must be obtained from them. Books may also be procured for the Programme and maintained as a common resource pool of SSP, by the Coordinator with proper stock register. Students may borrow these books for limited time as per the procedure fixed by the College council/SSP monitoring committee. Proper stock register must be maintained in this regard. Facilities in PTA/Cooperative Stores/Continuing education Centre etc may be made use of for procuring the items
- (iv) **Stationery Kit for Students:** All those enrolled for the Programme may be given a pen and a Note book for the use in the SSP Programme. Amount if any left out after this may be used for purchase of stationery for the students of the Programme. Items may be procured through the Cooperative Society of the Colleges (if there is one), if not through PTA. In case both are not there, they may be procured from local market as per the existing rules
- (v) **Office Expenses:** This may be used for purchase of stationery/file/paper etc; needed for the running of the SSP, providing refreshments to resource persons engaging general mentoring sessions etc. Purchases may be made through PTA/Cooperative Store/College Canteen etc; as far as possible.
- (vi) **Coordinator Charges:** The allotted amount is for coordinating the Programme in the institution, meeting the travelling expenses for attending meetings called by the Directorate of Collegiate Education / RUSA Coordinator should claim this only after the Programme for the year is completed. Coordinator should give a declaration to the Principal to the effect that the SSP Programme for the current academic year has been completed in the College as per the Guidelines prescribed. The amount may be claimed by the Coordinator based on the recommendations of the Principal.

#### **Important Instruction to Coordinators:**

Resource persons for the different subject should also be mentors for the students under them in the Programme.

Coordinators should convene meetings of parents of students, midway through the Programme and appraise them of the progress of their wards. The meeting may be attended by Resource persons also.

Proper Vouchers/Receipts are to be kept for each item of expenditure. Details of each item of expenditure with date, description of the item/expenditure quantity, rate, and amount for each item should be there in the Bills/Vouchers.

Bills should be obtained in the name of the Principal/Coordinator of the Programme.

Receipts should clearly mention the name and address of the person who has received the amount and also the details of the expenses incurred.

Receipt/bill/voucher for payments above Rs. 5000/- must have a revenue stamp.

Any amount not utilized for a particular academic year will not be carried over to the next year. The balance amount under a head may be utilized under another head only based on Orders from the Directorate of Collegiate Education. In all other cases, the balance amount has to be refunded to the respective Head of account: 2202-03-105-96-plan SSP.

All purchases/expenses must be as per the rules in force from time to time. Proper Vouchers/Receipts are to be kept for each item of expenditure. Details of each item of expenditure with date, description of the item/expenditure quantity, rate, and amount for each item should be there in the Bills/Vouchers. Bills should be obtained in the name of the Principal/Coordinator of the Programme. Receipts should clearly mention the name and address of the person who has received the amount and also the details of the expenses incurred.

Attendance statements in proper form of the participants should be maintained and furnished along with vouchers.

For vouchers relating to stationery articles and similar items, necessary stock entry certificate must be made.

After the completion of the Programme, detailed Final Report (Spiral Binded) should reach the Directorate of Collegiate Education by 10.4.2017.

Copy of all the Bills & Vouchers, should also be provided to the Directorate of Collegiate Education on completion of the Programme latest by 10<sup>th</sup> April, 2017.

All documents are to be sent to the Directorate of Collegiate Education.

Sd/-  
M.S.Jaya I.A.S  
Director of Collegiate Education

//Approved for issue//



Superintendent