

S. P. Mandali's

R. A. Podar College of Commerce & Economics

L. N. Road Matunga, Mumbai -400019

NAAC Accreditation: A Grade with CGPA of 3.63

Tel.: 24143178. Fax: 24141964. E-mail : info@rapodar.ac.in. Website:www.rapodar.ac.in

Gram: PODCOMCOL

UPSC/MPSC Coaching Classes under auspices of University Grants Commission, New Delhi

Coaching Classes for entry in services for students belonging to SC/ST / OBC (non-creamy layer) & Minorities and Weaker Sections

1. Introduction

The well-being and development of the Scheduled Castes (SC), Scheduled Tribes (ST), OBC (non-creamy layer) and Minorities are important indicators of the strength and success of a democratic society. Specific provisions have been made to improve the status of these groups, socially and educationally, so that they can take their rightful place in society. Representation of the groups in All India / State / Provincial Services and equivalent positions in the private sector is an indicator of how far the country has been successful to equip them so that they are in a position to safeguard their own interests.

In order to prepare students belonging to SC / ST/OBC (non-creamy layer) and Minority communities to get gainful employment in Central and other services mentioned above, our college with the financial help of UGC conducts the Coaching classes for entry in services for SC / ST & Minorities students.

2. 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.

3. Eligibility

Students who passed out /studying at degree and post degree level in Podar college or in other colleges, belonging to SC/ST/ OBC (non-creamy layer) and Minority communities will be considered eligible for assistance under this scheme. The students belonging to open category from economically weaker sections and physically challenged may also avail of this facility.

4. How to apply

Applications are available in the Library of R.A. Podar College of Commerce & Economics, Matunga, Mumbai-19. Students can obtain the **Enrolment Form** which is available free of cost by showing ID card of their respective colleges. Before filling up the said form, students must read the **Rules and Conditions** given on reverse side of the enrolment form and submit the same with attested copies of following documents. Students are required to submit the dully filled in application forms on or before 15th February 2017.

Documents to be submitted with application:

- I. Mark sheet (Degree /Post Degree)
- II. Caste certificate
- III. Parent's Income certificate
- IV. Passport size photo

5. Nature of Coaching Classes:

Sr.No.	Particulars	Details
1.	Faculty/Lectures	90 lectures of 3 hours each
2.	Subjects	12 major subjects
3.	Test Paper (24 test in one year)	Question Booklet + OMR Sheet
4.	Preparatory Kit	Information about course & exams
5.	Study material	C-Sat Notes + General Studies, Magazines etc.
6.	Library facility	Access to library collection (Print & Non-Print) with Borrowing facility
7.	Language Laboratory	Full training on communication skills in English with help of ACEAN Software.
8.	Stationery	Notebooks etc.

6. Schedule of Lectures

Day	Time	Venue
Saturday	12.30pm to 2.30pm	Room No. G6
Sunday	9.00am to 12noon	Room No. G6

7. Schedule of Language Lab Sessions

Day	Time	Venue
Monday	12.30pm to 2.30pm	Language lab Room No M3
Tuesday	12.30pm to 2.30pm	Language lab Room No M3

8. 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. An appraisal report indicating the performance of each candidate will be maintained.

9. Rules and conditions

1. R.A. Podar College of Commerce & Economics reserves the right of admission to these courses.
2. The students must wear the ID cards during the Course.
3. The Coaching Classes are conducted as a part of UGC XIth Plan for SC/ST/OBC (non creamy layer) and Minorities' students.
4. Students have to follow rules of discipline, decorum, dress and cleanliness as are expected in any school of learning. Any attempt to disturb the conduct and discipline of classes may result in the student being debarred from attending the classes.
5. Students must show proper respect to teachers and abide by their instructions while in the class.
6. Students absenting from classes for more than a day have to take prior permission from the Class Supervisors, Coordinator, failing which they will not be issued study material missed on the absented day. Frequent absenteeism will be viewed seriously.
7. These courses are designed by a specialized research department. The students have no right to ask for any change in the contents and conduct of the Course. However, constructive suggestions are most welcome.
9. Students must quote their enrolment number in all correspondence.

10. Students are responsible for their own belongings which they carry to the Class.
11. Students should give/send their suggestions/complaints, if any, in writing to the Course Coordinator/Principal.
12. Full cooperation during the course from the students is earnestly requested.