



GOVERNMENT OF TRIPURA
DIRECTORATE OF TRIBAL WELFARE

File No. 14-3(2)/TW/Spl. Coaching/SEEC/2022-23(L) 23980-24047 Dated, 01 /09/2022

M E M O R A N D U M.

The Governor is pleased to accord sanction to the introduction of new scheme which shall be called as “**Supplementary Education for Elementary Classes (SEEC)-2022**” and shall come into effect from **1st September 2022**, as per the below given guidelines :-

1. BACKGROUND:

The Govt. of Tripura has been emphasizing to promote Education in the state through various schemes like Post Matric Scholarship, Pre-Matric Scholarship, Boarding House Stipend, Merit Award, One-time Financial Support etc. All these schemes mostly cover Secondary Education and Higher Education. Now as it is acknowledged that there is also a need to improve Elementary Education being the basic foundation of the Education in everyone’s life, it is necessary that Supplementary classes may be conducted for the tribal students of elementary class in remote hamlets.

The salient features of the scheme are given below:

2. OBJECTIVE:

To provide supplementary education to the ST students of Lower Kinder Garden (LKG) to Class V with modern education tactics.

3. DURATION OF CLASS: 25 days a month from 3:00 PM to 5:00 PM (12 hrs a week) or as per local convenient time and adjusted with nearby school timings.

The Supplementary classes are to be conducted at the residence of tutor or any other community building.

4. BATCH SIZE:

Every centre shall enroll at least 15(fifteen) students & maximum 25 students in a unit/centre and must maintain 75% or more attendance every month for each student.

5. ELIGIBILITY OF STUDENT FOR ENROLLING IN CENTRE:

- i. Students must be belonging to Scheduled Tribe (ST) Community of Tripura.
- ii. Student must be resident of local Tribal dominated area of the Tuition Centre.
- iii. Student of Lower Kinder Garden (LKG) to Class V of recognised Institute (Govt. or Private)/AWC.

6. SELECTION PROCESS OF STUDENT:

- i. Interested students shall apply for the tuition to the tutor by submitting Photocopy of Ration card & Photocopy of School Identity card or School Certificate or mark sheet of previous class or any proof document.
- ii. Based on the Capacity of tuition centre, the tutor shall admit at least 15 students and maximum 25 students in a unit/centre.
- iii. Admission/Enrolment of students may be taken at any month during the functioning of tuition centre.
- iv. The list of the enrolled students shall be submitted to the office of concerned Sub-Divisional Welfare Officer (SDWO) during submission of working report.
- v. Every student must have attendance of at least 75% in every month and shall be depicted in the working report.
- vi. Working report duly signed by the tutor and counter signed of Chairman of the Monitoring Committee shall be submitted to the SDWO by **10th of every succeeding month.**

7. CONSTITUTION OF MONITORING COMMITTEE OF SEEC COACHING CENTRE:

The representatives, Educationist and Social activist shall form a Monitoring Committee of SEEC Coaching Centre as per ANNEXURE-I and get approval from Sub-Division Level Boarding House Committee (SDLBHC).

8. SELECTION OF CENTRE:

The Monitoring Committee of SEEC Coaching Centre shall select the coaching centre, subject to approval by the concerned Sub-Division Level Boarding House Committee (SDLBHC) constituted under the 'THE TRIPURA BOARDING HOUSE (ADMISSION, REGULATION AND GRANT OF STIPENDS TO SCHEDULED TRIBES & SCHEDULED CASTES STUDENTS) RULES, 1999' considering the following points:

- i. Within the District/Sub-Division wise target distributed by the Directorate of Tribal Welfare.
- ii. Based on target, the SDLBHC shall approve SEEC Coaching Centre under their jurisdiction.
- iii. No Gram Panchayat / Village Committee shall open more than 3(three) SEEC Coaching Centre. For any increase in number of SEEC Coaching Centre in the village beyond 3(three) Centre, approval of the above 2(two) committee is required.
- iv. The Centre shall be located at a proper area of a Tribal dominated area where every enrolled student can easily commute.

The Selected Coaching Centre shall be valid only for 1 year. Based on the performance of the tutor, the SDLBHC may renew or may not renew in the succeeding year.

9. **ELIGIBILITY OF TUTOR:**

- i. Tutor must belong to Scheduled Tribe Community of Tripura and must be well conversant in Kokborok language.
- ii. The tutor shall be minimum Class XII or equivalent passed.
- iii. Preference shall be given to TET qualified candidates or candidates with B.Ed qualification in case having higher qualification than Class-XII.

10. **SELECTION OF TUTOR:**

- i. The Monitoring Committee of SEEC Coaching Centre shall select a good tutor from the same locality.
- ii. The Sub-Divisional Level Boarding House Committee (SDLBHC) shall approve proposal of the Monitoring Committee of SEEC Coaching Centre and keep record as per the **Annexure-III** in the office of SDWO.

The Selected tutor shall be valid only for 1 (one) year. Based on the performance of the tutor, the Monitoring Committee of SEEC Coaching Centre may renew or may not renew in the succeeding year.

11. **ENROLMENT OF STUDENTS UNDER THE GUIDANCE OF TUTOR:**

- i. Interested students shall approach to the tutor of the SEEC Coaching Centre by submitting Photocopy of Ration card & Photocopy of School Identity card or School Certificate or mark sheet of previous class or any proof document.
- ii. The concerned tutor shall record the detail of the students as per the **Annexure-II**.

12. **RENEWAL FOR SUCCESSIVE CLASS UNDER THE GUIDANCE OF TUTOR:**

Students enrolled in the proceeding class shall have to renew by uploading the mark sheet of previous Class from the next academic session i.e. 2023-24.

13. **MONITORING:**

Monitoring of the program may be conducted by Monitoring Committee of SEEC Coaching Centre through the SDLBHC in offline mode for the year 2022-23. An online module may be created for on an Android based application. However, for the year 2022-23, offline system may be adopted as the Online Module is yet to be developed.

The attendance of tutor shall be verified by Chairman of monitoring Committee of concerned Village Panchayat / Village Committee.

14. **HONORARIUM:**

The tutor shall be given a lump sum Honorarium of Rs. 215/- per day per tutor as per the number of classes conducted in the particular month subject to maximum **25 (twenty-five) days** in a month.

The required fund shall be placed at the disposal of concerned SDWO, for payment of Honorarium to the tutor as per working report of the tutor.

15. **TERM & CONDITIONS:**

- Tutor shall be engaged fully on contractual basis for a period of one year.
- No Tutor shall claim for regularisation for the job to the Government of Tripura.
- Tutor shall not claim any additional allowances other than the fixed Honorarium.
- Sanction shall be made as per submitted working report for payment.

This guideline is issued as per the approval of the council of Minister vide Memorandum No.F.1 (16)-GA(CAB)/2013 dated. 26th August 2022.


Joint Secretary & Director, TW
Govt of Tripura

To,

All the Sub-Divisional Magistrate (SDM), Member Secretary of Sub-Division Level Boarding House Committee (SDLBHC) for information and necessary action.

Copy to:-

- 1) The PS to the Hon'ble Minister, Tribal Welfare Department, Govt. of Tripura for information of the Hon'ble Minister.
- 2) The PS to the Principal Secretary, Tribal Welfare Department, Govt. of Tripura for information of the Principal Secretary.
- 3) All the District Magistrates & Collectors, Govt. of Tripura for information.
- 4) The Director, School Education, Govt. of Tripura, Agartala for information.
- 5) The Director, SC/OBC/RM, Govt of Tripura, Agartala for information.
- 6) The Director, Social Welfare & Social Education Govt. of Tripura for information.
- 7) The CEO, TRLM for information.
- 8) All the District Welfare Officers for information and necessary action.
- 9) All the Sub-Divisional Welfare Officers, for information and necessary action.


Joint Secretary & Director, TW
Govt of Tripura

Constitution of Special Coaching supervision and Monitoring Committee

A meeting was held on (Date) at
AM/PM at (place) for constitution of **Special
Coaching Supervision and Monitoring Committee** of Special Coaching Centre located
at para/habitation of GP/ VC
underBlock, Sub-Division.....
District.....presided over by
(Chairman/Chairperson)

It is decided to constitute the Special Coaching Supervision and Monitoring
Committee unanimously consisting of the following persons:

Sl. No.	Name of person	Designation	Contact No.	Remarks
1		Chairman/ Chairperson		Active Social Activist of the locality to be approved by SDLBHC
2		Member- Secretary		Panchayat Secretary/ RPM of concerned Panchayat
3		Member		Head of Institute of Nearest Primary School
4		Member		Anganwadi Worker of Nearest Anganwadi Centre
5		Member		A member of register Self Help Group (SHG)

*SDLBHC :Sub-Divisional Level Boarding House Committee

Meeting ended with thanks to all.

(Signature of the Chairman/ Chairperson)
Special Coaching Supervision and Monitoring
Committee

Approved by:

Sub-Divisional Level Boarding House Committee (SDLBHC)
(Sign of the Chairman/ Member Secretary/ Member of the SDLBHC)

