

Coaching of Minority School Students to minimize drop-out & raise percentage in Colleges and Universities [<http://coaching.biharanjuman.org/>]

RAHBAR Coaching Centre (RCC) Guidelines for initiators [Team Leaders]

A. What the initiator could do as an individual?

- Be the project-leader of this centre, or motivate someone to take this responsibility,
- Sponsor this centre, or contribute a part of the required Rs. 11,000 per month. You could also ask/request your friends to join hands, by either contributing money or by managing the centre.
- Involve some chapter (the one nearest to you, geographically) to support this project, with ideas, and in bringing those from your district closer, so that the centre could be guided and monitored well.
- Arrange a meeting with other active people of your place; announce the plan in group to seek support.

B. The resources that you need to arrange before your RCC could be approved:

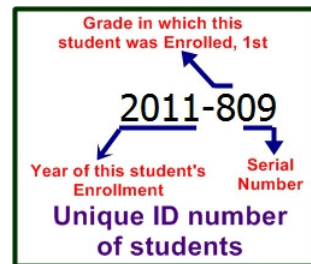
- Space (classrooms).** Discuss with either a school-owner/ manager or a madarsa management, to provide **FREE space (3 class-rooms, one each for grade 8, 9 and 10) for coaching**. It's in their own interest to allow their classrooms for the purpose (this will raise their reputation, apart from depositing great deal into their akhira's account). Management of this school may be included in the management committee of the RCC, but **NO** teachers of this school can be employed for the RCC. Also, students of this school must **not** be admitted to the RCC (all students must only be from govt schools).
 - Teachers:** minimum 3 teachers to teach part time (3 hours), either before school hours, or after. They will be paid Rs. 3,000 per head for teaching 3 hours. If they teach for 2 hours, they get only Rs. 2,000 per month. It is the local management committee's responsibility to appoint best quality part-time teachers, for classes that take place before the school hours or after the school hours.
 - Students:** Total strength should be **60 students** (ideally, 20 in each class of 8th, 9th, and 10th).
 - A committee to manage the affairs.** You must be having some names in your mind. You should share their names with the group. This committee is the task-force on the ground - quality of the coaching centre will depend on the sincerity of these people. The management committee must include some members who are not part of the initiator group of people. For example, if the coaching centre is run in Madrasa X, the management committee cannot have members from X alone. They must have at least 2 members from outside of the committee of X.
 - Project leader:** He must assume all responsibility for management of RCC, planning and implementing activities at the centre, proper utilization of funds, regular reporting, 100% accountable for this centre.
 - Account-keeping:** An account book must be maintained by every centre. An Excel sheet of Monthly account must be sent, as described in "Reporting", below.
- C. Authority for Approval of RCCs, and their overall Coordination:** Every RCC needs to be approved by **Enam Khan Sb (Patna, 9334082259)** before it can commence its operations. Coordination with him is compulsory. During operation of a RCC, all decisions must be approved by him.

D. Operations of the RCC:

- Funds:** Actual monthly expenses of RCC shall be reimbursed subject to a maximum of Rs. 11,000/=, after receiving of all reports in standard templates.
- Audit:** Account-books must be made available, for audit, to any member of Bihar Anjuman, sponsor, or partner organization, whenever they approach the centre, with such a request. Visiting members would be requested to audit the entire operations of these centres, including the coaching processes.
- Classes at the coaching centre:**
 - Segregate each class into 2 groups. Group-A of better-than-average students: teach 2 hours daily.
 - Group-B of lower-than-average ones: teach them an hour extra (3rd hour), to cover basics of the subjects (syllabus of lower grades) – this is special coaching to students who performed very poorly in the tests. This project is special, and we must treat each student as in private tuitions.
 - Teachers must assist the students in understanding and memorizing everything, so they should provide special tools to students. This is more important for our coaching classes, because we are not selecting meritorious students. We are trying our best to help the mediocre students become meritorious (Zero to Hero) ... thus raising the number of students in the meritorious category.

4. Recording of Student's data should be systematic, as follows:

- Grade 8th students' roll numbers as 2011-801, 2011-802, 2011-820, etc, in year 2011; grade 9 students' roll numbers would be 2011-901, 2011-902, 2011-920, etc, and so on.
- The roll number for any student will remain his/ her roll number, forever, even if he/she leaves, gets promoted to next grade, that is, a student's roll number will be unique to him/ her, never be assigned to anyone else.
- Any new student taken in, as replacement of an existing student (who dropped out, or was expelled) will get a **new** Roll Number.



5. Assessment Tests (fortnightly): **Two Tests must be conducted every month, in each subject**, and at the end of each month, the performance-cum-attendance report must be sent as MS Excel file.

6. An awards ceremony must be organized every month, and students must be rewarded for at least 2 categories [the report of awards ceremony should be sent by email, along with photographs]:

- Best performer of the month (highest average score of all subjects in the 2 tests of the month)
- Highest jump in improvement during the month in comparison with the previous month.
- Rewarding for best attendance is optional.

7. Reporting: You will get template MS Excel and MS Word files to record and report (a) Personal details of each student, (b) Performance and attendance, (c) List of students and teachers, (d) Monthly expenses, (e) Report of awards ceremony, and (f) List of awardees, once your centre is approved. All the reports must be sent to sponsors, manager of RAHBAR, Enam Sb (enambinusman@gmail.com), and to coaching@biharanjuman.org. **Frequency at which these reports must be sent, the template files used for reporting, and their brief description are summarized in the table, below:**

| Sl | Report Item | Format | Template File | Expected Before |
|----|---|--------|--|---|
| 1 | Monthly Performance-cum-Attendance Report | Excel | Template-Performance_records.xlsx | 7 th day of each month (attendance + performance of previous month) |
| 2 | Monthly Accounts | Excel | Template-Monthly_Accounts.xlsx | 7 th day of each month, for expenses of previous month |
| 3 | Monthly Awards, List of awardees | Excel | Template_Awardees_for_monthly_awards_ceremony.xlsx | 7 th day of each month, for awardees based on last month's performance |
| 4 | Monthly Awards Ceremony report | Word | Template_for_reporting_awards_ceremony.docx | Within 4 days of conduct of monthly awards ceremony |
| 5 | Updated List of Students and Teachers | Excel | Template-list_of_students_and_teachers.xlsx | Beginning of academic session, and whenever there is a change |

8. Trouble-shooting required commonly: If students drop-out from any class, it indicates (1) Poor quality of teaching, and/ or (2) they can pay for tuition, elsewhere. Poor quality of teaching is not acceptable. Your team **MUST** act immediately, to check the quality of your teachers, and replace those teachers who can't deliver as expected from them. Students who can pay for their tuition were not supposed to be admitted to our coaching centre. Remember that these centres are meant for poorest of the poor. Early intervention is necessary, in consultation with Enam Khan Sb, so that your centre continues to get our financial support.

E. Declaration: We reaffirm our commitment to approve first 7 centres, in each phase, for which preparations are completed. For 4th phase of 7 centres, which will take RCCs to 28 districts, 3 centres are approved already; for remaining 4, the race is on between members to have one in their own districts. **We will not have more than one centre in any district until we have covered every district, unless an individual sponsor insists on sponsoring the 2nd centre.**

Communication heralds transparency, and is the key to win the hearts of donors, sponsors, managers, students, guardians, and the only means of involving more and more people from the society into this benevolent act. Therefore, be in touch with us (**Email:** coaching@biharanjuman.org).

Moderators of Bihar Anjuman wish you great success in this endeavour, and pray that the sponsor's money, and your efforts, bring maximum benefits to the society.

Updates of the project: Links are provided on left-side of each page (<http://coaching.biharanjuman.org/>) – all RCCs have dedicated pages; visit them for centre-wise updates.