

## Coaching of Minority School Students to Raise Percentage Share of Minorities in Colleges and Universities [<http://coaching.biharanjuman.org/>]

### RAHBAR Coaching Centre (RCC) Guidelines for initiators [Team Leaders]-Ver2.2

#### 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. 15,000 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. 4,000 per head for teaching 3 hours. If they teach for 2 hours, they should ideally get only Rs. 3,000 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 no. should be **60 minimum** (minimum 20 in each class of 8th, 9th, and 10th).
  - In each class, **a minimum of 15 boys** must be enrolled at all times, remaining could be girls (total no. of boys must be 50% or above).
  - Every student must already be enrolled in government school; no private school-going or private-coaching attendee student shall be admitted in the RCC, with no exceptions.
  - No entrance test would be conducted for admission into the RCC. All admissions shall be done on first-come-first-served basis.
  - Every student and his/ her guardian must commit to join the job-oriented educational stream, like diploma engg or paramedical courses that are designed to make them employable at the earliest.
  - No admissions shall be taken in class 10<sup>th</sup>.** The committee should ensure that 90% students entering the RCC in 8<sup>th</sup> grade would remain in the RCC until passing the 10<sup>th</sup> board exam.
- 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. They must make regular visits to the RCC, discuss improvement in the academic level of students and the quality of teaching, and take necessary measures so that there is a continuous upgradation in the academic level of all students.

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. No paid teacher would be a member of the management committee. Any committee member willing to teach at the RCC will do it for free.
- 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. 15,000/=, after receiving of all reports in standard templates.

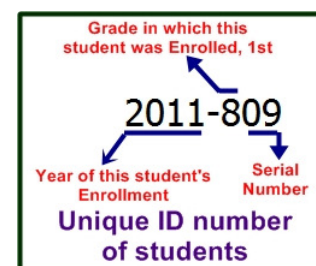
**2. Audit:** Account-books must be made available, for audit, to any member of Bihar Anjuman, sponsor, or partner organization, whenever they approach the centre, with such a request. Visiting members would be requested to audit the entire operations of these centres, including the coaching processes.

**3. 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 (3<sup>rd</sup> 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.
- Arrangements should be made for the sponsor/ Rahbar manager/ Patna chapter team/ other interested Bihar Anjuman members from the global online community to attend online in-class-session at least once every month.

**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.

**A facebook live session of each awards ceremony is now desirable – time of ceremony must be shared, so that anyone interested in RCC activities, preferably the sponsors, could watch it live.** If this is not possible, video recording of the ceremony should be shared along with photos of the events.

**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](mailto:enambinusman@gmail.com)), and to [coaching@biharanjuman.org](mailto: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 <sup>th</sup> day of each month (attendance + performance of previous month)
2	Monthly Accounts	Excel	Template-Monthly_Accounts.xlsx	7 <sup>th</sup> day of each month, for <b>expenses</b> of previous month
3	Monthly Awards, List of awardees	Excel	Template_Awardees_for_monthly_awards_ceremony.xlsx	7 <sup>th</sup> 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 the RCC.** 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 establish one RCC in each district of Bihar & Jharkhand.

**We will not have more than one centre in any district until we have covered every district, unless an individual sponsor (could be a team of individuals or a chapter) insists on sponsoring the 2<sup>nd</sup> centre in the same district.**

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](mailto:coaching@biharanjuman.org)).

Patrons 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.

## Coaching of School Students to minimize drop-out & raise %age of Minority students in Colleges: Rahbar Coaching Centres (RCCs)

**Vision:** Educational empowerment of deprived sections of the society, so as to increase their share in the economy of the country.

**Mission:** Provide at least one centre of coaching in every district of Bihar and Jharkhand, with focus on bringing about a revolution by means of creating enough success stories in each cluster of economically deprived sections.

### Primary Objective:

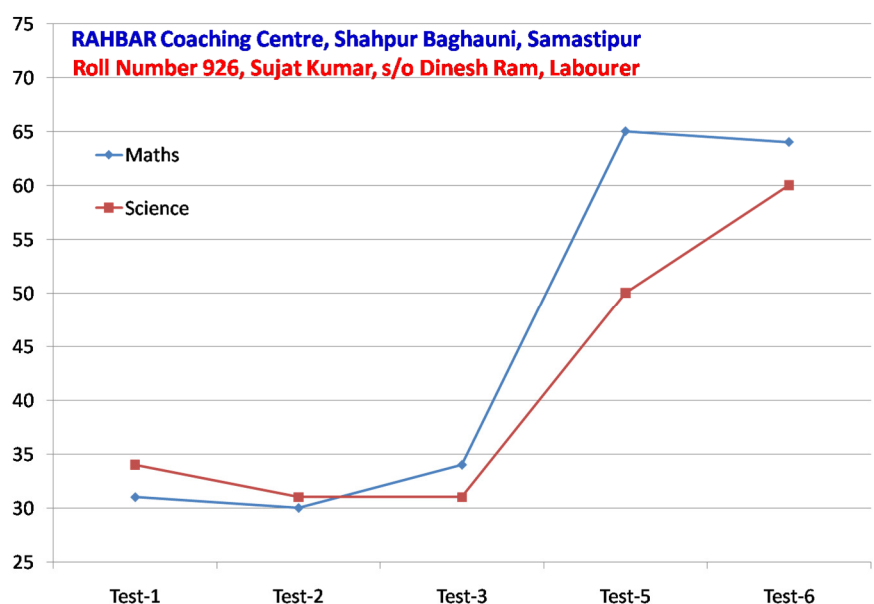
The primary objective is to stop the dropping-out of school students, which is at an alarming level in the minority and other economically weaker communities, and send a critical mass into job-oriented technical courses, in shortest possible duration after passing 10<sup>th</sup> board exam.

### Detailed Objectives:

Minimize the level of drop-out among the school-going students of the minority community and other economically weaker communities, gradually, to a zero-level. This is expected to inspire the large percentage of boys and girls to go to school and madaras rather than sit at home or engage in menial work. As per [Sachar Report](#), more than 50% of the Muslim boys and girls in rural areas and more than 60% of those in urban areas neither go to schools nor to madaras. The situation is better among Dalits of the majority community. 25% of Muslim children in the 6-14 years age group have either never attended school or have dropped out. Drop-out rates among Muslims are higher at the level of primary, middle, and higher secondary. In premier colleges, only 4% under-graduate students and 2% post-graduate students are Muslims. How can we demand more than 4% jobs in any sector?

The objective, therefore, is to engage the wards of the poor (sections that cannot afford private tuitions)

(a) school-going students in part-





time quality coaching, so as to improve their academic performance, boost their confidence levels, and raise their hope for making-it-big-someday.

(b) non-school-going boys and girls in efforts to make them literate, so that they could be sent to some school, soon.

The ultimate objective is to attain 100% literacy, for all the communities, and bring the deprived sections of the society at par with the privileged sections.

## Districts to be covered: All districts of Bihar & Jharkhand

All localities dominated by the minority community, in all districts of Bihar and Jharkhand (62 districts > 62 centres). People are racing to establish centres in other districts, as per guideline [http://www.biharanjuman.org/coaching/Coaching\_project\_Guidelines.pdf].



Left: Late Manzurul Haque Sb, Retd Judge Attorney General, NSG, addressing the people at the inauguration ceremony of Patna coaching centre, while Maulana Anisur Rahman Qasmi, Nazim of Imarat Sharia, and Chairman of Bihar State Hajj Committee presenting winter clothing to a student of Patna Coaching centre [all the 58 students received free winter clothes, shawls to girls and jackets to boys].  
Right: Janab M.A.A.Fatmi Sb, Federal minister of state for HRD addressing the audience at a ceremony to award the best performing students of RAHBAR Coaching centre, Shahpur Baghauni, Samastipur]

## Curriculum to be covered, in the coaching program:

State Board Curriculum to be followed, as the RCC takes admission of government school students only.

## Grades of students to be coached:

**Stage-1 (Current Focus):** Grades 8, 9 and 10, to start with. Government support may be utilized to make the non-school-going children literate.

**Future Stage-2:** With increasing awareness among the local populace, and support from various organizations, the classes to be expanded downstream (towards grades 7, 6, 5 etc).

**Future Stage-3:** Expand upstream, i.e., include 11<sup>th</sup> and 12<sup>th</sup> so as to prepare the students for diploma or engineering entrance exams.

## Timing of classes:

After-school or before-school hours are chosen for this coaching program – the timing is different in different locations depending on the availability of power-supply and the premises.

## Fees to be charged to students:

The tuition is **absolutely free** to all students, who are drawn from the families that are not in a position to pay for their education – to ensure this, **students are taken from government schools or madarasas only**. If the project is opened for fees-based coaching as well, there is a chance to divert from the main focus on motivating the deprived sections to continue their studies and turn towards generating income from the project, therefore, we refrain from it.

**Immediate Financial Requirements: Rs. 15,000/= per centre per month**

A summary of expenses being incurred are presented, below:

1. Teachers: Rs. 4,000 per month for part-time services [may vary between Rs. 3,000 and Rs. 6,000] depending upon the locality, and the reputation of the teacher being engaged. Their reputation can bring in more students to the coaching centres, and bring quicker success through quality teaching. Each centre will need an average of Rs. 12,000 per month for three proposed teachers.
2. Other Monthly expenses: Rs. 1,000 per month – these are earmarked for stationery (attendance register, question papers, answer sheets, etc), maintaining hygiene in the premises and for promoting hygiene among the students, apart from generating competition.
3. Annual expenses on books etc: Rs. 300 per student
4. One time establishment expenses: Rs. 1,000 to Rs. 5,000 for non-existent facilities at the centres.

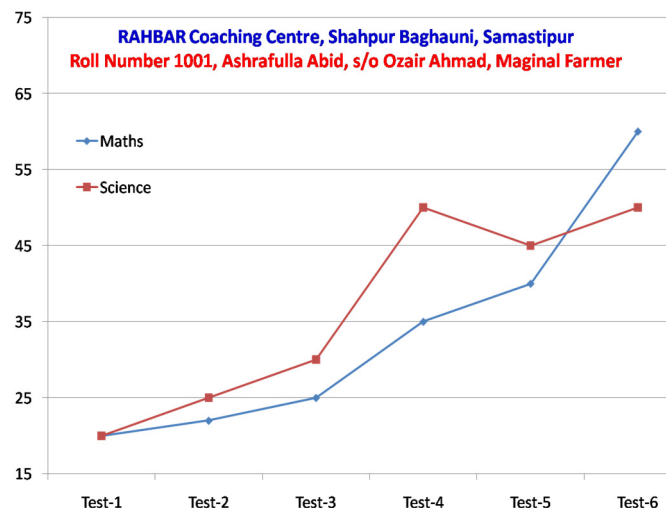
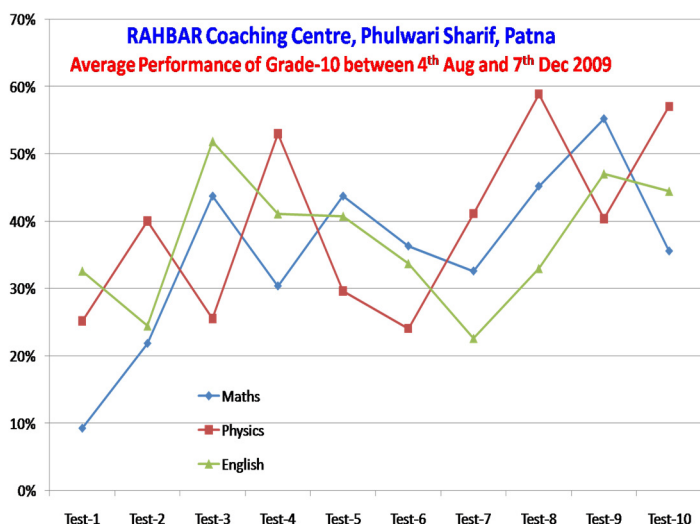
**Total monthly expenses (immediate financial requirements): Rs. 15,000 per centre**

**Annual expenses:** Rs. 5,000 to 15,000 per centre, depending upon the number of students, and requirements of books.

## Scale of success:

**Student's scale of success:** incremental improvement (percent increase w.r.t. previous exam) in scores at the half-yearly and annual exams. Assessments are being made fortnightly at the centres.

**Centre's scale of success:** incremental improvement (percent increase w.r.t. previous exam) in average scores of all students at the respective centre, in the half-yearly and annual exams.



## Monitoring mechanism:

From Bihar Anjuman side, names of people who lead the project in each location are available for sharing with interested well-wishers. Bihar Anjuman has chapters in various places, and a three-layer monitoring happens.

**First layer of monitoring:** Local RCC committee & local chapter (if available) monitor the RCC, as first layer.

**Second layer of monitoring:** Patna chapter monitors the project, as second layer, assisted by a paid employee called Rahbar manager.

1. Monthly meeting of RCC committee members to be virtually attended by the Patna chapter monitoring committee. RCC team-leader must arrange this virtual connectivity in coordination with Patna team. This would help sort out any pending issues and become a continuous tool to improve the functioning of the RCC.
2. At least once-a-week, Patna monitoring team members would attend the RCC classes and witness the attendance (roll-call) (at least). RCC team-leader must arrange this virtual connectivity in coordination with Patna team. The class (for this purpose) is to be broadcast live on facebook or some other online platform (like Youtube) an its link to be shared with Bihar Anjuman groups, so that willing online BA members could also witness live classes, and suggest any improvements.

**Third layer of monitoring:** Mentors from online groups and chapters sponsoring the RCC monitor by means of monthly reports shared by each RCC. Minimum attendance of 20 students in each of the 3 classes must

be ensured. Performance improvement must be a regular feature; lapses are pointed out to the local committees. They are asked to comply with instructions from the sponsors/ sponsoring chapters, and in case of non-compliance a warning is issued to them. Continued non-compliance should lead to closure of the RCC – waste of student's time and contributor's hard-earned money must not be allowed.

**Fourth Layer of monitoring:** Bihar Anjuman members visiting their native places visit the centres, check the account-books, academic performance, and other arrangements, etc, apart from teaching the students on a short-term basis, and guiding students, teachers as well as the organizing teams.

**Account-keeping:** This responsibility is given by the management committee to some volunteer from the local community or to one of the teachers appointed for the centre.

**Audit:** Account-books are made available, for audit, to any member of Bihar Anjuman, or partner/ sponsor organization, whenever they approach the centre, with such a request. Visiting members are requested to audit the entire operations of these centres, including the coaching processes.

**Counselling:** Regular counselling programs are conducted by engaging respectable figures from the local community. Monthly Awards Ceremony provides this opportunity; separate sessions are also arranged, apart from online sessions with experts based anywhere in the world. Visiting members of online forums are requested to inform about their visit of the region, so that their services may be availed of. Services of some reputed counsellors may be availed of, at least once-a-year, on a payment basis or otherwise.

**Lend a Hand to this project: write to [coaching@biharanjuman.org](mailto:coaching@biharanjuman.org)**