

GUIDELINES FOR REIMBURSEMENT OF COURSE FEES TO SC/ST ENTREPRENEURS UNDER NATIONAL SCHEDULED CASTE AND SCHEDULED TRIBE HUB.

1. Introduction

The National SC/ST Hub has been set up to provide professional support to Scheduled Caste (SC) and Scheduled Tribe (ST) Entrepreneurs to fulfill the obligations under the Central Government Public Procurement Policy for Micro and Small Enterprises Order 2012, adopt applicable business practices and leverage the Stand-Up India initiative. The Hub is being implemented by the Ministry of MSME through National Small Industries Corporation (NSIC), a public-sector undertaking under the administrative control of this Ministry of MSME.

In this regard, the Hub undertakes several capacity building initiatives to promote entrepreneurship amongst aspiring entrepreneurs and build capacities of existing entrepreneurs. However, it is felt that SC/ST entrepreneurs should also have access to management courses.

Accordingly, under the National SC/ST Hub, financial assistance for attending training programs from select institutes would be provided to SC/ST entrepreneurs. The objective of this programme is to assist a large number of SC/ST entrepreneurs to get trained in various areas, thereby helping them build capacities and enabling higher participation in Public Procurement.

2. Eligibility

- The applicant must be an existing SC/ST Enterprise {promoter/ proprietor / partner or their ward (son/daughter)} over the age of 18 years. In case of proprietary MSME, proprietor shall belong to SC/ST category.
- In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit
- In case of private limited companies, at least 51% shares shall be held by SC/ST promoters.
- The applicant must qualify for the respective institute's admission criteria for courses to secure admission
- The applicant should not have availed benefit from any other scheme for the same course from any other government or private scheme that is being applied for.

Participants can attend courses from any institute of their choice listed in Annex-1. These institutes are the top 50 institutes in area of management as per the National Institute Ranking Framework (NIRF) by Ministry of Human Resource Development

(MoHRD) in 2018. The list of institutes may vary as per the yearly ranking by MoHRD. Participants can attend courses from any institute of their choice listed in Annex-1. These institutes are the top 50 institutes in area of management as per the National Institute Ranking Framework (NIRF) by Ministry of Human Resource Development (MoHRD) for FY2018-19.

The NIRF ranking for the upcoming financial year for the top 50 institutes will be applicable from 1st April of the upcoming financial year or the actual date of publishing the NIRF ranking, whichever is later.

To address the yearly change in NIRF ranking of institutes and to accommodate the time required for enrollment before actual commencement of course, courses of institutes as per ranking of current year will be considered for all courses that are completed by 30th June of next financial year, irrespective of the release date of rankings for next financial year.

3. Training Courses

Short term training courses, workshops and seminars with a duration between 1-30 days in the following areas will be considered -

- I. Entrepreneurship Development Programs (EDP)
- II. Management Development Program (MDP)
- III. Family business

The admission to any courses is subject to the criteria defined by respective training institute and NSSH will not have any role to facilitate the admission process.

4. Reimbursement of course fees

The scheme will be implemented through a workflow enabled online portal to be developed by NSSH. Till the time the online portal is operational, the scheme will be implemented offline as per the following process.

- The SC/ST MSEs need to submit their application with complete documentation for reimbursement of course fees at their nearest NSSH Offices (NSSHO) or NSIC HQ within 45 days of the course completion date. The list of all NSSH Offices is available at <http://scsthub.in/OurOffices.php>.
- The course fees will be paid as reimbursement after successful completion of training.
- Applicants need to submit fees receipt/Challan and undertaking for payment of fees in original as part of documentation to get reimbursement to ensure that fees is not claimed from any other scheme.
- The maximum amount that will be reimbursed for participants from one SC/ST owned enterprise in one financial year will be up to 90% of course fees or Rs.1,00,000/- (One Lakh Only), whichever is lower, excluding GST and other

applicable taxes and 10% of the fee would be contributed by the beneficiary. The fee to be reimbursed will cover Course/ Participation Fees as well as Boarding and Lodging for residential courses.

- The SC/ST entrepreneur and their ward will be eligible for a maximum of 2 courses in total in a financial year.
- In case of an enterprise owned by more than one entrepreneur, the same limit of two training programmes with reimbursement of Rs. 1,00,000/- or 90% of course fee (whichever is less) in one financial year will be applicable.
- The disbursement of the fee will be made directly to the applicant unit's bank account shared during the documentation stage through Public Financial Management System (PFMS) by NSSHO/NSSH Cell.

5. List of institutes

A list of shortlisted institutes as per NIRF ranking will be uploaded on www.scsthub.in. The interested candidates may refer to the website of respective institute or contact the institute directly to seek details about the short term courses conducted by the institute. An indicative list of courses for 2018-19 is given in Annexure II.

6. Screening Committee (for internal purpose):

A Screening Committee headed by Director-SME will give final approval for reimbursement under this scheme. The committee will also include representative of NSIC and representative of IFW.

7. Monitoring and Reporting Mechanism

Objective	Mechanism	Indicators
Existing SC/ST entrepreneurs or their ward above 18 years of age should get trained	Collect data of candidate including enterprise details	<ul style="list-style-type: none"> ▪ Candidate data to be captured in online MIS to ensure proper implementation of scheme ▪ ID Proof ▪ Age proof ▪ Social category proof ▪ Enterprise information
Promote awareness about the program in order to give a fair chance to all eligible people who wish to attend the courses	Publicity through website, ads, letters to stakeholders	<ul style="list-style-type: none"> ▪ Details of scheme with list of institutes published on website ▪ Information sharing with all shortlisted institutes ▪ Information sharing with all stakeholders including Associations,

Objective	Mechanism	Indicators
		State Agencies, training institutes etc. <ul style="list-style-type: none"> ▪ Publicity through newspaper ads, bus stand ads
To ensure that high quality and relevant courses are imparted for entrepreneurs	Selection of top institutes from National Institutions Ranking Framework	<ul style="list-style-type: none"> ▪ List of institutes
Applicants complete the courses	Confirmation from respective institute	<ul style="list-style-type: none"> ▪ Certificate of course completion and other relevant documents
Ensure that courses are useful for trainees	Feedback from applicants	<ul style="list-style-type: none"> ▪ Feedback Forms ▪ Calls to applicants for follow up purpose using call center
Skill enhancement for existing entrepreneurs for scaling up of business	Connect trained candidates with nearest NSSHO for handholding support Follow-up calls to Entrepreneurs	<ul style="list-style-type: none"> ▪ No. of applicants avail the scheme ▪ No. of entrepreneurs linked with NSSHOs ▪ No. of entrepreneurs empanelled with CPSEs ▪ No. of trained entrepreneurs, who participate in tender process for CPSE procurement

8. Procedure for Application

The applicants are advised to go through following instructions carefully, before starting the application process.

- Upon successful completion of the course –
 - Download the application form from www.scsthub.in
 - Check with NSSHO regarding acceptance/ non acceptance of the application and eligible amount for reimbursement.
 - Submit the duly filled application form to nearest NSSHO (<http://scsthub.in/OurOffices.php>) or NSIC headquarters along with all applicable documents as per checklist within 45 days after course completion
 - NSSHO will forward the list of applicants to NSSH Cell at NSIS HQ along with their recommendations. Once the recommendations are received from NSSHO, final approval will be given by the Screening Committee.

- After approval by the Screening Committee, the reimbursement amount would be transferred to the applicant's account directly through Public Financial Management System (PFMS) by NSSHO.
- Submitting the application and documents does not guarantee the reimbursement of fees and the same will depend on complete documentation, verification of documents, checking the eligibility of the applicant and per enterprise ceiling.
- If any applicant does not complete the training or fails to submit the original fee receipt / challan obtained from the institute, the application will be rejected and no reimbursement will be made.
- Clubbing this scheme with any other scheme is not permitted. Any MSME availing reimbursement under this scheme can not avail reimbursement from any other government or private scheme for the same course. Undertaking to this effect would be obtained from applicants.
- Fees paid to institutes via cash will not be considered for reimbursement under the scheme

9. EVALUATION CRITERIA FOR A CANDIDATE

The NSSHO shall ensure that the applications received under this programme fulfill the defined criteria and required documentation is complete before any reimbursement is made.

- The applicant must be an existing SC/ST entrepreneur or his/her ward (Son/daughter). The applicant must submit the relevant documents along with the application form as per the document checklist.
- The applicant must qualify for the respective institute's admission criteria for courses to secure admission and complete the course successfully for being eligible to get reimbursement under this scheme.
- The list of top 50 institutes for the current FY under NIRF will be made available on NSSH Website. Short term courses of 1-30 day duration from shortlisted institutes will only be considered for reimbursement. Maximum eligible amount for reimbursement will be Rs. 1,00,000/- (One Lakh Only) or 90% of the course fees (whichever is lower) in one financial year per MSE. Any MSE can claim reimbursement of up to this amount for a maximum of two courses in one financial year.
- The reimbursement will be given after successful completion of course and submission of proof (copy of course completion certificate, original fee receipt/ challan of fee payment, etc.)
- A checklist has been developed to ensure proper evaluation.

- Clubbing this scheme with any other scheme is not permitted. Any MSME availing reimbursement under this scheme can not avail reimbursement from any other government or private scheme for the same course.

10. The scheme will be enforced w.e.f. 02.01.2019 till the existence of National SC/ST Hub or till any further order is taken in this regard.

FORMAT

Form to check eligibility of course

(This online form may be used only in cases where any clarity needed by the applicant about eligibility of the course for reimbursement)

Course Details

Training Institute Name

Institute Address

Course Title

Course duration Start Date End Date

Course Fee

Applicant name

Applicant phone number

Applicant email address

Signature

Date:

Application form

For internal use by NSSHO

Application number.....

Date of application received by NSSHO.....

The following details are to be filled by the applicant

1. Enterprise Details

Unit name _____

UAM Number _____ Date of incorporation _____

PAN _____ GST _____

Office Address _____

District _____ Pin Code _____

Telephone Number _____ Email ID _____

Category (Small/Micro) _____

Name of promoter/s _____

Social category of Promoter (SC/ST) _____

2. Trainee Details

Trainee Name _____

Aadhaar No. _____

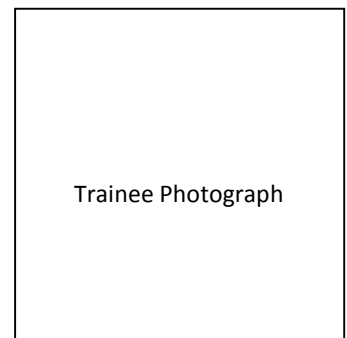
Father/ Mother/Guardian Name _____

Date of Birth _____

Address _____

District _____ Pin Code _____

Mobile Number _____



Email id _____

Gender _____ Social Category _____

Qualification _____

Applicant Category: Entrepreneur / Ward *(Please tick whichever is applicable)*

In case of ward:

Relationship with promoter of company _____

Proof of relationship _____

3. Bank details of applicant enterprise:

Account No _____ Bank Name _____

Branch Address _____

IFSC Code _____

4. Course Details

Training Institute Name _____

Institute Address _____

Course Title _____

Course duration _____ Start Date _____ End Date _____

Course Fee _____ Reimbursement amount applied for _____

Undertaking (to be filled and signed by the applicant)

Ideclare that all details given by me are true. I confirm that I have not availed any sponsorship or financial assistance for attending this course from any other Government or private scheme. I agree that I may be disqualified to avail reimbursement in case any discrepancies are found in the information provided by me.

Signature of Applicant _____

Date _____

Name of Applicant _____ Place _____

5. To be filled by NSSHO

Date of receiving application _____

Reimbursement Amount Claimed _____

Application approved/ rejected _____

Reason (if rejected) _____

Eligible reimbursement amount _____

Date of Reimbursement _____

Signature of NSSHO Officer _____ Date _____

Checklist:

- Application form duly filled and signed (to be filled online on NSSH website followed by a print of the form)
- Copy of Applicant's Aadhaar Card or other ID proof (Other ID proof allowed only in case of states where Aadhaar is not available)
- Proof of age of applicant (Pan Card, Driving License)
- Social category Certificate
- Cancelled cheque for bank details of the enterprise
- Original Bank Statement where the course debit charges are visible along with the name of entrepreneur/enterprise as per the cancelled cheque
- Enterprise Details
 - Copy of UAM
 - PAN Card (In case of proprietorship firm- PAN of entrepreneur/ in case of other categories of firm- PAN of the enterprise)
 - GST Number
- Additional documents in case of ward of SC ST Entrepreneur
 - Proof for establishing relationship between the nominator and nominee (any government issued document with name of nominee and nominator on it e.g. passport, driving license, birth certificate, election I card, Aadhar card, educational certificate etc.)
 - Nomination form duly filled and signed by entrepreneur in favor of ward declaring that she/he is that the applicant is his/ her ward (Son/ daughter).
- Details of the course

- Enrollment Number
- Certificate of successful completion of course
- Fee receipt/ chalan of fee submission (original)
- Feedback form

Nomination form for ward

Iam the
 Proprietor/partner/promoter of M/S.....UAM
 No..... with its office located at

 I nominate my Son/ daughter.....who has been
 working with my company sinceto attend the training
 courseheld by

Date _____

Name & Signature of Entrepreneur

Place:

Feedback Form
Scheme for reimbursement of Course Fees
National SC ST Hub

1) Trainee Details

Trainee Name _____

Address _____

Mobile Number _____ Email id _____

Gender _____ Social Category _____

Applicant Category: Entrepreneur / Ward *(Please tick whichever is applicable)*

2) Course Details

Training Institute Name _____

Course Title _____

Course duration _____ Start Date _____ End Date _____

Course Fees

3) Training Feedback

a. Did you find the training useful? Yes/ No

b. What benefits did you get by attending the training program?

c. **Rate the training program**

	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Poor</u>	<u>Very Poor</u>
Course structure					
Course delivery					
Faculty					
Logistic arrangement					
Training material					
Value For Money					
<u>Would you recommend this training to others</u>				<u>Yes</u>	<u>No</u>

5) Application process (Please tick whichever is applicable)

Was the application process easy?	Yes	No
Was your interaction with NSSHO satisfactory?	Yes	No
Did you face any challenges in the application process?	Yes	No
If yes, please mention the challenges		

6) What further support do you need from National SC ST Hub?

Annexure 1

S.No	List of Management Institutes - National Institutional Ranking Framework Ministry of Human Resource Development
1	Indian Institute of Management Ahmedabad
2	Indian Institute of Management Bangalore
3	Indian Institute of Management Calcutta
4	Indian Institute of Management Lucknow
5	Indian Institute of Technology Bombay
6	Indian Institute of Management Kozhikode
7	Indian Institute of Technology Kharagpur
8	Indian Institute of Technology Delhi
9	Indian Institute of Technology Roorkee
10	Xavier Labour Relations Institute
11	Indian Institute of Management Indore
12	Management Development Institute
13	Indian Institute of Management Udaipur
14	National Institute of Industrial Engineering
15	Indian Institute of Management Tiruchirappalli
16	Great Lakes Institute of Management
17	Indian Institute of Technology Kanpur
18	Symbiosis Institute of Business Management
19	S. P. Jain Institute of Management & Research
20	Indian Institute of Management Kashipur
21	Indian Institute of Management Raipur
22	ICFAI Foundation for Higher Education
23	Indian Institute of Foreign Trade
24	SVKM's Narsee Monjee Institute of Management Studies
25	International Management Institute New Delhi
26	Rajiv Gandhi Indian Institute of Management
27	Indian Institute of Management Rohtak
28	Anna University
29	Vellore Institute of Technology
30	Kalinga Institute of Industrial Technology
31	Institute of Management Technology
32	Loyola Institute of Business Administration
33	PSG College of Technology
34	Jamia Millia Islamia
35	Institute for Financial Management and Research

36	Xavier University
37	Fore School of Management
38	Lovely Professional University
39	Banaras Hindu University
40	Indian Institute of Management Ranchi
41	Indian Institute of Forest Management
42	Panjab University
43	Institute of Rural Management Anand
44	Birla Institute of Technology
45	Birla Institute of Management Technology
46	Koneru Lakshmaiah Education Foundation University
47	Lal Bahadur Shastri Institute of Management
48	Amity University
49	Aligarh Muslim University
50	Institute of Management and Entrepreneurship Development