

# National Trust Scheme Guidelines



## *GyanPrabha* Educational Support



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## Abbreviations

Abbreviation	Description
APL	Above Poverty Line
ADL	Activities for Daily Living
BPL	Below Poverty Line Limit set by respective state government
DD	Demand Draft
DC	District Collector
DM	District Magistrate
IT Return	Income Tax Return
KPI	Key Performance Indicators
LG	Legal Guardianship
LLC	Local Level Committee
LIG	Low Income Group
Above LIG	People above the LIG limit
NGO	Non-Government Organisation
OPE	Out of pocket expenses
PwD	Person with Autism, Cerebral palsy, Mental Retardation and Multiple Disabilities
PwD Act 1995	Person with Disability Act 1995
RO	Registered Organisation
RCI	Rehabilitation Council of India
SE	Special Education
SNAC	State Nodal Agency Centre
NT or National Trust	The National Trust

## Description of Terms

Term	Description
Low Income Group	BPL limit set by the state + additional 50% of BPL Limit of that state
Legal Guardian	Guardian appointed by the Local Level Committee as per the "The National Trust Act 1999"
Disability covered under the National Trust Act	Autism, Cerebral palsy, Mental Retardation and Multiple Disabilities
Finance Department	Internal Finance Department of National Trust

**Disclaimer:**

- *National Trust reserves the right to modify the objective, scheme description and/or any other details specific to the scheme at any point of time without notification.*
- *It is the responsibility of the RO to achieve the objectives of the scheme via the support of National Trust and by their own resources.*
- *RO can avail multiple schemes from National Trust and can also open up multiple centres for running different schemes.*
- *ROs are expected to strictly adhere to all the timelines mentioned in each step of the processes. However, in case of any of any failure in doing so, National Trust reserves the right to reconsider the further action to be taken, provided the RO submits a reasonable explanation for the delay.*
- *National Trust reserves the right to evaluate the scheme once in every 3 years*
- *The list of courses for professional, graduation and vocational training mentioned in this document is not exhaustive. National Trust reserves the right to append more to the list as and when required*
- *National Trust reserves the right to discontinue, postpone or withheld sanction of the scheme considering the availability of finances*
- *This scheme shall be governed and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the courts of New Delhi only.*

# 1 Gyan Prabha

## Education

### 1.1 Objective

Gyan Prabhascheme aims to encourage people with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities for pursuing educational courses like graduation courses, professional courses and vocational training leading to employment or self-employment.

### 1.2 Scheme Description

This scheme aims at motivating a Person with Disability (PwD) covered under the National Trust Act to pursue higher education or skill development courses.

There are 3 categories of courses that Gyan Prabha supports, which are as follows:

#### 1. Professional courses

A professional course is a college-level course designed to target those who are in, or about to enter, the workforce in corporate, government or technology fields. These include:

- Architecture - Bachelor of Architecture(B.Arch), Master of Architecture(M.Arch)
- Medical Courses -B. D. S. , B. H. M. S , B. A. M. S. , M.S., MBBS, M.D. , D.M , M.Ch, Nursing , B.Pharmacy, M.Pharmacy,B.U.M.S(Unani Medicine)
- Law-LLB, LLM, Master of Business Law
- BBA , BBM , MBA
- Engineering- B.Tech , BE, BIT,M.Tech , M.E, MIT, MS
- Chartered Accountant (CA)
- Company Secretary(CS)
- Cost and Management Accountant(CMA)
- Doctor of Philosophy(PhD)

#### 2. Graduation and Post-Graduation courses

A graduation course is usually an undergraduate or postgraduate course of study that normally requires two to five years of study (depending on institution and field of study). These include:

- Bachelor of Commerce (B.Com)
- Bachelor of Arts(B.A)
- Bachelor of Science (B.Sc)

- Bachelor Of Physical Education(B.P.Ed)
- Bachelor of Physiotherapy(B.P.T)
- Bachelor of Public Relations(B.P.R)
- Bachelor of education
- Bachelor of computer application
- Bachelor of Library and Information Science(B.L.I.S)
- Bachelor of Literature(B.Lit)
- Bachelor of Communication Journalism
- Master of Commerce (M.Com)
- Master Of Physical Education(M.P.Ed)
- Master of Physiotherapy(M.P.T)
- Master of Public Relations(M.P.R)
- Master of education
- Master of computer application
- Master of Library and Information Science(M.L.I.S)
- Master of Literature(M.Lit)
- Master of Communication Journalism
- Other Diploma Coursesetc

### **3. Vocational courses**

Vocational courses prepare people for a specific trade. It directly develops expertise in techniques related to technology, skill and scientific technique to span all aspects of the trade. This may also include ITI, Polytechnic ,Certificate course etc.

The highlights of the scheme are mentioned below:

#### ***I. Amount provided to PwD***

National Trust will provide a specific amount per course to a PwD which will generally cover fees, transportation, books, out of pocket expenses (OPEs) etc.

The frequency and the maximum duration of funding to the PwD by National Trust will be based upon specific course structure pertaining to each category of the above mentioned courses. The defined frequency can be either of the below depending on the course structure:

- Monthly
- Trimester wise
- Six monthly or Semester wise
- Annually

The maximum time duration allowed for the PwD to complete the course would be defined by the competent authority from the concerned Institute and the work duration cannot be different from those available for other categories.

## **II. Attendance based transportation**

National Trust would provide a defined amount for transportation allowance to the PwD for each course, provided PwD satisfies the attendance criteria of a minimum of 50% during the defined period of the course structure (monthly or trimester wise or semester wise or annually)

## **III. Duration of course**

National Trust shall provide funding for the course undertaken by PwD for the time period which is the maximum time allowed by the Institute for the completion of the course or the time PwD has taken to complete the course whichever is less. This is irrespective of whether or not the PwD is able to complete the course.

# **1.3 Funding Pattern**

National Trust will provide funding to the PwD depending upon the course being taken up, as detailed below:

## **I. Recurring Cost**

National Trust shall pay a specified amount depending upon the category of course PwD is enrolled in. The amount funded by National Trust is mentioned in the following table. Important points to be noted for reimbursement under recurring cost are:

- Frequency of disbursement shall be decided at the time of enrolment in the scheme and shall be based on the course structure.
- National Trust will reimburse the amount to PwD either as per the scheme guidelines or as per actuals, whichever amount is less on submission of proof of expenses except out of pocket expenses (OPE). PwD can claim OPE upto a maximum of 10% of the total amount mentioned in the following table for each category of courses.

*For example, in the case of professional courses OPE can be upto a maximum of INR 520.*

- This amount is final and cannot be enhanced even if the PwD needs to pay more. The scheme does not cover 100% of the fee but a major part of it.
- Amount mentioned in following table is inclusive of the amount paid to the PwD by any central/ state/district government or department or private organizations for the same course and purpose.

## **II. Transportation Cost**

National Trust shall fund (reimburse) transportation cost of PwD for the duration of course as per the scheme. For availing the transportation cost, PwD needs to have a minimum attendance of 50% during the defined period and provide written proof of attendance from the Institute. Transportation cost will be reimbursed to the PwDs either as per the scheme guidelines or as per actuals, whichever amount is less.

The funds under both the categories will be reimbursed only to the Bank account of the PwD and in no case cash will be disbursed. Funds allocated for each of the course are as follows:



S. No.	Category	Amount (in INR)	Frequency of funds disbursement
I.	Professional course	5,200/- per PwD per month (Including any amount given by the Central/State/District Government or Department/Private organization etc.)	As per the course structure it could be any one of the below : 1. Monthly 2. Trimester wise 3. Six monthly or Semester wise 4. Annually
II.	Graduation and Post-Graduation course	2,000/- per PwD per month (Including any amount given by the Central/State/District Government or Department/Private organization etc.)	As per the course structure it could be any one of the below : 1. Monthly 2. Trimester wise 3. Six monthly or Semester wise 4. Annually
III.	Vocational course	1,600/- per PwD per month (Including any amount given by the Central/State/District Government or Department/Private organization etc.)	As per the course structure it could be any one of the below: 1. Monthly 2. Trimester wise 3. Six monthly or Semester wise 4. Annually
IV.	Transportation allowance (for any course)	20,000/- per PwD per annum or actuals, whichever is less	As per the course structure it could be any one of the below : 1. Monthly 2. Trimester wise 3. Six monthly or Semester wise 4. Annually

## 1.4 Eligibility Criteria

This section specifies the eligibility criteria for a PwD to apply for Gyan Prabha.

### I. Eligibility criteria for PwD

- 1) There is no age and income limit
- 2) Should have one of the disabilities mentioned under the National Trust Act, 1999.
- 3) PwD should not be enrolled under Gharaunda, Samarth, Disha or Vikaas if he or she is applying for vocational course from the same RO
- 4) PwD should be enrolled only under one course under Gyan Prabha at a particular point of time

## **II. Eligibility criteria for course**

Course that is undertaken by PwD shall fulfil following eligibility criteria:

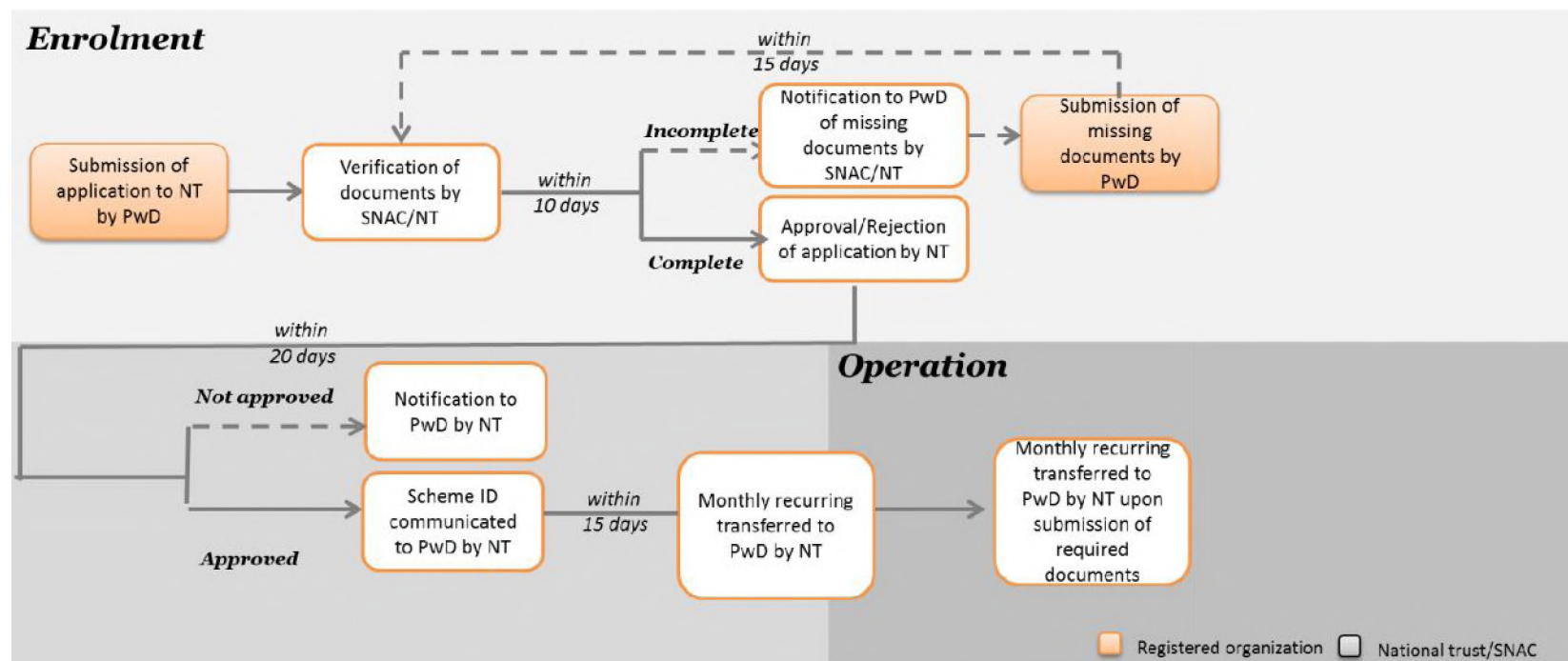
S. No.	Eligibility Criteria	Required Documents
1.	Courses applied for, should be recognized by the competent State or Central Authority	<ul style="list-style-type: none"> <li>College or Institute final admission records (Provisional not allowed)</li> </ul>

## **1.5 Processes**

This section describes the processes that should be followed for the following purposes with respect to Gyan Prabha scheme:

1. Enrolment of PwD for Gyan Prabha Scheme
2. Fund disbursement for all three categories of courses
3. Reporting and monitoring of Gyan Prabha Scheme by National Trust

Following figure depicts the complete process flow for Gyan Prabha scheme:



### 1.5.1 PwD Enrolment(first approval) process

PwD enrolment process defines the steps to be followed while enrolling for Gyan Prabha for the first time. It also details out the required information and documents at each step and timelines for various activity wherever applicable.

**STEP 1.** PwD logs into the National Trust website

**STEP 2.** The application form is available online on National Trust website and has to be submitted online only. There is no application fee for this scheme

#### **Steps for submitted online application form**

- Fill up the Gyan Prabha application form online and upload the scanned documents as required\*
- Submit the duly filled in form on the National Trust portal
- Send the print out of the filled form along with the supporting documents of final admission to National Trust within 40 days.

The PwD can also get in touch with the nearest RO, in order to seek guidance in applying for the scheme. RO can help or direct the PwD for successful completion of the application form.

#### **\*Following documents have to be submitted or uploaded by PwD for enrolment purpose:**

1. Birth certificate of the PwD
2. Disability Certificate of the PwD
3. Bank details specifying the Bank account no., Name of the Account Holder, Name of the Bank, Name of the Branch and IFSC code etc.
4. ID proof of parent or guardian
5. Admission records of the College, Institute or RO (for the course being undertaken)
6. Document mentioning maximum time duration allowed to PwD for completing the course
7. Undertaking on min 50 % of attendance by the parents or the guardians of the PwD as a proof for declaration of transportation

**STEP 3.** After National Trust receives the application form and the documents, these are verified within 10 days from the receipt of application. The point of receipt in this case would be the date and time of submission of online form .However, if there is more information required from the PwD, the PwD is given 15days' time to submit the same from the date of information by National Trust for missing documents.

**STEP 4.** In case of successful verification of the all the above furnished documents, the PwD is enrolled for the Gyan Prabha scheme, communication to thePwD by National Trust shall be done within 30 days from point of receipt.

**STEP 5.** National Trust can verify the recognition of course applied for, from the concerned State or Central Authority, if required.

- STEP 6.** A confirmation, Enrolment card ID and receipt is mailed to the PwD, along with a starter kit. Further details about the rules and regulations etc. are to be communicated by the National Trust or RO.

For all new PwDs, records shall be created in National Trust and unique IDs would be assigned to them. PwD ID shall be communicated to ROs and parents/guardians by the National Trust officials

### 1.5.2 Fund disbursement (reimbursement) process

Fund disbursement (reimbursement) for Gyan Prabha scheme shall be done on a recurring basis depending upon the course being taken up by the PwD.

Please note that National Trust should maintain separate ledgers for each beneficiary, clearly mentioning the amount reimbursed till date

#### 1.5.2.1 Fund disbursement (reimbursement) for recurring cost

This process defines fund disbursement (reimbursement), on a recurring basis given to PwDs enrolled under Gyan Prabha

- STEP 1.** PwD submits the required set of documents to National Trust on a defined frequency (monthly or trimester or six monthly or annually) depending on the course structure. Documents have to be uploaded on website of National Trust
- STEP 2.** Once National Trust has approved the application of the PwD for the Gyan Prabha scheme, the recurring amount of scholarship is to be disbursed as per the defined frequency (depending upon the course structure calculated based on per month amount) within 15 days of receipt of the valid documents from PwD directly to the account of the applicant

**\*Documents required to be submitted or uploaded by PwD as per defined frequency to National Trust for release of recurring cost for Gyan Prabha scheme are:**

- a)** Fund request form containing details about the funds to be disbursed for the period under consideration as per the scheme
- b) Course Report:** PwD to provide the following course report indicating the progress of the course undertaken
  - Gyan Prabha scheme enrolment ID
  - Course fee receipt (if any) with breakup of each item duly paid during the Academic session.
  - Attendance records certified by the authorized person from the concerned Institute for the period under consideration
- c) Gyan Prabha Action Docket :** to include the following documents
  - Mark sheets or pass certificate of the previous exam
  - Achievements or extracurricular activities that can be highlighted (with proofs if any) of the PwD during the academic session
- d) Feedback/Suggestions** - Both scheme wise and in general

- STEP 3.** National Trust to send instructions to its internal Finance department

- STEP 4.** Finance department of National Trust to transfer funds to PwD via NEFT or RTGS. No cash disbursement is allowed.
- STEP 5.** Transaction confirmation to be sent to the requesting official
- STEP 6.** Transaction confirmation to be sent to the concerned PwD by requesting official.
- STEP 7.** Record of the details of funds transfer to be maintained by internal Finance department of National Trust
- STEP 8.** If the funds are not disbursed within the stipulated time period, PwD can escalate the issue to the official as per Escalation matrix provided
- STEP 9.** The PwD should also submit a Course Completion certificate at the end of the course

### 1.5.3 Monitoring mechanism

- STEP 1.** The officer responsible for handling Gyan Prabha scheme at National Trust is expected to provide timely submission of the below mentioned documents to the higher authority at National Trust in the prescribed interval
- STEP 2.** In case of any failure on the officer's side to provide the same, the issue is to be escalated to the official, internally in National Trust, as per Escalation matrix provided

#### Key Performance Indicators

Monitoring mechanism of Gyan Prabha Scheme is Key Performance Indicators (KPI) based. The stakeholders responsible for the scheme are expected to work on the areas mentioned as KPIs along with usual day to day activities.

Below are the KPIs and respective targets for Officer dealing with Gyan Prabha scheme in National Trust:

KPI Name	KPI Description	Target	Documents required
<b>1. Turnaround time for the application</b>	Time taken for the National Trust to convey the decision on the Gyan Prabha application to the applicant	Within 30 days of the receipt of application	<ul style="list-style-type: none"> <li>In case of approval, the Gyan Prabha started kit must be sent to the RO along with the communication of approval</li> <li>In case of rejection, the reason must be conveyed to the applicant. If the reason is 'incomplete documents', the National Trust must convey the list of missing documents to the applicant and allow him or her 15 days to furnish it</li> </ul>
<b>2. Gyan Prabha Status Report</b>	Overview of Gyan Prabha released by the National Trust official responsible for the scheme to understand its functioning (minimum 500 words)	Biannual report to be released by the National Trust in September and March for each financial year	<ul style="list-style-type: none"> <li>Gyan Prabha Status Report detailing the following:               <ul style="list-style-type: none"> <li>Number of applications received, approved and rejected</li> <li>Reasons for rejection, in case of any</li> <li>Courses under which applications were received</li> <li>Difficulties in process (if any)</li> </ul> </li> </ul>

### **Grievance redressal system**

In case the RO or the PwD faces any issues with regards to the scheme, the RO or the PwD can either login the issue in the Grievance redressal system in the website or can contact the concerned official or CEO of National Trust on the office phone number.

### **EscalationMatrix**

If any time limit as mentioned in this document is exceeded by National Trust, then the RO or the PwD or family or guardian of PwD can escalate it to the CEO of National Trust. If the matter is not closed within a reasonable amount of time by the CEO of National Trust, RO or the PwD or family or guardian of PwD can further escalate the matter to the Chairperson of the Board of National Trust.