

# RFP - Resident Faculty - Meghalaya STAR 30

## Introduction

Guiding Aspirations for NEET/JEE exams: under this initiative, annual residential coaching facilities are being initiated for 30 students per cohort from across Meghalaya, especially from rural areas for aspirants to be able to prepare and clear the NEET/JEE examinations. STAR 30 will offer residential coaching facilities for students who have completed 12th standard, providing dedicated mentorship from expert resource persons.

The State Council of Science Technology & Environment, Meghalaya invites proposals from qualified individuals to serve as the Resident faculty in the subjects of Physics, Chemistry, Mathematics and Biology for the Meghalaya STAR 30 Educational Initiative, aimed at providing an intensive year-long residential training program for NEET and JEE examinations. This initiative targets to shortlist and train 30 deserving students in a highly focused environment to excel in each of these competitive exams.

## Objective of the assignment:

- To increase the number of students who clear the NEET and JEE exams from the state of Meghalaya.
- Guide students in the respective subjects and make them prepare consistently to excel in NEET/JEE.
- Meticulously implement the training program under the guidance and instructions of the senior faculty.
- Work in cooperation with the senior faculty and program lead in implementing the program and be accountable to SCSTE in terms of training deliverables.

## Scope of Work

- Implement the curriculum delivery framework in the respective subjects.
- Train students on the coaching modules prepared by the senior faculty.
- Mentor and guide students individually and help the students stay on track of preparation.
- Prepare and help students benefit from the teaching - learning resources, question banks, mock practice papers, detailed solutions, multi-perspective notes etc given by the senior faculty for ensuring success of the program.
- Create fortnightly reports on student progress as well as coaching progress.
- Work in close coordination with the senior faculty, program lead and leaders of SCSTE and constantly be oriented towards result oriented course corrections from time to time.

## Deliverables

- Prepare a student assessment and baseline competence report under the guidance of senior faculty for each of the students in the course within two weeks of course commencement.
- Periodic work assessment review and reports to the senior faculty, program lead and SCSTE management.
  - Student performance reviews after each mock test.
  - Monthly reports on the subject related interventions for student competence enhancement.
  - Fortnightly report on the study routines, program effectiveness, challenges and suggested interventions
  - Report on the performance and suggested improvement areas for each student
- Monitor the study hours of students .

- Help students clarify doubts in the respective subjects
- Prepare notes and study tools for enhancing the effectiveness of preparation for the students
- Keep record of all day to day study routines and analyze it for improving effectiveness
- Provide feedback to the senior faculty and program lead on the impact of coaching and improvement areas.
- The duration of the assignment is expected to be one year which may be extended on existing terms and conditions with mutual consent.
- The resident faculty will report to the senior faculty.

## **Desired Qualification and Experience:**

- Professional degree / post graduation in basic or applied sciences.
- Minimum of 2 years of post-qualification experience in training students for board exams and / or competitive exams (NEET/JEE).
- Commitment to processes and dedication towards implementing the defined systems.
- Proven track record of guiding students in long term examination preparation.

## **Selection Process:**

- For selection of the candidate, 80% weightage will be given to suitability of the candidate based on above parameters and 20% weightage will be given to the remuneration sought by the candidate.

## **Deployment:**

- Resident faculty shall stay on campus full time for the entire duration of the program.
- Participate as an associate faculty during the sessions of senior faculty.
- Conduct and monitor study hours everyday and assist students in all aspects of their preparation during the entire course of the program.
- The selected candidate would be paid a monthly remuneration/professional fee as may be mutually agreed.
- Operational arrangements such as those relating to official travel, accommodation and food will be borne by SCSTE as per MBDA rates.

## **Submission of Offer:**

- Offer for the position should include the following:
  - - A detailed resume indicating the relevant work experience with supporting documents;
  - - A write-up on candidate's suitability for the assignment;
  - - Financial Proposal

**For more information about the organization please visit our website <https://scste.org/>**

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**Member Secretary, SCSTE & Joint Secretary,  
Planning Investment Promotion &  
Sustainable Development Department  
Govt. of Meghalaya**