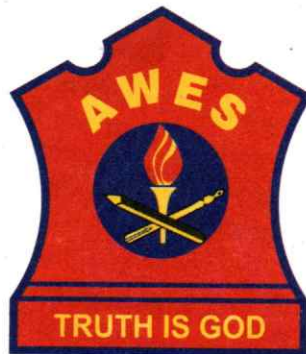


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ARMY WELFARE EDUCATION SOCIETY

REGISTERED



VOLUME - II

RULES AND REGULATIONS FOR ARMY COLLEGES / INSTITUTIONS

APRIL, 2009

(AWES)

Executive Comm.



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Adjutant General's Branch

Integrated HQ of MoD (Army)

New Delhi-110011

FOREWORD

Although Army Welfare Education Society was established on 29 Apr 1983, it is only in 1994 that it entered the field of professional education by establishing Army Institute of Technology at Pune for the wards of Army personnel. Since then, it has established 13 Army Professional Colleges throughout the country in various disciplines including Army College of Medical Sciences.

Wards of Army personnel face serious difficulties in pursuing higher education not only because of terms and conditions of service of their parents, but also due to domiciliary restrictions by many States which the Army personnel cannot meet due to their frequent moves. It was therefore important for the Army to establish Army Professional Colleges with a view to providing a level play field to the Army wards.

Army Welfare Education Society has lived upto its motto of providing quality education at affordable cost by establishing number of Army professional colleges and by making constant endeavour to make these institutions 'Centres of Excellence' in professional education.

Standard uniform rules, regulations and procedures form the basis of efficient functioning, fairness and transparency. I am happy that Army Welfare Education Society has brought out an updated version of the Blue Book on the occasion of its 26th Anniversary. This book contains Rules and Regulations that would be useful for efficient management of our professional colleges. I expect our Management Committees to be aware of these regulations so that our institutions are run within the frame work of policy.

New Delhi

29 Apr 2009

(Mukesh Sabharwal)

Lt Gen

Adjutant General and

Chairman Executive Committee

(AWES)



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PREFACE

Army Welfare Education Society is running Army Professional Institutions for the wards of Army personnel for the last 15 years. The professional colleges being run under the aegis of Army Welfare Education Society provide education in the disciplines of Engineering, Medicine, Dentistry, Hospitality, Law, Management, Nursing and Fashion Design. These institutions have established a reputation and are well on their way to achieve the goal of "Centres of Excellence" in professional education.

It is imperative that the Rules and Regulations for management of Army professional institutions are periodically updated and intimated to the management so that efficiency, transparency and standards are ensured.

This book will considerably help the management and Staff in the management of Army Professional Colleges.

I congratulate Army Welfare Education Society on the occasion of its Annual Day.

AK Lamba

New Delhi

29 Apr 2009

(AK Lamba)

Lt. Gen

DG DC&W and

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(AWES)



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PREAMBLE

Army Welfare Education Society was established in 1983 to cater for the educational needs of the wards of Army personnel. It is now running 126 Army Schools and 13 Professional Colleges through out the country to provide quality education at affordable cost to the children of Army personnel.

Uniform Rules, Regulations and Procedures are essential for efficient functioning of Army Professional Colleges in a transparent manner. Although we had opened our first AWES college Army Institute of Technology at Pune in 1994, it was only in 2005 that we brought out a Blue Book to facilitate the management and administration of AWES professional colleges. We now have prepared a revised updated Blue Book building adequate flexibility to suit local conditions.

I complement all members of Army Welfare Education Society for their devotion and commitment.

New Delhi

29 Apr 2009

(Manmohan Singh)
Maj Gen (Retd)
Managing Director

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CHAPTER – 1

BRIEF HISTORY, AIMS AND OBJECTIVES OF ARMY WELFARE EDUCATION SOCIETY (AWES)

Brief History

1. On 15 Jan 1980 the then Chief of Army Staff announced the formation of Army Welfare Education Organisation under the Adjutant General's Branch to cater for the educational needs of children of the Army personnel. By then 28 Regimental Schools and Four High Schools had been transferred to the organisation.
2. Formation and Registration of society is a statutory requirement to run educational institutions. Accordingly AWEO was registered on 29 Apr 1983 under the Societies Registration Act XXI of 1860 as Army Welfare Education Society(AWES). Presently AWES is running 126 Army Schools/Army Public Schools and 13 Army Professional Colleges spread all over India. Approximately 1.5 lac children are studying in our educational institutions and nearly 7000 children are added every year.
3. AWES entered the field of Professional education in 1994 when the then the Chief of Army Staff decided to establish Army Institute of Technology at Pune. Thereafter AWES has been adding one college every year. We are in the process of opening educational institutions to cover all major military stations.

Aims and Objectives

4. The aims and objectives of the Army Welfare Education Society (AWES) are as under:-
 - (a) To create or augment Educational and Technical/Professional/Vocational training facilities to meet the needs of children of Army Personnel including widows & ex-servicemen(Army).
 - (b) To promote /impart higher education including technical and professional education to the wards of Army personnel including widows and ex-servicemen(Army). Professional education will include disciplines of Engineering, Medicine, Hospitality , Law, Education, Management, Fashion and Design and any other subject that will be considered relevant from time to time.
 - (c) To develop co-educational Army Schools and Army Public Schools for imparting quality education at affordable cost to the children of Army personnel including ex-servicemen.
 - (d) To prepare the students for All India Secondary School and All India Senior School Certificate (10+2 stage) examinations of the Central Board of Secondary Education with a common syllabi thus enabling the children of personnel who are transferred to be admitted in mid-session.

- (e) To promote development of academic excellence, discipline, personal character, high sense of values and national integration among the children of Army personnel.
- (f) To promote sports and co-curricular activities.
- (g) To gradually create adequate hostel facilities in selected Institutions/Stations on as required basis.
- (h) To encourage all educational institutions established by the Society to attain financial self- sufficiency within a reasonable period so that welfare funds allotted for educational facilities can be utilised for other educational projects.
- (j) Undertaking fund raising activities for augmenting the resources made available from welfare funds.
- (k) To do such other things which are incidental to the promotion of the aforementioned aims and objectives.

5-10 Blank.

CHAPTER – 2

ORGANISATION AND FUNCTIONS OF ARMY WELFARE EDUCATION SOCIETY

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General

11. Army Welfare Education Society (AWES) is a registered body under the Societies Registration Act XXI of 1860 vide Registrar of Societies Delhi Administration, Delhi, Certificate No S/13459 dated 29 Apr 83 for the purpose of establishing and running Army Schools, Army Public Schools and Professional Colleges through out the country. The Certificate of Registration of Army Welfare Education Society is attached as **Appendix A**.

General Body

12. The General Body shall consist of all the officers who hold the same or similar or equivalent appointments to those included in the Memorandum of the Society and any other person(s) elected by the General Body or nominated by the President.

13. A three tier command and control system for the Professional Institutions will be as under:-

- (a) Board of Governors and its Executive Committee at Army Headquarters.
- (b) Board of Administration at Headquarters Command.
- (c) Managing Committee at station where the Institute is located.

Board of Governors

14. Board of Governors is the Governing Body, which would lay down policy guidelines for the management and functioning of the Institutions. The Governing Body shall consist of the

under mentioned officers and any other person(s) nominated by the President or elected by the Governing Body:-

| | |
|------------------|--|
| President | - Chief of the Army Staff |
| Vice Presidents | - Vice Chief of the Army Staff |
| | - General Officer Commanding-in-Chief HQ Southern Command |
| | - General Officer Commanding-in-Chief HQ Eastern Command |
| | - General Officer Commanding-in-Chief HQ Western Command |
| | - General Officer Commanding-in-Chief HQ Central Command |
| | - General Officer Commanding-in-Chief HQ Northern Command |
| | - General Officer Commanding-in-Chief HQ South Western Command |
| | - General Officer Commanding-in-Chief HQ ARTRAC |
| Members | - Adjutant General |
| | - Quartermaster General |
| | - Engineer-in-Chief |
| | - Director General, Discipline, Ceremonials & Welfare |
| Member Secretary | - Managing Director, Army Welfare Education Society |

15. The Member Secretary of the Board of Governors shall keep written records of the proceedings of all meetings of the Board of Governors. These minutes shall be issued within 30 days from the date of the meeting to all concerned, after the President has approved them.

Functions of the Board of Governors

16. The Board of Governors shall issue directions, as they consider necessary or expedient for implementing the aims and objectives set out in the Memorandum of Army Welfare Education Society (AWES).

17. The Board of Governors shall have all the powers that may be necessary or expedient for doing any of the things referred to in Article 16 above and for the management and administration of the institutions established by the Society.

18. Without prejudice to the general powers vested in the Board of Governors vide Article 16 above, it shall have the powers to:-

- (a) Formulate macro policies / new initiatives / Directions.
- (b) Strategic Management of AWES.

- (c) Guidelines on utilization of resources and funds.
- (d) Opening of new professional colleges.
- (e) Decisions on issues projected by the Executive Committee.
- (f) Any other issue considered relevant.

Frequency of Meeting

19. The Governing Body shall hold meeting as and when necessary but must meet at least once in a calendar year. It shall discuss and decide on the suggestions and recommendations made by the Board of Administration of Commands and members of the Board of Governors. Fifteen days notice will be given to all members for ordinary meetings and seven days for special or extraordinary meetings.

Quorum

20. The meeting shall be considered properly constituted with a minimum of one-third members present. Minutes of the duly constituted meeting shall be properly recorded.

Executive Committee

21. To assist the Board of Governors and to carry out the day to day work, there shall be an Executive Committee constituted as under:-

| | | |
|------------------|---|---|
| Chairman | - | Adjutant General |
| Members | - | Director General, Discipline, Ceremonials and Welfare |
| | - | Additional Director General, Ceremonials and Welfare |
| | - | Managing Director, Army Welfare Education Society |
| | - | Dy Managing Director, Army Welfare Education Society |
| Member Secretary | - | Director Coord, Army Welfare Education Society |

Notes :-

1. Members of the Board of Governors and the Executive Committee will be Co-terminus with their respective offices.
2. The President/Chairman may invite any other person to attend a meeting in an advisory capacity.
3. The concerned Directors (AWES) will attend the meeting as and when required.

Powers and Functions of the Executive Committee

22. The Executive Committee will meet at a periodicity of not less than once in three months. The powers and functions of the Executive Committee would be as under :-

- (a) Formulate, issue and implement policies for smooth and efficient management of Army Welfare Education Society and its institutions in consonance with the policy parameters laid down by the Board of Governors.
- (b) Decide policy in regard to initial corpus and grants to various schools/institutions, control of Central Funds and budget of AWES.
- (c) Provide guidelines on financial management to schools/institutions.
- (d) Formulate and issue policy on opening of new schools/institutions.
- (e) Lay down policies on Administration and Technical Inspections of Schools/Colleges.
- (f) Lay down terms and conditions of service of the staff employed in HQ AWES, AWES Cells, Army Schools/Colleges and review the same as and when considered necessary.
- (g) Formulate, issue, review and amend Rules and Regulations for Army Schools/Colleges from time to time.
- (h) Formulate and issue policies on standardization of various procedures and on matters related to improvement of academic standards of schools/institutions.
- (j) Lay down the policy and procedure for conduct of business by Academic Advisory Council.
- (k) Recommend important matters for consideration of BOG.
- (l) Any other matter incidental or connected with the above functions or assigned to it by the BOG.

Financial Management

23. Corpus and Grants to the institutions will be provided as decided by the Board of Governors from the Welfare Funds of the Adjutant General's Branch, Integrated HQ of MoD (Army). The Board of Administration and the Managing Committee of the respective institutions will manage recurring expenditure and other expenses of institutions. In this connection please refer to Volume II of Financial Management, Army Professional Colleges/Institutions Mar 2007.

College Information Data

24. Consolidated information Data will be forwarded by Colleges/Institutions directly to AWES HQ with a copy to HQ Commands by August every year, on format as given at Appendix B.

↑ Modified

Audit

25. A firm of chartered Accountants will audit the accounts of the college/institution annually, the Accounting year being from Apr to Mar of the preceding year (Financial year).

Board of Administration at Headquarters Commands

26. This body would ensure that the guidelines laid down by the apex body, the Board of Governors, are adhered to meticulously for the efficient running of all institutions in the Command. It would be composed of the following officers at Headquarters Commands and any other person(s) nominated by the Patron and the Chairman:-

| | | |
|------------------|---|-------------------------------|
| Patron | - | GOC-in-C |
| Chairman | - | Chief of Staff |
| Members | - | Maj Gen Administration/ MG GS |
| | - | Brig 'A'/BGS |
| | - | Dy JAG |
| | - | Col 'A'/Col GS |
| | - | Col 'Q' |
| | - | Col (Edn) |
| Member Secretary | - | Director AWES Cell |

Functions of Board of Administration

27. The Board of Administration at Headquarters Command shall implement the broad policies concerning the institutions laid down by the Board of Governors from time to time.

28. The Board of Administration shall provide common guidelines for the institutions in the command to cover the following areas:-

- (a) Creation of new Institutions.
- (b) Development of infrastructure.
- (c) Monitoring of Academic performance and placement of students.
- (d) Recruitment, as specified in SOP forwarded vide Army HQ Letter No B/45724/ SOP/AWES dated 20 July 2006. Please see **Appendix C**.
- (e) Monitoring of finances and financial support where necessary.
- (f) Scholarship policy.
- (g) Inspection of the Institutions.

- (h) All such matters, which are directly or indirectly linked with improvement of Institutions.

Controlling HQ

29. Command HQ will nominate a controlling HQ for each Professional College. Commander posted at Controlling HQ would be nominated as Chairman of the College Managing Committee by the Command concerned. In order to ensure continuity, Controlling HQ will not be changed irrespective of the seniority of the Commander nominated as Chairman. For newly created Colleges, Controlling HQ would be laid down by HQ Commands and intimated to AWES, Integrated HQ of MoD(Army). Preferably Static formations/HQ should be nominated as controlling HQ.

Institute/College Managing Committee

30. For day-to-day administration of the Institute/College, Institute/College Managing Committee will be formed. Its composition, functions, powers and responsibilities are given in detail in Articles 45 of Chapter 3.

Annual Conference of Directors/Head of Professional Colleges

31. Annual Conference of Directors/Head of Professional Colleges will be held every year. It will be chaired by the AG and attended by the following :-

- (a) DG DC & W.
- (b) Managing Director AWES.
- (c) Director/Head of Professional Colleges.
- (d) Director AWES Cells, HQ Commands.
- (e) Any special invitees nominated by HQ AWES.

32. Directors/Heads of the professional colleges will give a presentation to include the following :-

- (a) Statistical health of the College and its analysis.
- (b) Financial management.
- (c) Implementation of expansion plan, if any.
- (d) Progress on directions given during presentation of previous year, tour notes and directions issued by higher Headquarters from time to time.
- (e) Miscellaneous points including raising of fees, course capacity, improvement of infrastructure etc.

33. Important details on the above are laid down in Army HQ letter No B/45724/SOP/AWES dated 18 Mar 2005 placed at Appendix D.

AG's Annual Conference

34. **Composition.** There would be Annual AG's Conference Chaired by the Adjutant General at a place and time decided by him. The conference will be attended by the following :-

- (a) Chairman - Adjutant General.
- (b) Members -
 - 1. DG D, C&W.
 - 2. ADG C&W
 - 3. MG-ic-Adm, All Commands.
 - 4. MD AWES.
 - 5. Directors HQ AWES.
 - 6. Directors AWES Cells, All Commands
 - 7. Any other special invitee.

35. Functions.

- (a) Management and Administration of AWES run institutions including placements, where applicable.
- (b) Perspective plans including faculty development programmes.
- (c) Financial Management.
- (d) Infrastructure, expansion/relocation plans, if any.
- (e) Inspection by Statutory Bodies.
- (f) Written Admission Tests (WATs)
- (g) Any Point/Agenda that is required to be put up to BOG.

AWES at Integrated HQ of MoD (Army) and AWES Cells at Command, Corps and Area Headquarters

36. **AWES at Integrated HQ of MoD (Army).** The organisation and functions of HQ AWES are given at Appendix E. It will implement the policies and decisions of Board of Governors, monitor progress of projects and maintain close liaison with Ministry of Defence, Ministry of HRD, NCERT, UGC, MCI, DCI, BCI, Indian Nursing Council, AICTE and other regulatory bodies.

37. **AWES Cells at HQ Commands, Selected Corps and Area HQ.** AWES Cells at HQ Commands, selected Corps and Area HQ would provide support to Board of Administration

at Command level and formation Commanders in management of the institutions within their jurisdiction. Organisation and functions of AWES Cells at HQ Commands, Selected Corps and Area HQ are given at Appendix F. HQ Commands will formulate a detailed SOP on functioning of AWES Cells in their jurisdiction.

38. Important details regarding AWES at Integrated HQ of MoD (Army and AWES Cells at selected Corps and Area HQ, given in Integrated HQ of MoD (Army) letter No B/45708/AWES dated 04 Oct 2001, are as under :-

- (a) Role and functions of HQ AWES,
- (b) Organisation, roles and functions of Command and Formation AWES Cells.
- (c) Establishment of AWES Cells including :-
 - (i) Command/Control of Schools.
 - (ii) Employment of director/Additional Director.
 - (iii) Terms and Conditions.
 - (iv) Funding.
 - (v) Infrastructure.
 - (vi) Monitoring of Schools/Institutions.
 - (vii) Control and reporting.

39-40 Blank.

AMENDMENT NO 13/2011

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20 Jul 2011

List A, B & E

AMENDMENT TO AWES RULES AND REGULATIONS VOL-II
FOR ARMY INSTITUTIONS/COLLEGES

1. Please insert fresh Articles 39 and 145 under AWES Rules and Regulations Vol-II for Army Institutions/Colleges as under :-

39. Residual Powers. All powers which are not specifically covered under these Rules and Regulations are vested with the Board of Governors and would be exercised by the Chairman, Executive Committee AWES.

CHAPTER – 3

PATRON, CHAIRMAN, INSTITUTE MANAGING COMMITTEE DISCIPLINARY COMMITTEE, COMPLAINT COMMITTEE AND ANTI RAGGING COMMITTEE

Patron

41. HQ Command will nominate patron.

Powers and Responsibilities of Patron

42. Patron would act as a father figure and exercise general supervision over various activities of the Institute. His powers and responsibilities are as under:-

- (a) Provide advice and guidance to the Chairman, IMC and Principal/Director from time to time as deemed fit.
- (b) Reviewing Officer for the annual confidential report of the Principal/Director.
- (c) Peruse annual budget of the institution and accord confirmation.
- (d) Monitor inter fund transfer of Rs 50000/- and above carried out by the IMC.
- (e) Peruse the Audit and Action Taken Reports of the Institution and endorse directions as deemed fit.
- (f) Approving authority for budgeted expenditure above Rs 10,00,000 and non budgeted expenditure above Rs 7,00,000/-.
- (g) Competent Financial Authority for regularisation of losses of Institute funds/property in accordance with Article 260.
- (h) Confirm major penalties awarded by Disciplinary Committee, where applicable within his Powers. Read in conjunction with Article 175
- (j) Decide appeals against minor and major penalties awarded by Disciplinary Committee.

Chairman of the Institute Managing Committee(IMC)

43. The Command Concerned would nominate commander posted at Controlling HQ as Chairman of the IMC. In order to ensure continuity, Controlling HQ will not be changed irrespective of the seniority of the Commander nominated as Chairman. For newly created Institutes, Controlling HQ would be laid down by the HQ Commands and intimated to AWES, Integrated HQ of MoD (Army). Preferably Static formations/HQ should be nominated as Chairman of the IMC.

Powers and Responsibilities of the Chairman

44. The Chairman will function as Chief Executive and exercise general supervision and control to ensure proper functioning of the Institute. His detailed powers and responsibilities are as under :-

- (a) To preside over the meetings of the Managing Committee.
- (b) To ensure that all decisions taken by the Executive and/or Managing Committee are implemented.
- (c) To accord prior approval to the expenditure of up to Rs 45,000/- when proposed and sanction it when incurred within the approved budget. He has financial powers of upto Rs 35,000/- per transaction for non budgeted expenditure.
- (d) To sanction all type of leave for Director / Principal and Extra Ordinary Leave (without pay) for all other employees beyond three months.
- (e) To sanction annual increments and temporary duty moves.
- (f) To preside over the meetings of Disciplinary Committee.
- (g) He will represent President AWES, Chairman Executive Committee, Chairman Board of Administration and Patron in all court cases pertaining to the Institute of which he is the Chairman and defend all cases properly. He would seek the advice of Managing Director AWES while defending the cases on behalf of President and Chairman Executive Committee AWES.
- (h) Powers of the Chairman will not be delegated to any officer or member of the IMC except the Director /Principal, if necessary. Delegation of powers will be an exception made under special circumstances e.g. 'General Mobilisation'. Such delegation will be accorded and withdrawn in writing in the form of a speaking Order. Financial powers will not be delegated.
- (j) Sanction move of the Director/Principal and other employees for official outstation duties.

Composition of IMC

✓✓ 45. With a view to afford maximum freedom to coordinate and for day to day running of the Institute, Managing Committees will be formed where Institutes are established. Their composition would be :-

- | | |
|-----------|---|
| Chairman | - As nominated by Command HQ. |
| Member | - One Senior GS/A/Q Staff Officer. ✓ |
| | - Dean/HOD. <i>One non-teaching faculty member</i> ✓ |
| | - Two Faculty members (Lecturers) of the Institute. ✓ |
| | - Rep of affiliating University(if applicable) ✓ |
| | - Director / Principal / <i>Dean</i> |
| Secretary | - Registrar / <i>✓ Dir AWES and HQ</i> |
| | - <i>Principal</i> |

AMENDMENT NO 18/2012

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AMENDMENT TO AWES RULES AND REGULATIONS VOL-II FOR ARMY COLLEGES/ INSTITUTIONS

Please add the following as member under Article 45 of AWES Rules and Regulations Vol-II for Army Colleges/ Institutions :-

-Director Colleges/Nominated Director of HQ AWES, Director/Addl Director Command/Formation AWES Cells, for colleges in the station concerned.

2. * Add Note 2 to Article 45 of AWES Rules and Regulations Vol-II for Army Colleges/ Institutions as under and renumber notes to 2 to 4 as 3 to 5 :-

2. Director Colleges/Nominated Director of HQ AWES will be member of the IMC of the Colleges in Delhi. Director/Addl Director Command/Formation Cells will be members of the IMC of the colleges in the station concerned. They will render technical advice to the IMC wherever required.

Notes

1. Teachers serving as members of the Managing Committee will be rotated every year.
2. *
3. CWE/GE may be co-opted if functioning from reappropriated Govt building
- 4.8. Additional members may be co-opted in the advisory capacity on as required basis at the discretion of the Chairman.
- 5.4. Composition and nomination of members of Managing Committee should be approved by the Patron.

Auth: Added/amended vide AHQ (AWES) letter No. B/45902/Amdt/C/AWES dt 12 Jan 12.

Functions

46. Functions of the Managing Committee are as under :-

- (a) Overseeing the functioning of the Institute.
- (b) Financial control
- (c) Provide local administrative support.
- (d) Constitute Boards for purchase of stores and equipment and monitor utilization of funds on this account.
- (e) Laying down additional duties and responsibilities of the Director / Principal and other staff members as deemed fit.
- (f) Laying down conditions of service of Institute staff based on directives of AWES.
- (g) To consider and approve the annual budget of the institute as presented by the Principal including conduct of annual audit.
- (h) Arranging medical, canteen, banking and any other services for the students.
- (j) Projecting policy matters to the Executive Committee through Board of Administration for Approval and Final decision.
- (k) Deciding about any other matter connected with the Institute.
- (l) Nominate Chartered Accountant or Auditor and ensure that Institute accounts are audited by them every year.

47. Meeting of the Managing Committee will be held periodically (at least once in a quarter) so that members are in touch with running of the Institute and necessary approval and sanction is accorded as and when required without delay.

Quorum

48. The meeting shall be considered properly constituted with a minimum of two-third members present. The minutes of duly constituted meeting will be properly recorded.

Placement Cell

49. A placement cell will be formed in all the institutes. The composition of the placement cell will be as under :-

- | | |
|--|--|
| (a) One Head of the Department / Professor | - OIC Placement |
| (b) Representative local industry | - Member |
| (c) One Lecturer <i>faculty member</i> | - Coordinator cum Secretary <i>From Each Dept</i> |
| (d) Two to three <i>students from each dept</i> | - Final year |

Functions of Placement Cell

50. Functions of Placement Cell will be as under :-

- (a) Maintain and develop a favourable relationship with the industry at local, national and international levels with a view to facilitating better placement.
- (b) Coordinate recruitment visits to the college by various industries/institutions.
- (c) Coordinate summer placements of the students.
- (d) Ensure that maximum successful candidates of the respective professional institute are appropriately placed.
- (e) To monitor that industries / institutions where students have been placed are paying the promised salaries to the candidates.
- (f) Keep in touch with highly placed ex students to explore the possibility of placements in their organizations.
- (g) Keep record of all placements.

Note All Colleges will have their SOP on placements.

Academic Advisory Committee

51. **Composition.** The Academic Advisory Committee would generally comprise of the personnel listed below. HQ Commands may vary the composition of AAC as deemed fit on case to case basis.

- | | |
|--------------------------------------|------------------------------|
| (a) Director/Principal | - President. |
| (b) Vice Principal | - Member |
| (c) Two Heads of Departments | - -do- <i>Pabli / Sankha</i> |
| (d) Two educationists of repute. | - -do- |
| (e) One Representative of University | - -do- <i>Dr Wani</i> |

52. **Functions.** Functions of AAC would be as under :-

- (a) Review the curriculum and suggest changes, if required.
- (b) Review the methods of teaching and recommend changes.
- (c) Utilisation of latest technological aids for improvement in teaching / learning process.
- (d) Review workload of teachers and suggest changes, if required.
- (e) Environment / layout of classrooms.
- (f) Suggest additional equipment/articles for various laboratories.
- (g) Recommend subjects and the names of guest lecturers (eminent educationists).
- (h) Recommend procurement of fresh important books for library.
- (i) Suggest introduction of new subjects/capsules and courses of short duration. *NIIT*
- (k) Help in planning of faculty enrichment programmes.
- (l) Any other subject related to academics of the Colleges/Institute.

Disciplinary Committee

53. ^{*Staff*} A Disciplinary Committee will be formed, where necessary, to deal with discipline cases in the Institute. This will be read in conjunction with Article 171 & 172. Composition of Disciplinary Committee will be as under :-

- | | |
|-------------------|---|
| Presiding Officer | - Chairman IMC or in his absence Senior Service officer of the IMC nominated by him. |
| Members | - The Head of the Institute except where the disciplinary proceedings are against him. |
| <i>Delete</i> | - Two Serving Officers from the IMC to be nominated by the Chairman. |
| | - One Lecturer/Professor, Member of IMC, to be nominated by the Chairman. He/She will not be a member when the disciplinary proceedings are against Director/Principal, Vice Principal and Registrar. |

Functions of Disciplinary Committee

54. (a) To consider the report of inquiry officer/inquiry committee and other material on record and pass order as deemed fit.
- (b) Consider representations of employees against censure awarded by principal and pass order as deemed fit.
- (c) Forward suitable cases to respective HQ Commands for final disposal with its recommendations.

As per Locus

? Women Grievance Committee
Complaint Committee

As per NBA Women Grievance Committee

55. A complaint committee would be constituted in all Army Professional Colleges/ Institutions. The composition of the complaint committee would be as under :-

(a) Composition.

- | | |
|-------------|--|
| Chairperson | - Senior most female faculty member. |
| Members | - Two female employees of College/institution. Where two female employees are not available, one female and one male employee. |
| | X One parent Mother/ member of any NGO in station ? |

(b) Functions

- (i) Recommend measures for improvement of work conditions, leisure, health and hygiene for female employees/girl students.
- (ii) Investigate & consider complaints against sexual harassment by female employees/girls students.
- (iii) Forward investigation reports on sexual harassment complaints to Disciplinary Committee for suitable action alongwith its recommendations.

? Anti Ragging Committee As per Supreme Court

56. Ragging in any form is strictly banned in Army Professional Colleges. An anti ragging committee will be constituted in all Army Professional colleges. The composition and functions of anti ragging committee are given below :-

(a) Composition.

- | | |
|-------------|------------------------------------|
| Chairperson | - One Senior Professor |
| Members | - Hostel Warden(s) |
| | One female faculty member/employee |

(b) Functions

- (i) Oversee the functioning of anti ragging squad(s).
- (ii) Investigate and consider complaints of ragging.
- (iii) Ensure that anti ragging notices are placed at Notice Board, Hostels and other important places in the college.
- (iv) Forward investigation report on ragging incidents/complaints to Disciplinary Committee for suitable action along with its recommendations.

57-60 Blank.

1. Please delete Article 62 (b) and insert fresh Article 62 (b) under AWES Rules and Regulations for Army Colleges/Institutions as under.

(b) He would ensure that the College is run as per the rules, regulations and instructions of Army Welfare Education Society (AWES). There shall be no deviation from AWES Rules and Regulations. The Head of Institution (Principal/Director) will ensure correct implementation of policies. Management of Institution is not authorized to approve any deviation from policies. Any deviation ordered by management will be intimated to HQ AWES by the Head of the Institution on occurrence. He would provide a conducive environment for the growth of Students and Faculty.

Auth: B/45902/Amdt/C/AWES at 23/4/13

(k)
de
(l)
de
Cc

appointing auth

CHAPTER - 4

DIRECTOR, PRINCIPAL AND REGISTRAR

General

61. Some Colleges have both Director and Principal. Where both Director and Principal are appointed, the powers and responsibilities of Director would be as given in Article 62 below.

Powers and Responsibilities of Director

62. Powers and Responsibilities of Director would be as under: -

- (a) Responsible for overall functioning of College and would report to the Patron through Managing Committee and Board of Administration (BOA). He will deal with Chairman IMC for all functions.
- (b) He would ensure that the College is run as per the rules, regulations and instructions of Army Welfare Education Society (AWES). He would provide a conducive environment for the growth of Students and Faculty.
- (c) He would implement all policy decisions taken by the Board of Governors, Board of Administration, and the Managing Committee.
- (d) He would liaise with University and other regulatory bodies and ensure that the College is run in consonance with rules and regulations framed by them.
- (e) He would provide necessary guidance and direction to Principal, Registrar and other staff from time to time as deemed fit.
- (f) He would sanction the leave of Principal, Professors and Registrar.
- (g) All appointment letters shall be signed by him after approval of appointing authority.
- (h) He would exercise supervision over financial management and security matters of the institute.
- (i) He would ensure good public relations and keep the Chairman apprised of the developments/events of the institute.
- (k) He would monitor the progress of the court cases and ensure that these are defended properly.
- (l) He would supervise the academic affairs of the institute and approve the faculty development programmes. He would be Chairman of Finance and Academic Committees of the institute.

- (m) He would ensure efficient functioning of the placement cell.
- (n) He would ensure that all contracts like canteen, bookstall etc are properly and legally done and implemented.
- (o) He would be responsible to plan and implement the projects relating to the growth of the institute.
- (p) He would be in-charge of the College admission system including entrance exam.
- (q) Any other duty assigned by the Adjutant General or by an officer nominated by him.

Note : Changes in the above duties including additions/deletions can be made by AWES at any time.

Powers and Responsibilities of Principal where both Director and Principal are Appointed.

63. The principal will be accountable and responsible to the Director for all functions specially for academic functions for efficient and smooth management of the institution.

Assignment of Additional Duties to Principal

64. Director in consultation with Chairman may assign additional duties to Principal depending upon qualification and experience of the latter.

Powers and Responsibilities of the Director/Principal (Head of Institution)

65. The Colleges where either Director or Principal is appointed the responsibilities can be classified as under :-

- (a) Academic Work.
- (b) Administration.
- (c) Finance.
- (d) Welfare.

66. **Academic Work.** The responsibilities under this head are listed below:-

- (a) To plan one year's academic work in advance in consultation with his /her colleagues and to hold staff meetings at least once a month to review the work done during the month and to assess the progress of the pupils.
- (b) To supervise, guide and control the work of the teaching and non-teaching staff of the College.

- (c) To help and guide the faculty and promote their professional growth and towards this end, actively encourage their participation in courses designed for in-service training.
- (d) To promote initiative of the faculty for self-improvement and encourage them to undertake experiments, which are educationally sound.
- (e) To organise the faculty for study of the curriculum and the syllabi in use with a view to analyse the objectives of teaching of various topics and adapting the instructional programme to them, with due regard to inter-subject co-ordination. Such study is particularly necessary when a new curriculum or syllabus is introduced.
- ✓ (f) To ensure that diary by the faculty is maintained.
- (g) To supervise classroom teaching and secure co-operation and co-ordination amongst faculty members of the same subject area as well as inter-subject co-ordination.
- (h) To provide special help and guidance to faculty newly entering the profession on first appointment.
- (i) To prescribe a time table for scrutiny of written work and home assignment of the pupils and ensure that assessment and corrections are carried out regularly and effectively.
- (k) To make necessary arrangements for organising special instruction(s) for the pupils according to their need.
- (l) To inform the faculty about the grading schedules which may be prescribed from time to time for assessing their yearly work and not only to evaluate their work objectively but also to bring to the notice of the Chairman the meritorious work done or a successful experiment undertaken by any faculty member to improve the instruction in the College.
- (m) To organise and co-ordinate various co-curricular activities through the House System or in any other effective way.
- (n) To organise periodically educational excursions after proper pre-planning.
- (o) To keep in constant touch with the latest developments in the field of education.
- (p) To organise in-service training of faculty in consultation with institution of repute e.g. National Institute of Education Planning and Administration (NIEPA)/ Reputed Colleges in the field.

(q) To develop and organise the library resources and reading facilities in the College and ensure that the pupils and faculty have access and use books and journals of established value and usefulness.

(r) Take teaching periods as laid down by UGC/Regulatory Body.

(s) To liaise with UGC, university, regulatory body as applicable and carryout such changes in curriculum and related field as required.

67. **Administration.** The responsibilities under this head are listed below:- (Jt. Dir)

(a) Appointment of Staff and Group 'D' Employees as selected by the Managing Committee.

(b) To implement the instructions and policies of the Society in respect of curricular and co-curricular activities and to take steps to bring about healthy development of the College in all these fields.

(c) To administer the College on sound lines and to develop healthy teacher pupil relationship.

(d) To be responsible for the proper maintenance of College accounts and College records, service books of teaching and non-teaching staff, returns and statistics as prescribed by the Society from time to time.

(e) To handle the official correspondence relating to the College and to furnish within the prescribed dates all returns and information required by the AWES.

(f) To formulate and submit to the Chairman for approval proposals for faculty, furniture, laboratory equipment and teaching aids etc., well before the commencement of the academic session.

(g) To take prior approval of the Competent Financial Authority before purchase of stores etc. required for the College in accordance with the prescribed or prevalent rates. Ensure that all such stores are entered in the stock ledger. Scrutinise the bills and make payments after ensuring the following :-

(i) That the stores have been received correctly and taken on ledger charge.

(ii) Quotations and comparative statement duly approved.

(iii) CRV indicating ledger page Nos on which the stores have been taken on charge.

(h) To conduct physical verification of College property and stocks at least once a year and to inspect the stock ledgers periodically to ensure their proper maintenance in accordance with the rules. A report to this effect will be made to the Chairman before the College closes for the summer vacation. He/she will project the requirement of detailing a board of officers for condemnation and reconditioning, if any, of the College property a minimum of two months before the end of the session.

- (j) Discipline of students in college.
- (k) To grant College local holidays not exceeding seven days in an academic year for educational and other bonafide purposes.
- (l) To be in charge of admissions in the College, preparation of College time-table, allocation of duties to the teachers and their teaching load, provision of necessary facilities to the teachers in the discharge of their duties and conduct of examinations and tests in accordance with the rules prescribed by the Managing Committee or AWES or affiliating authority from time to time.
- (m) To ensure that parents are informed about the progress of their wards whenever they come to the college.
- (n) To send regularly the progress reports of the students to their parents / guardians.
- (o) To promote the physical well being of the pupils, secure high standards of cleanliness and health habits and arrange periodic medical examination of students and send medical reports to parents / guardians.
- (p) To establish liaison with the local units and authorities in order to secure help for better functioning and growth of the College.
- (q) To establish liaison with local Colleges to get the latest information regarding academic schemes, procedures and projects followed by them.
- (r) To establish rapport and correspond with the National Institute of Education, Planning and Administration (NIEPA)/ Reputed Colleges in the field for obtaining latest useful information and material from them and to assess and evaluate such information and material and put up recommendations to Managing Committee for their adoption and procurement for the College.
- (s) To maintain record of leave for the staff. Also sanction all types of leaves for the staff working under him, except cases of Extra-Ordinary Leave (without Pay) will be referred to the Chairman.
- (t) Proper dissemination of all orders and instructions from AWES, IMC and other regulatory bodies and ensuring their compliance.
- (u) Arranging printing of College magazine and Calendar.

68. **Finance.** The responsibilities under this head are listed below:-

- (a) To act as drawing and disbursing officer for the College staff. He/she will ensure the observance of the following instructions: -
 - (i) Scrutiny of pay bills and acquaintance rolls and ensure correctness every month.

(ii) He/she will ensure strict adherence to the entitlements of the staff and will be responsible to make good any loss suffered by the College by negligence or ignorance in this regard.

(iii) He/she will personally scrutinise all financial documents and append a certificate to this effect before putting them up for Chairman's countersignatures.

(iv) He/she will maintain a systematic record of entitlements, dues and liabilities of the staff and periodically produce them for perusal by the Chairman.

(v) He/she will make arrangements to draw the money from the Bank and will be responsible for its security, safe custody and correct disbursement.

(b) To make all payments (including salaries etc. of teachers and other staff) in time and according to rules.

(c) To ensure that the College fees are realised and credited to the College Account. He/she will maintain a proper record of defaulters and sundry debtors and prepare a monthly fee reconciliation statement showing amount of fees due, previous dues, if any, fees realised during the month and fees still due. This should reconcile with the Sundry Debtors list.

(d) To be responsible for proper utilization of the Pupils Fund, for which a separate account shall be maintained. This account will be operated and utilized in accordance with the rules laid down by the Managing Committee from time to time.

69. **Financial Powers.** The Director/Principal (Head of Institution) will be empowered to incur expenditure as per the approved budget and an amount up to Rs 10000/- per transaction. *Article*

higher financial powers

70. **Welfare.** The responsibilities under this head are listed as follows: -

(a) To grant permission to all Employees of the College for appearing in various examinations.

(b) To look after the welfare of the employees of the College.

(c) To look after the Welfare of the students.

Duties and Functions of The Vice Principal

71. **Duties and Responsibilities of Vice Principal.** He/she will be directly responsible to the Director/Principal (Head of Institution) in matters of academic, training, discipline of students and assist the Director/Principal (Head of Institution) in all matters of academic and curriculum framing of the College. He/she will officiate as Director/Principal (Head of Institution) in his/her absence.

72. The Vice Principal will be assisted by all faculty, Librarian and subordinate academic staff.

73. **Duties**. The detailed duties are as follows :-

- (a) Planning, coordination and implementation of academic programmes.
- (b) Preparation and implementation of students and faculty time tables and allocation of classes and ancillary duties to faculty in consultation with the Director/Principal (Head of Institution).
- (c) Take at least 12 periods per week and maintain interaction with the students.
- (d) Organization and conduct of College assembly to improve general awareness of students and to impart value added education.
- (e) Providing classroom comforts, teaching aids and basic requirements of all classes.
- (f) Ensuring proper coverage of syllabus of all classes by faculty members.
- (g) Supervision of the work done by the faculty to ensure effective instruction and progressive coverage of syllabus according to the laid down time schedules and as per the guidelines given by university/ regulatory body / AWES.
- (h) Ensuring smooth conduct of examinations and maintenance of records.
- (j) Coordinate with university for publication of results and issuing of progress reports.
- (k) Recommend to Director/Principal (Head of Institution) cases for warning and withdrawal of students on grounds of poor academic performance/discipline.
- (l) *Identifying weak students and arranging extra coaching classes and guidance.*
- (m) Organization of Co-curricular activities and sports and games on Inter-House basis and Inter College basis.
- (n) *Regular and timely publication of College magazine and calendar in liaison with registrar.*
- (o) Arranging in-service training for teachers.
- (p) Promote innovative tutorial activities and hobbies.
- (q) Any other duty assigned by Director/Principal (Head of Institution) in the academic field. In the absence of Registrar, Vice Principal can be assigned certain administrative functions also.

Duties and Functions of the Registrar

74. The Registrar will be the staff officer to the Director/Principal (Head of Institution). He is responsible for all administrative and logistic duties. He will function under the Director/Principal (Head of Institution) on all aspects of College administration and assist him in achieving the aims and objectives of the College. He will be assisted in the performance of his duties by the following staff:-

- (a) Office Head Clerk
- (b) LDC dealing with estate matters.
- (c) College Accountant.
- (d) Other Adm Staff.

@ Article No 74 deleted and inserted fresh vide Army HQ (AWES) letter No B/45902/Amdt/AWES dated 30 Apr 10.

75. Duties. The detailed duties are as follows: -

- (a) The training and administration of the College are inter-dependent. The Registrar will, therefore, maintain a close liaison with Director/Principal (Head of Institution) to ensure effective implementation of College routine and to maintain high standard of discipline and efficiency among staff and students.
- (b) He will ensure timely initiation of ACRs/Probation reports of all employees.
- (c) He will be responsible for administration and management of College Hostels and supervise the functioning of Hostel Warden.
- (d) Guiding and training his subordinates and supervision of their daily work.
- (e) Proper maintenance of personal documents of all employees.
- (f) Arranging remittances in accordance with the rules to Provident Fund Commissioner, IT authorities, Telephone authorities and electricity and rent and allied charges of accommodation to authorities, as applicable.
- (g) Preparatory work and support connected with new admissions.
- (h) General Correspondence of the College office.
- (j) Arranging Annual Stock Taking-cum-Condemnation Boards in respect of all stores and proper follow up action.
- (k) Ensure correct maintenance of leave record of both academic and administrative staff and check daily attendance register of staff.
- (l) Ensure proper maintenance of files, documents, ledgers, vouchers and other documents of logistic matters.

3. Articles 74 & 75 be deleted and replaced by fresh Articles 74 & 75 as under :-

Duties and Function of Registrar and Head of Administration (Jt. Director)

74. The training and administration of colleges/institutes are interdependent. The Registrar and Head of Administration will therefore maintain a close liaison with Director/Principal (Head of the Institution) and will function under him. He will be responsible for all logistic duties of the college/ institute and shall assist the Director/Principal in achieving the aims and objectives set for college/institute. He will be assisted in performance of his duties by the following staff :-

- (a) Office Head Clerk
- (b) LDC dealing with estate matters.

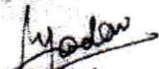
- (c) College Accountant.
- (d) Estate Supervisor
- (e) Hostel Warden
- (d) Other Adm Staff.

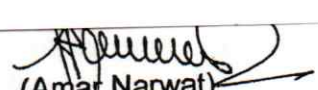
75. Duties. Duties of Registrar and Head of Administration are as under :-

- (a) Will ensure effective implementation of college/institute routine and to maintain high standard of discipline and efficiency among staff and students.
- (b) Will ensure timely initiation of ACRs/Probation reports of all employees.
- (c) Will be responsible for administration and management of College hostels and supervise the functioning of Hostel Warden.
- (d) Will guide his subordinates, supervise their daily work, ensure maintenance of office set up and related infrastructures.
- (e) Will ensure proper maintenance of personal documents of all employees.
- (f) Will arrange remittances in accordance with the rules to Provident Fund, Commissioner, IT authorities, Telephone authorities and electricity and rent and allied charges of accommodation to authorities, as applicable.
- (g) Will ensure preparatory work and support connected with new admissions.
- (h) Will handle general correspondence of the College/Institute office.
- (i) Will arrange Annual Stock Taking-cum-Condemnation/ destructions of obsolete documents Boards in respect of all stores/documents and related follow up action.
- (k) Will ensure correct maintenance of leave records of both academic and administrative staff and check daily attendance register of staff.
- (l) Will ensure proper maintenance of files, documents, ledgers, vouchers and other documents pertaining to logistic matters.
- (m) Will make administrative arrangements for educational and recreational trips of students and staff.
- (n) Will ensure prompt processing and payment of the bills as per laid down procedures/SOPs
- (o) Will maintain college/institute accounts and advise Director/Principal (Head of Institution) on proper investment of college/institute funds in accordance with the decisions taken by the IMC and SOP approved by HQ Command.
- (p) Will take care of security arrangements of the College/Institute and campus during day and night, including "fire prevention & fire fighting arrangements".
- (q) Will ensure that satisfactory arrangements are made for supply of drinking water for the students, college/institute building, its fixtures,

furnitures, office equipment, lavatories, play grounds, College mess hall etc. are properly and carefully maintained.

- (r) Will correspond with Railway/State Transport Authorities with regard to concession vouchers for students on classified vacation/educational excursion.
- (s) Will arrange for proper provisioning, procurement and accounting of college/institute's stores and equipment.
- (t) Will ensure general upkeep, repairs/maintenance of accommodation, furniture, equipment and maintenance of Vehicle.
- (u) Will ensure proper hygiene and sanitation and conservancy arrangements in the college/institute campus.
- (v) Will liaise with units and other local institutions for effective and efficient functioning.
- (w) Will organize yearly medical and dental check up of students by appropriate hospital, liaison with SHO for organising anti-mosquito sprays.
- (x) Will control/maintain college/institute transport and co-ordinate with transporter on matters connected with hired transport for college.
- (y) Will supervise proper functioning of college/institute security guard and proper maintenance of registers at the main gates.
- (z) Will carry out other administrative duties assigned to him specified by the Director/Principal (Head of Institution) or higher authorities.
- (aa) Duties as regards the finances will be governed by Article 44 of the Financial Management Vol-II of Professional Colleges.
- (ab) Any other non academic duty assigned to him by the Director or the management.


(JS Yadav)
Col (Retd)
Dir S, L & F
For Managing Director


(Amar Narwat)
Col (Retd)
Director S, L and F
For Managing Director

AMENDMENT NO 006/2010

Telephone : 26151564

Army Welfare Education Society(AWES)
Adjutant General's Branch
Integrated HQ of MoD(Army)
Building No 202, Shankar Vihar
Delhi Cantt-10

B/45902/ Amdt/AWES

30 Apr 2010

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11/5/10

AIT

List A, B & E

**AMENDMENT TO ARTICLES 74 OF AWES RULES AND REGULATIONS VOL-II
FOR ARMY INSTITUTIONS/COLLEGES**

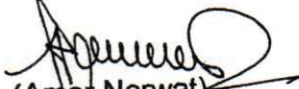
1. Please delete Article 74 and insert fresh Article 74 under AWES Rules and Regulations vol-II for Army Institutions/Colleges as under :-

Duties and Functions of the Registrar

74. The Registrar will be responsible for all administrative and logistic duties. He will function under the Director/Principal (Head of Institution) on all aspects of College administration and assist him in achieving the aims and objectives of the College. He will be assisted in the performance of his duties by the following staff:-

- (a) Office Head Clerk
- (b) LDC dealing with estate matters.
- (c) College Accountant.
- (d) Other Adm Staff.

Auth: - Deleted and inserted vide Army HQ (AWES)
letter No. B/45902/Amdt/C/AWES dt 12 Mar 13.


(Amar Narwat)
Col (Retd)
Director S, L and F
For Managing Director

- (j) Administrative arrangements for educational and recreational trips of students and staff.
- (n) Prompt processing and payment of the bills
- (o) Maintain College accounts and advise Director/Principal (Head of Institution) on proper investment of College funds in accordance with the decision taken by the IMC and SOP approved by HQ Command.
- (p) Taking care of security arrangements of the College and campus during day and night, including "fire prevention & fighting arrangements".
- (q) To make satisfactory arrangements for supply of drinking water for the students and ensure that the College building and its fixtures and furniture, office equipment, lavatories, play grounds, College garden etc. are properly and carefully maintained.
- (r) Correspondence with Railway (concession vouchers for students on classified vacation).
- (s) Arranging proper provisioning, procurement and accounting of College stores and equipment.
- (t) Ensure general upkeep, repairs/maintenance of accommodation, vehicles, furniture and equipment.
- (u) Proper hygiene and sanitation and conservancy arrangements in the College campus.
- (v) Liaison with units and other local institutions for effective and efficient functioning.
- (w) Arranging yearly medical and dental check up of students by MH. Liaison with SHO for organising anti-mosquito sprays.
- (x) Control college transport and co-ordinate with transporter on matters connected with hired transport for college.
- (y) Supervision to ensure proper functioning of College guard and proper maintenance of registers at the main gate.
- (z) Carrying out other administrative duties assigned to him specifically by the Director/Principal (Head of Institution) or higher authorities.

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CHAPTER – 5

CODE OF CONDUCT FOR FACULTY

General

81. A person who chooses teaching as a career, assumes the obligation to conduct himself or herself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in work and conduct, setting an example which will command the respect of the pupils, the parents and colleagues.

82. Teaching, in its true sense, is not mere instruction but influence. The lecturer's duty is not merely to communicate knowledge in specific subjects but also to help students grow to their fullest potential and unfold their personality. In this responsible task what matters most is the personal example of the lecturer.

Code of Conduct

83. Code is laid down for the guidance for faculty of the AWES Professional Institutes:-

(a) Every faculty member shall by precept and example, instil in the minds of the pupils entrusted to his/her care following values :-

- (i) Values of patriotism.
- (ii) Respect for law and order.
- (iii) Feeling of universal brotherhood and tolerance for all religions.
- (iv) Spirit of co-operation and social service.

(b) Every faculty member has an immense responsibility towards pupils. He/ she must: -

- (i) Be impartial in his/her relations; be sympathetic and helpful to slow learners.
- (ii) Aim to improve physical, mental and moral well being of pupils leading to overall personality development.
- (iii) Ensure that pupils do not take part in active politics.
- (iv) Promote freedom of thought and expression coupled with discipline and dignity.

(c) Every faculty member should be above board in his/her personal conduct. He/She should: -

- (i) Be temperate and sober in habits. He/she should scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the presence of students and within the precincts of the institution.
 - (ii) Have an exemplary moral character. His/Her dealings with the members of the other sex in the institute or outside it, should not be such as would cause reflection on his/her character or bring discredit to the Institute.
 - (iii) Be neat & clean and dressed in a dignified manner.
 - (iv) Abide by the rules and regulations of the Institute and show due respect to the constituted authority and diligently carry out instructions issued to him/her.
 - (v) Be punctual in attendance and all work related to class work and any other work or duty assigned to him/her by the Principal.
 - (vi) Consider institute property and funds as if placed in trust with him/her and shall exercise the same prudence and care, as he/she would do in respect of his/her own property or funds.
 - (vii) Promote dignity and Solidarity of his/her profession.
 - (viii) Be polite and courteous towards parents and guardians.
- (d) A faculty member must Not : -
- (i) Divulge confidential matters related to the institution.
 - (ii) Be a member of any political party or indulge in activities either openly or in camera in support of any such party.
 - (iii) Be a member of the State or Central Legislature. He/She shall resign his/her job before standing for election as a candidate.
 - (iv) Indulge in or encourage any form of malpractice connected with examinations or other institute activities.
 - (v) Undertake private tuition of students of the institute. Extra coaching organised in the institute campus after the institute hours will not be considered as "Private Tuition"
 - (vi) Engage himself/herself in any commercial activity or as a selling agent/ canvasser for any publishing firm or trader in institute campus.
 - (vii) Represent his/her grievances if any, except through proper channel, nor will he/she canvass any non-official or outside influence or support in respect of any matter pertaining to his/her service in the institute.

(viii) Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any pupil, parent or any person with whom he/she has come into contact by virtue of his/her position in the institute.

Notes

1. The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no official dealings with him/her.
 2. A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a gift.
 3. On occasions, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, a lecturer may accept gift if the value thereof does not exceed Rs 500/-.
- (ix) Ask for or accept contribution to or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever, except with previous sanction of the competent authority.
- (x) Discriminate against any student on the ground of caste, creed, language, place of origin, social and cultural background or any of them.
- (xi) Neglect in correcting assignments or neglect other duties assigned to him/her by the institute.
- (xii) Remain absent from the institute without leave or without the previous permission of the head of the institute.
- (xiii) While being present in the institute absent himself/herself (except with the prior permission of the principal) from the class which he/she is required to take/attend.
- (xiv) Practice or incite any student to practice casteism, communalism or untouchability.
- (xv) Cause or incite any person to cause any damage to institute property.
- (xvi) Propagate through his/her teaching lesson or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal and sectarian activities.
- (xvii) Behave or encourage or incite any student, teacher or other employee to behave in rowdy or disorderly manner in the institute premises.

(xviii) Be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or other employees of the institute.

(xix) Organize or attend any meeting in the institute except where he/she is required, or permitted by the principal of the institute to do so.

(xx) Carry out monetary transactions with the pupils and parents and/ or exploit his/her institute influence for personal ends.

(xxi) Indulge in immoral activities.

84. The above code of conduct will also apply to Director, Principal and members of non-teaching staff of the institute.

85-90 Blank.

CHAPTER – 6

DUTIES AND RESPONSIBILITIES OF THE INSTITUTE ADMINISTRATIVE AND NON TEACHING ACADEMIC STAFF

Regr ? Est Offices
91. Office Superintendent.

- (a) Supervision and control of office staff. Ensure smooth functioning of the offices.
- (b) Assist Principal, Director and Registrar in office administration and office work.
- (c) Co-ordinate and/or make arrangements for meetings, conferences, functions and other co-curricular activities/competitions.
- (d) Meet the petty expenses of the institute, maintenance of its accounts and handing over the same to account section in each month.
- (e) Preparation of documents for inspections/visits/meetings.
- (f) Ensure timely submission of periodical reports/returns.
- (g) Maintain register pertaining to students' admissions and withdrawals.
- (h) Attend to visitors, students and staff members and get their work/queries replied/sorted out.
- (j) Get the office documents, files and registers updated.
- (k) Maintain leave record of institute staff.
- (l) Maintain institute offices, Principal's Office, Office stores and equipment.
- (m) Maintain demand register.
- (n) Any other task assigned by the Director/Principal/Registrar.

92. Accountant. He/she will work under Registrar / Office Superintendent. His/her duties will include the following:-

- (a) Maintenance of cash account books and ledgers.
- (b) Preparation of fee account of students to deposit cash/cheques to bank.
- (c) Preparation of summary of fee collection.
- (d) Preparation of vouchers of daily income/expenditure and necessary entries in cash books/ledgers.
- (e) Depositing of cash/cheques to bank.

- (f) Preparation of quarterly audit board proceedings.
- (g) Preparation of monthly balances of cash book/ledgers. Reconciliation with monthly bank statement and keeping record thereof.
- (h) Maintenance of fee collection record/register of all the students.
- (j) Assist CA in carrying out audit.
- (k) Overall responsibility of accounts office covering all matters concerning accounts.
- (l) Keep photocopies of institute's FDs and remind Principal/ Registrar / Superintendent for their crediting/re-investment at least seven days before the date of maturity.
- (m) Refund of Security.
- (n) Carry out all tasks assigned by Director/Principal/ Registrar/ Superintendent.

93. UDC.

- (a) Where there is no office superintendent, organise the institute office work efficiently and effectively.
- (b) To hold on charge all files, office furniture and other office equipment entrusted to him for use.
- (c) To maintain all institute ledgers and financial documents.
- (d) To maintain all institute accounts and relevant files.
- (e) To collect and deposit in bank institute cash and prepare all documents connected with accounting of institute fees.
- (f) To prepare fee summaries and monthly fee reconciliation statements.
- (g) To prepare pay and allowances bills of institute staff.
- (h) To keep an account of leave of institute staff.
- (j) To maintain institute office (including Principal's Office) and office stores and equipment.
- (k) To hold on his charge all stores except the stores, which are on charge of relevant subject lecturer and be responsible for their security and custody.
- (l) To supervise the work of office staff (LDC), peon and other Group 'D' employees and ensure that they carry out their respective duties as per the directions of the Principal / Registrar.

- (m) To maintain Scholars Registers.
- (n) To carry out all tasks allotted by the Principal.

94. **LDC.**

- (a) The LDC will carryout all clerical duties in the institute as assigned by the Principal. He/she will work under the supervision of the UDC. He/she will hold all such stores on his charge as required and ordered by the Principal.
- (b) In the event of absence of the UDC, he will officiate in his post and discharge all duties as per Article 93 in addition to his own duties.

95. **Duties of Group D Employees.** The detailed duties of Group D employees will be laid down by the IMC.

96. **Additional Duties.** In addition to the duties enumerated above, the Director / Principal may assign any additional duty to any staff-member, as deemed fit but ensure that they are not employed in his/her house.

Academic Staff

97. **Laboratory Assistant and Laboratory Attendant.**

(a) **Laboratory Assistant.**

- (i) He/she would be responsible to the Head of his/her Department. He/she would be responsible for the proper accounting, upkeep, maintenance and storage of stores, chemicals and apparatus in his/her charge.
- (ii) Properly account for expendable and non-expendable stores and chemicals or other items.
- (iii) Inform the Head of his/her Department for Annual Stock Taking and periodic Condemnation Board.
- (iv) Any other task assigned by the Principal/HOD.

(b) **Computer Lab Assistant.**

- (i) Regularly update his/her knowledge of Computer Components and peripherals.
- (ii) Responsible to switch On/Off all the computer systems in the Morning/Evening and will ensure smooth functioning of networking/lab.
- (iii) Should complete the scheduled maintenance task of the lab like running of Scandisk/Disk Defragmenter/Anti Virus program on each system once a week,

make notes of frequent fault occurring and ensure that proper list or hardware components/software is available in the computer lab.

(iv) Should keep proper records of Annual Maintenance Contract and its timely renewal.

(v) Not to transfer/cannibalize any components from one PC to another PC in any circumstances. In case any part/component becomes faulty, this should be replaced by procuring the same from the market.

(vi) Keep records of all System Software/Educational Software held by the Institute.

(vii) Periodical Update of Software/Hardware in the lab.

(viii) Ensure that no external data copying media is used in the lab to avoid virus infection.

(c) **Laboratory Attendant.**

(i) Cleaning, setting and arranging the apparatus in the Laboratory. This includes cleaning of utensils in the Laboratory.

(ii) Issue/receipt of apparatus and maintenance of proper account of the same.

(iii) Cleaning of laboratory and dusting of its furniture.

(iv) Carrying the apparatus to classrooms as required by the lecturer concerned.

(v) Collecting material including frogs and other living animals required for practical work from outside the campus of the institute.

(vi) Maintaining a botanical garden, aquarium etc.

(vii) Repair/painting/polishing of apparatus/furniture.

98. **Librarian.** Librarian should be a voracious reader and possess adequate qualification i.e. M lib/B Lib. His/her duties will be as under :-

(a) The Librarian should be first and foremost courteous, helpful and willing to appreciate the point of view of others.

(b) Should ensure that there are adequate seating arrangements in the library and enough light for reading.

(c) Should maintain proper records for all the books received in the library in the accession register.

- (d) Should see that all the books are allotted accession numbers and class numbers. They should be stamped with Institution and Library Seal on the decided pages.
- (e) Should prepare the catalogue cards required for a particular book and file the same properly in the catalogue cabin.
- (f) All the books should be arranged properly in the library and displayed at a height convenient to the readers.
- (g) To issue and receive back books from the readers according to the system followed in the library.
- (h) Should see that no books are lost or stolen from the library.
- (i) Ensure that complete silence is maintained in the library.
- (k) He/she should provide reference services for the readers.
- (l) Should attend book fairs and read book reviews so as to recommend and select good books suitable for the students and thus build up the library.
- (m) Should recommend purchase of adequate books for the library for the reading interest of different age groups of students.
- (n) Ensure that no books are outstanding against the concerned employee before signing on clearance certificate.
- (o) Should ensure that books are properly protected and are not damaged by rats, insects or termite etc.

99-110 Blank.

7 Rector
Lib.

7 Warden

7 Hostel Attendant.

CHAPTER – 7

RECRUITMENT, QUALIFICATIONS AND TERMS AND CONDITIONS OF SERVICE

Authorised Establishment

111. The Head of the Institution will be called Director. In some institutions where the post of Director has not been approved, Principal will be the Head of Institution. The Head of the Institution will manage academic, administrative, financial and welfare functions of the Institution.

112. Wherever a Director is appointed the Principal will head the academic department of the Institute. Where a Principal is functioning as the Head of the Institution, academic responsibilities will rest on the Heads of the Departments (HOD).

113. The staff in an institution will be categorized as follows :-

- (a) Head of the Institution. - Director / Principal.
- (b) Head of Academics - Principal / Dean / HOD.
- (c) Head of Administration, Finance and Welfare - Registrar / Joint Director
- (d) Teaching Staff - Professors, Associate Professors, Assistant Professors and Tutors
- (e) Academic Support Staff - IT Supervisor/Network administrator, Librarian, Computer Lab Attendant, Lab Attendant/ Assistant/Clinical Instructor/Demonstrator
- (f) Administrative Staff - As per details at Article 114 below.

Note : IT Supervisor/Network administrator may be appointed in institutions which have adopted automation mode under the category of Non-Vacation Staff. When an institution has 50 or more computers, Engineer should be on call. Selection of IT Supervisor/Network administrator will be in the Pay Scale as applicable to Computer Instructor. Qualification will be - B tech/Advance diploma or diploma in computing & Hardware with knowledge in at least two of the following :-

- (a) Networking and LAN Administration.
- (b) Operating Systems.
- (c) RDBMS with programming. Proficiency in one language.
- (d) While selecting the incumbent, on hand experience should be given due to weightage.

**CLARIFICATION ABOUT ARTICLE 114 AND RULES AND REGULATIONS
FOR ARMY COLLEGES**

1. Reference your letter No AIT/0239/AWES/Coord dated 05 Jul 2010.
2. Following clerical staff is authorized for strength of 1200 students:-

| | | | |
|-----|-----------------------------|---|-----------|
| (a) | Office Superintendent | - | 01 |
| (b) | PA | - | 02 |
| (c) | Accountant | - | 01 |
| (d) | Upper Division Clerks (UDC) | - | 03 |
| (e) | Lower Division Clerks (LDC) | - | 05 |
| | Total | - | <u>12</u> |

Auth: Army HQ(AWES) letter No B/45806/HC/AWES dated 26 Jul 10.

Administrative Staff

- 14 (a) Office Superintendent.
(b) Head Clerk/Accountant
(c) PA to Director
(d) Receptionist
(e) UDCs/Accounts Clerks
(f) LDCs
(g) Store Incharge/Storekeeper
(h) Peons/Messengers/Attendants
(j) Mali/Groundsmen
(k) Chowkidars
(l) Safai Karamcharis
(m) Driver
(n) Semi Skilled tradesmen like Carpenter, Plumber and Electrician

Note : Up to strength of 500, the institution will have one UDC. Beyond this strength, for every 100 students one additional LDC may be employed. However, the institution will have minimum one office superintendent, one accounts clerk and one LDC.

Authority to Create Additional Post.

115. Initial establishment of Institutes would be approved by the Executive Committee of AWES. Thereafter any revision/amendment to the establishment would also require the approval of the Executive Committee of AWES.

Classification of Employees

116. (a) Regular.
(i) Confirmed
(ii) Probationers
(b) Term Based
(c) Temporary/Adhoc
(d) Casual
(e) Part time
(f) Honorary Lecturer
(g) Visiting Faculty.

117. (a) **Regular – Confirmed.**

A permanent teacher/employee is one who has been engaged on a permanent basis and he/she has satisfactorily completed probation period and has been confirmed by the appointing Authority by a written Order. Only core faculty will be appointed as regular which would be about 25 – 30% of the total strength of faculty subject to meeting the requirement of affiliating University/Regulatory Body.

(b) **Regular- Probationers**

A probationer is an employee appointed to fill a permanent vacancy in a post and who has not been confirmed. The services of a probationer are liable to be terminated as per terms of his/her appointment letter.

(c) **Term Based (Contractual) Employees**

These appointments may be made for a fixed period of one to three years. Performance of such employees would be reviewed after successful completion of one year service. Further performance of the contract would depend upon the review. The services of Term Based Employees are liable to be terminated as per terms of agreement.

(d) **Temporary/Adhoc/Leave Vacancy Employee**

He/She is an employee who has been engaged for a limited period either to fill an existing vacancy where a suitable staff was not available or for a work, which is essentially for a limited period.

(e) **Casual/Daily Wage Earner**

A casual employee is an employee whose employment is of a casual/seasonal nature for which regular post cannot be created.

(f) **Part Time Employee**

He/she is an employee who is appointed on a part time basis for specific hours on a regular basis. The salary and allowances admissible to such an employee may be determined on the basis of number of hours engagements per day or per week.

(g) **Honorary Teachers.**

These teachers may be appointed to supplement regular teachers. Services of personnel of exceptional talent, retired and experienced personnel may be utilized. They may be employed on an honorarium basis. Honorarium may be fixed by IMC depending on competence and workload.

(h) **Visiting Faculty.**

Professors/Lecturers who are appointed to take specialized subjects or capsule on fixed time basis. The service conditions of the visiting faculty would be fixed by IMC on case to case basis mainly on qualification and experience.

Recruitment of Regular and Term Based Head of Institution, Principal and Academic Staff

118. The vacancies will be identified at least six months before occurrence in case of superannuations and in other cases on occurrence and the same will be brought to the notice of concerned HQ Command. This will be in consonance with the authorised establishment of the institutes. Formal approval of HQ Commands would be obtained for filling the vacancies. The responsibility for identifying the vacancies will be as under :-

- (a) Director - Patron.
- (b) Principal - Chairman
- (c) Lecturer - Principal/Managing Committee

119. HQ Command will keep the AWES HQ informed about the vacancies.

Advertisement

120. An advertisement giving details of posts, qualifications, pay and allowances and last date of receipt of applications for the posts of Directors and Principals would be got published in two National News papers (all edition) at DAVP rates. The advertisement for the post of lecturers would be got published in National Newspapers (local edition). The advertisement should be repeated after three/four days and should appear in the newspapers at least 2½ months before the date on which the post is desired to be filled or shorter period depending upon exigency .

121. **Educational Qualification.** The educational qualification for the posts of principal and lecturers will be as laid down by the university/Regulatory Bodies e.g. UGC, AICTE, MCI, DCI etc. The Directors would be senior retired Defence Service Officers of appropriate rank or an eminent educationist.

122. All selections will be done by selection committee in accordance with Standing Operating Procedure contained in HQ AWES letter No B/45724/SOP/AWES dated 20 Jul 2006. A copy of the SOP is at Appendix C.

Recruitment of Head of Administration

123. Head of Administration i.e. a Registrar / Administrative Officer will normally be a service officer posted by the Military Secretary Branch, Integrated HQ of MoD(Army). However if a situation arises for appointment of Head of Administration by Institution other

AMENDMENT No 25/2013

Telephone : 26151564

Army Welfare Education Society(AWES)
Building No 202, Shankar Vihar
Delhi Cantt-10

B/45902/ Amdt/C/AWES

12 Mar 2013

List A, B & E

POST OF REGISTRAR AND HEAD OF ADMINISTRATION : -AMENDMENT TO AWES
RULES AND REGULATION VOL-II FOR ARMY INSTITUTIONS/COLLEGES

1. Article 123 be deleted and replaced by fresh article 123 as under :-

123. The post of Registrar and Head of Administration will be held by a retired Col duly selected by the Selection Committee at Command/Formation and confirmation of the same will be done by the DG DC&W. The appointment letter will be issued by MD AWES. The process of employment will be the same as given in Article 120 of AWES Rules and Regulations Vol-II. The details of officers can also be obtained from Army Placement Agency/Node. The composition of Selection Committee will be as under :-

Presiding Officer : Chairman of the Institute

- Member
1. Rep HQ AWES,
 2. Principal/Director of College/ Institution
 3. One Col from Local Formation
 4. Rep HQ AWES Comd/Fmn

a serving officer, a specific sanction will be obtained from HQ AWES. In such cases the sanction has been obtained the selection procedure would be similar to that of Principal / HOD.

Recruitment of Academic Support Staff and Administrative Staff

Selection/Appointment of Administrative Staff. All recruitments to the posts in institutions will be made by the Managing Committee in accordance with the following procedure:-

- (a) Posts will be advertised in the Press and applications invited. The advertisement will normally be sent one month prior to the dates of interview.
- (b) Interviews will be held for various categories of posts.
- (c) A merit list of candidates interviewed will be prepared category wise and signed by the members of the Selection Committee and submitted to the Chairman for his approval.
- (d) Appointing candidates from top in the merit list so drawn to fill the required number of existing vacancies.
- (e) Reserve list will be maintained on record for appointment against vacancies arising subsequently.
- (f) Terms and conditions of service, appointment, transfer liability and discharge will be clearly mentioned in the appointment letter.
- (g) Appointments will be made strictly in accordance with the authorisation of staff in establishment approved by the Executive Committee of AWES as laid down in Article 115.

Appointment of Relatives

Wife, son, daughter and daughter-in-law of Chairman/ Patron/ Director/ Principal will be appointed in those AWES institutions in respect of which they hold office.

Filling up of Temp (Adhoc) Vacancies caused due to Leave, Resignations and Retirements during Academic Session

Vacancies in the teaching staff sometimes arise at an awkward time thereby creating a handicap in the instruction to students. For filling up these temporary vacancies, it is necessary to take immediate steps, sometimes, in advance. These Vacancies would be on account of a period of leave of permanent incumbent/appointment of permanent incumbent at the end of academic session, whichever is earlier. The following guidelines are laid down in this matter: -

(a) If the vacancy occurs at a time of the year where the institution work can be carried on without serious handicap or dislocation, the vacancy may not be filled at all. Director/ Principal may utilize the services of suitably qualified lecturers if available in the College.

(b) If the vacancy is of more than a month's duration and occurs at a time when the teaching work cannot be managed without filling up the vacancy, adhoc/temp appointment may be made in accordance with Article 117. No commitment for permanent absorption should be made in respect of such arrangements and the duration of appointment should be clearly specified. This period can be extended later if the teacher concerned extends his leave.

(c) In the situation mentioned under (b), if a whole-time teacher is not available, the Director/Principal may make some part time arrangement on such payment as may be, by and large, reasonable, after obtaining the approval of the IMC. The actual amount of the remuneration should bear a relationship to the time devoted by the person appointed.

Qualifications

7. (a) Qualification of Director. To be decided on case to case basis.

(b) Qualification of Principal, HOD and Lecturer. As per UGC, AICTE, NCTE, BCI, DCI, MCI, Nursing Council of India Norms and Standards.

(c) Qualification of Academic Support and Adm Staff.

(i) LDC

(aa) Graduate or ten years of service as a clerk (for Ex-Servicemen) Computer literate.

(ab) Typewriting with a minimum speed of 30 WPM.

(ac) Basic knowledge of accounting.

(ii) UDC/Accounts Clerk.

(aa) Graduate or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate.

(ab) Typewriting with a minimum speed of 50 WPM.

(ac) 5 years experience as a clerk or an accounts clerk and typist in a reputed organization; preferably a school or college.

(iii) Librarian. As per University/Regulatory Body norms.

Inserted vide Army HQ AWES letter No B/45902/Amdd/C/HWS
dt 12 Mar 13.

Please add new article 127(d) & (e) under AWES Rules and Regulations Vol-II for Army Colleges/Institutions as under :-

127 (d). Qualitative Requirement (QRs)- Registrar and Head of Administration. Recommended QRs for the appointment of Registrar and Head of Administration for Army Professional Colleges/Institutions are :-

Mandatory

- (i) Should be Retd Army Officer of the Rank of Col. Should be between 58-59 years of age at the time of joining.
- (ii) Should have commanded a major unit of Army as Colonel.
- (iii) Should have Educational Qualification - Post Graduate.
- (iv) Should have experience of handling finances.
- (v) Should have no discp case during entire service.

@ Amended vide letter No B/45902/Amdt/C/AWES dated 02 Apr 13.

Preferred

- (i) Should be SHAPE-I (Medically).
- (ii) Should have experience/back ground of having handled educational institutions.
- (iii) Should be IT savvy.
- (iv) Should be graduate of Defence Services Staff College.

Note.

1. Officer who has taken premature retirement will not be eligible for the appointment.
2. If an individual does not meet preferred QR waiver will be given by Chairman Executive Committee.

Service Conditions

127(e) Recommended service conditions are as follows :-

- (i) Registrar and the Head of Administration will be appointed on term basis.
- (ii) Age. Age of initial appointment will be for one year, which may be extended to max age of 65 years with the concurrence of Chairman Executive Committee AWES.
- (iii) Period of Engagement. He will be on probation for a period of one year. On successful completion of probation based on recommendations of Chairman Board of Administration (COS Command HQs) for deserving cases the age limit can be extended to 65 years with the sanction of the Chairman Executive Committee on yearly basis. (Article 145 of AWES R&R Vol-II, amendment No 13/2011 refers).

(iv) Pay and Allowances. Registrar and the Head of Administration will be on consolidated pay of Rs. 50,000/- with Rs 1000/- as annual increment (Article 130 (d) of AWES R&R vol-II refers) as contractual employee.

(iv) **Computer Lab Attendant.** Knowledge of Hardware peripherals and networking.

(v) **Laboratory Attendant.** 10+2 with Science & Computer literate..

(vi) **Group 'D' Karamcharies.** Preferably matriculate or 10 years service (Ex-Servicemen)

Note: Non Teaching Staff. Other qualitative requirements being equal, preference would be given to ex-servicemen.

Pay and Allowances

128. **Director.** To be decided on case to case basis.

129. **Faculty**

- (a) Principal/HOD
- (b) Professors
- (c) Associate Professors
- (d) Assistant Professors
- (e) Librarian
- (f) Tutors

As per UGC/University/ AICTE/ Ministry of HRD/ Regulatory Body Norms

Deleted vide
B/45902/Amdt/C/AWES
dt 09 Sep 09

130. **Adm Staff .**

- (a) Adm Staff in the colleges is employed on term basis on consolidated pay.
- (b) Services of Group D staff will be outsourced to the extent feasible.
- (c) Suggested consolidated Pay of Adm Staff is given below . The consolidated pay of various categories of adm staff would however be the same in case there are more than one college in the station and this would be coordinated by the Command concerned.

| <u>Ser No</u> | <u>Designation</u> | <u>Consolidated Pay Band</u> |
|---------------|-----------------------|------------------------------|
| (i) | Registrar | 25000-25500 |
| (ii) | Office Supdt | 16000-16500 |
| (iii) | Head Clerk/Accountant | 10000-10500 |
| (iv) | UDC/Accounts Clerk | 9000-9500 |

| | | |
|------|---|-----------|
| (v) | LDC | 8500-8900 |
| (vi) | Group D Employee (Peon/Safai Karamchari/ Mali/Chawkidar and Driver | 7000-7500 |

Notes

1. **Revision of Pay Scales.** Revision of pay scales would only be done on approval from HQ AWES.
2. **Perquisites.** Perquisites like transport, accommodation in the campus, telephone facility and entertainment allowance to Director and Principal and other important appointments will be decided by IMC with approval of BOA.
3. **Fixation of Pay on Initial Appointments.** In order to attract better qualified Teachers for our Colleges, the selection/appointing authority is given the power to fix the pay of an incumbent at any point on the laid down pay scales by offering a higher start/advance increments based on merit and experience of the candidate. This shall be subject to confirmation by the patron. It would however, be ensured that the seniority of existing teachers is protected.
4. **Payment of DA and HRA.** DA and HRA, will be admissible at the rate applicable in the state where the college is located.
5. **Scales of Pay of Term Based Teachers.** Pay scales of term based teachers will be the same as applicable for permanent teachers.
6. **Scales of Pay of Adhoc/Temporary Faculty.** Pay scales of faculty on Adhoc/Temporary basis and their terms and conditions of service will be decided by IMC and the same would be clearly written in the appointment letter/agreement.
7. **Stagnation Increment.** Provision for Stagnation Increment in tune with the Central Govt Rules on the subject will be applicable.
8. **Officiating Allowance for Director/Principal.** A sum of Rs 1000/- per month is admissible to an incumbent as officiating allowance, if officiating as Director/Principal for more than 30 days.
9. **Eligibility of House Rent Allowance.** An Institution employee whose spouse is allotted accommodation at the same station by Central/State Govt, an autonomous public undertaking or Semi-govt Organisation will not be eligible for House Rent allowance irrespective of whether or not the non-allottee employee resides in that accommodation. An institution employee whose spouse is not allotted Govt accommodation in station from any sources, is eligible for House Rent Allowance regardless of the fact whether spouse is getting HRA or not.

10. Payment of Interim Relief. On revision of pay scales, payment of Interim Relief to all employees will be in accordance with instructions of HQ AWES.
11. Bonus. Bonus is not applicable to the employees.
12. Annual Increments of Probationary Staff. An employee is not authorised annual increment as long as he/she is on probation. On confirmation after successful completion of probationary period, the employee will get annual increment from the date of confirmation.
13. Incentive on Acquisition of MPhil and Phd Qualification. As per UGC guidelines.
14. Payment of NPA. Payment of NPA to principals of ACDS and ACMS will be considered by the management committee in case they are not doing private practice.
15. Scales of Pay of Administrative Staff. Non teaching staff would only be employed on consolidated pay on contract basis. The consolidated pay within consolidated given under Article 130 and their terms and conditions of service will be decided by the IMC and the same will be clearly written in their appointment letters. DA and HRA would not be applicable for employees employed on consolidated pay.

Medical Certificate and Character Certificate etc

131. Every employee shall be required to produce the following certificates on appointment in the institution:-

- (a) Medical certificate of fitness from hospital established or maintained by the Government/Army or local authority.
- (b) Two certificates from educationists or any other respectable members of Society, not related to the candidate, certifying the character and conduct to the satisfaction of the authorities of the institute.
- (c) Original degrees/diplomas, certificates along with certificates (s) of experience, if any; with attested photocopies thereof. Original certificates will be returned after verification.

Probation

132. All regular employees shall on initial appointment be on probation for a period of one year from the date of his/her joining the duties. The IMC may extend the period of probation by a further period not exceeding one year. Services of an employee during probation or extended period of probation may be terminated by the Managing Committee without assigning any reason by giving one month's notice in writing or one month's salary in lieu of notice including all allowances.

(as per Univ rules). 43

133. If an employee desires to be relieved during the period of probation, it will be necessary for him to give one month's notice in writing or one month's salary including all allowances unless and otherwise the Managing Committee permits relaxation under special circumstances.

Service Conditions of Term Based Lecturers

134. As a guide line, 75% of the teaching faculty should be appointed on contractual basis subject to affiliating university/Regulatory Body norms. The procedure for implementing the service conditions will be as follows: -

- (a) Term based teachers will be appointed for a period of one to three years. After its expiry, the appointment will automatically come to an end.
- (b) Performance of term based teachers appointed for more than one year would be reviewed after completion of one year continuous service. The review of their performance would be intimated to them by the management in writing. Format for review of performance is given at **Appendices K and L** (to be suitably modified where required).
- (c) There would be a break of minimum of 7 days between two contracts.
- (d) Last pay drawn as a Term Based Teacher would be protected if employed again on contract in the same institution provided the gap between two contracts is not more than 60 days.
- (e) Increment will be entitled to term based teachers after completion of one year successful service

a period of one to three years or 60 years of age whichever is earlier. The appointment would automatically come to an end after its expiry.

(e) Increment will be entitled to term based teachers after completion of one year successful service.

B/45840/SOP/AWES

AIT
List 'A' & 'E'

02 Feb 2016
Army Institute of Technology
Dighi Hills, Pune-411015.
Award No. 9710
Date 12/02/2016

**RETIREMENT AGE OF OFFRS EMPLOYED AS ADM STAFF
IN PROFESSIONAL COLLEGES**

1. Please refer the following:-

(a) Article 135 of Rules and Regulations of Army College Vol-II (Blue Book) 2009 Edition.

(b) Amdt to Article 127 Qualitative Requirement (QRs) for Registrar and Head of Administration fwd vide our letter No B/45902/Amdt/AWES dated 05 Aug 2013.

2. As per Article 135 administration staff in Colleges can apply for initial employment upto age of 53 years and maximum age upto which administrative staff can serve is upto 60 years. Army officers are employed in colleges as Registrar and Head of Administration and Placement officer.

3. Generally Army offr (Col/Lt Col) retires at the age of 58 years after completion of his re-employment, joins institute at 59 years and if he retires on attaining age of 60 years continuity in professional colleges will be affected. Vide para 1 (b) above the retirement age of Registrar and Head of Administration is kept 65 years. The logic behind age of retirement to be 65 years was that he should get 5 to 6 years in an institute to provide continuity.

4. Keeping the same logic in mind, the said issue has been examined and the competent authority has approved the retirement age of retired Army offr (Col/Lt Col) who have been employed on administrative staff like placement offr to 65 years of age. The Blue Book is being amended.

(PK Bali)
Lt Col (Retd)
Director Colleges
For Adjutant General

(c) **Review of Performance.** The performance of term based administrative staff would be reviewed after completion of one year continuous service. The review of their performance would be intimated to them by the management in writing. Format for review of their performance is given at Appendices K and L (to be suitably modified). Further performance of the contract would depend upon the review of the performance.

(d) **Appointment After Expiry of Contract Period.** Term based administrative staff may be appointed afresh after expiry of initial contract period based on their performance and physical fitness. There would be a break of minimum of 7 days period between two appointments. On being appointed second time, the clause of review of performance after completion of one-year service would not be applicable.

(e) **Leave Entitlement.** Leave will be entitled to them as given in Article 163.

(f) **Pay and Allowances.** In case of subsequent appointment, last consolidated pay drawn by such employees would be protected, if employed in the same college provided the gap between the termination of first appointment and subsequent appointment is not more than 60 days.

(g) **Termination of Service.**

(i) The services of term based administrative staff can be terminated with one month's notice or on payment of one month salary in lieu of notice on either side without assigning any reason.

(ii) On completion of contract period the services of such employees would automatically stand terminated.

Confirmation

136. If the work and conduct of an employee employed on regular basis, during the period of probation or extended period of probation is found to be satisfactory, he/she becomes eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be with effect from the date of expiry of the said period provided he/she fulfils the other requisite conditions.

137. The employee shall be informed of his confirmation on completion of probation period. If he/she does not receive any information about his/her confirmation, his/her service will automatically stand terminated without any notice. In case of extended probation period, the employee will be informed of his confirmation before the expiry of extended probation period. If the employee does not receive any information about his/her confirmation, his/her service will automatically stand terminated without any notice.

Resignation

138. If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or three months salary including all allowances to the Managing Committee.

Termination of Service

139. The Managing Committee shall also be competent to terminate the services of a confirmed employee in case of abolition of a post due to closing down of institution, a class or reduction in the number of sections of a class or discontinuance of a teaching subject or on administrative grounds by giving three months notice in writing or three months salary including all allowances

140. The Managing Committee shall have the power to relax the period of notice or payment of salary in special circumstances.

Age of Retirement

141. (a) **Director, Principal Teaching Faculty and Registrar.** All these employees will retire at the age of 65 years. In an exceptional case an employee who is retiring after 01 Dec may be granted extension up to the end of academic year at the discretion of management. It would be ensured that the rules of affiliating university are complied

Note. Exceptional case would imply that candidates with requisite qualifications are not available for employment or where it is decided to utilize the exceptional talent of the employee.

(b) **Administrative Staff.** Administrative staff will be employed only on term basis on consolidated pay.

Service Benefits

142. The following service benefits will be admissible to the employees of the AWES Institutions:-

(a) All employees drawing salary upto Rs 6500/- per month (Basic + DA) would be member of Employees Provident Fund Scheme and will contribute 12% with equal contribution from the employer subject to a limit of Rs 780/- per month where strength No employee in Army Colleges/Institutions whose salary is (Basic+DA) at the time of appointment will be made member of the and HQ of MoD (Army) letter No

(b) Service Gratuity to the regular confirmed employees at the rate of 1/2 month's salary, limited to a maximum of fifteen months, for every completed year of service as a regular employee, provided an employee has a continuous service of 5 years in the Institute. Service gratuity will not be paid to an employee whose service has been terminated on disciplinary grounds with major penalty. EPF account would be maintained in colleges.

Note : Salary means Basic Pay plus DA.

145. **Age Relaxation.** Powers to grant age relaxation for initial appointment, re-appointment to a higher post.

146. **Extension of Service to Directors.** Extension of service to Directors of Army Professional Colleges, after completion of initial period of engagement, can be given by the Chairman Executive Committee AWES on recommendations of the Command concerned. For this, the application for extension of service alongwith the ACRs of the last three years and recommendations of command should reach HQ AWES at least 45 days before the expiry of the existing engagement period.

Auth: Army HQ(AWES) letter No B/45902/Amdt/C/AWES dated 22 Mar/2

Sd/x x x x x x x
(Amar Narwat)
Col (Retd)
Advisor Legal
For Managing Director

145. **Age Relaxation.** Powers to grant age relaxation for initial appointment, re-appointment to a higher post or extension of service in Army Institutions/Colleges are vested with the Chairman, Executive Committee AWES. Cases for age relaxation would be submitted by the Institutions/Colleges/IMC to HQ AWES through proper channel along with the recommendations of the intermediate formation HQ in the Chain of Command. It will be ensured that such recommendations are made only in case of highly competent, experienced and deserving cases.

Auth: Inserted vide AHQ(AWES) Letter No B/45302/Amdt/C/AWES dated 20 Jul 11.

Sd/x x x x x
(Amar Narwat)
Col (Retd)
Advisor Legal
For Managing Director

(c) For the definition of Wages see explanation in Article 2 (s) of "The Payment of Gratuity Act 1972" which is as under:-

"Wages' mean all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and include dearness allowances but does not include any bonus, commission, house rent allowance, overtime wages and any other allowances".

Funeral Allowance

143. Funeral Allowance subject to a maximum of Rs. 5000/- so as to cover the funeral expenses will be paid to the next of kin of employees.

Loan

144. Loan up to a maximum of Rs 10,000/- can be advanced to the Group D employees of the institution in emergent cases with the approval of Director/Chairman. The loan amount without interest will be recovered in suitable installments as per directions of Director/Chairman.

145-150 Blank.

CHAPTER – 8

MISCELLANEOUS SERVICE MATTERS

References

- | | | | | |
|----|------------|---|---|-------------|
| 1. | Appendix G | - | Record of Service | Article 151 |
| 2. | Appendix H | - | Attestation and Identity Certificate | Article 152 |
| 3. | Appendix J | - | Detailed Instructions for Preparation and Maint of ACRs | Article 153 |
| 4. | Appendix K | - | Report on Probationer: Director/Principal (Head of Institution). | Article 154 |
| 5. | Appendix L | - | Report on Probationer: Staff other than Director/ Principal (Head of Institution) | Article 154 |

Service Records.

151. (a) **Service Book.** A service book will be maintained by all Institutions in respect of all employees as per format forwarded vide HQ AWES letter No B/45710/R/AWES dated 05 Feb 2003.

(b) **Personal File.** For each employee of the institution, a personal file should be opened in the institute's office soon after he/she joins the institution. On his/her first appointment in the institution, the particulars of the employee may be filled in the Record of Service (Appendix G) a copy of the same will be placed in personal file.

Verification of Character and Antecedents

152. All employees of the Institutes will furnish their antecedents in duplicate as per the attestation and identity certificates given at Appendix H within 3 months of their appointments.

Annual Confidential Report

153. The work and conduct of each member of the staff has to be reported on at the end of the academic year in the prescribed Confidential Report Forms. Detailed instructions for the preparation and maintenance of Annual Confidential Reports are given in Appendix J. ACRs in respect of the Institution staff will be initiated and reviewed as under:-

@ Deleted vide Para 3 of Army HQ(AWES) letter No B/4592
Amndt/C/AWES dated 12 Jan 198.

AMENDMENT NO 18/2012

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Army Welfare Education Society(AWES)
Building No 202, Shankar Vihar
Delhi Cantt-10

B/45902/ Amdt/C/AWES

12 Jan 2012

List A, B & E

Army Institute of Technology
Digitized by eGangotri
Award No. 4700
Date 25.1.12

**AMENDMENT TO AWES RULES AND REGULATIONS VOL-II FOR ARMY COLLEGES/
INSTITUTIONS**

1. Please add the following as member under Article 45 of AWES Rules and Regulations Vol-II for Army Colleges/ Institutions :-

-Director Colleges/Nominated Director of HQ AWES, Director/Addl Director Command/Formation AWES Cells, for colleges in the station concerned.

2. Add Note 2 to Article 45 of AWES Rules and Regulations Vol-II for Army Colleges/ Institutions as under and renumber notes to 2 to 4 as 3 to 5 :-

2. Director Colleges/Nominated Director of HQ AWES will be member of the IMC of the Colleges in Delhi. Director/Addl Director Command/Formation Cells will be members of the IMC of the colleges in the station concerned. They will render technical advice to the IMC wherever required.

3. Please delete Article 153 and insert fresh Article 153 in AWES Rules and Regulations Vol-II for Army Colleges/ Institutions as under :-

Annual Confidential Report

153. The work and conduct of each member of the staff has to be reported on at the end of the academic year in the prescribed Confidential Report Forms. Detailed instructions for the preparation and maintenance of Annual Confidential Reports are given in Appendix J. ACRs in respect of the Institution staff will be initiated and reviewed as under:-

| <u>Employee</u> | <u>IO</u> | <u>RO</u> | <u>Technical Reporting Officer</u> | <u>SRO</u> |
|---|------------------------|----------------------|------------------------------------|--------------------|
| (a) Director (Head of Institution) | Chairman | Patron | MD AWES | COS Command |
| (b) Principal | Director/ Chairman | Chairman / Patron | MD AWES | Patron/COS Command |
| (c) Registrar(Civilian) | Principal/ Director | Director / Chairman | MD AWES | Chairman/ Patron |
| (d) Professors/ Associate Professors/ Tutor | Head of the Department | Principal/ Director | - | Chairman/ Patron |
| (e) Lecturers | Principal | Director/ Chairman | - | Chairman/ Patron |
| (f) Warden | Registrar | Principal / Director | - | Director/ Chairman |
| (g) Librarian | Principal | Director / Chairman | - | Chairman / Patron |

a Deleted vide Army HQ(AWES) letter No B/45902/
Amtdt/c/AWES dated 01 Oct 14.

| | | | | |
|--|---|----------------------|---|--------------------|
| (h) Lab Attendant | HOD | Principal / Director | - | Director/ Chairman |
| (i) Clerks, PA, Receptionist, Adm Staff and other Gp 'D' Staff | Registrar HOD / Registrar/ Joint Director | Principal / Director | - | Director/ Chairman |

24 JAN 2012

| | |
|--------------|------|
| DIRECTOR | 24/1 |
| JT. DIRECTOR | 24/1 |
| OFFICE SUPD. | 24/1 |

Please add new note 1 as under and renumber notes 01 to 08 as 02 to 09 :-

1. ACRs of Principals, Directors and Registrar (Civilian) will be sent to HQ AWES after remarks of the reviewing officer for endorsement of technical report by MD AWES. HQ AWES will thereafter forward the ACRs to the SRO.

5. Add new part IV under Annexure I to Appendix J of Article 153 of AWES Rules and Regulations Vol-II for Army Colleges/ Institutions as under :-

PART - IV TECHNICAL REPORT BY MD AWES

1. Knowledge of AWES Rules and Regulations, Regulatory Body Bye Laws and the rules of affiliating university.
2. Knowledge of the developments in the field of concerned discipline.
3. Innovative ideas in the field of concerned discipline and perspective planning of college.
4. Any other remarks.

Signature of Technical Reporting Officer
Name :
Designation :
Date :

6. Please add new Articles 335, 336 and 337 as under :-

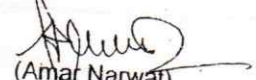
Monitoring of Implementation of Policies and Directions

335. HQ AWES will monitor the implementation of policies in Army Colleges/Institutions laid down in Blue Book and directions issued on behalf of Board of Governors and Executive Committee AWES from time to time.

336. The officers of HQ AWES specially the MD and Dy MD may undertake pre planned and surprise visits to the Army Colleges/Institutions for monitoring the implementation of policies. For pre planned visits, information will be given to the controlling formation while surprise visits can be undertaken at any time without information to the College/controlling formations.

Special Inspection

337. Special inspections of the colleges may be carried out to check implementation of policies with respect to academic, administrative and financial aspects by AWES Cell in HQ Commands and HQ AWES wherever necessary. The HQ ordering special inspection will decide the composition of the inspection team.


(Amar Narwal)
Col (Retd)
Advisor Legal
For Managing Director

25/1/12.

AWES
AT/0023/AWES Rul/Adm

Copy to:-
Registrar
PA to Dir

in Blue Book.

Amend & p u for
discussion on imple-
mentation

| <u>Employee</u> | <u>IO</u> | <u>RO</u> | <u>SRO</u> |
|--|--|----------------------|--------------------|
| (a) Director (Head of Institution) | Chairman | Patron | COS Command |
| (b) Principal | Director / Chairman | Chairman / Patron | Patron/COS Command |
| (c) Registrar (Civilian) | Principal / Director | Director / Chairman | Chairman/ Patron |
| (d) Professors / Associate Professors/ Assistant Professor and Tutor | Head of the Department | Principal/ Director | Chairman/ Patron |
| (e) Warden | Registrar | Principal / Director | Director/ Chairman |
| (f) Librarian | Principal | Director / Chairman | Chairman / Patron |
| (g) Lab Attendant | HOD | Principal / Director | Director/ Chairman |
| (h) Clerks, PA, Receptionist, Adm Staff and other Gp 'D' Staff | Registrar HOD/ Registrar/ Joint Director | Principal / Director | Director/ Chairman |

Notes

1. ACRs of Institute Staff will be initiated and reviewed by designated authorities only. This power is neither to be delegated nor given to the officiating incumbent.
2. Wherever serving Army Officers are posted as registrar in the colleges, their ACRs would be initiated and reviewed as per instructions issued by HQ AWES separately.
3. 90 days of physical service under IO and 45 days under RO would be mandatory for initiation and review of ACR.
4. In case, the employee does not complete 90 days under the initiating officer, the report can be initiated by the reviewing officer provided the employee completes 90 days of physical service under him.
5. In case, the employee does not complete 90 days under the initiating officer or the reviewing officer, a delayed ACR can be initiated upto 60 days from the due date.
6. Early ACR ie 90 days prior to the due date of initiation, can be initiated in case IO is demitting office and employee(s) is/are unlikely to complete 90 days of physical service under New IO for initiation of ACR on due date.

7. 30 days physical service under the SRO would be mandatory for review of ACR. It is not obligatory for SRO to always endorse his remarks. He may write 'insufficient knowledge' in case he has not observed the performance of the employee concerned
8. Formats of ACRs of various categories of personnel are given in Annexure I to IV of Appendix H.

Report on Probationers

154. All regular appointments will be on probation for a period of one year, which may be extended to two years by the appointing authority. For this purpose, two special reports on probationers, one on completion of six months of service and the other, on completion of 11 months of service, shall be forwarded by the Director/Principal (Head of Institution) of the Institution to the Chairman, Managing Committee. The specimen forms of the Report on probation for Director/Principal (Head of Institution) and for other than Director/Principal (Head of Institution) are placed at Appendix K and Appendix L respectively.

Vacational Staff

155. The teaching staff of the Institution shall be in the category of vacational staff. However, the Director/Principal (Head of Institution) will come in the category of Non Vacation staff and attend office during vacation period. Where both Director and principal are appointed one of them may attend the office during vacation period. This is to be laid down by IMC. IMC without any extra financial benefits may call vacation staff for organised educational activities upto 20 days in an academic year. Accordingly, leave entitlement to vacation staff will be limited to a maximum of 50 days in a year during the vacation period.

Non Vacational Staff

156. The following staff of the Institution shall be in the category of Non-vacational staff:-

- (a) Director/Principal (Head of Institution).
- (b) IT Supervisor
- (c) Computer Instructor (at the discretion of IMC)
- (d) Office Staff
- (e) Librarians & Laboratory Assistants/Attendants
- (f) Group 'D' Employees

Admissibility of Vacation Leave to Faculty

157. The faculty (Teaching Staff) would be entitled vacation leave during vacation as per norms of affiliating university. This would be decided by IMC.

Uniform

158. Uniform of the following category of employees will be issued as under :-

- | | |
|---|---|
| (a) Nurses | White Apron and White Gloves |
| (b) Laboratory Assistant/ Attendant in ACDS & ACMS | White Apron and White Gloves. |
| (c) Lab Assistant/ Attendant in other colleges | Khaki Apron and Gloves. |
| (d) Others | Two sets of Khaki Summer Uniform once a year. One set of Blue Winter Uniform once in two years. |

159. **Pattern of Uniform.** The standard pattern of uniform for male employees will consist of a short buttoned-up coat and a Trouser, a cap and black shoes.

160. For female Group 'D' employees, the standard pattern will consist of light sky blue sari, blouse and chappal or sky blue salwar kameez and dupatta.

Permission to Teaching and Non Teaching Staff to Appear at Higher Examination

161. There is no objection for faculty and other employees of the colleges to appear at higher examinations privately provided that such pursuit of higher studies is not prejudicial to the discharge of his/her duties and responsibilities in the college. Permission to appear at higher examination may be granted to the employees by the principal and to the principal by the Chairman Institute Managing Committee. No preparatory leave for such examination shall be granted. Employees may be allowed leave as entitled under the AWES rules.

Working Days , Holidays, Vacation and Working Hours

162. Working days, Holidays, Vacations and Working Hours for the institute, faculty and administrative staff would be laid down by the Institute Management Committee. While laying down the above, the norms of the affiliating university /Regulatory Body will be taken into account.

Leave Entitlement

163. Confirmed and Term Based Contractual Staff after completion of probation period/one year successful service will be entitled to the following types of leave in a calendar year:-

| | | | |
|-----|--------|---|---|
| (a) | Casual | - | 08 days. Sunday/Closed holidays falling during the period of casual leave are not counted as part of casual leave. Un-availed casual leave will not be encashed and cannot be carried forward to the next year. |
|-----|--------|---|---|

| | | | | |
|-----|--|-------|--|---|
| (b) | Medical | - | 12 days on half pay or 6 days on full rates of pay. To be availed on the prior production of a medical certificate from a MBBS Doctor. This may be availed more than once in a calendar year. Accumulation of medical leave up to a maximum of 30 days in entire service is permissible. | |
| (c) | Vacation | - | Full vacation for vacation staff (50 days). | |
| (d) | Earned | - | Earned leave due to non-vacation staff calculated @ 1 day's leave for every 11 days of qualifying service. No earned leave is authorized to vacation staff. | |
| (e) | Maternity | - | Not admissible if the applicant has two surviving children. Can be given as under:- | |
| | | (i) | Pregnancy cases | - 90 days |
| | | (ii) | Miscarriage/ Abortion | - 4 weeks in the entire career of a female staff. Frequency of this type of leave is on "as required basis" but to a maximum of 4 weeks, supported by medical certificate |
| (f) | Extra Ordinary Leave (EOL) without pay | (i) | EOL at the discretion of the Director/Principal | - 15 days |
| | | (ii) | EOL at the discretion of Principal on medical grounds with Medical Certificate.- | - 3 months |
| | | (iii) | EOL on compassionate grounds at the discretion of the Chairman, Institution Managing Committee, | - 30 days |
| | | (iv) | EOL at the discretion of the Chairman, Institution Managing Committee, on Medical grounds with Medical certificate. | - 6 months |

| | | | | |
|--|--|---|---|-----------|
| | | (v) Maternity leave at discretion of Chairman Institution Managing committee on medical grounds (This provision is without prejudice to leave availed under Article 163 (c) and (d) | - | 2 months. |
| | | (vi) EOL with the approval of command HQ for diseases like TB, Cancer, Leprosy, Mental illness for employees with minimum one year service with medical certificate. | - | 18 months |

Rules Regarding Leave

164. All types of leave will be subject to the following rules :-

- (a) Leave is a matter of privilege and cannot be claimed as a right
- (b) Leave must be got sanctioned before it is availed of.
- (c) In case of sudden illness or emergency when prior sanction cannot be obtained, leave application will be submitted at the earliest, along with a medical certificate.
- (d) During leave, teachers can be detailed for invigilation during the annual examination and for evaluation work as per requirement of affiliating university.
- (e) Adhoc appointees are not entitled to any leave except casual leave. On completion of an initial mandatory service of three months, one day's casual leave calculated for every one and half months (i.e. 45 days) of service be granted to them. Thus an individual would be entitled to a maximum of 8 days casual leave in a full calendar year. Unexpended casual leave is neither encashable nor accumulated and would lapse at the end of a calendar year if not availed.
- (f) Two short leaves in a calendar month will be treated as half day's casual leave, while three short leaves will be treated as one day's casual leave.
- (g) **Probationers.** Probationers are entitled to 8 days casual leave in a calendar year and medical leave as applicable as per normal scales. They may be granted EOL without pay upto a maximum period of 90 days on medical ground at the discretion of Chairman Institute Managing Committee.

Encashment of Leave

165. Regular and Term Based (after completion of one year successful service) non vocational staff will be entitled to encashment of leave not exceeding 15 days in a year subject to a total of 300 days at the time of retirement/resignation provided the employee completes three years minimum service in the institution. Medical/Casual leave cannot be encashed.

Leave Travel Concession

166. Due to financial limitations, leave travel concession facilities cannot be given to the employees of AWES Institutions.

TA and DA

167. Any employee of the Institute when detailed on duty to proceed to another station will be entitled to TA and DA as applicable to Central Govt Employees. For travel by air or by road in one's own transport, prior permission of the Chairman will be obtained. All such moves will be carried out with prior sanction of the Chairman and will be kept to the bare minimum. Employees can be ordered to move on outstation duties by HQ AWES, HQ Commands or by the Chairman.

Campus Accommodation for Essential Staff

168. Essential Staff like Director, Registrar, Hostel Warden and some group D staff e.g. Electrician, Driver, Messenger may be provided with semi furnished accommodation in campus.

169. The staff provided with residential accommodation will be charged nominal rent for accommodation and furniture and actual for electricity and water or as specified in their agreement for employment.

Admissibility of Vacation Pay to the Faculty

170. (a) The faculty under Vocational Staff shall be entitled to vacation pay only when they complete 8 months continuous service prior to vacation.

(b) Faculty under Vocational Staff would qualify for the vacation pay if they are present on duty either on the last working day prior to the commencement of vacation period or report for duty on the first day on the expiry of vacation period.

(c) Adhoc/Temporary/Part Time/Visiting Faculty is not entitled to any vacation pay.

CHAPTER – 9

DISCIPLINE TERMINATION OF SERVICE, REPRESENTATIONS AND REPORTING OF INCIDENTS

Reference Appendix M - Authority to Award Penalty and Appeal Against the Decision of the Disciplinary Committee. Article 171 (c) & (d)

Discipline

171. Cases of all employees of the institution whether under probation or not, other than the Director, Principal, Registrar/Administrative Officer suspected of corrupt practices or breach of discipline or Code of Conduct will be dealt in the following manner: -

- (a) The Head of the Institution will carryout Preliminary investigations and if prima facie case is established, he/she will forward his report in writing to the Chairman of the IMC for appointing an Inquiry Officer/Committee for further investigations.
- (b) In no case the preliminary investigations and reporting of the matter will be delayed beyond 24 Hours. The Inquiry Officer/Committee so appointed will complete the Inquiry expeditiously and forward his/its report to the Presiding Officer/Committee, Disciplinary Committee within 20 days of his appointment.
- (c) An emergent meeting of the Disciplinary Committee will be called within reasonable time. The recommendations of the Inquiry Officer/Committee will be placed before the meeting for information of all members. The Disciplinary Committee may award appropriate penalty under Rules of AWES, as authorized under Appendix M.
- (d) Appeal against the decision of the Disciplinary Committee can be made to the authorities listed at Appendix M whose decision will be final and binding.

Note. The affiliating university rules on discipline will be examined for their applicability to the employees of private unaided colleges. In case, it is obligatory for the private unaided colleges to follow the affiliating university rules on discipline for their employees, the same will take precedence over these rules.

Procedure

172. Such cases against the Director, Principal, and Registrar/Administrative Officer will be investigated by the Chairman Managing Committee. The Chairman will follow the following procedure:-

- (a) He will immediately inform the Chairman, Board of Administration at Command Headquarters. If a prima facie case is established, he will order an Inquiry Committee to investigate the case within given time frame (Not exceeding 14 days).

(b) An emergent meeting of the Disciplinary Committee will be called within reasonable time and recommendations of the Inquiry Committee will be placed before the Disciplinary Committee meeting for information of all members. The Committee will either:-

- (i) Decide the case at their level, or;
- (ii) Forward the case with their recommendations to the respective Headquarters Command for final disposal.

173. **Punctuality**. All employees shall be punctual in attending to their work. Casualness and unpunctuality will be viewed seriously.

174. **Major and Minor Penalties for Staff**.

- (a) Minor Penalties include censure, withholding of increment of pay and recovery of any pecuniary loss caused by an act of omission or commission.
- (b) Major Penalties include reduction in grade and termination from service on disciplinary grounds as laid down in Article 183(g). Service gratuity will not be paid to an employee whose service has been terminated on disciplinary grounds with major penalty.

175. **Termination of Service as a Penalty**. Employees may be terminated from service for the following reasons in accordance with procedure laid down in Articles 171 & 172:-

- (a) On disciplinary grounds if the punishment is so awarded by the authorities concerned.
- (b) In the event of un-satisfactory performance of duty.

Notes

1. **Authority to Award Penalties**. Level at which the penalties are to be confirmed and level at which petitions against the penalties are to be disposed are at Appendix M.
 2. All awards of penalties, confirmation of penalties and disposal of petitions will be under the personal signature of the designated authority.
 3. Censure can be awarded by the Head of the Institution. However, all other minor penalties will be awarded by the Disciplinary Committee.
- (c) **Explanation**. The following shall not amount to a penalty within the meaning of this rule, namely:-
- (i) Stoppage at the efficiency bar on the ground of unfitness to cross the bar;

- (ii) Retirement of the employee in accordance with the provisions relating to superannuation or retirement;
- (iii) Replacement of a teacher, who was not qualified on the date of his appointment, by a qualified one;
- (iv) Discharge of an employee appointed on a short-term officiating vacancy caused by the grant of leave, suspension or the like.

176. All employees will follow the Code of conduct as prescribed under Article 83 of Rules & regulations of AWES. The disciplinary proceedings may be initiated against violation of said code and for any of the misconducts given below:-

- (a) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- (b) Theft, fraud or dishonesty in connection with the Institute's business or property.
- (c) Willful damage to or loss of Institute's goods or property.
- (d) Taking or giving bribes or any illegal gratification.
- (e) Habitual absence without leave or absence without leave for more than 10 days.
- (f) Habitual late attendance.
- (g) Breach of any rules and regulations of the Institute.
- (h) Disorderly behaviour during working hours at the Institute or any act of subversion of discipline even outside the Institute.
- (j) Habitual neglect or negligence or neglect of work.
- (k) Frequent repetition of any act or omission for which a fine may be imposed.
- (l) Striking work or inciting others to strike work in contravention of the provisions of any law or rule.
- (m) Immoral acts.

Suspension

177. Disciplinary Committee may place an employee under suspension for the following:-

- (a) Where a prima facie case against an employee is established and disciplinary proceedings are contemplated or pending; or where a fair and impartial enquiry cannot be conducted.

(b) Where a case against the employee in respect of any criminal offence is under investigation or trial; or

(c) Where the employee is charged with embezzlement; or

(d) Where the employee is charged with cruelty towards any student or other employee of the institute; or

(e) Where the employee is charged with misbehaviour towards any parent, guardian, student or employee of the institute; or

(f) Where the employee is charged with the breach of any other code of conduct.

178. No order for suspension shall remain in force for more than three months unless the managing committee, for reasons to be recorded by it in writing, directs the continuation of the suspension beyond the period of three months provided that where a suspension is continued beyond a period of six months, the Patron may, if he is of the opinion that the suspension is being unreasonably prolonged, revoke the order of suspension.

179. An employee shall be deemed to have been placed under suspension by an order of the appointing authority:-

(a) With effect from the date of his detention, if the employee is detained in judicial custody for a period exceeding forty-eight hours on a charge or an offence which in the opinion of the Institute Managing Committee involves moral turpitude.

(b) With effect from the date of his conviction, if in the event of a conviction for an offence involving, in the opinion of the Institute Managing Committee, moral turpitude, the employee is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent to such conviction.

Explanation – The period of forty-eight hours referred to in this rule shall be computed from the commencement of detention or conviction, as the case may be, and for this purpose, intermittent periods of detention shall be taken into account.

180. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or rendered void, in consequence of, or by a decision of a court of law or of the Tribunal, and the disciplinary authority on a consideration of the circumstances of the case decides to hold further inquiry against such employee on the same allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, such employee shall be deemed to have been placed under suspension by the managing committee from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

181. (a) An order of suspension made or deemed to have been made in these rules shall continue to remain in force until it is modified or revoked by the managing committee or the Patron.

(b) Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the managing committee may for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceeding.

(c) An order of suspension made or deemed to have been made under these rules may, at any time be modified or revoked by managing committee or by the Patron.

182. An employee under suspension shall be entitled to a subsistence allowance at an amount equal to one-half of the pay last drawn by him and in addition to such pay, dearness allowance at the appropriate rate to be paid in the same manner as salary.

Termination Of Services/Resignation

183. As the tenure of service is usually the matter of agreement between the AWES and the employees, service of an employee may be terminated in the following manner:-

(a) A contract of service comes to an end when the particular job or the period for which an employee is engaged is completed.

(b) It can be terminated before the stipulated period by means of notice for a certain period or in lieu of notice by payment of salary for that period.

(c) It comes to an end by the resignation tendered by an employee.

(d) It comes to an end when the AWES terminates/dismisses the employee as per rules of the society.

(e) It comes to an end when the post is abolished due to discontinuation of a subject/closing down of a class or of the Institute.

(f) In the case of temporary employees and probationers the services could be terminated by giving one month's notice or salary in lieu without assigning any reason. Likewise, a probationer may resign his post by giving one month's notice or salary in lieu.

(g) Services of confirmed employees can be terminated as follows :-

(i) **On Disciplinary Grounds**. Services of employees found guilty of corrupt practices and breach of discipline can be terminated by following the procedure enumerated in Articles 171 & 172. A show cause notice would be issued to the

delinquent employee explaining the reasons why his/her services are proposed to be terminated.

(ii) **On Administrative Grounds.** The services of employees can be terminated on Administrative Grounds by giving three months notice or salary in lieu provided before terminating the service, an employee shall be given a show cause notice explaining the reasons why his/her services are proposed to be terminated. Administrative grounds will cover the following:-

- (aa) Inefficiency.
- (ab) Delinquent Behaviour.
- (ac) Redundancy

(h) A confirmed employee has as well the right to request termination of his or her services by giving three months' notice or surrendering salary in lieu. Accepting salary in lieu will be at the discretion of the Director/Principal who may insist on his or her working for the duration of the notice.

(j) The vacation period can be counted as part of notice period for the purpose of request for termination of service by a confirmed employee provided the individual is entitled to vacation pay and is present on duty either on last working day prior to the commencement of vacation period and reports for duty on the first day after expiry of the vacation period.

(k) All termination of service under Article 183 (g) (ii) will be done by the prior concurrence of one level above the level of appointing authority. Thus in case of lecturers it will be the Command HQ and in case of Principals it will be Chairman Executive Committee of the AWES, Integrated HQ of MoD (Army).

(l) (i) Resignation of an employee, once accepted by the competent authority, will become final after the expiry of the date mentioned in the Notice of resignation for that purpose provided that prior to the expiry of such date, the employee may make a request for withdrawal of his application of resignation and the competent authority may, for reasons to be recorded, allow or disallow such request of withdrawal of the resignation.

(ii) In case an employee does not give any such Notice as mentioned in sub Articles (f) & (h) above and surrenders salary in lieu, his/her resignation once accepted by the competent authority will become final and cannot be withdrawn.

Representations from the Staff

184. (a) All representations from the staff (other than Principal) should be submitted through the Principal of the institute. The same shall be forwarded to the Chairman

with the Director/Principal's comments. As regards the representation from the Principal, it should be addressed directly to the Chairman. No action shall be taken on the advance copies of any representation received by the Managing Committee directly.

- (b) No action shall normally be taken on any anonymous and/or pseudonymous complaints made to the Chairman etc, in respect of the affairs of the institute.

Note. Where Directors have been appointed, the principal would forward the representations of the staff to the Director who would forward the same to the Chairman IMC after endorsing his recommendations. Similarly the representation of the principal would be forwarded through the Director.

Reporting Of Incidents

185. Serious incidents involving cases of accidents, assault and affray, unnatural deaths, ragging, immoral behaviour, damage to property and loss of life would be reported immediately on occurrence in accordance with Army Headquarters AWES letter No B/45716/AWES dated 07 Mar 2003 as per procedure enumerated below: -

(a) **Initial Report.** Initial Report Will be submitted by the Director/Principal to Chairman, Managing Committee, Director/Dy Director AWES Cell/Col 'A' of the local formation HQ and Managing Director, AWES, Integrated HQ of MoD (Army on telephone. Telephonic report will be followed by written report by Fax/E-Mail within 24 hrs of the incident.

(b) **Detailed Report.** Detailed report will be sent by the Institutes within seven days of the incident by E-Mail and post to all the authorities mentioned in Article 185 (a) above.

(c) **Final Report.** Final Report will be submitted to AWES, Integrated HQ of MoD (Army by the Institutes through proper channel on finalisation of the case.

186. Prohibition of Sexual Harassment

(a) All employees and students of Army Professional Colleges/Institutions are prohibited from causing any sexual harassment to women including female employees and girl students. In cases where sexual harassment occurs as a result of an act of omission by outsiders, the Directors/principals shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. For this purpose any sexual harassment would mean unwelcome sexually determined behaviour (Whether directly or by implication) and would include the following :-

- (i) A demand or request for sexual favours.
- (ii) Eve-teasing and molestation.

- (iii) Jokes causing or likely to cause awkwardness or embarrassment.
 - (iv) Gender based insults or sexist remarks.
 - (v) Innuendos, unsavoury remarks and taunts.
 - (vi) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
 - (vii) Physical contact, touching or brushing against any part of the body and the advances.
 - (viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
 - (ix) Physical confinement against one's will and any other act likely to violate one's privacy.
 - (x) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- (b) **Reporting of Sexual Harassment Cases.** Sexual harassment cases not involving serving Army personnel will be reported as given in Article 185. Sexual harassment cases involving serving Army personnel will be reported as under :-
- (i) **Initial Report.** Initial report on sexual harassment involving serving Army personnel will be reported by Director/Principal to the Chairman Managing Committee/Director/Dy Director AWES Cell/Col A of the local formation who would report the same to the Managing Director AWES and Discipline and Vigilance Directorate (DV-2), Integrated HQ of MoD (Army on telephone within 24 hrs of the incident.
 - (ii) **Detailed Report.** Detailed report on sexual harassment involving serving Army personnel will be sent by the controlling formation within 72 hrs to HQ AWES and Discipline and Vigilance Directorate(DV-2), Integrated HQ of MoD (Army by fastest means.
 - (iii) **Final Report.** Final report involving serving Army personnel will be submitted by controlling formation to HQ AWES and DV Directorate through proper channel on finalisation of the case.

187-190 Blank.

CHAPTER – 10

DISCIPLINE – STUDENTS

GENERAL

191. The affairs of the Colleges should be so conducted so as to promote self-discipline, values leading to healthy, dignified and orderly behaviour to build up traditions that add to the reputation of the college.

192. The observance of rules of discipline and good behaviour shall be a pre-condition to a student's continuance in the College. In the event of serious breach of discipline by a student, if the Principal is convinced that the continuance of the student in the College is likely to be detrimental to the general tenor or discipline of the College, he/she may be expelled from the College.

Code of Conduct - Students

193. DOs.

- (a) Be respectful to your parents, teachers, staff of the College and elderly citizens.
- (b) Be punctual.
- (c) Be neat, clean and correctly dressed.
- (d) Be humble in your success or victory.
- (e) Be truthful.
- (f) Take pride in yourself, your College, your Parents and your Nation.
- (g) Be courteous. Remember "Thank You" and "Please" are two **very good words**.
- (h) Be thankful to God for every thing that He has given to you.
- (j) Believe in yourself and have courage. Remember God is with you always and everywhere.

194. Don'ts.

- (a) Do not cause hurt by your words or deeds.
- (b) Do not be afraid to speak the truth or to accept a mistake.
- (c) Do not damage or disfigure property of your College.
- (d) Do not use abusive language.

- (e) Don't leave college without permission during office hours.
- (f) Don't report late after vacation.
- (g) Don't use mobile phones and music system in the class and during official functions
- (h) Do not look down upon those who are less privileged, weak or physically challenged.
- (j) Do not ill-treat animals or birds.
- (k) Do not mock or ridicule at someone's failure.
- (l) Do not be arrogant.
- (m) Do not copy or cheat.
- (n) Do not steal.

Forbidden Practices

✓ 195. No student shall indulge in any of the following practices:-

- ✓ (a) Use of violence in any form.
- ✓ (b) Sex related offences.
- ✓ (c) Rude and disorderly behaviour.
- ✓ (d) Smoking.
- ✓ (e) Use of drugs or intoxicants.
- ✓ (f) Obscene behaviour.
- ✓ (g) Any form of gambling.
- ✓ (h) Spitting in or near the College building except in any spittoon provided by the College.
- ✓ (j) Bringing outsiders for interference in the college or to show 'Dadagiri'
- ✓ (k) Casteism, communalism and practice of untouchability.
- ✓ (l) Immoral acts.

✓ 196. Any body found indulging in forbidden practices will be liable to strict disciplinary action.

1. Article 197 is recomposed and replaced by fresh Article as under :-

Disciplinary Committee For Students.

197. Composition.

- (a) Disciplinary Committee for students relating to single institution :-
 - (i) Registrar/Professor nominated by Director/Principal.
 - (ii) Two members of teaching faculty.
 - (iii) Any other member from the college nominated by Director/Principal.
 - (iv) One students nominated/elected from the senior classes.
- (b) Joint Disciplinary Committee for students relating to coexisting institutions:-
 - (a) Principals of both the Institutions.
 - (b) Registrars of both the Institutions.
 - (c) One professor/faculty from each institute.

Notes

1. When the principals of the coexisting institutions are members of the Disciplinary Committee the provisions of Article 199 will be exercised by the Chairman IMC.
2. Either the professor or one faculty from each institute to be a lady if the female students are involved.

✓ Army Hq (AWES) letter No. B/45902/Amtd/C/AWES dt 20/6/13

- ✓ (a) Principal will refer the indiscipline case involving student(s) to the Disciplinary Committee for students giving preliminary information about the case.
- ✓ (b) Principal will inform the parents about the alleged indiscipline case involving their wards by stating that the investigation is in progress.
- ✓ (c) Disciplinary Committee for students will hear/record evidence.
- ✓ (d) Disciplinary Committee for students will submit report within 72 hours to the Principal along with its recommendations.
- ✓ (e) Principal will consider the report and recommendations and decide about punishment as deemed fit.
- ✓ (f) Inform parents about the punishments to their wards / disposal of the case.
- ✓ (g) Execution of the punishment awarded.

Disciplinary Committee for Students

197. **Composition.** College shall form a Disciplinary Committee for students comprising the following: -

- ✓(a) Registrar/Professor nominated by Director/Principal.
- ✓(b) Two members of teaching faculty.
- ✓(c) Any other member from the college nominated by Director/Principal.
- ✓(d) Two students nominated/elected from the senior classes.

198. **Functions.** Deleted 4 inserted fresh article vide Army HQ (AWES) letter No. B/US902/Advt/C/AWS dt 20/6/13.

- ✓(a) Hear evidence of minor indiscipline cases, submit report including recommendations for punishment if required.
- ✓(b) Record evidence of serious indiscipline cases involving students and recommend punishment as deemed fit.
- ✓(c) Submit report and recommendations about cases to the Director/Principal within 72 hours of the case formally referred to it.

Procedure

199. The following procedure will be adopted for dealing with indiscipline cases of students:-

- ✓(a) Principal will refer the indiscipline case involving student(s) to the Disciplinary Committee for students giving preliminary information about the case.
- ✓(b) Principal will inform the parents about the alleged indiscipline case involving their wards by stating that the investigation is in progress.
- ✓(c) Disciplinary Committee for students will hear/record evidence.
- ✓(d) Disciplinary Committee for students will submit report within 72 hours to the Principal along with its recommendations.
- ✓(e) Principal will consider the report and recommendations and decide about punishment as deemed fit.
- ✓(f) Inform parents about the punishments to their wards / disposal of the case.
- ✓(g) Execution of the punishment awarded.

✓ Appeal Against Punishment

- ✓ 200. Appeal against the punishment awarded by the Director / Principal can be submitted by the students/Parents to Chairman IMC whose decision would be final and binding.

✓ Form of Disciplinary Measures.

- ✓ 201. The following shall be the disciplinary measures which may be adopted by the Colleges: -

- ✓ (a) Written Warning
- ✓ (b) Fine.
- ✓ (c) Rustication.
- ✓ (d) Expulsion.

202. Written Warning. Written warning may be administered to defaulter students for minor offences.

- ✓ 203. Fine. Fine may be imposed on a student for the following cases: -

- ✓ (a) Late attendance.
- ✓ (b) Absence from class without proper application from the parent or guardian,
- ✓ (c) Truancy.
- ✓ (d) Willful damage to college property

- ✓ 204. Rustication. Where a student is rusticated, he/she will not be admitted to the College till expiry of the period of rustication.

- ✓ 205. Expulsion. Students expelled from the College will not be re-admitted.

- ✓ 206. Parents will be informed of the expulsion or rustication of the students from the college. They will be called to the College to explain the offence committed by their wards and the punishment given especially in case of grave offence and punishment.

✓ Striking off Name from the Rolls of the College

- ✓ 207. The following procedure shall be adopted for striking off the name of a student from the rolls of the College, for non-payment of College dues: -

- ✓ (a) If the defaulter fails to pay fees and fine on the due date, the Principal will send a written warning to the parent after 15 days of the due date.

- (b) If the fees and fine are not paid till the next month, the name of the student would be struck off from the College rolls.

✓ **University Rules and Regulations**

208. While deciding on the punishment, due note of the procedure and rules and regulations of the Affiliated University will be taken.

209-210 Blank.

(b) If the fees and fine are not paid till the next month, the name of the student would be struck off from the College rolls.

✓ **University Rules and Regulations**

208. While deciding on the punishment, due note of the procedure and rules and regulations of the Affiliated ^{and} University will be taken.

209-210 Blank.

CHAPTER – 11

COLLEGES, CURRICULUM AND SEATS

General

211. The details of curriculum and the number of seats will be included in the prospectus of the colleges. The management reserves the right to add/delete any discipline and increase/decrease the number of seats in the colleges.

Colleges

212. AWES is running thirteen Colleges at present throughout the country. It reserves the right to open, shift, change affiliations or close down the colleges as per requirement. The details of existing colleges are given in succeeding paragraphs.

213. **Army Institute of Technology (AIT) Pune.** The institute was established in 1994 as a premier Professional College of AWES. It is affiliated to University of Pune and is recognized by AICTE. It offers four year B.E. courses in four disciplines viz :-

| | | |
|---|---|--------------------------|
| (a) Computer Engineering. | - | 60 Seats. |
| (b) Electronics & Telecommunication Engineering | - | 120 ⁶⁰ Seats. |
| (c) Information Technology | - | 60 Seats. |
| (d) Mechanical Engineering | - | 60 Seats. |

214. **Army Institute of Law (AIL) Mohali.** The institute was established in 1999. It offers BA, LLB, 5 years Integrated Degree Course comprising 10 semesters with the objective of imparting knowledge of social science subjects viz, Literature, Sociology, Economics, Political Science and History at the initial stage. This is advantageous in the study of law and to put the students on strong footing for undertaking professional legal education and training besides developing competitive acumen. The students are awarded the Degree of BA (Law) after first three years of study. After full 5 years study of Social Sciences and law courses they are awarded the Degree of Bachelor of Law. It offers a total of 80 seats at the entry level as per details given below :-

| | | |
|----------------------|---|-----|
| (a) Army | - | 64. |
| (b) Punjab Residents | - | 12 |
| (c) All India | - | 04 |

215. **Army Institute of Education (AIE) Delhi Cantt.** The institute was established in 2003 and offers a full time professional teachers education programme of the duration of one academic year, after graduation and post graduation studies, leading to a Bachelor of Education (B.Ed) Degree of Guru Gobind Singh Indraprastha University. It is recognized by National Council for Teacher Education (NCTE), Delhi. It offers a total of 100 seats.

216. **Army Centre of Education (ACE) Pachmarhi.** The institute was established in 2000 and offers one year regular, residential, Bachelor of Education Degree Course. It is affiliated to Baraktullah University, Bhopal and recognized by NCTE, Delhi. This institute is exclusively for girls/ladies. It offers a total of 60 seats.

217. **Army Institute of Hotel Management & Catering Technology (AIHM&CT) Bangalore.** The institute was established in 1996 and offers a four year course leading to Bachelor's Degree in Hotel Management (BHM). It is affiliated to Bangalore University. It offers a total of 60 seats at the entry level.

218. **Army College of Dental Sciences (ACDS) Secunderabad.** The institute was established in the year 2000 and offers the course leading to award of degree of Bachelor of Dental Surgery by NTR University of Health Sciences, Andhra Pradesh, Vijayawada. The duration of the course is four years of active study plus twelve months of rotatory internship. It offers a total of 40 seats at the entry level as under: -

- | | | |
|---------------------------------------|---|---|
| (a) Army | - | 34. |
| (b) AP State residents through EAMCET | - | 06 |
| (c) PG in Prosthetics | - | 02 (First five years filled by ACDS and every 6 th year one seat by AP) |

219. **Army Institute of Management (AIMK) Kolkata.** The institute was established in 1997 and offers two years residential MBA programme with specialization in Marketing, Finance, Human Resource Management and Systems. The curriculum is split in four semesters comprising of 28 compulsory courses and 8 specialisation courses. It offers a total of 120 seats at the entry level as follows :-

- | | | |
|-----------|---|----|
| (a) Army | - | 96 |
| (b) Civil | - | 24 |

220. **Army Institute of Management & Technology (AIMT) Greater Noida.** The institute was established in 2004 in Greater NOIDA. It is affiliated in GGSIPU and has been recognized by AICTE. The Institute offers two years MBA programme with specialization in Marketing, Finance, Human Resource Management and Systems. It offers a total of 120 seats at the entry level.

221. **Army Institute of Fashion Design (AIFD), Bangalore.** The institute was established in Oct 2004. The institute offers three years BSc Degree (FAD) There are two courses ie, PG Diploma in Fashion Design and PG Diploma in Apparel Marchandising and Logistics Management. The Institute is affiliated to Bangalore University for B Sc(FAD) and PG Courses are autonomous. The intake is 60 students for B.Sc (FAD) and 30 each of the PG Courses.

222. **Army College of Nursing**. The institute was established in May 2005 at Jalandhar. It conducts four year programme leading to the award of B Sc (Nursing Degree). The intake of the college is 50 seats per year. The college is affiliated to Baba Farid University of Health Science Faridkot.

223. **Army Institute of Higher Education, Pathankot**. The institute was established in May 2005 at Pathankot and offers a full Professional Teachers Education Programme of the duration of one academic year after Graduation leading to a Bachelor of Education Degree of Guru Nanak Dev University, Amritsar. It is recognised by the National Council for Teachers Education. It offer a total of 100 seats per year.

224. **Army Institute of Nursing(AIN) Guwahati**. The institute was established in Aug 2006 at Guwahati and offers four years programme leading to the award of B.Sc (Nursing) degree. The annual intake is 40. The institute is affiliated with Gawahati University.(Auth : Amdt No 10/2006 dated 06 Oct 2006

225. **Army College of Medical Sciences, Delhi Cantt**. The institute was established at Delhi Cantt in Aug 2008. It offers four years and six months MBBS programme with one year of compulsory rotatory internship. The institute is affiliated to Guru Govind Singh Indraprastha University. It offers a total of 100 seats at entry level.

226-230 Blank.

CHAPTER – 12

ADMISSION RULES AND PROCEDURE

- | | | | |
|---|------------|--------------------------------------|-------------|
| 1 | Appendix N | - Comprehensive instructions for WAT | Article 233 |
| 2 | Appendix O | - Certificates | Article 245 |

General

231. Army Welfare Education Society (AWES) is controlling ^{clear} thirteen Professional / Technical Colleges. More colleges are likely to be added in different disciplines in the coming years to meet growing demands of Children of Army personnel. In some of our institutions few seats have been earmarked for civilian candidates also. These institutions are Army Institute of Management, Kolkatta, Army Institute of Law and Army College of Dental Sciences. There is no management /NRI quota in Army Professional Colleges and the admissions are solely based on merit.

Admission Procedure

232. The admissions to AWES run colleges are basically governed by the following methods :-

- (a) Through examination conducted by other agencies. (e.g. CAT / MAT, ~~AIEEE~~, JEE (Main), affiliating univeristy etc).
- (b) Through WAT conducted by AWES.

233. Comprehensive instructions on conduct of WAT are given at Appendix N.

Advertisement

234. Publication of Admission Notice.

- (a) HQ AWES will undertake the responsibility for publication of a common advertisement in leading national dailies. Professional/Technical Colleges will forward draft advertisements at least 100 days before the date of WAT. Advertisement should appear in National dailies at least 90 days before the WAT.
- (b) Instructions on streamlining the conduct of WAT would be issued by HQ AWES.
- (c) The schedule of dates will be confirmed by HQ AWES to all the colleges during the Heads of Professional Colleges meeting every year and communicated thereafter in writing

(d) If there are more than one institution offering same discipline of education, one institution will be nominated to coordinate conduct of WAT by HQ AWES. For B.Ed course, AIE, Delhi Cantt is nominated as the nodal agency to coordinate the WAT including printing of question papers for AIE, ACE and AIHE. AIE will also be responsible for arranging correction and merit list for ACE and AIHE as well.

Eligibility

@ 235. The applicants must fall into one of the following categories: -

For Children of serving Army personnel.

Read Children of serving Army personnel with minimum 10 years continuous service in the Army.

Children of recruits medically boarded out and granted disability pension.

(c) Children of ex Army personnel who have taken discharge/release after ten years of service.

@ 236. **Adopted /Step Children and Children of Remarried Widows.**

(a) Adopted Child of Army personnel adopted at least five years prior to seeking admission.

(b) Step Children are eligible provided they are born out of a wedding where at least one parent belonged to the Army.

(c) Children of Widows of Army personnel who are born as a result of second marriage with Army personnel. However, children of widows of Army personnel born out of remarriage with Non-Army personnel would not be eligible for admission.

@ 237. **Eligibility Criteria in Special Cases.**

(a) **Eligibility Criteria for Children of Ex Army Medical Corps Officers/Army Dental Corps Officers Presently Serving with IN/IAF.** Children of only those ex Army medical officers /Army Dental Corps officers presently serving with Indian Navy or Indian Air Force who have served with the Army for 10 years.

(b) **Eligibility Criteria for Children of APS Personnel:** -

(i) Children of APS personnel classified as ex-servicemen as per Government of India, Ministry of Defence letter No 9 (52)/88/D(Res) dated 19 Jul 89.

(ii) Children of those APS personnel who are on deputation and who have put in 10 years of service in the Army.

(iii) Children of APS personnel who are directly recruited into APS and of those who, as per their terms and conditions of service, retired from APS after completing their minimum pensionable service.

(c) **Eligibility Criteria for Children of MNS/TA Personnel.** The following are eligible:-

(i) Children of only those members of MNS who have 10 years service as regular members of MNS or are in receipt of pension from the Army.

(ii) Children of only those TA personnel who have completed 10 years of embodied service.

238. **AIE, ACE and AIHE only.** These institutions will also grant admission to ex-servicemen / dependants of ex-servicemen of the Army. Admission in these institutions will be governed by the following :-

(a) **Priority of Admission to B Ed Colleges.**

(i) All eligible candidates would be treated at par. There will be no priority or categorization.

(ii) 5% weightage be given to war widows/widows (Army).

(b) **Definition of Dependant Children.** Dependant children are defined as Sons / daughters till marriage or employment which ever is earlier.

(c) **Upper Age Limit.** Unless specified by University Rules, there would be no upper age limit for B Ed / Post Graduate Courses.

239. **Candidates who are Ineligible.** The following category of candidates are not eligible:-

(a) Those who are not included in any of the categories mentioned in Articles 235 to 238 on the date of commencement of the course.

(b) A candidate who has passed any examination of a Statutory University recognized as equivalent to the course in the college shall not be permitted to appear for the examination for the same course.

Note : Definition of dependent children for colleges other than BEd Colleges :-

(a) **Sons.** 25 years of age or employment which ever is earlier.

(b) **Daughters.** Till marriage or employment which ever is earlier.

240. **Academic Qualifications.** Academic Qualifications for each professional colleges running various courses are as under :-

(a) **AIT.** 10 + 2 with Physics, Chemistry & Maths with min 50% aggregate.

(b) **ACDS.** 10 + 2 with Physics, Chemistry & Biology with min 50% aggregate

- (c) **AIHM&CT.** 10 + 2 with English as compulsory subject.
- (d) **AIL.** 10 + 2 with English as compulsory subject.
- (e) **AIMK.** Graduate Degree
- (f) **AIE, ACE & AIHE.** Graduate Degree with 45% aggregate..
- (g) **AIMT.** Graduate Degree with 45% aggregate.
- (h) **AIFD.** Academic Qualification for UG Course is 10+2 any stream and Graduate Degree for PG course.
- (j) **ACN.** 10+2 with physics, Chemistry and Biology with min 50% aggregate.
- (k) **ACMS.** 10+2 with Physics, chemistry, Biology and English with minimum of 50% marks together in Physics, Chemistry and Biology.

Note : Candidates who are appearing for the qualifying examination can be permitted to apply and appear for WAT. They must however produce the mark sheet of qualifying examination at the time of admission. In the case of postgraduate programmes the mark sheets of qualifying graduation course must be made available by 15 Sep or cut off date decided by the institute as per the university rules, failing which the admission will be cancelled. For postgraduate programmes the admission will be provisional till submission of mark sheet.

241. **Ensuring Eligibility is the Candidate's Responsibility.** It is the responsibility of the candidate to ensure that he/she possesses the requisite academic qualifications and is eligible in all other respects as per the eligibility conditions given in respective prospectus. The fact that a candidate has been permitted to appear in the WAT does not necessarily imply that his/her eligibility has been verified and accepted.

Age

242. The candidates must be within the age limits laid down by each professional college in its prospectus. The professional colleges would take into account the age limits laid down by the Affiliating University and Regulatory Bodies before incorporating the same in their prospectus.

Physical Fitness.

243. Besides fulfilling the eligibility conditions, the candidate should be certified by MH/RMO/Registered Medical Practitioner as physically and mentally fit to undergo the course.

Weightage

244. The Children of the Gallantry Award Winners and War Widows will be given weightage in admission as under:-

| | | |
|---|-----------------------------|-------------------------|
| (a) <u>Gallantry Award</u> | | <u>Weightage</u> |
| (i) | Param Vir Chakra | - 5% |
| (ii) | Ashok Chakra | - 5% |
| (iii) | Mahavir Chakra | - 4% |
| (iv) | Kirti Chakra | - 4% |
| (v) | Vir Chakra | - 3% |
| (vi) | Shaurya Chakra | - 3% |
| (vii) | Sena Medal (Gallantry only) | - 1% |
| (b) <u>Distinguished Service in War/ Conflict /Hostilities</u> | | |
| (i) | Sarvottam Yudh Seva Medal | - 3% |
| (ii) | Uttam Yudh Seva Medal | - 2% |
| (iii) | Yudh Seva Medal | - 1% |
| (c) | Mention in Dispatches | - 1% |
| (d) | War Widows | - 5% |

Certificates and Supporting Documents

245. (a) A candidate is required to submit necessary certificates to prove his/her eligibility for the course. These certificates will be included in the prospectus of the institutions.
- (b) A certified photocopy of the part II order / copy of the citation /Gazette notification conferring the award should be attached with the completed copy of application form for claiming the weightage.
- (c) All original certificates will be submitted for verification at the time of admission. These certificates will be retained by the institution. The head of the institution will give a certificate to the effect that these documents have been retained by the institution.
- (d) Certificates that may be included in the prospectus are at Appendix O.

Prospectus

246. The draft prospectus will be forwarded to HQ AWES latest by 01 Oct or within 15 days of meeting of Heads of Professional Colleges whichever is earlier. The colleges will ensure that the prospectus is ready for sale at least three months before the WAT. Concerned college will also despatch 30 copies for direct sale and five complimentary copies (duly stamped as complimentary) to HQ AWES. 15 copies will also be forwarded to command AWES Cells for sale. One complimentary copy will be forwarded to each of the Dir (AWES)

Commands and to all other AWES institutions. The common format for Declaration by the candidate is at Appendix O which should become a part of the application form.

Counselling

247. **Intimation to Candidates.** Short listed candidates will be intimated atleast 15 days prior to conduct of counselling. Chairman, in consultation with Director / Principal, will appoint the panel for counselling / Group Discussion / Interview (as applicable). Where counselling to be done by the affiliating university as in the case of ACMS, the college will coordinate all aspects of counselling like, Venue, date, time, number of candidates on each day etc with the affiliating university and take action accordingly.

248. **Gap Between Counsellings.** There will be a clear gap of 10 days between each counselling. It will be the responsibility of Directors / Principals to ensure that candidates are given sufficient time for attending the counselling. Under no circumstances the candidates should be deprived of counselling for want of timely information.

Migration

249. Migration may be permitted only in respect of those candidates who fulfill the mandatory eligibility criteria listed at Articles 235 to 238. Further migrations will be in accordance with rules of the university and each institution will evolve its own rules of migration duly approved by the HQ AWES.

250. Blank.

CHAPTER – 13

FINANCIAL MANAGEMENT

General

251. Financial Management of Institutions is a very important function of management. It involves preparation of budget, financial management of projects, judicious expenditure, revenue surplus for development and expansion of the institutions, audit, investments to optimize growth while ensuring security & safety of funds.

252. Institutes funds are Regimental Funds and all rules and regulations applicable for management of regimental funds would apply to the funds maintained by them. The rules given in subsequent paragraphs would be read in conjunction with the rules laid down in Financial Management of Professional Colleges/Institutions Mar 2007 Edition as amended.

Guiding Policy

253. AWES will fund the institutions for purchase of land, construction of building and initial purchase of training and administrative infrastructure. AWES will also provide grants for expansion programmes or when a new discipline is added for purchase of equipment and stores. In addition AWES will provide a one time corpus grant to enable a healthy financial growth of the institution.

254. All institutions must be financially self sustaining. They must be able to meet their recurring expenses every year as also replace their assets, maintain their buildings and develop training infrastructure. In addition they must target to grow financially at a minimum growth rate of five percent. The growth rate indicated here is in real financial terms i.e. FDs, Securities and other savings. The five percent does not include escalation of value of assets or movable/immovable assets.

Budget

255. All colleges/institutes will prepare annual budget with details of income and expenditure for the ensuing financial year in the month of Feb. The budget would be presented to the Institute Management Committee in Mar by the Registrar, who may pass the budget with or without amendments before the commencement of the financial year.

Capital Expenditure

256. Funds allotted for specific projects will be spent on the concerned projects. Under no circumstances funds allotted for specific project will be utilized for other projects. The financial powers laid down vide Article 258 and 259 are for revenue expenditure. After the project and the budget for the same has been approved by the competent authority, expenditure on the project beyond the powers of Chairman and SMC can be undertaken with the approval of Patron.

Sources of Income

257. The sources of income to AWES Institutes are as under :-

- (a) Fees collected from students.
- (b) Interest on Term Deposits.
- (c) Corpus and Grants from AWES.
- (d) Grants received from higher HQ.
- (e) Rebates on various contracts.
- (f) Sale of various forms, diaries, magazines etc.
- (g) Sale proceeds of U/S property items, used stationery items and old news papers.
- (h) Donations.
- (j) Renting of space/halls for educational activities e.g. conduct of exam, seminars etc.
- (k) Alumni and placement fee (Where applicable).

Type of Funds

258. The following funds will be maintained by AWES Institutions :-

- (a) **Corpus Fund**. Corpus money and grants received from higher HQ and Interest accrued thereof.
- (b) **College Fund**. College Fund will comprise of the following :-
 - (i) Sale of various forms, diaries , prospectus, magazines etc.
 - (ii) Fees/money collected on account of the following :-
 - (aa) Registration fee.
 - (ab) Admission fee.
 - (ac) Games/sports fee
 - (ad) Building fund.
 - (ae) Library/Institution Journal.
 - (af) Computer fee.
 - (ag) Collection of fines from students on account of late payment of fees, return of Library books, absence without leave etc.
 - (ah) Exam fee.

- (aj) Science fee.
- (ak) Security deposit (Refundable)
- (al) Tuition fee.
- (iii) Pupil fund.
- (iv) Interest on term deposits.
 - (i) Rebates on various contracts.
 - (ii) Money realized on account of renting of auditorium for educational purposes.
 - (iii) Alumni fund.

Budgeted. Financial powers of various authorities and IMC in Army Professional colleges would be as under: -

| <u>S. No</u> | <u>Appointment</u> | <u>Per Transaction</u> <u>(in Rs)</u> | <u>Monthly ceiling</u> <u>(in Rs)</u> |
|--------------|--------------------|--|--|
| (a) | Registrar | 10,000.00 | 1,00,000.00 |
| (b) | Principal | 15,000.00 | 2,00,000.00 |
| (c) | Director | 30,000.00 | 3,50,000.00 |
| (d) | Chairman | 45,000.00 | 6,50,000.00 |
| (e) | IMC | 70,000.00 | 10,00,000.00 |

Notes

1. Excludes expenditure on account of pay & allowances, electricity/ water bills, examination / affiliation fees, rent and repair of buildings, messing charges, annual contract for security services, maintenance of electric gadgets and medical/dental materials.
2. For expenditure beyond Rs 70,000/- per transaction and beyond ceiling limit of Rs 10 lacs per month, approval of Patron would be required.

Non Budgeted. Financial powers of various authorities and IMC in Army Professional colleges would be as under: -

| <u>S. No</u> | <u>Appointment</u> | <u>Per Transaction</u> <u>(in Rs)</u> | <u>Monthly ceiling</u> <u>(in Rs)</u> |
|--------------|--------------------|--|--|
| (a) | Principal | 5,000.00 | 75,000.00 |
| (b) | Director | 18,000.00 | 2,00,000.00 |
| (c) | Chairman | 35,000.00 | 4,00,000.00 |
| (d) | IMC | 60,000.00 | 7,00,000.00 |

and inserted fresh 79 Para

Deleted vide letter No 2/15502/Andt/C/Ames dt 18 Mar 10.

- (aj) Science fee.
- (ak) Security deposit (Refundable)
- (al) Tuition fee.
- (iii) Pupil fund.
- (iv) Interest on term deposits.
 - (i) Rebates on various contracts.
 - (ii) Money realized on account of renting of auditorium for educational purposes.
 - (iii) Alumni fund.

10. **Budgeted.** Financial powers of various authorities and IMC in Army Professional colleges would be as under: -

| <u>S. No</u> | <u>Appointment</u> | <u>Per Transaction</u> <u>(in Rs)</u> | <u>Monthly ceiling</u> <u>(in Rs)</u> |
|--------------|--------------------|--|--|
| (a) | Registrar | 10,000.00 | 1,00,000.00 |
| (b) | Principal | 15,000.00 | 2,00,000.00 |
| (c) | Director | 30,000.00 | 3,50,000.00 |
| (d) | Chairman | 45,000.00 | 6,50,000.00 |
| (e) | IMC | 70,000.00 | 10,00,000.00 |

Notes

1. Excludes expenditure on account of pay & allowances, electricity/ water bills, examination / affiliation fees, rent and repair of buildings, messing charges, annual contract for security services, maintenance of electric gadgets and medical/dental materials.

2. For expenditure beyond Rs 70,000/- per transaction and beyond ceiling limit of Rs 10 lacs per month, approval of Patron would be required.

10. **Non Budgeted.** Financial powers of various authorities and IMC in Army Professional colleges would be as under: -

| <u>S. No</u> | <u>Appointment</u> | <u>Per Transaction</u> <u>(in Rs)</u> | <u>Monthly ceiling</u> <u>(in Rs)</u> |
|--------------|--------------------|--|--|
| (a) | Principal | 5,000.00 | 75,000.00 |
| (b) | Director | 18,000.00 | 2,00,000.00 |
| (c) | Chairman | 35,000.00 | 4,00,000.00 |
| (d) | IMC | 60,000.00 | 7,00,000.00 |

and inserted fresh 79 Para

@ Deleted, vide letter No B/45902/Amtdt/C/AWS dt 18 Mar 10.

Note. For expenditure beyond Rs 60,000/- per transaction and beyond ceiling limit of Rs 7 lacs per month, approval of Patron would be required.

261. **Powers to Regularise Losses.** Powers to regularize losses out of institute funds would be as under :-

| Authorities | College Fund (Cash) | | Stores/Properties bought from College Fund | |
|--|---|---|---|---|
| | Not due to theft, fraud or gross neglect (Rs) | Due to theft, fraud or gross neglect (Rs) | Not due to theft, fraud or gross neglect (Rs) | Due to theft, fraud or gross neglect (Rs) |
| Principal / Head of the Institute | - | - | 200.00 | - |
| Director | 5,000.00 | 2,500.00 | 15,000.00 | 5,000.00 |
| Chairman of College Managing Committee | 10,000.00 | 5,000.00 | 20,000.00 | 10,000.00 |
| IMC | 15,000.00 | 10,000.00 | 30,000.00 | 15,000.00 |
| Patron | 30,000.00 | 15,000.00 | 40,000.00 | 20,000.00 |
| Chairman Board of Adm | 40,000.00 | 20,000.00 | 50,000.00 | 25,000.00 |
| Chairman Executive Committee | Above 40,000.00 | Above 20,000.00 | Above 50,000.00 | Above 25,000.00 |

Note The financial powers to regularize losses are maximum which can be utilized in a financial year.

262. Financial powers cannot be delegated.

Investments

263. Institutes funds are Regimental funds. The corpus money and Institutes funds will be invested as per policy laid down for investment of regimental funds. It will be ensured that surplus funds are invested in FDs with Nationalised Banks and PSUs as laid down by PS Dte -3, Integrated HQ of MoD (Army with a view to getting maximum returns. Surplus funds will not be kept idle under any circumstances. Proper investment plan would be prepared for the whole year. The Management would review investments every three months for the forthcoming quarter. As a general guideline upto 80% of the money may be invested in nationalized banks & upto 20% in PSUs laid down by PS-3 Integrated HQ of MoD (Army).

264. **Corpus Money.** This will be given to the College/Institute to support its long term objectives. Corpus given by the AWES will be invested in long term investments. At least 50

percent of the interest will be merged into the corpus and balance utilized to replace assets as on required basis. For this, an Asset Replacement Fund (ARF) will be created. 50 percent of interest on corpus will be deposited into this. College will maintain a record to enable proper verification. Under no circumstances, corpus or interest thereon will be utilized to support salary bill/maintenance of the college. ARF will be utilized to replace technical/IT related and other equipment that requires replacement every few years. 50 percent of interest, ploughed back into corpus, will also result in the growth of corpus.

265. **Technical/Equipment Grant.** This grant will be utilized to purchase equipment for initially setting up of the college, establishment of library, IT related activities and furnishing of offices/class rooms etc. In addition, any initial project required by the college during the first two years may be funded out of this grant. Detailed records of utilization of this grant will be maintained by college and a return submitted every financial quarter till the grant is fully utilized.

266. **Grant in Aid.** This grant will be given at the time of initial setting up of the college, and will be utilized to support the salaries and other establishment cost till the first year students enter final year and the college is at a steady state of students. At this stage, College must become self sufficient and no grant in aid will thereafter be given.

267. **College Fund.** All unutilized funds under various heads will also be invested in FDs to generate max income. These investments will be approved by the Institute's Managing Committee in advance. The interest earned on these FDs will be taken on charge under relevant sub head.

268. **Custody of FDs.** All FDs will be kept with the bank. Where this is not feasible, these will be kept under lock and key in the personal custody of Principal. Photocopies of FDs will be kept with Registrar /Acct Clerk/Accountant.

269. **Renewal of FDs.** It will be the duty of the Director/Principal to renew/reinvest the FDs in accordance with the directions of the Chairman.

270. **Encashment of FDs.** FDs will be encashed only on written sanction of Chairman when it becomes inescapable to meet the expenditure. Patron will be kept informed on encashment of FDs.

271. **Purchases.** The following procedure will be adopted for purchasing items for the College :-

(a) All purchases of major items (costing Rs 10000/-) and above will be pre planned well in advance and approved by the Chairman/Managing Committee.

(b) Items to be purchased would be entered in demand register for sanction of competent authority. Items will only be purchased after sanction of competent authority.

(c) A purchase Committee comprising of three members one Professor, one Lecturer and one Administrative Staff will be detailed by the principal for three months. Members of the purchase committee will be changed after every three months. The purchase committee will be responsible to the Managing Committee through Director/Principal for purchase of items.

10,000/-
(d) Purchase of articles/group of articles costing upto Rs 5000/- may be made without inviting quotations. Articles costing above Rs 5000/- will always be purchased by inviting quotations. It will be ensured that the total amount (above Rs 5000/-), for which an item/group of items is purchased, is not further broken into successive Rs 5000/- to defeat the essence of this clause.

(e) The parties should be requested to send their quotations in sealed covers. The quotations will be kept with the principal and opened by the purchase committee on given date and time.

check
(f) For purchases beyond Rs 25000/- the quotations will be opened by a board of officers detailed by Chairman Director.

7
(g) A comparative statement of the quotations received would be prepared, the lowest rate of each article be indicated in red ink and the purchase committee recommend the firm quoting the lowest price. The recommendations of the purchase committee would be put up to the Chairman for his approval. Articles will only be purchased on receipt of approval. Minimum three quotations would be required.

7
(h) All payment to the dealers above Rs 5000/- will be made through cheques. However in stations where dealers don't accept cheques, cash payment upto Rs 10000/- may be made with prior approval of Chairman.

(j) Items purchased will be taken on ledger charge.

(k) The above mentioned procedure will not be adhered to in the following cases:-

(i) Items purchased from CSD/Kendriya Bhandar.

(ii) Purchase of books & teaching aids.

(iii) Scientific equipment and apparatus from manufacturing firms on catalogue basis.

25000/-
(iv) Expenditure upto Rs. 1000/- on any one item to be incurred personally by the Principal.

Audit

272. The cash account will be got audited every quarter by the Quarterly Audit Board and the Cash Book will be put up to the Chairman with the report of the Audit Board.

273. Annual audit of the institution accounts may be carried out by a firm of Chartered Accountants or Auditors nominated by the Managing Committee. The same Chartered Accountant or Auditor should not be employed continuously for more than three years. The audit report along with the action taken report would be submitted to HQ AWES by 01 Aug every year.

Annual Statement of Account

274. This will be prepared every year and attached to the Annual Report of Institution, duly attested by the auditors.

275-280 Blank.

CHAPTER – 14

FEES

General

281. The details of fees payable by students of Army Professional Colleges would be laid down in prospectus.

Fee Structure

282. Fee structure will be scientifically and intelligently worked out keeping in mind the fact that establishment must not look for any outside support to run the college efficiently. Sufficient funds must be generated to pay the salary bill, upkeep of buildings, support electricity, water, communication and transport expenditure. In addition, due thought will be given to generation of revenues for Asset Replacement Fund. Since almost all capital costs are borne by AWES, our fee structure must continue to remain less than Private Colleges or even Private Aided Colleges.

Fees

283. Fees would be charged on account of the following :-

(a) One Time.

- (i) Registration Fee.
- (ii) Admission Fee.
- (iii) Security (Refundable),
- (iv) Alumni Fee.
- (v) Promotional Fee.
- (vi) Development fee

(b) Annual.

- (i) Library.
- (ii) Building/Development Charges.
- (iii) Examination(Semester wise) and Stationary.
- (iv) Games and Sports.
- (v) College Magazine.
- (vi) Miscellaneous fee like workshops, seminars, supply of special items etc.

(c) Quarterly Fee.

- (i) Tuition Fee.
- (ii) Computer education, internet facility.
- (iii) Cable TV education channel.

CHAPTER – 14

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(c) Quarterly Fee.

- (i) Tuition Fee.
- (ii) Computer education, internet facility.
- (iii) Cable TV education channel.

(d) **Hostel Fee.**

- (i) Hostel fee.
- (ii) Security Deposit (Refundable)
- (iii) Electricity, water and furniture charges.
- (iv) Messing Charges.

284. **Tuition Fees.** This will be worked out so that complete salary bill of the college is supported to include expenditure on faculty/staff salary, Electricity/Water/Telephone/Transport etc.

285. **Fee Structure for Civilians.** Wherever civilians are permitted, they may be charged higher fee than laid down for wards of Army personnel. The amount of higher fee to be charged from civilians would be laid down by the Institute Managing Committee after approval from HQ AWES

Note : Colleges may add any other fee specially applicable to them.

Revision of Fees

286. Fees can only be revised before the academic session commences. Revision of fee

FEE STRUCTURE : PROFESSIONAL COLLEGES

1. As per Para 2 of Army HQ (AWES) letter No B/45724/Gen/Fee/AWES dt 15 May 2008, a 7.5% hike in Fees Structure including Hostel Fee etc may be increased by Institute Management Committee subject to the limit laid down by state Fee Fixation Committee, in every year wef the Academic Year 2009-10.

2. In this connection Para 18 to 22 of Appx 'A' to Minutes of Annual Adjutant General's conference of MG-IC-Adm Commands held on 30 Nov 2007 also refers.

288. All fees are to be paid by students as per schedule of payment of fees. Late payment of fee will attract fine, the details of which would be laid down in college prospectus. If fees are not paid upto 30 days from the due date, the name of the student will be struck off the rolls.

Refund

289. Once the admission results are announced, there is a need to take a security deposit along with willingness certificate so that candidates do not keep holding on to the seats and also to ensure that candidates in waiting list are called in time. This will ensure that seats are fully utilised and the institutes are not put to financial hardship due to seats remaining vacant.

(d) **Hostel Fee.**

- (i) Hostel fee.
- (ii) Security Deposit (Refundable)
- (iii) Electricity, water and furniture charges.
- (iv) Messing Charges.

284. **Tuition Fees.** This will be worked out so that complete salary bill of the college is supported to include expenditure on faculty/staff salary, Electricity/Water/Telephone/Transport etc.

285. **Fee Structure for Civilians.** Wherever civilians are permitted, they may be charged higher fee than laid down for wards of Army personnel. The amount of higher fee to be charged from civilians would be laid down by the Institute Managing Committee after approval from HQ AWES

Note : Colleges may add any other fee specially applicable to them.

Revision of Fees

286. Fees can only be revised before the academic session commences. Revision of fee during academic session will only be done under exceptional circumstances. Any revision of fees will be done only with approval of HQ AWES. Whenever revision of fees is necessitated due to various factors in a college, a self contained statement of case will be forwarded by the college to HQ AWES for approval.

Mode of Payment

287. The mode of payment would be by demand draft drawn in favour of the College. The mode of payment and the schedule of payment of fees will be laid down in college prospectus.

Late Fees

288. All fees are to be paid by students as per schedule of payment of fees. Late payment of fee will attract fine, the details of which would be laid down in college prospectus. If fees are not paid upto 30 days from the due date, the name of the student will be struck off the rolls.

Refund

289. Once the admission results are announced, there is a need to take a security deposit along with willingness certificate so that candidates do not keep holding on to the seats and also to ensure that candidates in waiting list are called in time. This will ensure that seats are fully utilised and the institutes are not put to financial hardship due to seats remaining vacant.

290. Once the admission results are declared and the list of candidates granted admission / wait-listed is finalized, all institutions will obtain a willingness certificate from the candidates and charge Rs 10,000/-, at their discretion, as Registration Fees from both categories. If the candidate joins the institution and commence the course, this registration fees will be adjusted against tuition fees.

291. Universities have a cut off date beyond which they do not permit admissions. Keeping this date in view all institutions will work out a cut off date by which they will permit withdrawal. This date will be so selected as to enable the institution to make the wait-listed candidates join the institution and ensure that no seats go unutilized.

292. **Refund of Registration Fees Before Commencement of the Course/Cut off Date.**
In case of withdrawal before commencement of the course/cut off date, Full Registration fee less Rs 1000/- processing charges will be refunded.

293. **Refund of Fees after Commencement of the Course but Before Last Date of Admission if Seat is filled by Another Candidate.** Refund of fees after commencement of the course but before last date of admission, if seat is filled by another candidate will be as under :-

- | | | |
|-----|---------------------------|---|
| (a) | Initial Registration Fees | - Full Registration fees less Rs 1000/- processing charges. |
| (b) | Admission Fees | - To be refunded |
| (c) | Security Deposit | - To be refunded in full |
| (d) | Student Association Fees | - To be refunded |
| (e) | Tuition fees | - As per actual, A single day of the month will be treated as a month |
| (f) | Hostel Charges | - As per actual, A single day of the month will be treated as a month |
| (g) | Messing Charges | - As per actual, A single day of the month will be treated as a month |
| (h) | Other Charges | - As per actual, A single day of the month will be treated as a month |

294. **Refund of Fees after Commencement of the Course if seat Remains Vacant.**
Refund of fees after commencement of course in case seat is not filled by another candidate will be as under :-

- (a) Initial Registration Fees - No refund.
- (b) Admission Fees - No refund.
- (c) Security Deposit - To be refunded.
- (d) Student Association Fees - No refund.
- (e) Tuition Fees - One year fees to be retained (Adjusted against security deposit).
- (f) Hostel Charges - One year Hostel charges to be retained.
- (g) Messing - As per actual. A single day of the month will be treated as a month.
- (h) Other Charges - As per actual. A single day of the month will be treated as a month.

295. **Withdrawal of Students After First Year/Subsequent years.** If a student withdraws after first year or later due to any reason whatsoever, clearance certificate would only be given to him/her after ensuring the following :-

- (a) Admission Fees - No refund.
- (b) Security Deposit - To be adjusted against tuition fee for balance period of the course.
- (c) Student Association Fees - No refund.
- (d) Tuition Fees - To be charged for balance period of the entire course.
- (e) Hostel Charges - Room rent for complete duration of the course to be charged.
- (f) Messing - Same as in Article 294(g).
- (g) Other Charges - Same as in Article 294(h).

296. The clause regarding registration fees and the refund as explained in Articles 290, 292, 293, 294 and 295 will be specifically mentioned in the prospectus, advertisement notice for admission and joining instructions.

297. **Merit Cum Means Scholarship.** Depending on the financial state of the college, Merit cum Means Scholarship may be introduced for the children of PBOR.

298-300 Blank.

CHAPTER – 15

MISCELLANEOUS

Reference Appendix Q - Format for Annual Administrative and Technical Inspection Report Article 301

Annual Administrative and Technical Inspection

301. Annual Administrative and Technical Inspection of the Professional Colleges will be carried out by 31 Dec and the report submitted to HQ AWES by 31 Jan through proper channel. The inspection would not last for more than two days and the composition of the panel of officers for inspection would be decided by HQ Commands. The format for Annual Administrative and Technical Inspection Report is given at Appendix Q.

Inspection by the University and Regulatory Bodies

302. In addition, the Professional Colleges may be inspected by the University and the other regulatory bodies like AICTE, DCI, MCI, NCERT etc as per their requirement. It will be the responsibility of the Director/Principal to coordinate such inspections and ensure that all requirements are met before the inspection. A report of the same will be submitted to HQ AWES within one month of the inspection.

Accommodation

303. It would be the responsibility of the Director / Principal to ensure that sufficient accommodation and equipment are available, as required, for holding classes, administration and in hostels. Where sufficient accommodation is not available, case for additional accommodation will be submitted to HQ AWES through Chairman duly prioritised. The plan for additional accommodation will duly incorporate the expansion plan of the College. It will also be presented by Director/ Principal during Annual Heads of Professional Colleges meeting.

Land

304. Colleges will invariably be established on the land to be purchased under arrangements Command Headquarters. Title of the land, prevailing market rates will be checked. Assistance from representative of DEO, where possible, may be taken. If required, a representative from HQ AWES may be included in the Board for purchase of land. **Cost of the land will be borne by HQ AWES. Land will be purchased on the name of AWES.**

Furniture

305. All Professional Colleges require furniture like desks chairs and tables. The furniture would be procured through a Board of Officers who will approve the quality and design. Hostels would be properly equipped with furniture and other items.

College Magazine

306. (a) All Professional Colleges will bring out annual college magazine having articles from students, lecturers and parents. Annual magazine charges may be collected from the students and a copy given to each student.
- (b) All Colleges will form an editorial board comprising of students and lecturers.
- (c) The magazine should be produced in most cost effective manner and thrust should be on quality of contents and not on ostentatious get up. It should have pictures of students exhibiting their activities on play fields, debates etc. It should also cover visits of important dignitaries to the college.

College Library

307. (a) A library plays a very important role as an instrument of education. The main purpose of the library is to increase the level of information of students, to help develop in them attitudes of devotion to work and help build their character, exposing them to well-chosen ideas and examples given in the books. It is a matter of paramount importance and priority to promote the desire and habit of general reading among the students. Every endeavour should be made to ensure that the library attains scholastic efficiency by providing material to supplement and enrich instruction and guidance given in the classroom, besides affording the students mental pleasure. The College library should lead each pupil to discover himself, guide him to adopt higher ideals of life and help him in the choice of a useful career.
- (b) The library should be the most attractive place in the College so that the students are naturally drawn to it. It should be housed in a spacious, well-lit and furnished hall with neat and clean surroundings.
- (c) The success of the library depends largely on the proper selection of books, periodicals and journals and as such proper attention should be paid to this matter. A small committee of teachers headed by the Principal, who have a genuine love for books, may be entrusted with the task of selecting books for the library. This committee will study book reviews and consult catalogues and select books keeping in view the natural and psychological tendencies of the pupils, their interests, the age group and level of intelligence.
- (d) The books selected for the library should augment the academic contents and be consistent with the level of education and understanding of the population. These should be properly stacked to afford ease in selection by students. Library should have sufficient number of books on diversified topics to cater for aptitude and interest of the students.

(e) E books & with dedicated ipn +
provided at most place

Logo of Army Welfare Education Society

308. All Professional Colleges will prominently display logo of Army Welfare Education Society on the main gate and prospectus.

Department
House System

1 Department

1 Department

309. In order to inculcate the spirit of co-operation and competition, co-curricular activities will be organized on House basis. The college will be divided on House basis and running trophies will be instituted where possible. The Houses will be named after national Heroes / famous battles.

Visiting Faculty

310. Every College will have a panel of visiting faculty on as required basis. The scheme of visiting faculty to include name, qualification, honorarium, subjects and perks will be formulated by the College with the approval of HQ Command. The College should have minimum required regular teaching faculty while the remaining will be visiting faculty. It will be ensured that the visiting faculty is not paid more than the regular faculty.

Guest Lecturers

311. It is desirable that all colleges invite expert guest lecturers on important and relevant topics for the benefit of the students and faculty on yearly basis. The guest lecturers can be paid suitable honorarium befitting the status of the dignitary. The plan of such lecturers would be made on yearly basis by the principal and got approved by the chairman.

Progress Reports to Parents/Guardians

312. Parents/guardians of the students will be intimated progress of their wards on six ^{weekly} ~~monthly~~ basis besides discussing the progress of their wards in parent teacher interactions. _{by Engr 57}

Guest Rooms

313. All Colleges would have guest rooms for the visitors and parents of students. All colleges will formulate SOP containing priority for allotment, eligibility to stay in guest rooms, charges and other relevant details. The SOP will be got approved from HQ command.

Affiliation To University

314. All Colleges will be affiliated to a University listed by University Grants commission. No college will be opened till properly affiliated with an established university and approved by respective regulatory body.

Approval By Regulatory Bodies

315. All Colleges will be got inspected and approved by respective regulatory body like UGC/university, DCI, MCI, AICTE, NCTE as relevant on as required basis. The responsibility for obtaining the same would be of the Director/Principal and the Chairman IMC in consultation with HQ AWES through BOA.

Ragging

316. No ragging is allowed in Army Professional Colleges. It will be prominently laid down in college prospectus and on sign boards in college. The college students will be briefed accordingly. A proper watch will be kept by college authorities throughout the year specially at the time of intake of fresh students. The responsibility for monitoring would be fixed on various appointments by the college. *Refer Court*

Security

317. All Colleges will have a proper security system. Security system should ensure the following:-

- (a) Security includes security of students, staff, building, record and equipment.
- (b) No unauthorized person is allowed inside the campus.
- (c) Students should not be allowed to go out of the campus except on days and timings laid down.
- (d) All instructions must be laid down in writing and all guards should be conversant with the rules. Proper security arrangements for night would be ensured.

Old Students Alumni Association

318. All Colleges will have old students Alumni Association headed by Principal. Old students must be invited to important functions of the Colleges. The meeting of old students Alumni Association must be held once a year followed by contributory lunch/dinner. The suggestions for improvement of the college will be discussed during the alumni meeting. Alumni fee would be laid down by the college. The association will keep record of alumni.

Co-Curricular Activities

319. All colleges will prepare co-curricular activities for the whole academic year in advance and implement the same. IMC will monitor the implementation of planned co-curricular activities.

Annual Day

320. All colleges will celebrate their annual day depending upon their engagements. Cultural shows, debates and competitions may be organized. The plan for annual day celebration will be prepared by Principal and approved by IMC. Guests and Chief Guest may be invited for this occasion.

Placements

321. All Professional Colleges will maintain close liaison and interaction with corporate houses/ industries through placement cells. Prominent industrialist(s) may be invited as

Chief guest on occasions. Periodic visits and presentations would also be done by placement cell to the corporate houses. Contact with already placed students would be maintained at appropriate level for exploring feasibility of more placements and for monitoring their pay and perks etc.

Media Management

322. Media coverage of important events in the College will be arranged under respective Principals / Directors. Important information about the college will also be broadcasted on local channel for information of population.

Identity Cards

323. All Colleges will issue identity cards to staff and students. Identity cards will be withdrawn at the time of leaving the College by the students/employees.

Computer Labs

324. All Colleges will have suitable computer labs for use by students.

Transport

325. All transport of the college will be managed by the registrar for authorized duties only. A register giving details of purchase, amount, type of vehicle etc will be maintained. All vehicles would have car diaries giving details of use of the same.

Mid Term Break

326. Colleges may have provision for mid term break not exceeding three days commencing with Sunday / Holiday when students may be allowed to go home. This will be subject to the rules and regulations of affiliating university.

Rules Regarding Absence Due to Sickness

327. Rules regarding permissible absence due to sickness would be framed by all colleges consistent with the rules of university / regulatory body. Request for leave on account of sickness must be supported by a medical certificate from authorized Doctor.

Fine for Absence

328. Fine will be imposed on students for unauthorized absence from the College. The rates of fine will be laid down by the IMC. Unauthorised absence of more than 10 days continuously may result in striking off name from the rolls.

First Aid Arrangement

329. All Colleges will have arrangements to render first aid for the seriously sick/ injured cases. For this first aid kits will be available having suitable life saving drugs and dressing.

AMENDMENT NO 012/2011

Telephone : 26151564

Army Welfare Education Society(AWES)
Adjutant General's Branch
Integrated HQ of MoD(Army)
Building No 202, Shankar Vihar
Delhi Cantt-10

B/45902/ Amdt/C/AWES

29 Apr 2011 Army Institute of Technology

AIT
List A, B & E

Issued No 3847

Date 12/5/2011

AMENDMENT TO AWES RULES AND REGULATIONS VOL-II
FOR ARMY INSTITUTIONS/COLLEGES

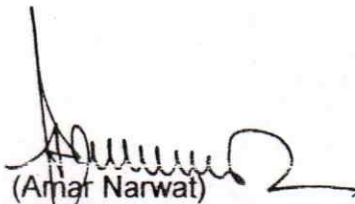
1. Please insert fresh Article 335 under Chapter -15 of AWES Rules and Regulations Vol-II for Army Institutions/Colleges as under :-

College Council

335. **College Council.** A college council comprising of five students from different classes will be nominated every year in the colleges with a view to developing leadership qualities in the students. The college council will assist in organization of the events as given below :-

- (a) Visits of Dignitaries to the college.
- (b) Games and Sports.
- (c) Annual day
- (d) Seminars, workshops and debates.
- (e) Cultural events.
- (f) Visits to various places out side the college.

5 x 4 = 20 student
M.
13/5


(Amar Narwat)
Col (Retd)
Advisor Legal
For Managing Director

12 MAY 2011

| | |
|-------------|------|
| Director | |
| Jr | 12/5 |
| Asst | |
| Office Supd | 12/5 |

AIT/0023/AWES (Rul)/Adm

Copy to Principal

Registrar

PA to Director

OS - Amend Blue books

Kindly pu list of the
existing Student Council
members & lets decide
how to go about it.

Principal

U.
13/5

Please add the following under Article 335 in third line after last word time in AWES Rules and Regulations for Army Colleges/Institutions.

"There shall be no deviation from AWES Rules and Regulations. The Head of Institution (Principal/Director) will ensure correct implementation of policies. Management of Institution is not authorized to approve any deviation from policies. Any deviation ordered by management will be intimated to HQ AWES by the Head of the Institution on occurrence.

Auth: B/45902/Amdt/C/AWES
dt 23/04/13

(Signature)
(JS Yadav)
Col (Retd)
Dir S, L & F
For Managing Director

6. Please add new Articles 335, 336 and 337 as under :-

Monitoring of Implementation of Policies and Directions

335. HQ AWES will monitor the implementation of policies in Army Colleges/Institutions laid down in Blue Book and directions issued on behalf of Board of Governors and Executive Committee AWES from time to time.

for implementation
336. The officers of HQ AWES specially the MD and Dy MD may undertake pre planned and surprise visits to the Army Colleges/Institutions for monitoring the implementation of policies. For pre planned visits, information will be given to the controlling formation while surprise visits can be undertaken at any time without information to the College/controlling formations.

12. **Special Inspection**

337. Special inspections of the colleges may be carried out to check implementation of policies with respect to academic, administrative and financial aspects by AWES Cell in HQ Commands and HQ AWES wherever necessary. The HQ ordering special inspection will decide the composition of the inspection team.

(Signature)
(Amar Narwat)
Col (Retd)
Advisor Legal
For Managing Director

Income Generation

330. Where funds required for expansion of College cannot be found from the Reserve funds, the management may raise them by organizing fetes, securing grant in aid, donations/ voluntary contribution (with no strings attached) or by such other means as it may deem fit e.g. renting out of auditorium for conduct of written examinations, interviews, parent teachers meet, variety entertainment programmes and for other social causes keeping the dignity and élan of the college in mind.

Campus Facilities

331. The College management will endeavour to make the following facilities available in the campus :-

- ✓(a) Banking.
- (b) STD booth.
- ✓(c) Cafeteria (refreshment)
- (d) Barber, tailor, boot-maker etc.
- ✓(e) Stationary shop.

Detention of Students

332. It would be mandatory for students to have minimum of 75% attendance to make them eligible to appear in the annual examination. Students with less than 75% attendance may be detained in the same class consistent with the rules of the university.

Annual Examination

333. Annual examination will be conducted in the colleges as per the requirement of the university / regulatory bodies. It would be the responsibility of the College to conduct annual examination, practical tests, internal examination/assessment etc in accordance with the rules of the university.

Court Cases

334. It will be the responsibility of the college concerned to deal with all court cases pertaining to the college including hiring of the legal counsel and attending the court hearings whenever required.

335-340 Blank.

CHAPTER - 16

HOSTELS

General

341. All Colleges are planned to be fully residential. There may be shortage of accommodation in some newly opened colleges since hostel accommodation is coming up in phases. All out efforts are being made to complete the construction of hostels at the earliest so that the object of having fully residential colleges is achieved.

342. There would be separate hostels for boys and girls in all the institutes.

343. Rector may be appointed in large residential professional colleges

AMENDMENT TO ARTICLE 344 OF AWES RULES AND REGULATIONS VOL-I FOR ARMY INSTITUTIONS/COLLEGES

1. Please delete Article 344 and insert fresh Article 344 under AWES Rules and Regulations vol-II for Army Institutions/Colleges as under :-

Policy for Allotment of Hostel Accommodation

344. In some of the Colleges, the capacity to accommodate the students in hostel may be less than the capacity of the College and therefore some students may have to stay outside the campus. As a general rule no student will be permitted to stay outside unless the college is short of hostel accommodation. In case of shortage of hostel accommodation, the same will be allotted on merit. Following guidelines will be adhered to while evolving policies for allotment of hostel accommodation :-

- (a) First year students will not be allowed to stay outside the campus.
- (b) Priority will be given to final year male students to stay out.
- (c) Only boys will be permitted to stay outside the campus.
- (d) Students whose parent(s) are in the same station may be permitted to stay outside the campus.
- (e) Students will be staying within an acceptable distance from the Institution.
- (f) Lunch in the hostel will be compulsory. ?
- (f) Day boarders will not be exempted from any academic, sports, social or other functions conducted in the colleges.

Added vide Army HQ (AWES) letter No B/45902/Amdb/C/AWES dt 22 Jul 10.

CHAPTER - 16

HOSTELS

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(a) First year students will not be allowed to stay outside the campus.

(b) Priority will be given to final year students to stay out.

(c) Students whose parent (s) (close relatives) are in the same station.

(d) Students will be staying within an acceptable distance from the Institution.

(e) Lunch in the hostel will be compulsory.

(f) Day boarders will not be exempted from any academic, sports, social or other functions conducted in the colleges.

Deleted vide Army HQ (AWES) Letter No B/45902/Amdt/c/AWES dt 22 Jul 10.

Qualification and Appointment of Warden

345. Male and Female wardens will be appointed for boys and girls hostels respectively. In no case a male warden will be appointed for girls hostels. The wardens so selected will stay inside the hostel premises. The wardens will be appointed on contractual basis for three years. Ex-Servicemen/War Widows would be preferred.

346. Qualitative Requirement (QR). The wardens will have the following minimum QR :-

(a) A graduate level degree.

(b) Min Age - 45 years and not above 65 years age.

(c) Desirable – Degree/Diploma in management/House Keeping experience as hostel warden in a Colleges/Schools.

(d) An excellent character.

347. **Appointment.** Warden will be appointed by Institute Management Committee by following the established procedure of advertisement, short listing, interview and selection. The selection will be based on merit.

Duties of Warden

348. The duties of warden are listed below :-

- (a) He/She would report to the Director / Principal through registrar of the College.
- (b) Cleanliness and upkeep of hostel premises including hostel kitchen.
- (c) Security.
- (d) Ensure that all hostlers are present in the hostel except when on bonafide duty/ out pass.
- (e) Grant of out pass as per policy of college.
- (f) Ensure that students maintain proper discipline in and outside the hostel premises.
- (g) Opening and closing of students Mess and Anteroom.
- (h) Checking of students guests as per details submitted by them.
- (i) Ensure that hostlers follow the hostel rules.
- (k) Appointment of following Hostel Committees on monthly basis :-
 - (i) Student Mess Committee – Two students.
 - (ii) Anteroom Incharge – Two students.
 - (iii) Guest room Incharge – Two students.
- (l) Maintenance of hostlers attendance register on daily basis and get signatures on it of registrar every day.
- (m) Ensure that keys of anteroom and guest room are deposited with him/her by student incharge every day.
- (n) Maintain record of all students to include the following :-
 - (i) Name of the student.

- (ii) Discipline and year.
 - (iii) Father/ Guardian address and telephone No.
 - (iv) Name of Guests allowed to meet.
 - (v) Name and address of local guardian with telephone No.
 - (vi) Blood group / Medical History.
 - (vii) Any other detail.
- (o) Ensure that no guest stays in the hostel with the students at night or visit their living accommodation.
 - (p) Management of library in hostel, if any.
 - (q) Surprise check and attendance in the hostel
 - (r) Exercise Control over Mess Incharge as laid down.
 - (s) Exercise Control over hostel and mess staff.
 - (t) Ensure that sick hostlers are immediately attended to / evacuated for medical treatment and report the same to registrar.
 - (u) Recommend names of Head boy/girl and prefects.
 - (v) Place important notices on notice board.
 - (w) Check groceries on receipt as per bill for quantity and quality.
 - (x) Ensure ration store is properly managed.
 - (y) Hold monthly interaction meetings of hostlers and invite Director/ Principal to such meetings.
 - (z) Check hostel accounts.
- (aa) Maintain the following documents :-
 - (i) Out pass Register.
 - (ii) In and Out register.
 - (iii) Attendance register.
 - (iv) Discipline register.
 - (v) Library register.

- (vi) Occupation of guest room register.
- (vii) Guard duty register.
- (viii) Sick report register.
- (ix) Record of repairs and maintenance of building.
- (ab) Ensure that visitors are allowed in the hostel during visiting hours only.
- (ac) Any other duty assigned by Director / Principal.

Pay and Allowances of Warden and other Hostel Employees.

349. Pay and allowances of warden and other hostel employees will be decided by the Institute Managing Committee.

Attendance

350. All hostlers will attend the classes in the College. Nobody will stay in the hostel when the classes are on. Prior permission of Director/Principal would be mandatory for absence from any class. Only sick students duly authorized by the nominated doctor can stay in the hostel during college hours.

351. Nobody will be permitted out of the hostel between 10.00 PM and 05.00 AM unless specially permitted by Principal/Director.

Absence from Hostel

352. Hostlers can leave the hostel only during holidays for which a valid out pass would be obtained from warden.

353. Hostlers may be permitted to meet their local guardians on week days and given out passes accordingly at the discretion of management.

Damages to Property

354. Every hostler is responsible for proper utilization of hostel property. Damages to hostel property by willful and negligent actions would be recovered from the defaulters individually or collectively as the case may be. Items of personal use may be handed over to the hostlers and it would be the responsibility of hostlers to return the items in good condition.

Payment of Hostel Charges

355. Hostel charges will be paid by the students in time along with the tuition fee as per instructions of the college. Delayed payment will attract laid down fine and penalties. Details of charges will be included in College prospectus.

Security

356. It will be ensured that only authorized guests are allowed to meet the hostlers and that too during laid down timings. No unauthorized person will be allowed inside the hostel. Students not staying in the hostel will not be allowed inside and use of hostel facilities unless authorized by principal by a written order.

357. All hostlers will be in the hostel latest by 10.00 PM after which they would not be allowed to go out till 5.00 AM unless allowed by the Director/Principal for valid duty.

358. Any untoward incident / accident in the hostel will be immediately reported to the registrar by warden on telephone followed up by a written report.

Discipline

359. Any student indulging in any acts of indiscipline / violating hostel rules may be given the following punishments by the registrar / principal :-

- (a) Warning.
- (b) Fine.
- (c) Rustication.
- (d) Expulsion.

360. Information of any act of indiscipline and punishment awarded will be communicated to the parents/guardians of the defaulters. Hostlers who have been expelled from the hostel will not be allowed to come in the hostel under any circumstances.

Do's and Don'ts

361. Students are advised to follow the following guidelines: -

- (a) Be respectful to all staff members, in particular to the teaching staff.
- (b) Be dressed appropriately for classes, outside the hostel rooms, particularly, in town and during functions.
- (c) Be courteous, polite in their behaviour and honest in dealings.
- (d) Assist in keeping the hostel clean, neat and pollution free.
- (e) Take pride in being College alumni and aim for excellence in all fields.
- (f) Always move out of the hostel with an Identity Card (to be issued by the College) and with a helmet when on a two wheeler.
- (h) Be punctual and regular in all classes and for other functions and activities.

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Hygiene and

363. Cleanli
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- (j) Treat hostel property with utmost care and help in its upkeep.
- (k) Ensure that personal guests do not stay in the hostel unless authorized by authorities to stay in guest room.
- (l) Bringing intoxicants i.e. liquor and drugs inside the hostel and consumption of the same is strictly prohibited.
- (m) Immoral acts are prohibited.
- (n) Do not participate in any political, anti-national, anti-social or undesirable activity in or outside the hostel.
- (o) Do not indulge in any form of ragging.
- (p) Do not indulge in any act that will tarnish the image of College.
- (q) Do not indulge in smoking or drinking in hostel.

Messing Facilities

362. All hostels will have messing facilities for hostlers/students. The following rules will apply :-

- (a) Detailed timings for breakfast, lunch and dinner will be laid down and adhered to.
- (b) Guests, if any, will be charged extra for which reasonable rates will be laid down by Colleges and these will be displayed on notice board. Meals to guests can only be provided during the laid down timings.
- (c) Hostlers on out pass will not be charged messing. Consumption of two meals in a day would be charged at full rates. Students would enter details of out pass one day prior to their proceeding on out pass.
- (d) Bill of fare would be prepared on weekly basis and displayed on notice board.
- (e) No student will be allowed to eat outside while staying in the hostel.
- (f) Hostlers will maintain discipline in the dining hall.
- (g) Warden will dine with the hostlers/students.
- (h) A mess committee consisting of students of various classes will be formed to prepare the bill of fare and assist in maintenance of discipline.

Hygiene and Sanitation

363. **Cleanliness.** It would be the duty of the warden to ensure that proper hygiene and sanitation conditions prevail in the hostel. Disinfectants would be used in the lavatories and urinals. Hostlers would be advised to keep their surroundings clean.

364. **Disposal of Garbage/Wastages.** Proper arrangements will be made for disposal of wastages and garbage.

Water and Electricity Supply and Charges

365. **Water.** It would be ensured that clean and pure water is available for drinking at all times in the hostels. For this fridge facilities would be available during summer. In case of emergency, alternative arrangements will be made for water supply to hostels. Hostlers will ensure that no wastage of water takes place.

366. **Electricity.** It will be ensured that proper electricity supply is available to the hostels. Alternative arrangements for electricity supply would be available in case of emergencies.

367. Electricity and water charges will be paid regularly by the hostel in time.

Out pass

368. Out pass to the hostlers can be granted by the warden as per policy for the following :-

- (a) For term break and Holidays.
- (b) On weekdays to meet local guardians.
- (c) For organized visits / games / meet experts for project work / meet doctor for medical advice.
- (d) As per policy framed by the College.

Repair & Maintenance

369. It will be duty of warden to ensure proper repair and maintenance with the approval of competent authorities.

370. Renovation / repair and maintenance will generally be carried out during vacations. However items requiring urgent repairs will be attended to immediately.

Laundry Facilities

371. Nominated / selected washer man will be allowed to come to hostel at specified timings and the charges for washing and ironing of clothes would be laid down. For girls hostel, washerwoman will only be engaged. The washer man engaged should be reliable.

Library

372. A mini library may be maintained in the hostel. It will have books of common interest on fiction, novels, stories, general knowledge etc. Proper timings will be laid down for library.

373. Hostels will get at least two newspapers in addition to magazines and periodicals.

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Medical Facilities

374. Facilities for first aid and procedure of attending to /evacuating sick cases would be laid down by the colleges. It will be ensured that sick / injured cases are provided medical facilities within 30 minutes of sickness / injuries.

375. Proper record of sick and emergent cases will be maintained in the hostel.

376. The hostel will provide sick diet to the affected students as laid down by the doctor. Sick diet will be served in the room to those students who are not in a position to move out of the bed.

Rules Regarding Guests

377. Guests of the students may be allowed to stay in the hostel subject to availability of accommodation in the guest room on payment. It would be ensured that only male guests are allowed inside boys hostel and female guests inside girls hostel. Permission for the guests to stay overnight will be granted by the Director/Principal of the College.

Indoor Games

378. The facility for the following indoor games may be provided in the hostel subject to the accommodation :-

- (a) Table Tennis.
- (b) Carrom.
- (c) Chess.

Ragging

379. Ragging is strictly prohibited in the hostel. It will be the duty of the warden to ensure that no ragging takes place in the hostel. He would brief the students from time to time specially at the time of admissions. Violation of this rule will attract serious disciplinary action against the defaulters. Notice will be displayed on the notice board.

Notice Board

380. A notice board would be available in the hostel where all notices concerning hostlers will be displayed for their information.

Living Rooms

381. Students will be provided with chair, Table, Cupboard, cot etc for their personal use.

382. Students will switch off lights as per laid down timings by the college authorities.

383. Students may be required to change their rooms at any time during the academic year for administrative reasons.

384. It will be ensured by the students that no disturbance/discomfort is caused to their neighbours due to their actions.

385. Students /staff members residing in the hostel will be responsible for the safety and security of their belongings. College will not be responsible for loss of any item / money.

386–390 Blank.

Appendix A

(Refers to Article 11)

Certificate of Registration of Society Act XXI of 1860

No.S/13459 of 1983.

I hereby certify that Army Welfare Education Society (AWES) has this day been registered under the Societies Registration Act, XXI of 1860.

Given under my hand at Delhi this 29th

Day of April One Thousand Nine Hundred and Eighty Three.

REGISTRATION FEE OF RS. 50/- PAID

Office Seal

Sd/X X X

REGISTRAR OF SOCIETIES:
DELHI ADMINISTRATION: DELHI

FORMAT FOR INFORMATION BROCHURE

Name of the Institu'

General

1. Include date of est of colleges, aims & objective, and any other suitable details.

Location

2. Include location details, connectivity by road, rail and air, distance from Cantt etc.

Contact Details

3. Include Postal address, tele number, FAX No, e-mail ID, Web Site etc.

Affiliation/Approval

4. Include details of affiliating University and Org given approval/recognition eg, AICTE, NCTE, MCI, DCI, BCI etc.

Programmes

5. Include all type of programmes/disciplines being held in the Institute, duration, year wise breakup of syllabi, date of commencement of programmes, details of degree/diploma, in course attachments, details of Trophies/Awards/Medals.

Intake

6. Include sanctioned intake of every programme/discipline, str in various senior classes, total str of the students etc. Any plans for increasing the intake.

Admission Procedure

7. Include details/schedule of WAT/any other agency conducting the Entrance Exams, eligibility conditions, Interview/GD/Counseling, preparation of merit list, declaration of results etc.

Fee Structure

8. Include details of Tuition Fee to incl Computer, Library, Lab, Sports fees, Promotional fee etc and any other charges (Monthly/Annual). Hostel Fee and Catering Charges, Security Deposit, University Fee, Affiliation Fee etc.

Management Committee

9. Include details of Patron-in-Chief, Patron, Director, Chairman, members (Name, Designation & Fmn) and Controlling Formation etc.

WAT Related Data. To be attached as Appx 'A'. (Para 10 to 12)

@ Deleted vide Army HQ (AWES) letter No B/45902/Amdt/c/AWES dated 24 Jan 2011.

10. **Summary of WAT Results (Last Five Years).**

| Year | No Applied | No Appeared | | No Qualified | | No of seats Allotted | | Ratio | | Remarks |
|------|------------|-------------|---------|--------------|---------|----------------------|---------|------------|---------------|---------|
| | | Army | Others* | Army | Others* | Army | Others* | Army (c/g) | Others* (d/h) | |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (k) | (l) |

* Where Applicable

11. **Summary of Candidates Appeared for WAT at Various Centers (Last Five Years).**

| Year | No of Candidates Appeared | | | | | | | | |
|------|---------------------------|------------|-------------|-------------|--------------|---------------|-------------|--------------|--------------|
| | Pune (01) | S,Bad (02) | B,Lore (03) | Jaipur (04) | Kolkata (05) | Guwahati (06) | Bhopal (07) | Jodhpur (08) | Danapur (09) |
| | | | | | | | | | |

| Jalandhar (10) | Delhi (11) | Ambala (12) | Lucknow (13) | Dehradun (14) | Pkt (15) | Mohali (16) |
|----------------|------------|-------------|--------------|---------------|----------|-------------|
| | | | | | | |

Note : Centre cancelled due to inadequate number of candidates to be indicated in the note.

12. **Performance in WAT/Any Other Entrance Exam (Last Five Years)**

| Year | Overall Percentage in Entrance Exams (fill in Nos & %) | | | | | | |
|------|--|---------|---------|---------|---------|-----------|-------|
| | Above 80% | 70%-79% | 60%-69% | 55%-59% | 50%-54% | Below 50% | Total |
| | | | | | | | |
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Note : Similar details if Institute is running more than one type of programme.

Admission and Performance. To be attached as Appx 'B' (Para 13 to 19)

13. Intake (Last Five Years)

(a) Name of Course

| Yr | Capa city | Intake | Ward of Army* Pers | | | | | | Others* | | Total | Ward of Army* Pers | | | | Others* | | | | Remarks |
|----|--------------|--------|--------------------|---|-----|---|----|---|---------|---|-------|--------------------|----|-------|----|---------|----|-------|--|---------|
| | | | Offr | | JCO | | OR | | | | | Boys | | Girls | | Boys | | Girls | | |
| | | | No | % | No | % | No | % | No | % | No | % | No | % | No | % | No | % | | |
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* Fill Nos & Percentage

(b) Similar as above if Institute is running more than one type of Course.

14. Intake of AIE ACE & AIHE (Last Five Years)

| Year | Capacity | Intake | Ward of Army Pers* | | | | | | Wives* | | Daughters* | | Sons* | | Remarks |
|------|----------|--------|--------------------|---|-----|---|----|---|--------|---|------------|---|-------|---|---------|
| | | | Offr | | JCO | | OR | | Widows | | Other | | No | % | |
| | | | No | % | No | % | No | % | No | % | No | % | No | % | |
| | | | | | | | | | | | | | | | |
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* Fill Nos & Percentage

15. Performance in Entrance Exams Not Conducted by AWES (Last Five Years).

| Year | Merit / Percentage of 1st candidate Admitted | Merit / Percentage of last Candidate Admitted | Remarks |
|------|--|---|---------|
| | | | |
| | | | |
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Note :- Applicable only to Institutes participating in exams conducted by outside agencies.

16. **Academic/Professional Background.** (Last Five Years). MBA/ Any Other Course (AIM KOLKATA & AIMT only). Fill Nos / Percentage

| Year | Eng Graduate | | Science | | Arts | | Commerce | | Total | With Work Experience |
|------|--------------|---|---------|---|------|---|----------|---|-------|----------------------|
| | No | % | No | % | No | % | No | % | No | |
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17. **Academic Performance at Graduation.** (Last Five years). For Institutes running PG programmes

(a) **Name of Course**

| Year | Overall percentage in Graduation (Fill in Nos) | | | | | | |
|------|--|---------|---------|---------|---------|-----------|-------|
| | Above 80% | 70%-79% | 60%-69% | 55%-59% | 50%-54% | Below 50% | Total |
| | | | | | | | |
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(b) Similar as above if Institute is running more than one type of Course.

18. **Academic Performance at Class XII .** (Last five years). For Institutes running Under Graduate Programmes.

(a) **Name of Course.**

| Year | Overall percentage in CI XII exam (Fill in Nos) | | | | | | |
|------|---|---------|---------|---------|---------|-----------|-------|
| | Above 80% | 70%-79% | 60%-69% | 55%-59% | 50%-54% | Below 50% | Total |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |

(b) Similar as above if Institute is running more than one type of Course.

(a) **Name of Course.**

| Year | Overall percentage in CI XII exam (Fill in Nos) | | | | | | |
|------|---|---------|---------|---------|---------|-----------|-------|
| | Above 80% | 70%-79% | 60%-69% | 55%-59% | 50%-54% | Below 50% | Total |
| | | | | | | | |
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19. **Performance in Final Year Exam (Last Five years).**

| Year | Overall Percentage in Final Exam (fill in Nos & %) | | | | | | | | | | | | Total |
|------|--|---|---------|---|---------|---|---------|---|---------|---|-----------|---|-------|
| | Above 80% | | 70%-79% | | 60%-69% | | 55%-59% | | 50%-54% | | Below 50% | | |
| | No | % | No | % | No | % | No | % | No | % | No | % | |
| | | | | | | | | | | | | | |
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Note :- Similar details if Institute is running more than one type of programme

Performance and Placement Record of Last Three Years. To be attached as Appx 'C' (Para 20 to 22)

20. **Name of Course :**

| Year of Completion of Course | Numbers started with the Course | Numbers* Passed out | | Numbers* Placed | | Numbers* Perusing Higher Education | | Highest Salary per annum | Lowest Salary per annum | Average Salary of all students placed |
|------------------------------|---------------------------------|---------------------|---|-----------------|---|------------------------------------|---|--------------------------|-------------------------|---------------------------------------|
| | | No | % | No | % | No | % | | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |

*Fill in Nos & Percentage

21. If the Institute is running more than one course provide similar info as above for each discipline in separate tables.

22. **Placement Record Current Year.**

Name of Students
Annual Salary

Placed with
(Name of Company)

Faculty

23. Include details of Director, Principal Teaching faculty and Visiting/Guest faculty as per format.

24. **Details of Faculty.** To be attached as Appx 'D'

| Ser No | Name | Appt with date | Qualification | Type Permt/ Adhoc/ Visiting | Cat | | Salary | | | Remarks |
|--------|------|----------------|---------------|--------------------------------------|--------------|-----|--------|--------|-------|---------|
| | | | | | Army/ ESM | Civ | Basic | Allces | Total | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Administrative Staff

25. Include details of Director Adm, Registrar, Estate Supervisor and all adm personnel as per format. To be attached as Appx 'E'.

| Ser No | Name | Appt with date | Qualification | Type Permt/ Contractual/ Adhoc | Cat | | Salary | | | | Remarks |
|--------|------|----------------|---------------|---|------|-----|----------------------------|--------|-----|-------|---------|
| | | | | | Army | Civ | Basic/ Conso lidated | Allces | EPF | Total | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Infrastructure. To be attached as Appx 'F' (Para 26 to 30)

26. Academic. Include details/type of bldgs to incl Class Rooms/Lecture Halls, Syndicate Rooms, Seminar Hall, Auditorium, all type of Labs, Library, Audio-Visual Rooms, Cyber Café etc.

27. Adm Include details of Offices, Hostel/Messing facilities, Residential Quarters, Guest rooms, Cafeteria/Canteen, Stationery Shop, Bank Extension counter etc.

28. Sports/Recreational Facilities. Include details of games/sports facilities, Gymnasium, Amphitheater etc.

29. Services. Include details of elec/water supply/sewage and charges, rent and allied charges etc.

30. Any other facilities. Give details.

Financial Management.

31. Corpus and Grants. To be attached as Appx 'G'

(a) **Details of Corpus**

| S No | Amount | Date of Allotment | Amount Invested & Duration | Rate of Interest | Amount Ploughed back | Remarks |
|------|--------|-------------------|----------------------------|------------------|----------------------|---------|
| | | | | | | |

(b) **Details of ARF**

| S No | Amount | Amount Invested & Duration | Rate of Interest | Remarks |
|------|--------|----------------------------|------------------|---------|
| | | | | |

(c) **State of Funds Received from AWES Since Inception and Utilisation of Funds.**

| S No | Type of Grants | Amount | Date of Allotment | Details of Utilisation | Balance Amount | Remarks |
|------|----------------|--------|-------------------|------------------------|----------------|---------|
| | | | | | | |

(d) **State of Funds Received from other Fmns Since Inception and Utilisation of Funds.**

| S No | Type of Grants | Amount | Date of Allotment | Details of Utilisation | Balance Amount | Remarks |
|------|----------------|--------|-------------------|------------------------|----------------|---------|
| | | | | | | |

(e) **State of FDs/Securities(Grants).**

- (i) Technical Grant.
- (ii) Land Grant.
- (iii) Construction Grant.
- (iv) Grant – in- aid
- (v) Any other Grant.

Note: As per Performa given below.

| Ser No | With whom | Amount | Date of Deposit | Date of Maturity | Rate of Interest | Maturity Value | Remarks |
|--------|-----------|--------|-----------------|------------------|------------------|----------------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

(f) **State of FDs/Securities(Revenue Fund).**

- (i) College Fund.
- (ii) Hostel Fund.
- (iii) Security Fund.
- (iv) Any other fund.

Note : As per Performa at para 31 (e).

32. **Financial Details.** To be attached as Appx 'H'

- (a) Income as on 31 Mar of Last Five Years.

| Year | Year | Year | Year | Year |
|------|------|------|------|------|
|------|------|------|------|------|

- (i) Fees/Other Charges
- (ii) Sale of Prospectus

- (iii) Interest on FDs :
- (iv) Interest on Corpus :
- (v) Misc Income. (Canteen :
Rebate, Use of facilities
By outsiders etc. :
- (vi) Other (Specify) :
- (vii) Total :

*Security Deposits not to be included.

(b) Expenditure as on 31 Mar of Last Five Years

| Year | Year | Year | Year | Year |
|------|------|------|------|------|
|------|------|------|------|------|

- (i) Establishment Expdr.
(Pay and Allce (permanent staff), Adhoc/
Guest Faculty and Contractual Services. :
- (ii) WAT/Admission Related Expdr.
(Printing & stationery, counseling,
Prospectus etc :
- (iii) Contingency Expdr.
(Tele, postage, conveyance, advertise,
veh expense, insurance , audit, legal,
TA/DA, office eqpt stationery etc. :
- (iv) Infrastructure Related (Obligatory Expdr)
Asset replacement, maint of infrastructure
Incl Bldgs, Payment of rent, water, Elec,
maint Tech Eqpt, Depreciation etc. :
- (v) Capital Expdr.
(Library Books, computers Labs/Tech
eqpt etc. :
- (vi) Misc. (Periodical & Magazines,
Sports eqpt, Trg, cultural activities etc. :
- (vii) Amount ploughed back to corpus :
- (viii) Amount Transferred to ARF. :
- (ix) Other (Specify). :
- (x) Total :

(c) Income Over Expenditure of Last Five Years

| Year | Year | Year | Year | Year |
|------|------|------|------|------|
|------|------|------|------|------|

(i) Income :

(ii) Expenditure :

(iii) Income Over Expdr :

(d) Give similar details for Hostel (Para 32 (a) to (c))

(e) Audit Report of previous FY alongwith clarification on Audit Objections.

33. Expansion Plans (Give details).

34. Pending Issues (Give Details).

Date :

Signature of Director/Principal

**STANDING OPERATING PROCEDURE FOR SELECTION OF DIRECTORS/
PRINCIPALS / LECTURERS IN INSTITUTES**

GENERAL

1. Vacancies for the post of Directors/Principals and Lecturers occur in our professional colleges from time to time on account of superannuations, resignations, dismissals and demise of the employees. The appointments are also required to be made for our new institutions before their establishment.
2. There is a need to have comprehensive procedures to ensure transparency and selection of candidates to get the best possible talent available. We also need to remove local influences/bias if any so that selection system is seen to be above board. This will help in making our institutes Centres of Excellence, building reputation and attracting the best faculty.
3. Every institution must have its establishment approved from Integrated HQ of MoD (Army through HQ Command (AWES). Appointments will be made against authorised establishment only.

AIM

4. To lay down standard operating procedures for selection of Directors/Principals and Lecturers in institutes under the aegis of Army Welfare Education Society (AWES).

LAYOUT

5. The SOP will be covered in the following parts as under:-
 - (a) **Part I.** Approval of Establishment / Revision of Establishment, Identification of vacancies, Advertisement and Educational Qualifications.
 - (b) **Part II.** Receipt of Applications, Short listing of candidates, Issue of call letters and Procedure in exceptional cases.
 - (c) **Part III.** Convening authority, Composition of selection committees/Boards, Preparation of assessment sheets, Interview and fixation of higher scales of pay in some cases.
 - (d) **Part IV.** Preparation of Board Proceedings and Merit List.
 - (e) **Part V.** Issue of appointment letters to selected candidates, assumption of appointment, agreement between appointee and the management.

**PART-I APPROVAL OF ESTABLISHMENT/REVISION OF ESTABLISHMENT,
IDENTIFICATION OF VACANCIES, ADVERTISEMENT AND EDUCATIONAL
QUALIFICATIONS**

Approval of Establishment/Revision of Establishment

6. Initial establishment of Institutes would be approved by Integrated HQ of MoD (Army). Thereafter any revision/amendment to the establishment would also require the approval of Integrated HQ of MoD (Army).

Identification of Vacancies

7. The vacancies will be identified at least six months before occurrence in case of superannuations and in other cases on occurrence and the same will be brought to the notice of concerned HQ Command. This will be in consonance with the authorised establishment of the institutes. Formal approval of HQ Commands would be obtained for filling the vacancies. The responsibility for identifying the vacancies will be as under:-

- | | | |
|----------------------------------|---|---------------------|
| (a) Director / <i>Principal</i> | - | Patron |
| (b) Principal | - | Chairman |
| (c) Faculty other than Principal | - | Principal |

8. HQ Command will keep the AWES HQ informed about the vacancies.

Advertisement

9. An advertisement giving details of posts, qualifications, pay and allowances and last date of receipt of applications for the posts of Directors and Principals would be got published in Employment News and two National News papers (all edition) at DAVP rates. The advertisement for the post of lecturers would be got published in National Newspapers (local edition). The advertisement should be repeated after three/four days and should appear in the newspapers at least 2 months before the date on which the post is desired to be filled.

10. The Directors would be senior retired Defence Service Officers of appropriate rank with desired qualifications or senior reputed educationists in the concerned field of education. Directors will be appointed, only, for the following educational institutions:-

- (a) Army Institute of Technology Pune.
- (b) Army Institute of Management Kolkata.
- (c) Army Institute of Management & Technology Greater NOIDA.

**PART II – RECEIPT OF APPLICATIONS SHORT-LISTING OF CANDIDATES, ISSUE OF
CALL LETTERS AND PROCEDURE IN EXCEPTIONAL CASES**

Receipt of Applications

11. Proper record will be maintained by the institute under the arrangements of authority responsible for identifying the vacancy. It should contain details of applicants i.e. name, post applied for, date of receipt of application, testimonials etc. The details should be perused by the authorities as mentioned in Para 7.

Short-listing of Candidates

12. Short listing of candidates would be done based on number of applications received for a particular post. Generally there should be six to ten candidates for one vacancy. If the number of applications are more than the ratio of 1:10, short listing will be done based on educational qualification and experience of applicants with weightages of 40 and 60 respectively. **The applications not meeting the eligibility criteria will be rejected.** In disciplines, where sufficient candidates are not available, no shortlisting would be done and all eligible candidates who have applied would be interviewed. The list of candidates shortlisted for interview would be intimated to the following:-

- | | | |
|--------------------------------------|---|------------|
| (a) For Director | - | HQ Command |
| (b) For Principal | - | Patron |
| (c) For Faculty other than Principal | - | Chairman |

Re-advertisement in Certain Cases

13. If the number of applicants is only upto two or three for a post, it should be re-advertised to elicit more response and for having a wider selection base.

PART III – CONVENING AUTHORITY, COMPOSITION OF SELECTION COMMITTEES/BOARDS, PREPARATION OF ASSESSMENT SHEETS, INTERVIEW AND FIXATION OF HIGHER SCALES OF PAY IN SOME CASES

Convening Authority and Composition of Selection Committee

14. Convening Authority and Composition of Selection Committees/Boards for Selection of Various Appointments. Convening authority and composition of the selection committees/Boards for selection of various appointments will be as under:-

| S. No | Appoint-ment | Convening Authority | Presiding Officer | Members | Member Secretary |
|-------|--------------|---------------------|---|---|--------------------------|
| (a) | Director | HQ Command | Patron or a General Officer nominated by HQ Command | (i) Chairman of the Institute. (ii) One Formation Commander (Brigadier) (iii) Brigadier Administration. (iv) Representative AWES/ AG's Branch, Integrated HQ of MoD (Army). (v) One Educationist of repute. | Director AWES Cell |

| S. No | Appointment | Convening Authority | Presiding Officer | Members | Member Secretary |
|-------|---------------------------------------|---------------------|--|--|--|
| (b) | Principal | Patron | Patron/General Officer nominated by Patron | (i) Chairman of the institute. (ii) One Formation Commander (Brigadier). (iii) One eminent Educationist in the concerned field. (iv) Representative AWES Integrated HQ of MoD (Army) (v) Representative(s) of the university if laid down by concerned university/Regulatory Bodies (vi) One psychologist with Ph D qualification (Desirable) | Director/Additional Director AWES Cell |
| (c) | Faculty Other than Director/Principal | Chairman | Chairman of the institute | (i) One Serving Brigadier/Colonel. (ii) Director/Principal. (iii) One eminent educationist in the concerned field. (iv) Representative(s) of the university if laid down by concerned university/Regulatory Bodies. (v) Psychologist with Ph.D qualification (desired). | Principal |

Note. For membership of the interview board for appointments of Principal and Faculty, statutory requirements of universities/Regulatory Bodies would be fully met by detailing additional members. The rules of the universities/regulatory bodies will be followed.

Procedure in Exceptional Cases

15. Normally the above procedure will be followed for filling up vacancies. However in exceptional cases like appointments of highly qualified candidates or where the candidates are not available in a particular discipline or where it is not possible to follow the procedure due to paucity of time or where the situation demands immediate appointment to meet the requirement of regulatory bodies, **the above procedure may be relaxed by the Patron for appointments of Principal and Faculty. Tenability and acceptance of these appointments by the university will however be ensured.**

Preparation of Assessment Sheets

16. An assessment sheet will be prepared for interview as under :-

| | | |
|--|---|------------|
| (a) Personality and conduct | - | 10 |
| * (b) Educational Qualifications | - | 15 |
| (c) Experience | - | 20 |
| * (d) Knowledge of subject including latest developments | - | 20 |
| (e) Communication and Teaching skills | - | 20 |
| (f) General Awareness | - | 15 |
| Total | - | 100 |

(For Director & Principal * Reduce by 5 and add new sub para 16 (g) Knowledge of Adm and Financial Management – 10).

Interview

17. Call up letters would be issued to the candidates indicating date and staggered timings as per plan. Before commencement of the interview, assessment sheet and the list of candidates would be handed over to the Presiding Officer and members and **a certificate obtained from them that no candidate for the concerned interview is related or intimately known to them.** If some member is found to be related/intimately known to the candidate(s), he would be replaced/dropped immediately and his place taken by a reserve member. If no reserve member is detailed, the selection board would commence proceedings without him. Such a member would not take part in the selection process. Interview must be conducted in a friendly way so that the candidate is comfortable. Idea is to know the candidate and his competence/suitability for the appointment. In the rarest cases, where candidates are not available in the market, formal interview can be dispensed with by taking verbal approval from HQ Commands with information to Integrated HQ of MoD (Army). This will, however, be ratified later. **This is an exceptional procedure to be utilised in rarest of the circumstances.**

Fixation of Higher Scales of Pay in Some Cases

18. The Presiding Officer of the interview board would have the powers of offering higher pay to the selected candidate than laid down by UGC/University/Regulatory Bodies due to non availability of candidates in a particular discipline or based on educational qualification /experience with verbal approval of the competent authority. Such fixation of pay would be subsequently sent for formal approval of competent authority. **The board will however take into consideration the effect this may have on the existing faculty. Conflicting requirements of fixing a higher pay for a merited candidate and its financial and other implications on the establishment need to be discussed with the head of the college and reconciled.**

PART IV – PREPARATION OF BOARD PROCEEDINGS AND MERIT LIST

Compilation of Result and Preparation of Board Proceedings

19. After all the candidates have been interviewed, the assessment sheets will be collected by secretary and the result compiled. The assessment sheets would be duly signed by the members. The board proceedings will be prepared and the compiled result sheet, along with the members assessments, would be attached. It will be duly mentioned in the board proceedings that none of the candidate was related/intimately known to the members of the board. The board proceedings duly signed by all the members would be forwarded to competent authority through proper channel for formal approval as under:-

- (a) (a) For Director | Principal - HQ AWES
(b) For Principal - HQ Command
(b) For Faculty other than Principal. - Patron

20. Earmarking of Reserves. At least two reserves would be earmarked for each vacancy.

PART V – ISSUE OF LETTERS TO SELECTED CANDIDATES, ASSUMPTION OF

21. Approval and Issuing of Appt/Removal Letter. All appointments of Head of Colleges will be ratified by HQ AWES and following procedure will be adopted:-

(a) Confirming Authority. Adjutant General will be the confirming authority with immediate effect. All board proceedings will be forwarded to him through HQ AWES for the same.

(b) Appointment Letter Issuing Authority. DG DC&W will be the authority vested with the powers of signing the appointment/removal after approval of the AG.

(c) Pay and allowances negotiated within framework of AWES Rules will be intimated for inclusion in appointment letter.

(a) Deleted and inserted fresh Para Vide letter No B/45902/Amdt/C/AWES dt 11 Mar 13.
22. Candidates Unwilling to Join. If candidate gives in writing that he/she is not willing to join, the vacancy will be offered to the next candidate in the order of merit.

23. Candidate does not Join. If candidate does not join and does not give any information by due date, the vacancy will be offered to the next candidate in the order of merit.

24. Where Candidate Asks for Extension. If the candidate asks for extension to join, the case may be considered by the Chairman/Patron who may or may not for reasons to be

recorded in writing, grant extension depending upon the merit and circumstances of the case.

Assumption of Appointment by the Candidate

25. The appointee will be on probation for a period of one year, which may be extended to one more year depending upon the performance of the employee. This would be explicitly stated in the appointment letter. Before the assumption of appointment, the candidate will be comprehensively briefed by the Chairman about his duties, conduct and standards expected. Directors will also be briefed by the Patron.

Agreement Between Employee and Management

26. The appointment of the employee would be subject to his/her signing of an agreement with the management within a period of 15 days from the date the employee assumes the appointment. Failure to sign the agreement within 15 days would automatically render the appointment of the employee null and void. This would be explicitly stated in the appointment letter.

CONCLUSION

27. Selection of Directors/Principal/Faculty is a sacred function. We must be able to select the best possible candidate available. Our selection system must remain transparent, fair and credible. Officials detailed to be Presiding Officer/members of the selection board must be competent, knowledgeable and judicious.

28. The SOP will be strictly followed by all concerned. No deviation would be allowed. Appointments will only be made against the vacancies authorised in the establishment of the institutes. No new post will be created by the institutes without the approval of HQ AWES.

29. Our SOP issued vide our letter No B/45724/SOP/AWES dated 05 Nov 2003 is hereby superceded.

SOP FOR CONDUCT OF ANNUAL CONFERENCE OF DIRECTORS/HEADS OF PROFESSIONAL COLLEGES

GENERAL

1. Annual Conference of Directors/Heads of Professional Colleges is held every year in Sep/Oct. The conference provides a common platform and unique opportunity to all concerned to exchange ideas and carryout deliberations on various policy issues. During the conference, besides discussing the agenda points, the Professional Colleges present their achievements of previous year and also give out the future plans.
2. It has been experienced in the past that due to delayed submission of required information/agenda points from Professional Colleges and intermediate HQs, important and relevant issues do not get deliberation they deserve. It is, therefore, considered desirable to lay down guidelines for the conduct of conference so as to derive maximum benefit from the collective wisdom in the limited time available.

AIM

3. The aim of this SOP is to lay down guidelines for the efficient conduct of Annual Conference of Directors/Heads of Professional Colleges.

LAYOUT

4. The SOP is covered in the following parts:-
 - (a) **Part I.** Attendance.
 - (b) **Part II.** Processing of Agenda Points and other Information.
 - (c) **Part III.** Conduct.
 - (d) **Part IV.** Responsibilities.
 - (e) **Part V.** Actions to be initiated after the Annual Conference.

PART I : ATTENDANCE FOR CONFERENCE

5. The meeting will be chaired by the AG. DG D,C&W, MD AWES, Director Projects and Director Colleges from Army HQ will attend the meeting. The other participants will be as under:-
 - (a) Directors/Heads of Professional Colleges.
 - (b) Directors AWES, Command Headquarters.
 - (c) Any special invitees nominated by HQ AWES.

PART II : PROCESSING OF AGENDA POINTS AND OTHER INFORMATION

6. Command HQs and Professional Colleges must prepare the agenda points and the presentations well in advance. Professional Colleges are expected to carryout inhouse discussion and thorough deliberations while preparing the presentation and agenda points to ensure extensive coverage of their institution. The schedule for processing is given below :-

- | | | |
|-----|---|---------------------|
| (a) | Submission of Presentation and Agenda Points by Professional Colleges to respective Command HQs | - 01 Aug |
| (b) | Scrutiny at Command HQs | - 15 Aug |
| (c) | Submission of Agenda Points and Presentations to HQ AWES | - 25 Aug |
| (d) | Inhouse discussion in HQ AWES | - 05 Sep |
| (e) | Briefing of AG and DG, D,C & W | - 15 Sep |
| (f) | Conduct of conference | - End Sep/Early Oct |

7. It is reiterated that adherence to above time schedule is mandatory so as to ensure time bound analysis and submission of information at all levels. Agenda points not received in given time will not be discussed during the conference.

PART III : CONDUCT OF ANNUAL CONFERENCE

8. Every Professional College will be allotted a maximum of 60 minutes. Out of this, 30 minutes will be for Presentation and remaining time for discussion on agenda points pertaining to them. 30 minutes presentation will take into consideration the interruptions and therefore it will be safer to plan the script not exceeding 20 minutes. The Presentations will be carried out by the Directors/Heads of Professional Colleges, covering the following aspects:-

(a) **Part A.** Statistical health and its analysis:-

- (i) Analysis of WAT Results and performance of last three years.
- (ii) Analysis of intake of last three years and emerging trends. Category wise analysis of wards of Offrs, JCOs, OR, Ex-servicemen, Wives, Widows and Civilians.
- (iii) Performance in final year exams.
- (iv) Placement Record.
- (v) State of Faculty and Administrative Staff.

(b) **Part B.** Financial Management:-

- (i) State of Corpus and Grants.
- (ii) State of funds received from AWES since inception and utilisation.

(iii) State of funds received from other than AWES and utilisation.

(iv) State of FDs / Securities and future plans of investment.

(v) **Financial Details.** As per para 32 of Format of Information Brochure forwarded vide our letter No B/45820/AWES dated 25 Nov 2004 alongwith analysis.

(c) **Part C.** Action plan for implementation of expansion plan as per directions of COAS and any other future projects.

(d) **Part D.** Progress relating to directions given during last year's presentations, tour notes and directions issued by higher HQs time to time.

(e) **Part E.** Agenda points relating to any new issues such as raising of fee structure, course capacity, improvement of infrastructure and miscellaneous suggestions etc.

9. First two days of the conference will be devoted to discuss issues of Professional Colleges. Third day will be utilised for the conference of Director AWES Commands. The schedule of conduct of Annual Conference is attached at Appendix. This Appendix may be varied to suit local conditions of the command where the conference is held.

PART IV – RESPONSIBILITY FOR CONDUCT OF ANNUAL CONFERENCE

10. Annual Conference will be conducted in AWES Institutions on rotation basis. The Annual Conference for the year 2005 will be held at AIL Mohali from 04-06 Oct 05.

11. The Command Headquarters (AWES) will be responsible for the conduct of the event and issue Administrative Instructions to all concerned 45 days in advance. The instructions should cover arrangement details for the following :-

- (a) Boarding and Lodging.
- (b) Reception and Departure.
- (c) Transportation.
- (d) Conduct of Annual Conference.
- (e) Tea and Working Lunch at the venue.
- (f) Social Evening.

PART V – ACTIONS TO BE INITIATED AFTER THE ANNUAL CONFERENCE

12. HQ AWES will issue comprehensive minutes of the meeting within 15 days after the conference. All Professional Colleges and intermediate HQs will submit progress report on quarterly basis. HQ Command AWES cells will ensure strict monitoring of the action points.

SUMMARY

13. It is mandatory for the Professional Colleges to carryout detailed planning for presentation and agenda points well in advance so as to ensure timely analysis/ submission of data at various levels. The maximum benefit from the conference can only be derived by careful and timely planning and preparation.

Sd/- x x x x
(Manmohan Singh)
Maj Gen (Retd)
Managing Director

Case No : B/45724/SOP/AWES

Army Welfare Education Society(AWES)
Adjutant General's Branch
Army Headquarters
Building No 153, Kashmir House
Rajaji Marg
DHQ PO New Delhi - 110 011

18 Mar 2005

Distribution:-

List 'A', 'D' & 'E'

APPENDIX

(Refers to Para 9 of
letter No B/45724/SOP/AWES
dated 18 Mar 05)

SCHEDULE OF CONDUCT OF ANNUAL CONFERENCE**D Day.**

| <u>SNo</u> | <u>Time</u> | <u>Activity</u> | <u>Attendance</u> |
|-------------------|--------------------|-------------------------------------|---|
| (a) | 0900-0930h | Opening Address by AG | All participants |
| (b) | 0935 – 1035h | Presentation by AIT Pune | All reps of Army HQ, Reps of AIT, Director AWES Commands |
| (c) | 1040 – 1140h | Presentation by ACDS Secunderabad | All reps of Army HQ, Reps of ACDS, Director AWES Commands |
| (d) | 1140 – 1200h | Tea Break | All participants |
| (e) | 1200 – 1300h | Presentation by AIHM & CT Bangalore | All reps of Army HQ, Reps of AIHM & CT, Director AWES Commands |
| (f) | 1300 – 1400h | Lunch Break | All participants |
| (g) | 1400 – 1500h | Presentation by AIFD Bangalore | All reps of Army HQ, Reps of AIFD Bangalore, Director AWES Commands |
| (h) | 1505 – 1605h | Presentation by AIL Mohali | All reps of Army HQ, Reps of AIL, Director AWES Commands |
| (i) | 1605 – 1625h | Tea Break | All participants |
| (k) | 1630 -1730h | Presentation by ACMS Delhi Cantt | All reps of Army HQ, Reps of ACMS, Director AWES Commands |
| (l) | 2000 – 2200h | Social Evening | All participants |

2. D+1.

| <u>Ser No</u> | <u>Time</u> | <u>Activity</u> | <u>Attendance</u> |
|---------------|------------------|---|--|
| (a) | 0900 – 1000h | Presentation by AIMK | All reps of Army HQ, Reps of AIMK & AIMT, Director AWES Commands |
| (b) | 1005 – 1105h | Presentation by AIMT Greater Noida | All reps of Army HQ, Reps of AIMK & AIMT, Director AWES Commands |
| (c) | 1105 – 1125h | Tea Break | All participants |
| (d) | 1125 – 1225h | Presentation by AIE Delhi Cantt | All reps of Army HQ, Reps of AIE, ACE & AIHE. Director AWES Commands |
| (e) | 1230 – 1330h | Presentation by ACE Pachmarhi | All reps of Army HQ, Reps of AIE, ACE & AIHE. Director AWES Commands |
| (f) | 1330 – 1430h | Lunch Break | All participants |
| (g) | 1430 – 1530h | Presentation by AIHE Pathankot | All reps of Army HQ, Reps of AIE, ACE & AIHE. Director AWES Commands |
| (h) | 1535 – 1635h | Presentation by ACN Jalandhar | All reps of Army HQ, Reps of ACN, Director AWES Commands |
| (j) | 1635 – 1655h | Tea Break | All participants |
| (k) | 1700 – 1730h | Closing Remarks by AG | All participants |
| (l) | 1730h onwards | Dispersal of reps of Professional Colleges | |

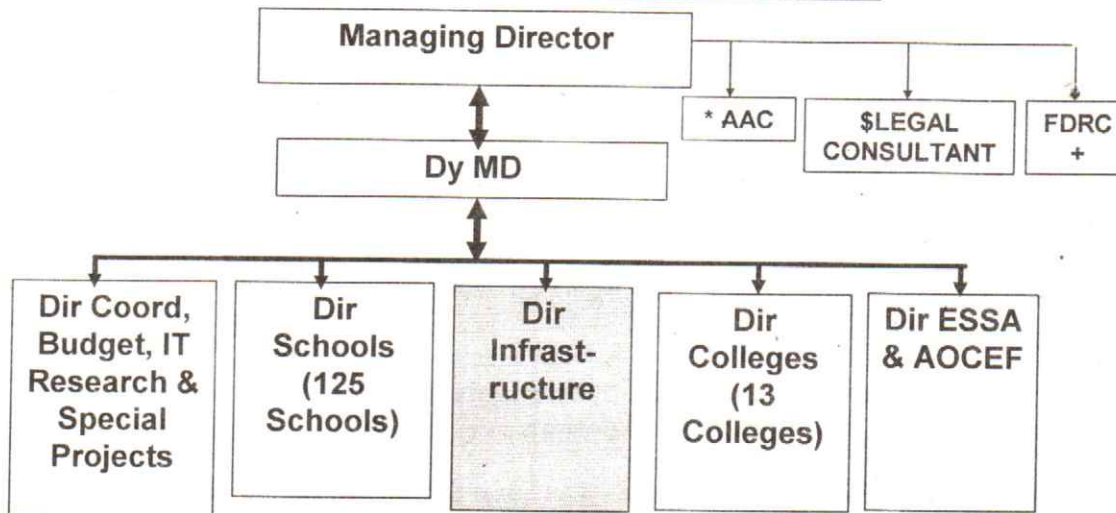
3. D+2.

| <u>Ser No</u> | <u>Time</u> | <u>Activity</u> | <u>Attendance</u> |
|---------------|---------------|---|--|
| (a) | 0900 – 0930h | Opening Address by MD | Director Projects, Director Colleges, Director AWES Commands |
| (b) | 0935 – 1015h | Briefing by Director Projects | -do- |
| (c) | 1020 – 1100h | Briefing by Director Colleges | -do- |
| (d) | 1100 – 1120h | Tea Break | -do- |
| (e) | 1120 – 1200h | Briefing by Director AWES HQ Southern Command | -do- |
| (f) | 1205 – 1245h | Briefing by Director AWES HQ Eastern Command | -do- |
| (g) | 1250 – 1330h | Briefing by Director AWES HQ Western Command | -do- |
| (h) | 1330 – 1430h | Lunch Break | -do- |
| (j) | 1430 – 1510h | Briefing by Director AWES HQ Central Command | -do- |
| (k) | 1515 – 1555h | Briefing by Director AWES HQ Northern Command | -do- |
| (l) | 1600 – 1630h | Closing remarks by MD AWES | -do- |
| (m) | 1630h onwards | Dispersal | |

ORGANISATION AND FUNCTIONS OF AWES AT INTEGRATED HQ OF MOD (ARMY)

1. **Organisation.**

ORGANISATION AWES HQ



Summary

| | | | |
|---|---|----|------|
| Officers | - | 07 | |
| Supdt (AWES & AOCEF/ESSA) | - | 02 | } 29 |
| Clks & Other Staff including for ESSA & AOCEF | - | 27 | |

Notes

- * 1. Council members will be paid a fixed amount of honorarium.
- \$ 2. May be appointed, need based on honorarium.
- +3. FDRC has separate establishment.

2. **Functions.**

- (a) Coordinate and monitor all activities of AWES Institutions through AWES Cells at Command Headquarters.
- (b) Evolve policies and perspective plans of AWES including infrastructure development.

- (c) Prepare agenda for the annual meeting of the BOG and take all follow up actions.
- (d) Revision and updating of AWES Rules.
- (e) Maint a data bank of all schools & Professional /vocational institutions.
- (f) Carry out budgeting and allocate funds as per approved AWES budgets.
- (g) Monitor financial health of each school & Professional / vocational institution.
- (h) Coordinate dates and venues of annual Principals' meet of all Commands.
- (j) Attend Commands Principals meet.
- (k) Provide legal assistance/consultancy to all AWES Cells.
- (l) Ensure proper conduct of Combined Screening Boards (CSB) for teacher selections.
- (m) Publication of common advertisements for centrally coordinated activities e.g CSB, Written Admission Tests (WAT), Principals Selection etc.
- (n) Closely monitor all construction projects funded through Welfare Funds.
- (o) Publication of AWES bi-annual Bulletin.
- (p) Promote IT in education and administration of AWES schools & Professional / vocational institutions.
- (q) Provide necessary expertise for :-
 - (i) Evolving Schools/Colleges curriculum & syllabi where necessary.
 - (ii) Faculty enrichment programmes.
 - (iii) Publication of Text Books and Question Banks.
- (r) Process opening of new schools & Professional /vocational institutions.
- (s) Coordination of inspections and evaluation of inspections reports.
- (t) Maint liaison with UGC, Regulatory Bodies, CBSE, AICTE, NCTE and Ministry of HRD (education), Ministry of Defence, Dept of Electronics, QMG and any other agency as necessary.
- (u) Identify/develop & promote quality teaching contents through CD ROMs.
- (v) Visit Schools/Institutions on required basis.

- (w) Conduct Meetings of Academic Advisory Council.
- (x) Develop and maintain AWES Website and Academic & IT Development Centre.
- (y) Promote Distance Learning & Computer Aided Learning (CAL).
- (z) Progress land transfer cases and construction through MWP.
- (aa) Management of ESSA and AOCEF funds including disbursement.
- (ab) Supplement placement efforts.
- (ac) Public Relations.

- (c) Dir AWES to Org Comd Principals meet every year.
- (d) Ensure convening of CSB & Selection Committees for Principals.
- (e) Org & Coord seminars, workshops & faculty development programmes within Comd.
- (f) Maintain an up to date info data bank to incl all details of schools/institutions including placement record.
- (g) Implementation of AWES Rules, IT development and other instructions received from AWES, Integrated HQ of MoD (Army from time to time).
- (h) Monitor finances of schools/institutions.
- (j) Assist in evolution of Infrastructure Development Plan.
- (k) Progress land cases through Comd HQ with QMG's Branch under intimation to AWES.
- (l) Initiate cases and follow-up action for up-gradation of Colleges and raising of new institutions.
- (m) Maint AWES Cell accounts, ledgers and other accountable stores/documents.
- (n) Coord issue of instructions for WAT and ensure implementation.
- (o) Progress court cases and render legal advice.
- (p) Maint liaison with edn bodies (NCERT, CBSE, AICTE and so on).
- (q) Initiate projects/schemes to upgrade quality of education.

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Littleton, CO 80120
303-751-7000

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11

- It's there all

19. Qualifications :-

| Certificate/ Degrees | Board/ University | Year of passing | Div/ Grade | Subjects |
|-------------------------|-------------------|-----------------|------------|----------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

20. Professional Qualifications :-

| Certificate/ Degrees/ Diploma | Board/ University | Year of passing | Div/ Grade | Subjects |
|-------------------------------------|-------------------|-----------------|------------|----------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

21. Experience :-

| Trade/ Profession | Duration | Name and address of Employer | Details of work |
|-------------------|----------|------------------------------|-----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

22. Language Proficiency :-

| Language | Read | Write | Speak | Examination passed with date |
|----------|------|-------|-------|---------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

23. Local Address

24. Marital Status : Married / Unmarried

(a) No. of wives (male Employee only)

(b) Whether a second wife of a person whose first wife is alive (Female Employee only) State reason, if answer is 'Yes'.

25. Next of Kin : Name

Relationship

Address :

26. Details of Children :

Name

Sex

Date of Birth

Place of Birth

1.

2.

3.

4.

27. Sports/Games played with proficiency :-

28. Hobbies with degree of proficiency :-

29. Name and addreses of two referees :-

(a)

(b)

30. I hereby certify that to the best of my knowledge and belief the above particulars are, in all respects, correct/true.

Place :

Date :

Signature of the Employee

Countersigned

Date :

(Signature of Director/Principal/Chairman)
As applicable

Note All statements made in the Record of Service must be supported by Original Certificates.

ATTESTATION FORM

NAME OF THE COLLEGE _____

1. Name in full (in capital) with aliases, if any Surname:
(Please indicate if you have added or dropped at any stage Name:
2. Present address in full (i.e. Village, Thana and District with house number, lane/ street/ road and town with Pin Code)
3. Home address in full (i.e. Village, Thana and District with house number, lane/ street/ road and town with Pin Code).
4. Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years.

| From | To | Residential address in full (Village, Thana and District with house number lane/ street/ road and town with Pin Code) |
|------|----|---|
| | | |
| | | |
| | | |
| | | |

5. (a) Father's name in full with aliases, if any :
- (b) Present postal address (if dead, give last address) :
- (c) Permanent home address :
- (d) Profession :
- (e) If in service, give designation :

6. Nationality
- (a) Father :
- (b) Mother :
- (c) Husband/ Wife :
- (d) Candidate :
- (e) Place of birth of Husband/ Wife :
7. (a) Exact date of birth :
- (b) Present age :
- (c) Age at Matriculation :
8. (a) Place of birth, District and State in which situated :
- (b) District and State to which you belong :
9. (a) Your religion :
- (b) Are you a member of the Schedule Caste / Schedule Tribe? Answer 'Yes' or 'No' and if the answer is 'Yes', state the name thereof.
10. Educational Qualification showing places of educational institutions with years in schools and colleges.

| Name of School/ College with full address | Date of entering | Date of leaving | Examinations passed | Div/ Grade |
|--|---------------------|--------------------|------------------------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

11. If you have, at any time, been employed, give details :-

| Designation of post | Period | | Full address of the office, firm or institution | Full reasons for leaving the previous service |
|---------------------|--------|----|---|---|
| | From | To | | |
| | | | | |
| | | | | |
| | | | | |

12. Have you ever been prosecuted/kept under detention, or bound down/fined, convicted by a court of law for any offence? If the answer is 'Yes', full particulars of the case, detention, fine, conviction, sentence etc should be given.

Is any case pending against you in any court of law at the time of filling up this attestation form?

13. Names and addresses of two responsible persons of your locality or two references to whom you are known.

1.

2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

Place :

Date :

Signature of the Employee

IDENTITY CERTIFICATE

Certified that I have known Shri/Shrimati/Kumari _____ Son/Daughter of Shri _____ for the last _____ years _____ Months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Note : Certificate to be signed by the Gazetted Officer

Place :

Signature

Date :

Designation or
Status and Address

ANNUAL CONFIDENTIAL REPORTS

(Instructions for the preparation and maintenance of Annual Confidential Reports on the staff of Army Colleges)

- @ 1. The Annual Confidential Reports on the staff of Army Colleges, shall be prepared at the end of academic year. These reports must be completed within fifteen days after completion of academic year.

@ Para 1 of Appx to 'J' to Article 153 deleted and fresh Para 1 added vide Army HQ (AWES) Letter No B/459/02/Amdt/AWES dated 31 Jul 09.

2. The Principal should regard it as his personal and special responsibility to ensure that Annual Confidential Reports are properly maintained in respect of all persons working in the College. It is his duty to observe carefully the work and conduct of the staff and to provide training and guidance wherever necessary. The Annual Confidential Reports should be based upon the results of such observations and periodical inspections.

Custody of Reports

3. The reports of all staff will be kept under the custody of the Director/Principal of the College. Principal's report once reviewed by the Patron, will be kept in safe custody of the Chairman, IMC.

Period and Frequency of Reporting

4. Confidential Reports should be recorded annually, for the preceding academic year.
5. Reports should also be written on the staff of the college, when the Principal is either transferred or leaves the college, during the interval between two annual reports.
6. No report need, however, be written unless a reporting officer has at least three months experience on which to base his report.

Communication of Adverse Remarks

7. It is necessary that every employee should know what his defects are and how he can remove them. The best results will be achieved only if every reporting officer realizes that it is his duty not only to make an objective assessment of his subordinate's work and qualities, but also to give him at all times the necessary advice, guidance and assistance to correct his faults and deficiencies. If this part of duty is properly performed, there should be no difficulty about recoding adverse entries, because they would only refer to defects, which have persisted despite the reporting officer's efforts to have them corrected. Accordingly, in mentioning any faults or defects, the reporting officer should also give an indication of the

efforts he had made, by way of counsellings, admonition etc. to get the defects removed and the results of such efforts.

8. The adverse remarks in the confidential report shall be communicated to the employee concerned by the Initiating Officer where considered necessary, and a copy of such communication should be attached to the ACR.

9. In communicating remarks to the member of staff reported upon, the following procedure should be followed :-

(a) Where no adverse entry is made in a Confidential Report, nothing should be communicated, except in cases dealt with in (c) below.

(b) Where an adverse entry is made, whether it relates to a remediable or an irremediable defect, it should be communicated; but while doing so, the substance of the entire report, including what may have been said in praise of the person should be communicated.

(c) Where the report of a person shows that he/she had made efforts to remedy or overcome defects mentioned in the preceding report, the fact should be communicated to the person in a suitable form and a copy of such communication should be added to the ACR.

Representation against Adverse Remarks

10. Representations against adverse remarks should be made within three months of the date of communication.

11. The following procedure may be adopted in dealing with such representations:-

(a) All representations against adverse remarks will be examined and disposed of by the Managing Committee in consultation, if necessary, with the reporting and reviewing officers.

(b) If it is found that the remarks were justified and the representation was frivolous, a note will be made in the Confidential Report of the employee that he/she did not take correction in good spirit.

(c) If the Managing Committee feels that there is no sufficient ground for interference, the representation should be rejected and the employee informed accordingly.

(d) If the Managing Committee feels that remarks should be moderated, necessary entries separately with proper attestation at the appropriate place of the report, will be made; the correction would not be made in the earlier entries themselves.

(e) In the event of the competent authority coming to the conclusion that the adverse remarks were inspired by malice or were entirely incorrect or unfounded and therefore deserved expunction, the Managing Committee will take necessary action to score through the remarks, paste it over or obliterate it otherwise and will make an entry, properly dated and attested, stating that this has been done.

12. Representations or explanations against adverse entries should not be added to the Confidential Reports.

Propriety of issue of Letters of Appreciation or Notes of Commendation to the Staff

13. The general policy should be to discourage the practice of granting letters of appreciation or notes of commendation to any member of the staff and placing such letters in the Confidential Reports. Exception may, however, be made in cases where letters of appreciation are issued by the Managing Committee in respect of any outstanding good work done and the same should go into the Confidential Report Dossier.

(Specimen forms of Confidential Report for Director/Principal, teaching and non-teaching staff are attached as Annexure I-IV).

NAME OF THE COLLEGE _____

ANNUAL CONFIDENTIAL REPORT : PRINCIPAL PERIOD FROM _____ TO _____

PART-I PERSONAL DATA AND SELF APPRAISAL

(This report should be initiated by the Director/Chairman of the Institute Managing Committee and reviewed by the Chairman/Patron of the College)

1. Name
2. Date of Birth
3. Educational Qualifications
4. Date of appointment
5. Details of probation period (If any)
6. Period of absence from duty (on leave, training etc) during the year.
7. Self Appraisal (To be filled in by the individual reported upon)
8. (a) Academic and Professional achievements during the year including degrees/diplomas obtained, books/articles published, and training courses attended etc.
(b) Enumerate items of task and targets if any assigned by the Director/Chairman, Managing Committee to the individual reported upon during the period.
(c) Brief resume of the work done by the individual during the period reported upon, bringing out academic, administrative, co-curricular activities and any other special achievement. (The resume should not exceed 300 words)

(Signature of Principal Reported upon)

Date :

PART-II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER

1. Does the Initiating Officer agree with all that is recorded under Para 7 of Part-I by the individual. If not, enumerate the extent of disagreement with reasons.
2. General Comments on the functioning and results achieved by the College.
3. Academic Proficiency and application of knowledge and professional skills (teaching skills) on the job.
4. Supervisory skills and organizing ability in instructional and other programmes.
5. Awareness of latest innovations in the field of education and their implementation in the College.
6. Administrative ability:-
 - (a) Knowledge of Rules, Instructions and Procedures of AWES/University/Regulatory Bodies.
 - (b) Ability in written expression.
 - (c) Maintenance of records including accounts.
7. Discipline
8. Control and Management of staff and students:-
 - (a) Maintenance of order and discipline amongst students and staff.
 - (b) Ability to get work from staff and motivate students.
 - (c) Relations with parents, organizations and the Managing Committee
 - (d) Relations with staff and students.
9. Honesty and Integrity.
10. Stamina both physical and mental.
11. Selflessness and Dedication to organization and service.
12. Pen Picture

13. Grading.

(Confine the grading to the following expressions:- Outstanding/ Very Good/ Good/ Average/ Below Average)

(An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, Grounds for giving such a grading should be clearly brought out.)

14. Recommendation for retention in the post.

Recommended/Not
Recommended

Signature of Initiating Officer

Name :

Designation :

Date :

File: Army HQ (AWES) Letter No.
B/45902/Amtdt/C/AWES dt 18 Jan 12.

PART-III REMARKS OF THE REVIEWING OFFICER

1. Do you agree with the initiating Officers' assessments contained in Part II? If not, the extent of disagreement.

2. Overall assessment of performance and Qualities.

3. Grading.
(Confine the grading to the following expressions :-

Outstanding/Very Good/Good/
Average/Below Average,)

(An individual should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

4. Recommendation for Retention in the post.

: Recommended/Not Recommended

Signature of Reviewing Officer

Name :

Designation :

Date :

☒ Add new part IV under Annexure I to Appendix J of Article 153 of AWES Rules and Regulations Vol-II for Army Colleges/ Institutions as under :-

PART - IV TECHNICAL REPORT BY MD AWES

1. Knowledge of AWES Rules and Regulations , Regulatory Body Bye Laws and the rules of affiliating university.

2. Knowledge of the developments in the field of concerned discipline.

3. Innovative ideas in the field of concerned discipline and perspective planning of college.

✓ 4. Any other remarks.

Signature of Technical Reporting Officer

Name :

Designation :

Date :

Multi: Army HQ (AWES) Letter No. B/15902/Amde/C/AWES dt 18 Jan 12.

Name of the College _____

ANNUAL CONFIDENTIAL REPORT : ASSISTANT PROFESSORS PERIOD

FROM _____ **TO** _____

PART-I PERSONAL DATA AND SELF APPRAISAL

1. Name
2. Date of Birth
3. Educational Qualifications
4. Details of probation period (If any)
5. Date of appointment
6. Class(es) and Subject (s) taught
7. Period of absence from duty (on leave, training etc) during the year.
8. Self appraisal (To be filled in by the individual reported upon).

(a) Academic and Professional achievements during the year including degrees/diplomas obtained, books/Articles published, and training courses attended etc.

(b) Enumerate items of task and targets if any assigned by the Principal/ Director/Chairman, Managing Committee to the individual reported upon during the period.

(c) Brief resume of the work done by the individual during the period reported upon, bringing out academic, administrative, co-curricular activities and any other special achievement. (The resume should not exceed 300 word

**(Signature of Assistant
Professor Reported upon)**

PART-II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER

1. Does the Initiating Officer agree with all that is :
recorded under para 8 of Part-I by the
individual. If not, enumerate the extent of
disagreement with reasons.
2. Academic Competence (knowledge of the :
subject(s) taught).
3. Contribution to co-curricular activities :
4. Organising capacity :
5. Initiative and resourcefulness :
6. Amenability to discipline :
7. Control and Management of the class :- :
(a) Maintenance of order and discipline
amongst students.
(b) Ability to motivate students.
(c) Popularity with the students.
8. Relations with faculty and subordinate. :
9. Relations with superior staff and students.
10. Honesty and Integrity. :
11. Stamina both physical and mental. :
12. Capacity to assume higher Responsibility. :
13. General Comments on the functioning and :
results achieved by the individual.
14. Brief mention of outstanding or notable work, if
any, meriting special Commendation.
15. Whether reprimanded for indifferent work or for :
other causes during the period under review.
16. Pen Picture. :
17. Grading :
(Confine the grading to the following
expressions :- (Outstanding/ Very Good/Good/
Average/Below Average).

(An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, Grounds for giving such grading should be clearly brought out).

18. Recommendation for retention in the post

Recommended/Not recommended.

Signature of Initiating Officer

Name :

Designation :

Date

PART-III REMARKS OF THE REVIEWING OFFICER

1. Grading

Confine the grading to the following expressions :-

(Outstanding/Very Good/Good
Average/Below Average.)

(An individual should not be graded Outstanding unless exceptional Qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

2. Recommendation for retention in the post.

: Recommended/Not Recommended

Signature of Reviewing Officer

Name :

Designation :

Date :

PART-IV REMARKS OF THE SENIOR REVIEWING OFFICER

Signature of the Senior Reviewing Officer

Name :

Designation

Date :

11. General assessment of good and bad qualities

12. Pen Picture

13. Grading.

(Confine the grading to the following expressions:-

Outstanding/Very Good/Good/Average/Below Average.

(An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)

14. Recommendation for retention in the post.

: Recommended/Not Recommended

Signature of Initiating Officer

Name

Designation

Date

REMARKS OF THE REVIEWING OFFICER

1. Grading.

(Confine the grading to the following expressions:-

Outstanding/Very Good/Good/Average/Below Average.)

(An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)

2. Recommendation for retention in the post.

: Recommended/Not Recommended

Signature of Reviewing Officer

Name

Designation

Date

(This

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

10. Whether reprimanded for any indifferent Work or for other reasons during the period Under review.
11. General assessment of good and bad qualities
12. Pen Picture
13. Grading.
(Confine the grading to the following expressions:-
Outstanding/Very Good/Good/Average/Below Average.
(An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)
14. Recommendation for retention in the post. : Recommended/Not Recommended

Signature of Initiating Officer

Name

Designation

Date

REMARKS OF THE REVIEWING OFFICER

1. Grading.
(Confine the grading to the following expressions:-
Outstanding/Very Good/Good/Average/Below Average.)
(An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)
2. Recommendation for retention in the post. : Recommended/Not Recommended

Signature of Reviewing Officer

Name

Designation

Date

Name of the College _____

ANNUAL CONFIDENTIAL REPORT : GROUP 'D' STAFF

PERIOD FROM _____ TO _____

(This report should be written by the Registrar and should be reviewed by the Principal).

1. Name
2. Post held
3. Date of Birth
4. Present pay and scale of pay
5. Educational Qualifications
6. Brief description of duties allotted
7. Date from which continuously Working in the College
8. Can he read and write
 - (a) Hindi
 - (b) English
9. Observations on :-
 - (a) Intelligence
 - (b) Amenability to discipline
 - (c) Honesty and integrity
 - (d) Punctuality
 - (e) Devotion to duty
10. General comments
11. Pen Picture
12. Grading.
(Confine the grading to the following expressions:-

Outstanding/Very Good/Good/Average/Below Average.

(An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out)

13. Recommendation for : Recommended/Not Recommended
retention in the post.

Signature of Initiating Officer

Name

Designation

Date

PART-III REMARKS OF THE REVIEWING OFFICER

1. Do you agree with the initiating Officers' assessments contained in Part II. If not, the extent of disagreement.
2. Overall assessment of performance and qualities.
3. Grading.
(Confine the grading to the following expressions :-
Outstanding/Very Good/Good/Average/Below Average.)

(An individual should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).
4. Recommendation for : Recommended/Not Recommended
retention in the post.

Signature of Reviewing Officer

Name :

Designation :

Date :

Inserted fresh Annexure V to Appx J to Article 153 of
AWES Rule Book vide Army HQ (AWES) letter No B/45902/
Amdt/C/AWES dated 01 Oct 14.

Name of the College _____

REPORT ON PROBATIONER : PRINCIPAL

PERIOD FROM _____ **TO** _____

Note : Two reports are to be written by the Director/Chairman of the IMC. First report on the completion of 6 months of service after the date of appointment and the second on the completion of 11 months of service after the date of appointment.

1. Name of Appointee :
2. Designation of the post to which appointed :
3. Date of appointment :
4. Reference number and date of letter of appointment to the post. :
5. Period of probation :
6. Date on which period of probation expires :
7. (a) Chairman's report on the work conducted of the appointee during the period of probation and subsequently. :
(b) If any defects have been noticed, what are those defects? :
(c) Were these defects brought to the notice of the appointee in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement? :
(d) What are the results of written communications? :
8. Does the Director / Chairman recommend:-
(a) That the appointee should be deemed to have completed his period of probation satisfactorily? :
(b) That this probation should be extended and, if so, for what period? :

(c) That his defects are such that extension of probation would not lead to any improvement in his work/conduct and that therefore his services should be terminated.

9. If the chairman's recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this report and the case forwarded to the respective HQ Command for final disposal. (Please state herein whether the copy is attached).

Signature of the Initiating Officer

Name :

Designation :

Date :

REMARKS OF THE REVIEWING OFFICER

Signature of Reviewing Officer

Name :

Designation :

Date :

Name of the College _____

REPORT ON PROBATIONER : STAFF OTHER THAN PRINCIPAL

PERIOD FROM _____ **TO** _____

Note : Two reports are to be written by the Principal of the College and forwarded to the Director/Chairman. First report on the completion of 6 months of service after the date of appointment and the second on the completion of 11 months of service after the date of appointment.

1. Name of Appointee :
2. Designation of the post to which appointed :
3. Date of appointment :
4. Reference number and date of letter of appointment to the post. :
5. Period of probation :
6. Date on which period of probation expires :
7. (a) Principal's report on the work conducted by the appointee during the period of probation and subsequently. :
(b) If any defects have been noticed, what are those defects? :
(c) Were these defects brought to the notice of the appointee in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement? :
(d) What are the results of written communications? :
8. Does the Principal recommend:-
 - (a) That the appointee should be deemed to have completed his period of probation satisfactorily? :
 - (b) That this probation should be extended and, if so, for what period? :

Name of the College _____

REPORT ON PROBATIONER : STAFF OTHER THAN PRINCIPAL

PERIOD FROM _____ TO _____

Note : Two reports are to be written by the Principal of the College and forwarded to the Director/Chairman. First report on the completion of 6 months of service after the date of appointment and the second on the completion of 11 months of service after the date of appointment.

1. Name of Appointee :
2. Designation of the post to which appointed :
3. Date of appointment :
4. Reference number and date of letter of appointment to the post. :
5. Period of probation :
6. Date on which period of probation expires :
7. (a) Principal's report on the work conducted by the appointee during the period of probation and subsequently. :
(b) If any defects have been noticed, what are those defects? :
(c) Were these defects brought to the notice of the appointee in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement? :
(d) What are the results of written communications? :
8. Does the Principal recommend:-
(a) That the appointee should be deemed to have completed his period of probation satisfactorily? :
(b) That this probation should be extended and, if so, for what period? :

(c) That his defects are such that extension of probation would not lead to any improvement in his work/conduct and that therefore his services should be terminated.

9. If the Principal's recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this report and the case forwarded to the respective HQ Command for final disposal. (Please state herein whether the copy is attached).

Signature of the Initiating Officer

Name :

Designation :

Date :

REMARKS OF THE REVIEWING OFFICER

Signature of Reviewing Officer

Name :

Designation :

Date :

AUTHORITY TO AWARD PENALTY

| Ser No | Employees | Auth to award Minor penalty | Auth to award major penalty | Major penalties to be confirmed by | Petition against penalties to be disposed by |
|--------|----------------------------------|-----------------------------|-----------------------------|------------------------------------|--|
| (a) | Adm Staff | DC | DC | - | Patron of College |
| (b) | Adhoc/Temp Lecturers | DC | DC | - | Patron of College |
| (c) | Adhoc/Temp Principal | DC | DC | - | Patron of College |
| (d) | Regular Lecturers (on Probation) | DC | DC | Patron of College | COS-Comd |
| (e) | Regular Lecturers | DC | DC | Patron of College | COS-Comd |
| (f) | Principal (on Probation) | DC | DC | Patron of College | COS-Comd |
| (g) | Principal (Regular) | DC | COS-Comd HQ | Chairman Executive Committee, AWES | President AWES |

Note. Censure can be awarded to the employees by the Director/Principal.

STANDING OPERATING PROCEDURE FOR CONDUCT OF WRITTEN ADMISSION TEST (WAT) AND ADMISSION PROCEDURE FOR PROFESSIONAL COLLEGES

INTRODUCTION

General

1. Army Welfare Education Society (AWES) is controlling a number of Professional Colleges. The admission to AWES run colleges are basically governed by the following methods:-

- (a) Written Admission Test (WAT) conducted by AWES.
- (b) Through examination conducted by other agencies e.g. Common Admission Test (CAT) and All India Engineering Entrance Examination (AIEEE) (for Army Institute of Management Kolkata, Army Institute of Management & Technology Greater Noida and Army Institute of Technology Pune).
- (c) Through WAT conducted by AWES (Remaining Professional Colleges).

Combined WAT (C-WAT)

- 2. **AIE, ACE & AIHE.** AIE, Delhi Cantt will conduct and coordinate the C-WAT including printing of question papers for AIE, ACE and AIHE. AIE will also arrange correction and preparation of merit list for ACE and AIHE.
- 3. **ACDS, ACN & AIN.** ACDS Secunderabad will conduct and coordinate the C-WAT including printing of question papers for ACDS, ACN & AIN. ACDS will also arrange correction and preparation of merit list for ACN & AIN.
- 4. Our WAT/C-WAT and admission procedure must be transparent, fair, judicious, efficient and should be perceived to be so.

AIM

- 5. To lay down guidelines for conduct of WAT/C-WAT and streamline admission procedure for all Professional Colleges under aegis of AWES.

SCOPE

- 6. The guidelines are laid out in five parts as follows:-
 - (a) Part I - Preparatory Action.
 - (b) Part II - Setting of Question Papers and Reprography.

- (c) Part III - Conduct of WAT/C-WAT.
- (d) Part IV - Preparation/Declaration of Result and Admission Procedure.
- (e) Part V - Miscellaneous.

PART - I : PREPARATORY ACTION

PUBLICATION OF ADMISSION NOTICE

7. HQ AWES will be responsible for publication of a common advertisement in leading national dailies. Draft advertisements will be forwarded by Professional Colleges by 10 Dec every year so that advertisement appears in National dailies on 01 Jan every year. In case of AIT and AIMK/AIMT, draft advertisements will be forwarded by 01 Feb and 01 Aug respectively.

8. Initial expenditure on the advertisement will be incurred by HQ AWES and reimbursed by all Colleges proportionately thereafter.

9. HQs Command AWES will be responsible to submit three suggested dates of WAT/C-WAT by 15 Nov for their institutions, after having carried out coordination with major national/state level exams so as to avoid clash of dates. The schedule of dates will be confirmed by HQ AWES to all concerned by 30 Nov every year. All WAT/C-WAT will be planned/conducted during last week April/first week May every year. The dates of WAT/ C-WAT, once notified, will not be changed under any circumstances. HQs Command therefore should take due care while suggesting dates of WAT/C-WAT.

Prospectus

10. The draft prospectus, duly scrutinized by intermediate HQs will be forwarded to HQ AWES by 15 Nov every year. HQ AWES will scrutinize all Prospectus and accord approval by 30 Nov every year. Prospectus will be ready for sale by 01 Jan every year. Concerned Professional College will despatch 30 copies to HQ AWES and 15 copies each to HQ Commands for direct sale. Sale of prospectus will be carried out through bank drafts only. There will be no cash transaction. In addition, five complimentary copies (duly stamped as complimentary) will be sent to HQ AWES.

Processing of Application

11. Director / Principals of respective Professional Colleges will be responsible for the processing of applications through a Board of Officers (BOO) detailed from the college. Thorough check of eligibility conditions, educational qualifications, category and other relevant details will be carried out before despatching the Admit Cards. Admit Cards will be despatched 30 days before WAT/C-WAT by Speed Post / Registered Post.

12. **C-WAT of AIE, ACE & AIHE.** AIE will be responsible to process the applications of AIE, ACE & AIHE. ACE and AIHE should insert suitable instructions in their prospectus for the candidates to submit filled applications directly to Principal, AIE Delhi Cantt. After

declaration of results, AIE will forward complete documents to ACE and AIHE for their record and necessary action.

13. **C-WAT of ACDS, ACN & AIN.** ACDS will be responsible to process the applications of ACDS, ACN & AIN. ACN and AIN should insert suitable instructions in their prospectus for the candidates to submit filled applications directly to Principal, ACDS Secunderabad. After declaration of results, ACDS will forward complete documents to ACN and AIN for their record and necessary action.

PART – II : SETTING OF QUESTION PAPERS AND REPROGRAPHY

Setting of Question Paper

14. Chairman will nominate Director / Principal in writing through a confidential letter assigning him the responsibility of getting the paper set through a paper setter 45 days in advance. The paper setter should be made fully conversant with the trend of question paper as per the sample given in the prospectus. Name of paper setter will be known only to the Chairman and Director / principal, as nominated.

15. The paper setter will hand over three sets of question paper in separate sealed envelopes within 15 days. The questions will be based on Optical Magnetic Reader (OMR) pattern. Directors / Principals will present all the three sealed envelopes to the Chairman. The Chairman will select one sealed set at random and hand over to the Director / Principal for reprography.

Reprography

16. The nominated officer will select the Printer with due care and his confidentiality will be maintained. The Director / Principal may take assistance of a suitable officer duly nominated in writing by the Chairman. Chairman and the Director / Principal will be solely responsible to maintain security of the entire process of printing and packing and will be personally accountable.

17. Maximum 20 Question Papers will be packed/sealed in one packet. The packing/sealing of question papers will be done in the printing press based on the demand at each examination centre. Concerned Professional College will provide steel box for each examination centre, which will be carried by the courier.

PART – III : CONDUCT OF WAT

Action by HQs Command

18. **Examination Centres.** Venues, Exam Centres and formations responsible for conduct of WAT have been laid down in Appendix 'A' to this SOP. No one is authorised to make any changes to this. In case any centre has less than 15 candidates, they will be given their second choice of centre as indicated in their application form. HQs Command will deactivate such centre based on the recommendations of concerned Professional College.

19. **Conduct.** Successful conduct of WAT will entirely be the responsibility of HQs Command (AWES). Respective HQs Command controlling the Professional College will issue instructions for WAT of each Professional College at least 60 days in advance. Director AWES, HQs Command therefore should remain in close touch with the respective Professional College and also maintain liaison with other Directors AWES Commands to ensure foolproof conduct of WAT. Copy of the letter will also be endorsed to Integrated HQ of MoD (Army (AWES). These instructions will include the following: -

- (a) Date, time and venue of examination.
- (b) Centres for examination.
- (c) Date of arrival / departure of Courier.
- (d) Special instructions to Courier.
- (e) Instructions for examination conducting Formations HQ.
- (f) Instructions for Supervisory Boards. (Invigilation)

20. **Despatch of WAT Documents.** HQ Commands will ensure that the concerned Professional College details an internal BOO to handover the complete examination documents which will be sealed in a steel box in the presence of the courier. A proper handing/taking over record will be maintained by the college.

Action by Formation HQs

21. **Detailment of Supervisory Board.** Formations HQs responsible for conduct of WAT will detail a Supervisory Board for their respective examination centres. The copies of the convening order will also be endorsed to concerned HQ Command (AWES), responsible for conduct of the exam and to concerned Professional College. The composition of the board will be as under: -

- (a) Presiding Officer - Col/Lt Col/Major.
- (b) Members - One Major/ Capt for every 25 candidates or part thereof (one member for each examination hall / room is mandatory).
- (c) Adm and Security - One Officer / JCO as considered appropriate for the centre.
- (d) Clerk - One JCO and one NCO per centre

22. **Selection of Supervisory Board.** Officers from all arms and services with minimum of 3 years of service will be detailed on the Supervisory Board. It will be ensured that no member of supervisory board is related to any candidate appearing in the WAT/ C-WAT.

23. **Safe Custody.** Safe custody of question paper and answer books will be ensured as per "Classification and Handling of Classified Document - 1966".

24. **Administrative Instruction.** Will be issued 30 days before the scheduled date of WAT/C-WAT.

25. **WAT Documents.** A courier consisting of one JCO and one NCO will be detailed to report to the respective Professional Colleges for collection of WAT documents 15 days prior to the date of examination as per the schedule intimated by the Professional College. Respective Colleges will forward nominal roll of the candidates along with the question paper and answer books in a steel box, duly locked and sealed, to the Formation HQs conducting the WAT. One key of the lock will be handed over to the courier in a sealed envelope who will hand over the steel box and the envelope containing the key to the HQ conducting WAT. Any sign of tampering must be reported to HQs Command (AWES) and the Professional College immediately. A duplicate key of the lock of the steel box will remain in the custody of the Director of the College.

26. **Action on Receipt of Question Papers and Answer Books.** On receipt of question papers cum answer books, Formation Commanders or their nominated representatives, in the presence of the Presiding Officer will :-

(a) Check the packages for their correct receipt with seals intact. This will be confirmed immediately to the director of the concerned Professional College. Discrepancies, if any, will be reported to the Director/Principal of the concerned College and HQs Command (AWES).

(b) Open the envelope containing nominal rolls, make seating plans and other arrangements accordingly. Nominal rolls and seating plan will be displayed at the entrance of the venue.

27. **Issue of Question Papers.** Formation Commanders will keep the confidential packages containing question paper cum answer books in safe custody and issue them only on the morning of the day of the Entrance Test to the presiding officer against a receipt to be kept with the formation HQ for record. The Presiding officer, thereafter, will be responsible for the security of the sealed question paper packages.

28. **Telephone Communication.** Exclusive telephone communication and STD facilities to the presiding officer at the Entrance Test Centre will be provided. Signal centre will be instructed to accord Top Priority to calls made by the Presiding Officer.

29. **Snap Checks.** Formation Commanders / an officer nominated by him will carry out snap checks to ensure proper supervision during the test. The time of such checks will be reflected in the board proceedings at the end of the test.

30. **Directions To Candidates.** Suitable arrangements will be made for directing the candidates to the WAT Centres/Venue.

31. **Instructions For Supervisory Boards Conducting WAT.** Appendix 'B' refers.

Action By Professional Colleges

32. Suggested guidelines are given below:-

- (a) Thorough scrutiny of applications to check eligibility, dependency status and other conditions.
- (b) Issue of admit cards. Ensure that correct venue, date and timings are given.
- (c) Correct packing and dispatching of WAT exam material through courier.
- (d) Remain in constant touch with controlling formation HQ and HQ Command (AWES) for implementing any change in the laid down instructions.

PART – IV : PREPARATION/DECLARATION OF RESULT AND

ADMISSION PROCEDURE

Evaluation of Answer Sheets

33. A suitable software firm will be appointed with due care to evaluate the answer sheet through OMR. The subjective questions, if any, will be evaluated by the internal BOO detailed by the concerned college. Correct and accurate compilation of marks will be ensured.

Preparation of Initial Merit List

34. Merit list will be prepared duly giving the weightage to wards of awardees as per AWES policy. In case of a tie, guidelines laid down by the concerned Professional College will be strictly adhered to.

Counselling / Group Discussion / Interview

35. **Intimation To Candidates.** Short listed candidates will be intimated atleast 15 days prior to conduct of counselling. Chairman, in consultation with Director / Principal, will appoint the panel for counselling / Group Discussion / Interview (as applicable).

36. **Display On Website.** Intimation regarding the list of short listed candidates as also the dates of counselling, Group Discussion / Interview (as applicable) will also be displayed on the website of the institute.

37. **Gap Between Counselling.** There will be a clear gap of 10 days between each counselling. It will be the responsibility of Directors / Principals to ensure that candidates are given sufficient time for attending the counseling. Under no circumstances, the candidates should be deprived of counselling for want of timely information.

Preparation of Final Merit List

38. The final merit list will be prepared for the qualifying candidates three times the number of seats being offered by the college.

Approval of the Result

39. Results will be approved by the Chairman of concerned Professional College. No approval is required from HQ AWES. In case number of qualifying candidates is less, approval of concerned University/HQ AWES will be taken to lower the cut off percentage.

Declaration of Result

40. Declaration of result will be on date and time, as has been notified in the prospectus. Since evaluation of Answer Sheets is done through OMR, endeavour should be made to declare the result within 15 days from date of conduct of WAT. The concerned Professional College will forward a soft copy of the result to HQ AWES one day prior to declassification. The result will be declared in two parts as under:-

(a) **Part I - For Selected Candidates.** Names in alphabetic order without giving any details of marks.

(b) **Part II - For Waitlisted Candidates.** Names in the order of merit without giving any details of marks.

41. The result will be placed on the website of the concerned Professional College on the predetermined date. A disclaimer to protect against any legal action will also be added.

Admission

42. Detailed Joining instructions to the selected candidates will be sent 15 days prior to the commencement of the course.

Refund of Fees and Allied Charges

43. All successful candidates will be asked to deposit Registration Fee of Rs 10,000/- alongwith willingness certificate on declaration of WAT results. On completion of necessary admission formalities, the candidates will be asked to deposit fees and allied charges before commencement of the course. It is envisaged that admission process, however, will not get closed at this stage and few candidates may seek withdrawal of their candidature prior to/after commencement of the course. With a view to streamline the withdrawal of such candidates and also to ensure full utilization of sanctioned intake capacity, policy for refund of fees laid down in AWES rules and regulations Vol-II for colleges/institutions will be followed.

PART - V : MISCELLANEOUS

44. **Handling.** Instructions laid down for handling of classified documents in "Classification and Handling of Classified Documents 1966" will be strictly followed for handling WAT related documents and result till declassification.

45. **Applicability.** The procedure with respect to preparation of merit list, counselling and declaration of result is applicable to those Professional Colleges also where WAT is not conducted by AWES.

46. **Violation.** Any violation of instruction will be treated as dereliction of duties by the concerned officials.

47. **Broad Schedule of Dates.** Appendix 'C' refers.

SUMMARY

48. The conduct of WAT, in a fair and transparent manner, is an assuring aspect of AWES. The conducting formation and Professional Colleges will formulate detailed coordinating instructions to ensure proper conduct of the WAT and admission process.

49. This SOP supersedes instructions on conduct of WAT for AWES run Colleges issued vide this HQ letters No B/45724/AWES dated 04 Aug 2004 (Circular No 4/COLLEGES/2004) and even No dated 09 Jul 2004.

B/45728/AWES dated 10 Jan 2005 and B/45724/AWES dated 30 Sep 2004 (Circular No 06/POLICY/COLLEGES/2004).

Sd/-
(Manmohan Singh)
Maj Gen (Retd)
Managing Director
For Adjutant General

Appendix 'A'

(Refers to Para 18 of SOP on WAT)

**FIXED VENUES AND CONDUCTING FORMATIONS FOR WRITTEN ADMISSION TEST
(WAT) FOR PROFESSIONAL COLLEGES**

| Ser No | Station (Code) | Formations Responsible | Venue | Tele |
|--------|----------------------|---|---|--|
| 01. | Pathankot (01) | HQ 21 Sub Area (A) Col A - 6214 (Mil) DAAG - 6216 (Mil) | Army School Pathankot Teh - Pathankot Dist - Gurdaspur (Punjab) - 145001 | 6193(Mil) 0186-2227387 |
| 02. | Jalandhar Cantt (02) | HQ 91 Sub Area Tele-6205 | Army Public School Hoshiarpur Raod Jalandhar Cantt-144005 | 2560 (Mil) 0181 - 2262827 2262605 |
| 03. | Ambala (03) | HQ 2 Corps (A Branch/ AWES Cell) Tele - 3931 (Mil) | Army School 90, Alexandra Road Ambala Cantt-133001 | 3936(Mil) 3923(Mil) 0171 - 2632210 2626929 2626930 |
| 04. | Delhi (04) | HQ Delhi Area Tele-25666587 25681973 Mil - 6937 | Army Public School Kirby Place Sadar Bazar Road Delhi Cantt-110 010 | 2682 (Mil) 011- 25693777256927 20 |
| | | | Army Public School, Shankar Vihar-110010 for AIE,AIHE, ACE and AIFD | |
| 05. | Jaipur (05) | HQ 61 (I) Sub Area Tele - 388205 | Army School Jaipur Cantt C/O HQ 61 (I) Sub Area C/O 56 APO | 6069(Mil) 0141-2249168 |
| 06. | Jodhpur (06) | HQ 4 Indep Armd Bde 2017 (Mil) | Army School (Near Gujar Market) Jodhpur | 6930 (Mil) 0291- 2511063 |
| 07. | Dehradun (07) | HQ UA Sub Area | Army School Clement Town Dehradun (UP) - 248001 | 2735(Mil) 0135-2643584 |

| Ser No | Station (Code) | Formations Responsible | Venue | Tele |
|--------|---------------------------------------|---|---|--|
| 08. | Lucknow (08) | HQ Lucknow Sub Area | Army Public School Nehru Road, PO - Dilkusha Lucknow Cantt (UP) -226002 | 6929(Mil) 0522-2436130 2480518 |
| 09. | Bhopal (09) | HQ Bhopal Sub Area | Army School Bairagarh Bhopal (MP) | 0755-2644035 |
| 10. | Pune (10) | HQ Pune Sub Area (A) Tele -6102210 | Army Public School Near Signal Regiment Southern Command Sholapur Road Pune - 411 001 | 2255 (Mil) 020 -6362765 6102255 |
| 11. | Secunderabad (11) | HQ Andhra Sub Area (A) Tele -7882004 | Army School No1 Ramakrishna Puram Secunderabad (AP) -500056 | 6261(Mil) 040 -27796767 27117799 |
| 12. | Bangalore (12) | HQ K & K Sub Area (A) Tele-25006208/25582440 | Army Public School Abdul Hamid Barracks Kamaraj Road, Bangalore (Karnataka)-560042 | 6903 (Mil) 080 -25361238 25560650 |
| 13. | Kolkata (13) | HQ Bengal Area Col (A) - 6122 (Mil) 6123 (Mil) DAAG - 6171 (Mil) | Army Public School Ballygunge Maidan Camp Kolkata-700019 | 6758(Mil) 6759(Mil) 24742968 24767629 |
| 14. | Guwahati (14) | HQ 51 Sub Area (A) | Army School Narangi PO - Satgaon Guwahati - 781027 (Assam) | 6075 (Mil) 0361-2642299 |
| 15. | Danapur (15) | HQ JOB Sub Area (A) | Army School Danapur Cantt - 801503 (Bihar) | 6579 (Mil) 06115-221840 |
| 16. | Mohali (16) (Adhoc) (Only for AIL) | HQ Western Command (A) 3201 (Mil) 3016 (Mil) | Army Institute of Law Sector 68 Mohali (Punjab) - 160062 | 0172 - 5099280 5099535 |

Note : Changes in telephone numbers if any, on occurrence will be intimated by the Formations.

INSTRUCTIONS FOR SUPERVISORY BOARDS CONDUCTING WAT

1. **Action Prior to WAT.** Check security and administrative arrangements at least 48 hrs before the commencement of the test.
2. **Lay Out of Entrance Test Halls.** Assemble at 0830h on the day of the entrance test and check all arrangements for the smooth conduct of the test including layout and seating plan that precludes use of unfair means.
3. **Admittance.**
 - (a) No person, other than the candidates with Admit Cards, authorised administration staff and the officers detailed to supervise the conduct of the test will be permitted to enter the Entrance Test hall during the test.
 - (b) The Presiding Officer will not entertain request of any candidate for change of the centre at the last moment. Candidates will appear in the test only at the allotted centre.
 - (c) Candidates taking the entrance test must produce Admit Card on the day of the test for identification. Candidates without Admit Cards will not be allowed to take the test. Unless Presiding Officer is satisfied of the genuineness of the candidate, in which case he may allow the candidate to appear as 'provisional' with suitable remarks on the answer book in bold letters. The circumstances under which such candidates were allowed to appear in the test will be explained in the board proceedings.
4. **Index Slips.** The question papers-cum-answer book will come affixed with an index slip. These will be authenticated by the Presiding Officer with initials and date. Candidates will enter their names and roll numbers in the spaces provided in the Index Slip only. Any other personal identification in the form of name or other distinguishing sign made in the answer books, will render a candidate's work null and void.
5. **Time.**
 - (a) Synchronize the watches of all candidates 10 minutes before the commencement of the test.
 - (b) Display an accurate clock at a prominent place where all candidates can see it. Candidates will be given time to complete a paper or part thereof as indicated on each question paper cum-answer-book. Time taken for distribution of the papers and collecting answer books will not be included in the time allowed for answering the question paper.
6. **Absentees and Late Arrivals.** A candidate arriving late may be admitted up to 30 minutes from the commencement of paper. No extra time will be allowed to such candidates. Candidates arriving later than 30 minutes will not be permitted to appear take the paper.

7. **Use of Unfair Means.** Candidates found using unfair means will not be allowed to continue with the WAT. Such cases will be reported immediately to the Director of Professional College and the concerned, question paper-cum-answer book will be marked "use of unfair means" and will be signed by the Presiding officer and the invigilator.

8. **Stationery.** Candidates will be required to bring their own pens, ink, pencils, foot rules and other writing material. The use of typewriters or Laptop is not permitted. Answer will be written in indelible deep blue or black ink. The candidates will only use the question papers cum-answer books provided to them. No rubber stamps/any marking indicating the identity of the conducting formation or location of the Entrance Test centre will be marked on the question paper-cum answer books. Candidate will be instructed to use the blank space pages of the question paper cum answer books for their rough work. Rough notes will not be detached or removed from the question paper cum answer book. Borrowing or lending of writing materials during the test is not permitted.

9. **Scribe.** Instructions to be followed are given below:-

(a) Candidates unable to write due to injuries will be permitted a scribe on medical recommendation given by a specialist of a recognized Hospital, preferably a Military Hospital. Candidates who fail to take permission for a scribe and absent themselves from the entrance test because of their inability to write will be marked absent.

(b) The following will be ensured in case of a candidate being permitted a scribe:-

(i) English speaking JCO/Hav Clk from another unit will be detailed as scribe.

(ii) The candidate and scribe will sit apart from the other candidates.

(iii) A special invigilator will be detailed for such candidates.

(iv) No extra time will be allowed.

(v) Before the commencement of each paper the scribe's identity will be checked.

(vi) The detailed particulars of the scribe will be forwarded to the Director of respective College on the conclusion of the entrance test.

10. **Leaving the Entrance Test Hall.** No candidate will leave the entrance test hall till the prescribed time allotted for the paper is over or at least 60 minutes have elapsed and he/she has handed over the answer book.

11. **Question Papers and Answer Book.**

(a) Confidential packets containing the question paper and answer books will be opened by the supervisory Board in the presence of the candidates in the examination hall on the day of Entrance Test. Packets will be opened by cutting the nylon

tape/paper edge without destroying the metal clip/lead or seals. The sealed nylon tape with metal clip/lead of wax seals on the envelopes will be returned intact to the respective Professional College along with the answer books and board proceedings. If no candidate is taking a test at a particular centre, the sealed packet containing the subject papers will be returned to the concerned Professional College without opening the same.

(b) Supervisory board will hand over the question paper and answer books to candidates as per instructions contained on the question paper cum answer books.

(c) No clarification on the question paper will be given to the candidates. In case of any doubts, candidates will be advised to make reasonable assumptions, state the same in their answer books and answer the question. However, any queries/doubts raised by candidates will be communicated by the presiding officer to Director concerned College, in a separate OP IMMEDIATE letter for any remedial action as deemed fit. All answers will be written on the answer book itself. The paper may be in different parts.

12. **Logarithmic Table/ Calculator and Electronic Gadgets.** Logarithmic tables/ calculators will not be permitted, unless specifically allowed by the College on whose behalf test is being conducted. Electronic gadgets like cellular phones and pagers will not be permitted in the examination hall.

13. **Invigilation.**

(a) Invigilator should ensure a fair opportunity to all candidates to appear and compete in an entrance test. Laxity in invigilation can lead candidates using unfair means and helping each other. Strict supervision will be ensured. The Presiding Officer will warn the candidates in the presence of the Supervisory Board of the following, instructions before the commencement of the test : -

(i) Candidate will not be permitted to speak to or communicate with, any person in the examination hall other than a member of the Supervisory Board.

(ii) Exchange of any material, i.e. reference books, writing material, blotting pads, cigarette packets and match boxes in the entrance test hall, will not be permitted.

(iii) Similarity in the answer of the candidate in a test, when supported by other independent evidence and circumstances may lead to the inference that unfair means have been adopted. If proved so, the result of the complete test of such candidate will be held null and void. Decision of the Director of respective College will be taken as final.

(iv) Any candidate found in possession of any books, copies, notes, slips or paper of another candidate or found using any other unfair means in the entrance

test hall will be disqualified and his test discontinued: Such incidence will be immediately reported to the Director of concerned College and a brief on the incident will be included in the board proceeding.

(b) The Invigilator may be changed from room to room. Reports or indications reflecting laxity in the performance of duties of the supervisory staff will make them liable to disciplinary/ administrative action.

14. **Collection of Candidates Note.** Invigilator will collect answer books in respect of candidates once the allotted time is over. At the end of the entrance test, supervisory board will ensure the following on the answer book: -

(a) That it bears index slip with the candidate's name and roll No entered in it and that the slip has not been torn off.

(b) That it bears no name or identification marks on the answer books or name/seal of entrance test centre or formation besides the information required to be given on the index slip only.

15. **Despatch of the Candidates book.**

(a) The answer books as submitted by candidates will not be taken out of the Entrance Test Hall until packed and sealed. Candidates will not be permitted to take away the question paper cum answer book. After careful check, these must be arranged in the sequence of listing in authentication sheet.

(b) Answer books after detailed scrutiny and arranging them as explained above will be segregated in lots of 25 or less, tied and put into secure packages and sealed. The weight of one such package should not exceed 18 KGs. This must be done under the supervision of the complete supervisory board, immediately on termination of the paper. The sealed boxes and packages will be classified confidential and addressed to the Director of the concerned College. These will be despatched by courier immediately in sealed and secure bags provided by the College. Under no circumstances answer books will be packed in paper cover, which may tear enroute. The address will be written on the packages with indelible black ink.

(c) If due to any compelling reasons, for example non availability of trains/bus, answer books are not despatched on the same day and have to be held back at the formation HQ, arrangements as per 'Instructions for Handling of Classified Documents' will be made for their safe custody. A certificate to be signed by the Presiding Officer, giving reasons for delay and that fresh check has been carried out prior to final despatch will be forwarded separately. The boxes containing answer books when finally being despatched will be checked by the supervisory board to ensure that the packages and seals are intact.

(d) At the termination of the test/paper the following documents will be kept inside the packages and boxes containing the answer books : -

- (i) Answer books duly checked and arranged as per order shown in the seating plan.
- (ii) Examination Centre lists prepared for each room showing Ser No, Roll Number, name of candidate and booklet number.
- (iii) Board proceedings duly completed.
- (iv) Seating plan with absentees marked in red ink.
- (v) All spare question papers cum answer books.
- (vi) Confidential seals and covers of question paper cum answer books.
- (vii) Attendance sheets.
- (viii) Attendance cards.

16. **Despatch Details of Answer Receipt.** Soon after the despatch of answer receipts, all concerned will be informed by signal or fax regarding the despatch details and reception of the courier.

Appendix 'C'

(Refer to Para 47 of SOP on WAT)

BROAD SCHEDULE OF DATES

| S.NO | Activity | Action By | By Date |
|------|---|---|--|
| 1. | Submission of Draft Prospects duly scrutinised | Director (AWES) HQs Command | 15 Nov |
| 2. | Three sets of suggested dates for WAT/C-WAT | -do- | 15 Nov |
| 3. | Approval of Prospectus and schedule of WAT/C-WAT | HQ AWES | 30 Nov |
| 4. | Submission of draft advertisement | Professional Colleges | 10 Dec |
| 5. | Publication of Admission Notice in national dailies | HQ AWES | 01 Jan |
| 6. | Sale of Prospectus to commence | HQs Command (AWES) & Professional Colleges | 01 Jan |
| 7. | Despatch of Admit Cards | Professional Colleges | 30 days prior to WAT/C-WAT |
| 8. | Issuance of instructions for conduct of WAT/C-WAT | Director (AWES) HQs Command | 60 days prior to WAT/C-WAT |
| 9. | Conduct of WAT/C-WAT | Director (AWES) HQs Command Professional Colleges | Last week April/first week May |
| 10. | Declaration of Results | Professional Colleges | Within 15 days of conduct of WAT/C-WAT |

CERTIFICATE - 1

CHILDREN / WIFE OF ARMY PERSONNEL SERVING / RETIRED

(By OC Unit / Integrated HQ of MoD (Army AG's Branch / DSS & A Board / Record Office))

It is certified that Mr / Ms _____
is Wife/Son/Daughter of No _____ Rank _____ Name _____
_____ serving in _____
and is likely to retire on _____ (month/year) or has retired from
_____ (the last fmn/unit) after completion of _____ years of
regular service in the Army _____ on _____ with/ without
pensionary benefits.

Place:

OC Unit / Head of Department /
Records Office/DSS&A Board

Name

Designation

Date:

Office Seal

Name and Signature of the Candidate

- Notes: 1. Strike out the portion which is not applicable.
2. If retired with pensionary benefits, attach Certificate from pension paying authority.
3. Not required for war widows in receipt of liberalised pension. .

CERTIFICATE - 2CHILDREN / WIDOWS OF ARMY PERSONNEL KILLED IN ACTION / DIED DURING SERVICE

(By AG's Branch, Integrated HQ of MoD (Army / Record Office / DSS & A Board)

It is certified that Mr/Ms/Mrs _____
 Son/Daughter/Wife of Late No _____ Rank _____
 Name _____
 Resident of Village / City. _____ District _____
 State _____ is a widow/war widow and in receipt of family pension/
 liberalized pension. His/Her father/husband was

*a battle causality during War / OP / CI operation and was declared dead during the
 said operation vide death Certificate No. _____ dated _____ (copy of
 death certificate attached)

*died during service due to _____. (copy of death certificate attached)

*Strike out the portion which is not applicable.

Place:

OC Unit / Head of Department /
 Records Office/DSS&A Board

Name

Designation

Office Seal

Date:

Name and Signature of the Candidate

CERTIFICATE - 3CHILDREN /WIFE OF ARMY MEDICAL CORPS OFFICERS SERVING IN AF / NAVY
MEDICAL ESTABLISHMENTS

(By Parent, Countersignature by OC Unit)

I, No _____ Rank _____ Name _____
Father/Mother /Husband of _____ certify that :-

*(a) I am commissioned in Army Medical Corps and have not been seconded to Navy or Air Force.

Or

*(b) I am commissioned in Army Medical Corps and have been transferred to Navy or Air Force but I have served in the Army for minimum ten years before being transferred to Navy/Air Force.

* Strike out the portion which is not applicable.

Place

Signature of OC MH/RMO

Name

Date:

Designation

COUNTERSIGNED

OC Unit

Name

Designation

Office Seal

Name and Signature of the Candidate

CERTIFICATE - 4**CHILDREN/WIFE OF SERVING MNS/APS/TA PERSONNEL**

(By Parent, Countersigned by OC Unit/Fmn Staff Officer)

- I, No. _____ Rank _____ Name _____
 *Father /Mother/Husband of *Mr/Ms _____ certify that :-
 (a)* I am an APS person on deputation and I have put in more than 10 years of service in the Army from _____ to _____
OR
 (b)* I am an APS person directly recruited into Army and am still in service from _____
OR
 (c)* I am a TA person and I have put in more than 10 years of service in the TA from _____ to _____
OR
 (d) I am an MNS person and I have put in more than 10 years of service as MNS Officer from _____ to _____

* Strike out the portion which is not applicable.

Place:

Signature

Name

Designation

Date:

CERTIFICATE**(BY OC UNIT)**

The facts in the above mentioned undertaking have been verified from official records and found correct.

OC Unit (for serving personnel) /
DSS & A Board (for retired personnel)

Name

Designation

Seal

Note:- Delete portions not applicable.

COUNTERSIGNED(Concerned staff Officer of Fmn HQs
(for serving personnel)

DSS&A Board (for retired personnel)

Name

Designation

Office Seal

Name and Signature of the Candidate

CERTIFICATE – 5ADOPTED CHILDREN OF ARMY PERSONNEL ATLEAST 5 YEARS PRIOR TO SEEKING
ADMISSION

(By Integrated HQ of MoD (Army AG's Br / OC Unit))

It is certified that Mr / Ms _____ is
 son / daughter of No _____ Rank _____ Name _____
 is adopted on _____ (5 years prior to seeking admission). The legal papers
 (copy) of adopted child are enclosed with the certificate.

Signature of the parent

Signature of the Concerned Dte at
AHO/OC Unit

Place:

Name

Designation

Date:

Office Seal

Name and Signature of the Candidate

CERTIFICATE - 6

CHILDREN OF WIDOWS OF ARMY PERSONNEL WHO ARE BORN AS A RESULT OF
FIRST MARRIAGE AND RE-MARRY CIVILIAN

(By AG's Br / Respective Record Office)

It is certified that Mr / Miss _____
born to Mrs _____
Widow/ ex wife of late No _____ Rank _____
Name _____ last Unit _____

Signature of OC Unit /
Concerned Record Office

Place:

Name

Designation

Date:

Office Seal

CERTIFICATE - 7STEP CHILDREN OF ARMY PERSONNEL WHO WERE BORN OUT OF A WEDLOCK
WHERE ATLEAST ONE PARENT BELONGED TO THE ARMY

(By AG's Br / Respective Record Office)

Certified that Mr / Miss _____
Son / daughter of No _____ Rank _____
Name _____ Unit _____
was born out of a wedlock where the father/mother belongs to Army presently serving in Unit

Place:

Date

Signature of OC Unit/ Record Officer

Name

Designation

Office Seal

CERTIFICATE - 8MEDICAL FITNESS

(By OC MH / Registered Practitioner)

It is certified that I have carefully examined Mr/Miss/Mrs. _____
 age _____ Son / Daughter / Wife of Late _____
 and further certify that he/she has good physical and mental health and free from any
 disability likely to interfere in his/her undergoing _____
 Course. He/she has no abnormality in the heart and lungs and history of mental disease or
 epileptic fits. His / her major test results are as under :-

Height: _____ Cms

Weight: _____ Kgs

Chest: _____ Cms

Expanded _____ Cms

Vision:-

Better Eye

Worst Eye

(i) Distance Vision (Corrected)

(ii) Near Vision (Corrected)

Hearing.

Blood Group

Signature of OC MH /
Registered Medical

Head of Department

Name

Designation

Office Seal

Place :

Date :

DECLARATION BY THE CANDIDATE

1. I _____ declare that :-
- (a) I fulfill all the eligibility conditions as laid down in the prospectus.
 - (b) I have passed / am appearing in the qualifying examination in _____ (Year).
 - (c) I have read all the rules for admission to the Course and only after understanding these rules, I have filled in this Application Form.
 - (d) The information given by me in my Application Form is true to the best of my knowledge and belief.
 - (e) I hereby agree to conform to any rule, act and law enforced by Govt/AWES/ Institute / University and I hereby undertake that as long as I am a student of this institute, I will do nothing either inside or outside the institute that will result in disciplinary action against me under the rules, acts and laws of the affiliating University / AWES / Institute.
 - (f) I fully understand that the Management of this institute will have full liberty to expel / rusticate me from the institute for any infringement of the rules of conduct and discipline prescribed by the University/AWES / Institute and the undertaking given above.
 - (g) I undertake and bind myself to pay such fees, charges etc, which institute may levy from time to time and in the event of failure on my part and / or on the part of my son / daughter in this regard, the Management of the institute may take such legal action as deemed fit.
 - (h) I fully understand that the ragging is banned in the Institute and Hostel and if I indulge in such act, I shall be subjected to laid down punishment.

Place :

Date : (Signature of the Candidate)

2. I have read and I certify / accept all of the above clauses.

Place :

Date : (Signature of the Parent/Guardian)
Name and Rank of Parent/Guardian

ANNUAL ADMINISTRATIVE AND TECHNICAL INSPECTION – COLLEGES

Annual Administrative Report may be given as follows:-

1. Name of the College
2. Year of Establishment
3. Name of the Principal
4. Dates of last inspection
5. Dates of current inspection
6. Composition of board of officers for inspection
7. Annual administrative and technical inspection report
8. **General Remarks:-**

Station :

Signature of Board of Officers

Presiding Officer

Members 1.
2.
3.

ADMINISTRATIVE INSPECTION REPORT

1. General administration of the college
2. Discipline in the college under the following heads :-
 - (a) Outstanding cases against Principal or Staff
 - (b) Outstanding cases against students
3. Details of outstanding legal cases against Principal, IMC, AWES
4. **Finance**
 - (a) State of Fixed Deposits
 - (b) A copy of income and expenditure statement and balance sheet for the preceding year duly audited (Chartered Accountant Report to be attached.)
 - (c) Scrutiny of accounts.
5. Any other point

Station :

Signature of Board of Officers

Presiding Officer

Members 1.

2.

3.

the

Officers

- | Class | Boys | | | Girls | | | Civ | | Total |
|-------|-------|------|----|-------|------|----|------|-------|-------|
| | Offrs | JCOs | OR | Offrs | JCOs | OR | Boys | Girls | |
| | | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| Total | | | | | | | | | |

- [illegible]

- ## PART II : RESOURCE PERSONNEL AND MATERIALS

1. Principal's department-wise report regarding adequacy/inadequacy of equipment including that of laboratories and workshops.

2. Inspecting Officer's assessment about the adequacy, use and upkeep of audiovisual equipment, teaching aids and other equipment in laboratories and workshops.

3. Discipline wise details of Professors, Lecturers and Tutors.

| Discipline. | No of Professors | No of Lecturers | No of Tutors | Remarks |
|-------------|------------------|-----------------|--------------|---------|
| | | | | |

4. Discipline wise details of deficiencies.

| Discipline. | No authorized | No held | Deficiency | Remarks |
|-------------|---------------|---------|------------|---------|
| | | | | |

5. Discipline wise details of visiting faculty.

| Discipline. | No engaged | Adequate | Inadequate | Remarks |
|-------------|------------|----------|------------|---------|
| | | | | |

College Records

6. The Inspecting Officer to examine college records listed below and report about their being kept up-to-date and in proper form:-

- (a) Admission register
- (b) Attendance register
- (c) Leave register including record of Principal's leave.
- (d) Personal files of staff.
- (e) Service Books

Library/Laboratories.

7. State of library books :-

Held

Added last Academic year

- (a) English
- (b) Hindi
- (c) Others

8. No. of newspapers/magazines being subscribed to:-

- 9 State of Laboratories.
1 Inspecting Officer's remarks.

PART III

Standard of teaching

- (a) Are the diaries of faculty, lesson plans/notes maintained? : Yes/No
(b) What is the frequency of check by principal (Weekly/Monthly)?
(c) Are the teaching aids in use sufficient and appropriate?
(d) Measures taken to help academically weak students:-

Teaching Effectiveness

Opinion of the Inspecting Officer on teaching effectiveness during the inspection.

PART IV : CO-CURRICULAR AND GENERAL

Co-curricular activities.

- (a) List the activities.

| Activity | Membership | Frequency of Meetings | Yearly Funds allotted |
|----------|------------|-----------------------|-----------------------|
| | | | |

- (b) Excursion/hikes/educational trips/adventure activities undertaken during the year.

| Activity | No. of students | No. of staff | Expenses |
|----------|-----------------|--------------|----------|
| | | | |

2. Games and Sports

- (a) Principal's report about:-
(i) No of playgrounds available, gamewise.
(ii) Swimming pool.
(iii) Gymnasium.
(b) Funds spent on games/spots during the previous year.
(c) Participation of teachers.

3. Contact with parents:

- (a) Principal's report on parent-teacher contact in the college.
- (b) Is there a parent-teacher association?
- (c) Whether a register for suggestions from parents is maintained?

PART V : OVERALL ASSESSMENT

- 1. Inspecting Officer's impressions and assessment against following heads:-
 - (a) Professional standard of lecturers.
 - (b) Are the curriculum objectives being achieved?
 - (c) Faculty morale.
 - (d) Are the inter-personal relations between lecturers and principal cordial?
 - (e) Is the principal approachable?
 - (i) To Staff.
 - (ii) To Students
 - (f) College-Parents Relations.
- 2. Outstanding achievements of the college.
- 3. Follow-up action by the Principal on the last Inspection report.
- 4. Grade the college _____ Academically Sound/Good/Satisfactor
Below minimal standard.

Signatures of Board of Officers

Presiding Officer _____

Members 1. _____

Members 2. _____

Date

AMENDMENT NO 35/2014

Telephone : 23018702
TeleFax : 23018363

Army Welfare Education Society(AWES)
Building No 202, Shankar Vihar
Delhi Cantt-10

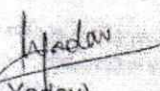
B B/45902/ Amdt/C/AWES

01 Oct 2014

List A, B & E

AMENDMENTS TO AWES RULES AND REGULATIONS VOL-II FOR ARMY
COLLEGES/INSTITUTIONS (EDITION APR 2009)

1. Please delete word Director/Chairman under column SRO of ser (j) of table (Clerk, PA, Receptionist, Adm Staff and other Gp D staff) of Article 153 of AWES Rules and Regulations Vol-II for Army Colleges/Institutions (Edition Apr 2009).
2. Insert fresh annexure V to Appendix J to Article 153 of AWES Rules and Regulations Vol-II for Army Colleges/Institutions (Edition Apr 2009) as appendix attached.
3. The above mentioned details will be applicable with immediate effect.


(JS Yadav)
Col (Retd)
Director S, L & F
For Managing Director

NAME OF THE COLLEGE /INSTITUTE _____

ANNUAL CONFIDENTIAL REPORT : REGISTRAR AND HEAD OF ADMINISTRATION

FROM _____

TO _____

Part – I Personal Data and Self Appraisal

(This report should be initiated by the Principal/ Director of the College/Institute and reviewed by the Chairman of the College/Institute)

1. Name
2. Date of Birth
3. Educational Qualifications
4. Date of appointment
5. Details of probation period (If any)
6. Period of absence from duty (on leave, training etc) during the year reported upon.
7. Self Appraisal (To be filled in by the individual reported upon)

(a) Enumerate major tasks and targets as assigned by the Principal/Director/ Chairman, Managing Committee.

(b) Brief resume of the work done by the individual during the period reported upon, bringing out administrative, co-curricular activities and any other special achievement.
(The resume should not exceed 300 words)

(Signature of Registrar Reported upon)
Date :

PART - II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER

1. Does the Initiating Officer agree with all that is recorded under Para 7 of Part-I by the individual? If not, enumerate the extent of disagreement with reasons.
2. General comments on the functioning and results achieved by the College.
3. Administrative Proficiency and application of knowledge and professional skills on the job.
4. Supervisory skills and organizing abilities.
5. Administrative and Management Abilities:-
 - (a) Knowledge of Rules, Instructions and Procedures of AWES/University/Regulatory Bodies.
 - (b) Ability in written expression.
 - (c) Maintenance of records including accounts.
 - (d) Control, Management and ability to get work from staff and students
 - (e) Relations with staff and students
 - (f) Relations with parents, organizations and the Managing Committee
6. Discipline - Maintenance of order and discipline amongst staff.
7. Honesty and Integrity.
8. Selflessness and Dedication to organization and service.
10. Pen Picture

PART -III REMARKS OF THE REVIEWING OFFICER

1. Do you agree with the initiating Officers' assessments contained in Part II? If not, the extent of disagreement.

2. Overall assessment of performance and Qualities.

3. Grading.

(Confine the grading to one of the following expressions - Outstanding/Very Good/Good/Average/Below Average.)

(An individual should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

4. Recommendation for Retention in the post. : Recommended/Not Recommended

Signature of Reviewing Officer

Name :

Designation :

Date :

PART - IV : TECHNICAL REPORT BY MD AWES

- 1 Knowledge of Rules, Instructions and Procedures of AWES/University/Regulatory Bodies.
2. Knowledge of Financial Management
3. Innovative ideas in the field of Institutions Administration perspective planning Staff/Students Management
4. Any other remarks.

Signature of Technical Reporting Officer
Name :
Designation :
Date

PART -V : REMARKS OF THE SENIOR REVIEWING OFFICER

Signature of Senior Reviewing Officer
Name :
Designation :
Date

Appendix B
(Article 24 refers)

FORMAT FOR INFORMATION BROCHURE

Name of Institute

(Explanatory Notes in Italics)

General

1. Include date of est of colleges, aims & objective, and any other suitable details.

Location

2. Include location details, connectivity by road, rail and air, distance from Cantt etc.

Contact Details

3. Include Postal address, tele number, FAX No, e-mail ID, Web Site etc.

Affiliation/Approval

4. Include details of affiliating University and Org given approval/recognition e.g., AICTE, NCTE, MCI, DCI, BCI etc.

Programmes

5. Include all type of programmes/disciplines being held in the Institute, duration, year wise breakup of syllabi, date of commencement of programmes, details of degree/diploma, in course attachments, details of Trophies/Awards/Medals.

(List out the details of Trophies /Awards / Medals / Scholarships as per format attached at Annexure I & Additional information as per Annexure II).

Intake

6. Include sanctioned intake of every programme/discipline, str in various senior classes, total str of the students etc. Any plans for increasing the intake.

Admission Procedure

7. Include details/schedule of WAT/any other agency conducting the Entrance Exams, eligibility conditions, Interview/GD/Counseling, preparation of merit list, declaration of results etc.

Fee Structure

8. Include details of Tuition Fee to incl Computer, Library, Lab, Sports fees, Promotional fee etc and any other charges (Monthly/Annual). Hostel Fee and Catering Charges, Security Deposit, University Fee, Affiliation Fee etc.

Management Committee

9. Include details of Patron-in-Chief, Patron, Director, Chairman, members (Name, Designation & Fmn) and Controlling Formation etc.

(Mention date of appt of Patron in Chief, Patron, Director, Chairman, Principal and Registrar)

WAT Related Data. To be attached as Appx 'A'. (Para 10 to 12)

10. **Summary of WAT Results (Last Five Years).**

| Year | No App lied | No Appeared | | No Qualified | | No of seats Allotted | | Ratio | | Remarks |
|------|----------------|-------------|---------|--------------|---------|-------------------------|---------|---------------|------------------|---------|
| | | Army | Others* | Army | Others* | Army | Others* | Army (c/g) | Others* (d/h) | |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (j) | (k) | (l) |

* Where Applicable

(AIMK, AIT, AIT, ACMS and AIL to also give data of CAT/AIEEE/CET MBBS/LET as applicable)

11. **Summary of Candidates Appeared for WAT at Various Centers (Last Five Years).**

| Year | No of Candidates Appeared | | | | | | | | |
|------|---------------------------|-------------------|----------------|---------------|--------------|-----------------|------------------|-----------------|----------------|
| | Pathankot (01) | Jalandhar (02) | Ambala (03) | Delhi (04) | Kota (05) | Jodhpur (06) | Dehradun (07) | Lucknow (08) | Bhopal (09) |
| | | | | | | | | | |

| Pune (10) | Secunderabad (11) | Bangalore (12) | Kolkata (13) | Guwahati (14) | Danapur (15) |
|--------------|----------------------|-------------------|-----------------|------------------|-----------------|
| | | | | | |

Note: - 1. Centre cancelled due to inadequate number of candidates to be indicated in the Note.

2. ACMS and AIL to give centres as agreed to by the University.

12. Performance in WAT/Any Other Entrance Exam (Last Five Years).

| Year | Overall Percentage in Entrance Exams (fill in Nos & %) | | | | | | |
|------|--|---------|---------|---------|---------|-----------|-------|
| | 80% & Above | 70%-79% | 60%-69% | 55%-59% | 50%-54% | Below 50% | Total |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Note: - Similar details if Institute is running more than one type of programme.

(AIT, AIMK AIMT, ACMS & AIL - Give details of AIEEE, CAT, CET MBBS & LET entrance exams as applicable)

Admission and Performance To be attached as Appx 'B' (Para 13 to 16).

13. Intake (Last Five Years).

(a) Name of Course

| Yr | Ca pa city | In take | Ward of Army* Pers | | | | | | Others * | | Total | Ward of Army* Pers | | | | Others* | | | | Rema |
|----|------------------|------------|--------------------|---|-----|---|----|---|-------------|---|-------|-----------------------|----|-------|----|---------|----|-------|--|------|
| | | | Offr | | JCO | | OR | | | | | Boys | | Girls | | Boys | | Girls | | |
| | | | No | % | No | % | No | % | No | % | No | % | No | % | No | % | No | % | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

*(Fill both Nos & Percentage)

(b) Similar as above if Institute is running more than one type of Course.

14. Intake of AIE ACE & AIHE (Last Five Years).

| Year | Capa city | Intake | Ward of Army Pers* | | | | | | Wives* | | | | Daughters * | | Sons* | | Rer |
|------|--------------|--------|--------------------|---|-----|---|----|---|--------|---|-------|---|----------------|---|-------|---|-----|
| | | | Offr | | JCO | | OR | | Widows | | Other | | No | % | No | % | |
| | | | No | % | No | % | No | % | No | % | No | % | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

*(Fill both Nos & Percentage)

Faculty

20. Include details of Director, Principal Teaching faculty and Visiting/Guest faculty as per format.

21. **Details of Faculty.** To be attached as Appx 'D'

| <u>Ser No</u> | <u>Name</u> | <u>Appt with date</u> | <u>Qualification</u> | <u>Type Permt/ Adhoc/ Visiting</u> | <u>Cat</u> | | <u>Salary</u> | | | <u>Remark</u> |
|---------------|-------------|-----------------------|----------------------|------------------------------------|------------------|------------|---------------|---------------|--------------|---------------|
| | | | | | <u>Army/ EXM</u> | <u>Civ</u> | <u>Basic</u> | <u>Allces</u> | <u>Total</u> | |
| | | | | | | | | | | |

Administrative Staff

22. Include details of Director Adm, Registrar, Estate Supervisor and all adm personnel as per format. To be attached as Appx 'E'.

| <u>Ser No</u> | <u>Name</u> | <u>Appt</u> | <u>Qualification</u> | <u>Type Permt/ Contractual / Adhoc</u> | <u>Category</u> | | <u>Salary</u> | | | | <u>Remark</u> |
|---------------|-------------|-------------|----------------------|--|-----------------|------------|----------------------------|----------------|------------|--------------|---------------|
| | | | | | <u>Army</u> | <u>Civ</u> | <u>Basic/ Consolidated</u> | <u>All ces</u> | <u>EPF</u> | <u>Total</u> | |
| | | | | | | | | | | | |

Infrastructure To be attached as Appx 'F' (Para 23 to 27).

23. **Academic.** Include details/type of bldgs to incl Class Rooms/Lecture Halls, Syndicate Rooms, Seminar Hall, Auditorium, all type of Labs, Library, Audio-Visual Rooms, Cyber Café etc.

(Give details as per the format attached at Annexure III).

24. **Adm.** Include details of Offices, Hostel/Messing facilities, Residential Quarters, Guest rooms, Cafeteria/Canteen, Stationery Shop, Bank Extension counter etc.

(Give details as per the format attached at Annexure IV).

25. **Sports/Recreational Facilities.** Include details of games/sports facilities, Gymnasium, Amphitheater etc.

26. **Services.** Include details of Electricity / Water Supply / Sewage Charges, Rent and Allied charges etc.

(Give details as per format attached at Annexure V & VI to Appendix 'F').

27. **Any other facilities.** Give details.

Financial Management

28. **Corpus and Grants.** To be attached as Appx 'G'.

- (a) **Details of Corpus.**

| <u>Amount</u> | <u>Date of Allotment</u> | <u>Amount Invested & Duration</u> | <u>Rate of Interest</u> | <u>Amount Ploughed back</u> | <u>Total Corpus Fund</u> | <u>Remarks</u> |
|---------------|--------------------------|---------------------------------------|-------------------------|-----------------------------|--------------------------|----------------|
| | | | | | | |

(Give details exactly as per format. Include funds allotted for corpus only)

- (b) **Asset Replacement Fund (AWES)**

| <u>Amount</u> | <u>Interest Transfer from Corpus</u> | <u>Interest Generated</u> | <u>Amount Utilized</u> | <u>Balance Amount</u> | <u>Remarks</u> |
|---------------|--------------------------------------|---------------------------|------------------------|-----------------------|----------------|
| | | | | | |

- (c) **State of Funds Received from AWES Since Inception and Utilisation of Funds.**

| <u>Ser No</u> | <u>Type of Grants</u> | <u>Date of Allotment</u> | <u>Details of Utilization</u> | <u>Balance Amount</u> | <u>Remarks</u> |
|---------------|-----------------------|--------------------------|-------------------------------|-----------------------|----------------|
| 1. | Technical Grant | | | | |
| 2. | Land Grant | | | | |
| 3. | Construction Grant | | | | |
| 4. | Grant-in-Aid | | | | |
| 5. | Purchase of Bus | | | | |

(Give details exactly as per the format. Include grants allotted by AWES only. Also give details of balance grant amount i.e. held in fixed deposit etc. Corpus grant not to be included here)

(d) State of Funds Received from other Fmns Since Inception and Utilisation of Funds.

| <u>Ser</u> | <u>Type of Grants</u> | <u>Amount</u> | <u>Date of Allotment</u> | <u>Details of Utilisation</u> | <u>Balance Amount</u> | <u>Remarks</u> |
|------------|-----------------------|---------------|--------------------------|-------------------------------|-----------------------|----------------|
| | | | | | | |

(Give details exactly as per format. Include funds allotted by formations other than AWES. Give details of balance grant amount i.e. fixed deposit etc)

(e) State of FDs/Securities (Capital Fund) - AWES

| <u>Ser No</u> | <u>With whom</u> | <u>Amount</u> | <u>Date of Deposit</u> | <u>Date of Maturity</u> | <u>Rate of Interest</u> | <u>Maturity Value</u> | <u>Remarks</u> |
|---------------|--------------------------------------|---------------|------------------------|-------------------------|-------------------------|-----------------------|----------------|
| (i) | <u>Corpus Fund</u> | | | | | | |
| (ii) | <u>Asset Replacement Fund (AWES)</u> | | | | | | |
| (iii) | <u>Technical Grant</u> | | | | | | |
| (iv) | <u>Land Grant</u> | | | | | | |
| (v) | <u>Construction Grant</u> | | | | | | |
| (vi) | <u>Grant-in-Aid</u> | | | | | | |

(f) State of FD's (Revenue Fund) - Capital Fund - College

| <u>Ser No</u> | <u>With whom</u> | <u>Amount</u> | <u>Date of Deposit</u> | <u>Date of Maturity</u> | <u>Rate of Interest</u> | <u>Maturity Value</u> | <u>Remarks</u> |
|---------------|--|---------------|------------------------|-------------------------|-------------------------|-----------------------|----------------|
| (i) | <u>College Fund</u> (final ARF College) | | | | | | |
| (ii) | <u>Hostel Fund</u> | | | | | | |
| (iii) | <u>Security - Staff/Student (Institute)</u> | | | | | | |
| (iv) | <u>Security - Staff/Student (Hostel)</u> | | | | | | |

(v) ARF (College)

(g) SUMMARY OF FD'S.

- (i) Corpus
- (ii) ARF (AWES)
- (iii) Technical Grant
- (iv) Land Grant
- (v) Construction Grant
- (vi) Grant-in-Aid
- (vii) College Fund (final ARF college)
- (viii) Hostel Fund
- (ix) Security – Staff/Student (Institute)
- (x) Security – Staff/Student (Hostel)
- (xi) ARF (College)

(h) State of Cash in Bank & Cash in Hand as on.(i) Capital Fund (AWES)

- (aa) Corpus
- (ab) ARF (AWES)
- (ac) Technical Grant
- (ad) Land Grant
- (ae) Construction Grant
- (af) Grant-in-Aid
- (ii) Capital Fund (College)
- (ag) College Fund
- (ah) Hostel Fund
- (aj) Security – Staff/Student (Institute)
- (ak) Security – Staff/Student (Hostel)
- (al) ARF (College)

(ii) Revenue Fund.(aa) College Fund

Cash in Bank

Cash in Hand

(ab) Hostel Fund

Cash in Bank

Cash in Hand

29. **Financial Details.** To be attached as Appx 'H'.

(a) Income (*) as on 31 Mar of Last Five Years. *(Include only Revenue Income)*

| Year | Year | Year | Year | Year |
|------|------|------|------|------|
|------|------|------|------|------|

- (i) Fees/Other Charges :
- (ii) Sale of Prospectus :
- (iii) Interest on FDs(Except Capital Funds Interest) :
- (iv) Misc Income (Canteen Rebate, Use of facilities By outsiders etc. ^{AWES}) :
- (v) ^{by} Other (Specify) :
- (vi) Total :

***(REFUNDABLE SECURITY DEPOSITS AND GRANTS MENTIONED AT PARA 23 (a), (b), (c) & (d) NOT REPEAT NOT TO BE INCLUDED).**

(b) Expenditure as on 31 Mar of Last Five Years. *(Include only Revenue Expenditure)*

| Year | Year | Year | Year | Year |
|------|------|------|------|------|
|------|------|------|------|------|

- (i) Establishment Expdr. (Pay and Allce (permanent staff), Adhoc/ Guest Faculty and Contractual Services. :
- (ii) WAT/Admission Related Expdr : (Printing & stationery, counseling, Prospectus etc
- (iii) Contingency Expdr. (Tele, postage, conveyance, advertise, veh expense, insurance , audit, legal, TA/DA, office eqpt stationery etc. :
- (iv) Infrastructure Related (Obligatory Expdr) Asset replacement, maint of infrastructure incl Bldgs, Payment of rent, water, Elec, maint Tech Eqpt, Depreciation etc. :
- (v) Capital Expdr. (*) (Library Books, computers Labs/Tech eqpt etc :
- (vi) Misc. (Periodical & Magazines, Sports eqpt, Trg, cultural activities etc. :
- (vii) Other (Specify). :
- (viii) Total :

***(Refer Para 29 (b) (v). Capital Expenditure. Only include details of Capital Expenditure made out of savings (Revenue Income) of the College. CAPITAL EXPENDITURE INCURRED OUT OF VARIOUS GRANTS ALLOTTED BY HQ**

L Capital Fund (AWES)

AWES/ OTHER FORMATIONS ALREADY MENTIONED AT PARA 28 (a), (b), (c), (d).

(c) Income over Expenditure of Last Five Years.

| Year | Year | Year | Year | Year |
|------|------|------|------|------|
|------|------|------|------|------|

- (i) Income :
 (ii) Expenditure :
 (iii) Income Over Expdr :

(Give details of Revenue Income and Revenue Expenditure only)

(d) Give similar details for Hostel (Para 29 (a) to (c))

(Hostel details also required on similar lines as per Para 29 (a) to (c))

(e) Audit Report, of previous FY along with clarification on Audit Objections.

(Enclose audit report of Financial Year)

30. Expansion Plans (Give details).

31. Pending Issues (Give Details).

Date:

Signature of Director/Principal

(Annexure I to Para 5 of Appendix 'A')

DETAILS OF TROPHIES /AWARDS/MEDALS/SCHOLARSHIPS

| <u>Ser</u> | <u>Name of Trophy/ Award/Medal/ Scholarship</u> | <u>Purpose</u> | <u>Instituted by</u> | <u>Amount</u> | <u>Remarks (Any other details)</u> |
|------------|---|----------------|----------------------|---------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

ADDITIONAL INFORMATION REQUIRED FOR DATA BASE

1. **Intake (Last five years).** As per the following format:-

| <u>Year</u> | <u>Capacity</u> | <u>Intake</u> | <u>No and Percentage of Wards of Serving Army Personnel</u> | | <u>No and Percentage of Wards of Retired Army Personnel</u> | | <u>Remarks</u> |
|-------------|-----------------|---------------|---|----------|---|----------|----------------|
| | | | <u>Number</u> | <u>%</u> | <u>Number</u> | <u>%</u> | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

2. **School Back Ground.** As per the following format.

| <u>Year</u> | <u>Intake</u> | <u>Number and percentage of students joined Institute after passing CI XII from APS / Army Schools</u> | <u>Remarks</u> |
|-------------|---------------|--|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

3. **Details of Transport Held.**

| <u>Type</u> | <u>Qty</u> | <u>Purchased in year</u> | <u>Cost</u> | <u>Details of Funding for purchase</u> | <u>Utilisation</u> | <u>Whether able to generate any revenue</u> | <u>Remarks</u> |
|-------------|------------|--------------------------|-------------|--|--------------------|---|----------------|
| | | | | | | | |

Note: Give details of drivers held. Your views on requirement/utility/financial viability to be mentioned in remarks column.

(Annexure III to appendix 'F')

FORMAT FOR ACADEMIC INFRASTRUCTURE

| Ser | Facilities | Details Required |
|-----|--------------------------------|--|
| 1. | Class Rooms | Number and Facilities viz, Audio-Video, OHP, AC, Capacity etc |
| 2. | Lecture Hall | Number and Facilities viz, Audio-Video System with Computer for E-learning, AC, Capacity etc |
| 3. | Multipurpose Hall / Auditorium | Number and Facilities viz, Audio-Video, AC, Seating Capacity etc |
| 4. | Seminar Hall | Number and Facilities viz, Seating Capacity, Audio-Video System, AC etc |
| 5. | Computer Lab | Number and Facilities viz, Number of computers, Server Net Working, Internet, AC etc. |
| 6. | Other Labs / facilities | Number and main facilities in the labs |
| 7. | Audio Visual Room | Number and Facilities viz, Seating Capacity, AC etc |
| 8. | Library | Number and Facilities viz, No of Books, Periodicals / Journals, News Papers/ Magazine, Digital Multimedia, Photocopier AC, Seating Capacity etc. |
| 9. | Conference Hall | Number and Facilities viz, AC, Audio-Video System, Seating Capacity etc. |
| 10. | Student Aid Centre | Facilities viz, Cyber Café, Leased line, Gym, Shopping etc |
| 11. | LAN | Details of connectivity, terminals etc. |
| 12. | Any other facility | Not included in the list. |

FORMAT FOR ADMINISTRATIVE INFRASTRUCTURE

| Ser | Facilities | Details Required |
|-----|----------------------------|---|
| 1. | Office | Give Details of All offices including facilities |
| 2. | Boys Hostel | Give details of No of Wings / Blocks, No of Rooms, total capacity, Occupancy, Catering, Warden etc. |
| 3. | Girls Hostel | Give details of No of Wings / Blocks, No of Rooms, total capacity, Occupancy, Catering, Warden etc |
| 4. | Shopping Complex | Give details of various facilities available |
| 5. | Gymnasium | Give necessary details |
| 6. | Bank | Give name of the Bank, Student loan facilities etc |
| 7. | ATM | Give name of the Bank |
| 8. | STD Booth/ FAX / Photostat | Give necessary details |
| 9. | Open Air /Amphitheatre | Give necessary details along with capacity |
| 10. | Cafeteria | Give necessary details |
| 11. | Residential accommodation | Give details of type, No and occupancy etc |
| 12. | Guest Rooms | Give No of Guest Rooms and details of facilities etc |
| 13. | Any other detail | Not included in the list |

(Annexure V to Appendix 'F')

FORMAT FOR SERVICES AND OTHER INFRASTRUCTURE1. **Land.**

- (a) Is the Institute on A1 defence land? (Y/N)
 (b) Is it on defence land on lease? (Y/N)
 (c) Is it on private land of AWES? (Y/N)
 (d) Land occupied (Acres).

2. **Building.**

- (a) Is it a Government building (MES) which has been re-appropriated? (Y/N)
 (b) If answer to above is Yes, are you paying license fee / rent for it? (Y/N)
 (c) Specify license fee / rent amount (if answer to 2 (b) is yes)

| Specify amount paid on account of | Average (monthly) (Rs) | Amount paid during the year 200__. | Remarks |
|-----------------------------------|------------------------|------------------------------------|--|
| License fee / Rent | | | |
| Electricity | | | Summary to be carried forward from Annexure V to Appendix 'F'. |
| Water | | | |
| Sewage | | | |
| | | | -do- |

- Note:** 1. Indicate whether water / electricity is on commercial rate or concessional rate. If on commercial rate, action taken to change to concessional rate.
 2. Indicate whether backup supply of water / electricity is available. If so indicate Nos, capacity etc in Annexure V.

(d) **Covered area (Sqm).**

| Description | Area (Sqm) | Cost of Assets (Rs) * | Remarks |
|-------------------------------------|------------|-----------------------|---------|
| Academic block | | | |
| Adm Block | | | |
| Hostel Block | | | |
| Utility Block e.g. Canteen, Gym etc | | | |
| Total | | | |

Note

* Cost of assets be indicated for buildings constructed out of non public funds and not for MES re-appropriated buildings.

ENERGY AND WATER CHARGES : DATA BASE

Institute : _____

| CAMPUS ST. LENGTH | | | | | ELECTRICITY | | | | | | | | | | WATER | | | | | Remarks | | |
|-------------------|--------|-------------------------------------|--|---------|-------------------------------|----------------------|---------------------------|---|-----------|----|-----------------------------|---|------|----------------------------|-------|--------------------------|---------------|----------------------------|---------------------|--|--------------------------------------|--|
| Students | | Others | | | Fixed Charges/ Demand Charges | Tariff (Rs per Unit) | Average Charges per month | | | | Agency MES/PSE SI/ UPCL etc | Expenditure on account of running of Generator (if any) | | | | Total Monthly expdr (Rs) | Tariff per KL | Average Monthly expdr (Rs) | Agency MES/DJB etc. | Addl Monthly Expdr on acct of Tankers, if any (Rs) | Total Average Expdr (Rs) (Col 17+19) | |
| College | Hostel | Faculty and other staff in Colleges | Single and Married living in campus (excl Col 3) | College | | | Hostel | | Generator | | | Capacity of each Generator (KVA/KW) | No s | Average Monthly expdr (Rs) | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | |
| | | | | | | | | | | | | | | | | | | | | | | |

Note

1. If any of the column is not applicable fill 0.
2. The format given above will not be changed even if any column is not applicable.
3. No of personnel included in column 4 should include single and married employees living in campus. However this should exclude personnel already included in column 3 to avoid duplication.
4. In case holding of generator (column 12) is more than one, Capacity to be specified separately for each generator. However average monthly expenditure in column 13 be indicated combinedly.

AMENDMENT NO 22/2012

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Telephone : 26151564

Army Welfare Education Society(AWES)
Building No 202, Shankar Vihar
Delhi Cantt-10

B/45902/Amdt/C//AWES

10 Jul 2012

List A, B & E

AMENDMENTS TO ARTICLES 259 AND 260 OF AWES RULES AND REGULATIONS VOL-II FOR ARMY COLLEGES/ INSTITUTIONS

1. Please delete Articles 259 and 260 and insert fresh Articles 259 and 260 under AWES Rules and Regulations vol-II for Army Colleges/ Institutions as under :-

Financial Powers

259. Budgeted. Financial powers of various authorities of Army Colleges/Institution would be as under: -

| S. No | Appointment | Per transaction (In Rs) | Monthly Ceiling (In Rs) |
|-------|-----------------------------------|----------------------------|----------------------------|
| (a) | Registrar | 30000/- | 300000/- |
| (b) | Principal | 40000/- | 400000/- |
| (c) | Director | 190000 | 1900000/- |
| (d) | Chairman | | |
| | (i) Maj Gen | 325000/- | 3250000/- |
| | (ii) Lt Gen | 625000/- | 6250000/- |
| (e) | IMC Chaired by | | |
| | (i) Maj Gen | 325000/- | 3250000/- |
| | (ii) Lt Gen | 625000/- | 6250000/- |
| (f) | Patron | | |
| | (i) Maj Gen | 325000/- | 3250000/- |
| | (ii) Lt Gen | 625000/- | 6250000/- |
| | (iii) Army Cdr | 1250000/- | No Limit |
| (g) | Chairman Board of Administration | 650000/- | 6500000/- |
| (h) | Patron Board of Administration | 1250000/- | No Limit |
| (i) | Chairman Executive Committee AWES | Upto 25 lacs | No Limit |

Note. Excludes expenditure on account of pay & allowances, electricity/ water bills, examination / affiliation fees, rent and repair of buildings, messing charges, annual contract for security services, maintenance of electric gadgets and college magazine.

260. Non Budgeted. Financial powers of various authorities of Army Colleges/Institutions would be as under: -

| No | S. | Appointment | Per transaction (In Rs) | Monthly Ceiling (In Rs) |
|-----|-------|-----------------------------------|----------------------------|----------------------------|
| (a) | | Principal | 20000/- | 200000/- |
| (b) | | Director | 95000/- | 950000/- |
| (c) | | Chairman | | |
| | (i) | Maj Gen | 160000/- | 1600000/- |
| | (ii) | Lt Gen | 315000/- | 3150000/- |
| (d) | | IMC Chaired by | | |
| | (i) | Maj Gen | 160000/- | 1600000/- |
| | (ii) | Lt Gen | 315000/- | 3150000/- |
| (e) | | Patron | | |
| | (i) | Maj Gen | 160000/- | 1600000/- |
| | (ii) | Lt Gen | 315000/- | 3150000/- |
| | (iii) | Army Cdr | 1250000/- | No Limit |
| (f) | | Chairman Board of Administration | 325000/- | 3250000/- |
| (g) | | Patron Board of Administration | 1250000/- | No Limit |
| (h) | | Chairman Executive Committee AWES | Upto 25 lacs | No Limit |

W. S. Yadav
(J.S. Yadav)
Col (Retd)
Director S, L F
For Managing Director

Dir c *12/7*

Telephone : 26151564

Army Welfare Education Society(AWES)
Building No 202, Shankar Vihar
Delhi Cantt-10

B/45902/Amdt/C//AWES

11 Nov 2011

List A, B & E.

AMENDMENTS TO ARTICLES 259,260 AND 261 OF AWES RULES AND REGULATIONS VOL-II FOR ARMY COLLEGES/ INSTITUTIONS

1. Please delete Articles 259, 260 and 261 and insert fresh Articles 259,260 and 261 under AWES Rules and Regulations vol-II for Army Colleges/ Institutions as under :-

Financial Powers

259. Budgeted. Financial powers of various authorities of Army Colleges/Institution would be as under: -

| <u>S. No</u> | <u>Appointment</u> | <u>Per Transaction</u> <u>(in Rs)</u> | <u>Monthly Ceiling</u> <u>(in Rs)</u> |
|---------------------|-----------------------------------|--|--|
| (a) | Registrar | 30,000.00 | 3,00,000.00 |
| (b) | Principal | 40,000.00 | 4,00,000.00 |
| (c) | Director | 60,000.00 | 6,00,000.00 |
| (b) | Chairman | 1,90,000.00 | 19,00,000.00 |
| (c) | IMC | 2,25,000.00 | 22,50,000.00 |
| (d) | Patron of College | 3,25,000.00 | 32,50,000.00 |
| (e) | Chairman Board of Administration | 6,50,000.00 | 65,00,000.00 |
| (f) | Patron Board of Administration | 12,50,000.00 | No Limit |
| (g) | Chairman Executive Committee AWES | Upto 25 lacs | No Limit |

Note. Excludes expenditure on account of pay & allowances, electricity/ water bills, examination / affiliation fees, rent and repair of buildings, messing charges, annual contract for security services, maintenance of electric gadgets and college magazine .

Article 259 & 260 deleted and inserted vide
Army HQ AWES letter No. B/45902/Amdt/C/AWES
dt 10 Jul 12.

260. **Non Budgeted.** Financial powers of various authorities of Army Colleges/Institutions would be as under: -

| S. No | Appointment | Per Transaction (in Rs) | Monthly Ceiling (in Rs) |
|--------------|-----------------------------------|------------------------------------|------------------------------------|
| (a) | Principal | 20,000.00 | 2,00,000.00 |
| (b) | Director | 45,000.00 | 4,50,000.00 |
| (c) | Chairman | 95,000.00 | 9,50,000.00 |
| (d) | SMC | 1,10,000.00 | 11,00,000.00 |
| (e) | Patron of College | 1,60,000.00 | 16,00,000.00 |
| (f) | Chairman Board of Administration | 3,25,000.00 | 32,50,000.00 |
| (g) | Patron Board of Administration | 12,50,000.00 | No Limit |
| (g) | Chairman Executive Committee AWES | Upto 25 lacs | No Limit |

261. **Powers to Regularise Losses.** Powers to regularize losses out of college fund would be as under :-

| Authorities | College Fund (Cash) | | Stores/Properties bought from College Fund | |
|----------------------------------|--|--|--|--|
| | Not due to theft, fraud or gross neglect (Rs) | Due to theft, fraud or gross neglect (Rs) | Not due to theft, fraud or gross neglect (Rs) | Due to theft, fraud or gross neglect (Rs) |
| Principal/Head of the Institute | - | - | 2000.00 | - |
| Director | 10,000.00 | 5,000.00 | 30,000.00 | 7,500.00 |
| Chairman IMC | 15,000.00 | 7500.00 | 37,500.00 | 10,000.00 |
| IMC | 20,000.00 | 10,000.00 | 40,000.00 | 15,000.00 |
| Patron of the College | 40,000.00 | 20,000.00 | 1,50,000.00 | 20,000.00 |
| Chairman Board of Administration | 50,000.00 | 25,000.00 | 2,00,000.00 | 50,000.00 |

| | | | | |
|--|----------------------|--------------------|----------------------|----------------------|
| Patron Board Administration | 1,00,000.00 | 50,000.00 | 3,00,000.00 | 1,00,000.00 |
| Chairman, Executive Committee, AWES | Above 1,00,000.00 | Above 50,000.00 | Above 3,00,000.00 | Above 1,00,000.00 |

Note : Financial Powers to regularize losses are maximum which can be utilized in a financial year.

Sd/x x x x x
(Amar Narwat)
Col (Retd)
Advisor Legal
For Managing Director

Telephone : 26151564

Army Welfare Education Society(AWES)

Adjutant General's Branch

Army Institute of Technology

Integrated HQ of MoD(Army)

Disha Hills, Pune-411015.

Building No 202, Shankar Vihar

Inward No 3001

Delhi Cantt-10

Date 06/04/10

B/45902/Amdt/C//AWES

18 Mar 2010

List A, B & E

AMENDMENTS TO ARTICLES 259,260 AND 261 OF OF AWES RULES AND REGULATIONS VOL-II FOR ARMY INSTITUTIONS/COLLEGES

1. Please delete Articles 259, 260 and 261 and insert fresh Articles 259,260 and 261 under AWES Rules and Regulations vol-II for Army Institutions/Colleges as under :-

Financial Powers

259. Budgeted. Financial powers of various authorities of Army Professional Colleges would be as under: -

| <u>S. No</u> | <u>Appointment</u> | <u>Per Transaction (in Rs)</u> | <u>Monthly Ceiling (in Rs)</u> |
|--------------|-----------------------------------|--------------------------------|--------------------------------|
| (a) | Registrar | 15,000.00 | 1,50,000.00 |
| (b) | Principal | 25,000.00 | 2,50,000.00 |
| (c) | Director | 50,000.00 | 5,00,000.00 |
| (d) | Chairman | 1,00,000.00 | 10,00,000.00 |
| (e) | IMC | 1,20,000.00 | 15,00,000.00 |
| (f) | Patron of College | 3,00,000.00 | 18,00,000.00 |
| (g) | Chairman Board of Administration | 5,00,000.00 | 30,00,000.00 |
| (h) | Patron Board of Administration | 12,50,000.00 | No Limit |
| (i) | Chairman Executive Committee AWES | Upto 25 lacs | No Limit |

Note. Excludes expenditure on account of pay & allowances, electricity/ water bills, examination / affiliation fees, rent and repair of buildings, messing charges, annual contract for security services, and maintenance of electric gadgets, dental materials and medical materials.

@ Article 259, 260 and 261 deleted and inserted fresh vide Army HQ(AWES) letter No B/45902/Amdt/C/AWES dt 11 Nov 11.

260. **Non Budgeted.** Financial powers of various authorities of Army Professional Colleges would be as under: -

E 6 APR 2010

| Director | S. No | Appointment | Per | Monthly Ceiling |
|-------------------------------|-------|---|------------------------|-----------------|
| | | | Transaction (in Rs) | (in Rs) |
| Jt Director | (a) | Principal | 10,000.00 | 1,00,000.00 |
| Asst. Dir. | (b) | Director | 36,000.00 | 3,60,000.00 |
| Office Asst. | (c) | Chairman | 70,000.00 | 7,00,000.00 |
| | (d) | IMC | 80,000.00 | 8,00,000.00 |
| ATT/0023/AWES Rul/Adm | (e) | Patron of College | 1,10,000.00 | 11,00,000.00 |
| Copy to Registrar | (f) | Chairman Board of Administration | 1,50,000.00 | 15,00,000.00 |
| Accts Sec | (g) | Patron Board of Administration | 12,50,000.00 | No Limit |
| Amend Existing copy & p.u. | (h) | Chairman of Executive Committee AWES | Upto 25 lacs | No Limit |

OS

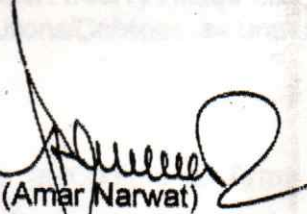
07/4

261. **Powers to Regularize losses.** Powers to regularise losses out of College fund would be as under :-

| Authorities | College Fund (Cash) | | Stores /Properties bought from college fund | |
|---|--|--|--|--|
| | Not due to theft, fraud or gross neglect (in Rs) | Due to theft or fraud or gross neglect (in Rs) | Not due to theft, fraud or gross neglect (in Rs) | Due to theft, fraud or gross neglect (in Rs) |
| Principal/Head of the Institute | - | - | 200.00 | - |
| Director | 5000.00 | 2500.00 | 15000.00 | 5000.00 |
| Chairman Institute Managing Committee (IMC) | 10000.00 | 5000.00 | 20000.00 | 10000.00 |
| IMC | 15000.00 | 7500.00 | 30000.00 | 15000.00 |
| Patron of College | 30000.00 | 12000.00 | 150000.00 | 20000.00 |

| | | | | |
|---|-------------------|-------------------|--------------------|-------------------|
| Chairman Board of Administration | 37500.00 | 15000.00 | 200000.00 | 50000.00 |
| Patron of Board of Administration | 50000.00 | 25000.00 | 250000.00 | 75000.00 |
| Chairman Executive Committee AWES | Above 50000.00 | Above 25000.00 | Above 250000.00 | Above 75000.00 |

Note:- The financial powers to regularize losses are maximum which can be utilized in a financial year.


 (Amar Narwat)
 Col (Retd)
 Dir S, L & F
 For Managing Director