

**OPERATIONAL GUIDELINES / PROCEDURE FOR AWARD OF GRADUATION  
CERTIFICATE TO EX-SERVICEMEN IN BACHELOR OF ARTS (HUMAN  
RESOURCE MANAGEMENT) BY ANDHRA UNIVERSITY**

**Introduction:**

1. The Indian Armed Forces i.e. Army, Navy, Air Force has a very large base for providing employment to the youth of India at the intake levels of Secondary & Higher secondary level of education. The onus of training the serving soldiers for the purpose of guarding the nation and providing higher educational and technical qualification for providing equal re-employment opportunities on release, lies with the Ministry of Defence. For this purpose, GOI letter No.15012/8/82-Estt(D) of Ministry of Personnel Public Grievances dated 12-02-1986, provides for issuance of a Graduation Certificate to Ex-Servicemen (ESM) on completion of terms of engagement. Though the GOI stipulates that the certificate be considered equivalent to a graduation degree to all such eligible ESM meeting the stipulated conditions, this certification is often not honored by various employing agencies as it is not from an academic institution.

2. Hence, considering the problems being faced by the ESM, Kendriya Sainik Board, New Delhi has executed a Memorandum of Understanding with Andhra University, for issue of Graduation Certificate in Bachelor of Arts (Human Resource Management) {BA (HRM)} to the eligible ESM, in consonance with the GOI letter No.15012/8/82-Estt(D) of Ministry of Personnel, Public Grievances dated 12-02-1986 and the parameters laid down by the Andhra University. In consultation with Andhra University, a SOP has been worked out for grant of the subject BA (HRM) degree.

**STANDARD OPERATING PROCEDURE (SOP)**

3. These guidelines include the procedures from the time an ESM submits application, role of ZSWO, conduct of tests, forwarding of recommended applications & Board proceedings to the Andhra University, receipt of certificates from the University and handing over to the ESM

4. **Eligibility Criteria.**

(a) The applicant should be an Ex-Serviceman as per the Definition of ESM given vide DoPT Circulars and applicable from time to time.

(b) Should be a 10+2 or Intermediate or equivalent or has obtained the Indian Army Special Certificate of Education or equivalent in the Navy or Air Force.

(c) Should not have less than 15 years of service in the Armed forces of the Union of India. Those applicants who have completed 15 Years of service on or after 01-01-2010 (First of January 2010) shall be considered for the award of the Degree.

(d) For those who are just matriculates and do not possess 10+2 qualification, the credit should contain 05 (five) years of credits that reflects both intermediate or +2 and 3 (three) years of graduate structure, to be prepared by RSB and to be sent to Andhra University for consideration.

**Submission of Applications.**

5. The desirous ESM shall approach respective ZSWOs. Eligible ESM will be required to submit prescribed format of application available with ZSWO along with the following: -

(a) **For Matriculate ESM.**

- (i) Discharge Certificate.
- (ii) Pension Payment Order (PPO).

(b) **For 10 + 2 ESM.**

- (i) Discharge Certificate.
- (ii) Pension Payment Order (PPO).
- (iii) Intermediate certificate.

6. The ZSWO is required to verify whether the ESM is meeting the eligibility criteria mentioned in the MOU/SOP or not. The ZSWO is also required to verify the original documents produced by ESM. Prescribed application form should be given to only eligible ESM with a direction to fill the same and return along with two sets of attested xerox copies of above mentioned documents. A sample application form is attached at **Appendix 'A'**.

7. The ZSWO has to compile the data of applications of ESM in the prescribed format and forward to Directorate on half yearly basis. The RSBs will forward in the prescribe format to the Andhra University twice a year i.e., June and December.

### **Schedule**

8. A suggested schedule is as follows:-

(a) **For June.**

- |       |   |                               |
|-------|---|-------------------------------|
| (i)   | Receipt of application at ZSWOs                               | : 01 Apr to 30 Apr            |
| (ii)  | Last date for receipt of applications to the Directorate      | : 15 May                      |
| (ii)  | Conduct of Viva Voce by BOO                                   | : 4 <sup>th</sup> week of May |
| (iii) | Submission of results to Andhra University by the Directorate | : June                        |

(b) **For December.**

- |       |   |                               |
|-------|---|-------------------------------|
| (i)   | Receipt of application at ZSWOs                               | : 01 Oct to 31 Oct            |
| (ii)  | Last date for receipt of applications to the Directorate      | : 15 Nov                      |
| (iii) | Conduct of Viva Voce by BOO                                   | : 4 <sup>th</sup> week of Nov |
| (iv)  | Submission of results to Andhra University by the Directorate | : December                    |

**Appointing Board of Officers**

9. The Director, Sainik Welfare shall order a BOO including atleast one ESM. In case of non-availability of any ESM within the RSBs/ZSBs, the Director may seek the sanction of the Secretary, KSB to utilise the services of an ESM Officer from the environment.

**Grading in Consolidated Marks Sheet**

10. The respective BOOs are to fill the subject wise consolidated marks sheet as per format for each candidate and duly countersigned by the Director. Due prudence must be exercised while filling the marks sheet and additional grades/ marks based on any additional courses other than the Indian Army Special Certificate of Education ( or corresponding certificate in the Navy or the Indian Air Force) courses. The marks sheet for the three years course (for 10+2 qualified ESM) is attached at **Appendix B**. The marks sheet for five years course (for matriculate ESM) is attached at **Appendix C**. For information the matrix of percentage to degree class is as under:-

Percentage	Degree class
40-50	Third Division
51-59	Second Division
60 and above	First Division

**Assessment of a Candidate**

11. The agreement is to issue a graduation certificate with grading on equivalence of the candidates credentials while in service. Therefore the BOO shall assess the candidate in two parts:

- (a) Scrutiny of all certificates indicating a candidates performance while in service.

(b) Viva Voce. To test the aptitude, potential and ability of the candidate. Most of the questions posed are from the syllabus.

12. The BOO should have a fairly good idea of the candidate's, Past performance, aptitude and potential. The assessment shall be in two parts.

- |     |                           |                 |
|-----|---------------------------|-----------------|
| (a) | In Service Qualifications | - 70 Marks      |
|     | Two Instructor Grades     | - 65 - 70 Marks |
|     | One Instructor Grade      | - 60 - 65 Marks |
|     | No Instructor Grade (Max) | - Max 50 Marks  |
| (b) | Viva voce                 | - 30 Marks      |

### Course Fee

13. Eligible ESM shall deposit the prescribed course fee by Demand Draft within two weeks after viva voce OR alternatively, the individual may go to a Bank and deposit the amount in the specified account of Andhra University, obtain a receipt and enclose it as per format at **Appendix 'D'**.

14. The course fee at present has been fixed at Rs. 12,500/- per applicant which may be reviewed by University. The bank account details of Andhra University Defence Education Programme is as follows:-

Account Holder Name	- Andhra University Defence Education Programme
Account Number	- 105610100069125
IFSC Code	- UBIN0553930
Bank Name	- Union Bank of India
Branch Address	- AU Campus Branch, Visakhapatnam
Account type	- Savings Bank

### Documents to be submitted by ESM

15. Each ESM who has qualified shall submit an A4 size sheet with following, to the ZSWO:-

- (a) Name of the individual / Candidate.

- (b) Affix his latest Passport size photograph.
- (c) Demand draft of course fee
- (d) Registration Number (to be filled at the RSB).

**Documents to be Forwarded to Andhra University by RSB**

16. The following (hard copies) of each individual candidate shall be forwarded to the University:-

- (a) Individual Marks/ Assessment sheet. (Format as per **Appendix 'B'** or **Appendix 'C'**)
- (b) A4 size paper with passport size photo, demand draft of course fee or fee receipt (as per Para 13) by individual ESM, Registration number and name. (Format as per **Appendix 'D'**)
- (c) The individual marks sheet shall also be mailed on separate Excel Sheet addressed to the Controller of Exams ([aucoe.exams@andhrauniversity.edu.in](mailto:aucoe.exams@andhrauniversity.edu.in)) with a copy to the Centre for Defense Studies ([director.cds@andhrauniversity.edu.in](mailto:director.cds@andhrauniversity.edu.in)).

17. In addition, the following documents (both hard & soft copies) will also be sent to Andhra University by respective RSBs:

- (a) Xerox copies of MoU with Andhra University.
- (b) Consolidated list of applicants meeting the eligibility criteria to include details of grading and fee paid (**Appendix 'E'**).

**Issue of Graduation Certificate**

18. The Andhra University, Visakhapatnam will verify and approve the list forwarded by the Director, Sainik Welfare and issue Graduation certificates to ESM. On receipt of Graduation certificates from Andhra University, Visakhapatnam, the same will be handed over to the concerned ESM by calling him in person to the Directorate or at the ZSWO. A receipt as per **Appendix 'F'** shall be taken from the ESM.

**Responsibility at RSB**

19. The Assistant Director (AD) shall be responsible for smooth operation of this scheme. Separate clerk / Data Entry Operator (DEO) shall be appointed at Directorate to maintain data of applications of ESM in proper way. He/she shall maintain each individual file separately and store the data. He/she shall function directly under the AD and in his absence the PO.

**Expenditure**

20. The expenditure incurred on account of purchase of Stationery, Postal Charges etc., shall be met from the Special Fund.

**Terms & Conditions**

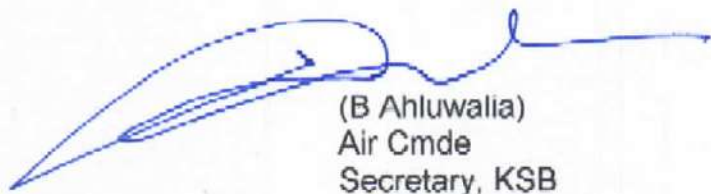
21. (a) The rules, procedures, terms and conditions are subject to change on any modifications by the Andhra University.

(b) This SOP should be read in conjunction with the SOP issued by Kendriya Sainik Board & Andhra University.

22. The aim is to empower our ESM who dedicated a large part of their youth with unflinching dedication and devotion to duty while missing out on civil education. The same ESM have done very well in on the job tasks, some in extremely challenging situations/ conditions even demanding supreme sacrifice, as also in some courses. The graduation certificate issued by the services is not being recognised by some organisations. Hence it is our duty to empower our ESM to be eligible for various jobs, through of the MoU with the Andhra University.

Place : New Delhi

Date: 27 Oct 2021



(B Ahluwalia)  
Air Cmde  
Secretary, KSB

**Distribution**

All RSBs

**Internal**

Policy / Grievance Section - For records.  
Automation Section - please upload the SOP on KSB website.

**APPLICATION FOR GRADUATION IN BA(HRM) BY ANDHRA UNIVERSITY**  
**(in terms of MOU signed by Kendriya Sainik Board New Delhi)**

1.	Name, Rank, Number	:	
2.	ESM I.Card Number	:	
3.	Corps/ Regiment	:	
4.	Trade & Proficiency	:	
5.	Date of Birth	:	
6.	Date of Enrolment	:	
7.	Date of Discharge	:	
8.	No of Years of Service	:	
9.	Character as per Discharge Book	:	
10.	Medical Category at the time of Discharge	:	
11.	i. Pension Payment Order (PPO)No. ii. Monthly Pension Drawn	: :	
12.	Educational Qualification	:	
13.	Courses Completed with gradings i.Indian Army Special Certificate of Education or the corresponding Certificate in the Navy or the Air Force. ii. iii.	:	
14.	Awards/ Honours	:	
15.	Service as Instructor, if any	:	
16.	Current occupation/Job	:	
17.	Current Address	:	
18.	Father's Name	:	
19.	Mobile No & E. mail Id	:	
20.	Aadhar Number	:	

**Note: Attach all required documents.**

**Date:**

**Signature:**

**Place:**





**RSB, ANDHRA PRADESH**  
BA (HRM) , ANDHRA UNIVERSITY  
TABULATED RESULTS - AT THE END OF THREE YEARS

Percentage	Grade
60 & above	First Class
51 to 59	Second Class
40 to 50	Third Class
Below 40	Failure

FIRST YEAR							SECOND YEAR							THIRD YEAR																											
INSTITUTE : RSB, ANDHRA PRADESH							NAME :							FATHER'S NAME :							REGISTRATION NO:							LANGUAGE: ENGLISH							GENDER: MALE						
Sl. No	Code	Subject	Total Marks	Pass Marks	Marks Obtained	Month & Year	Sl. No	Code	Subject	Total Marks	Pass Marks	Marks Obtained	Month & Year	Sl. No	Code	Subject	Total Marks	Pass Marks	Marks Obtained	Month & Year																					
1	BAHRM 101	English	100	40		Mar-19	1	BAHRM 201	English	100	40		Mar-20	1	BAHRM 301	Research Methods and HR Skills	100	40		Mar-21																					
2	BAHRM 102	Hindi	100	40		Mar-19	2	BAHRM 202	Hindi	100	40		Mar-20	2	BAHRM 302	Strategic and International Human Resource Management	100	40		Mar-21																					
3	BAHRM 103	Foundation Course	100	40		Mar-19	3	BAHRM 203	Human Resource Management	100	40		Mar-20	3	BAHRM 303	Management of Unorganized Labour	100	40		Mar-21																					
4	BAHRM 104	Industrial Relations	100	40		Mar-19	4	BAHRM 204	Principles of Management	100	40		Mar-20	4	BAHRM 304	Business Economics	100	40		Mar-21																					
5	BAHRM 105	Human Resource Development	100	40		Mar-19	5	BAHRM 205	Labour Legislation and Case Law	100	40		Mar-20	5	BAHRM 305	Industrial Economics and Management of Technology	100	40		Mar-21																					
6	BAHRM 106	Employee Welfare and Labour Administration	100	40		Mar-19	6	BAHRM 206	Organizational Behaviour	100	40		Mar-20	6	BAHRM 306	Project - Dissertation	100	40		Mar-21																					
7	BAHRM 107	Computer Applications	100	40		Mar-19	7	BAHRM 207	Information Technology & Human Resource Information Systems (IT&HRS)	100	40		Mar-20	7	BAHRM 307	Comprehensive Viva - Voce	100	40		Mar-21																					
<b>Total</b>			<b>700</b>	<b>280</b>			<b>Total</b>			<b>700</b>	<b>280</b>			<b>Total</b>			<b>700</b>	<b>280</b>																							

Total Marks for all 03 Years :2100

Total marks obtained for 03 years:

Percentage:

Final Grading:

(BOO)

(BOO)

(BOO)

COUNTER SIGNED BY DIRECTOR, RSB

Percentage	Grade
60 above	First Class
51 to 59	Second Class
40 to 50	Third Class
Below 40	Failure

**RSB, ANDHRA PRADESH**  
BA (HRM), ANDHRA UNIVERSITY  
TABULATED RESULTS - AT THE END OF FIVE YEARS

FIRST YEAR							SECOND YEAR							THIRD YEAR							
INSTITUTE : RSB, ANDHRA PRADESH							NAME :							FATHER'S NAME:				REGISTRATION No:			
Sl. No	Code	Subject	Total Marks	Pass Marks	Marks Obtained	Month & Year	Sl. No	Code	Subject	Total Marks	Pass Marks	Marks Obtained	Month & Year	Sl. No	Code	Subject	Total Marks	Pass Marks			
1	IM 101	English	100	40		Mar-17	1	IM 201	English II	100	40		Mar-18	1	BAHRM 101	English	100	40			
2	IM 102	Hindi	100	40		Mar-17	2	IM 202	Hindi II	100	40		Mar-18	2	BAHRM 102	Hindi	100	40			
3	IM 103	INSURANCE & Risk Management	100	40		Mar-17	3	IM 203	General Management	100	40		Mar-18	3	BAHRM 103	Foundation Course	100	40			
4	IM 104	Principles of Accounting	100	40		Mar-17	4	IM 204	Knowledge Management	100	40		Mar-18	4	BAHRM 104	Industrial Relations	100	40			
5	IM 105	Business Economics & Fiancial Analysis	100	40		Mar-17	5	IM 205	Advance Human Resource Management	100	40		Mar-18	5	BAHRM 105	Human Resource Development	100	40			
6	IM 106	Basic Human Resource Management	100	40		Mar-17	6	IM 206	Supply Chain Management	100	40		Mar-18	6	BAHRM 106	Employee Welfare and Labour Administration	100	40			
7	IM 107	Basic Computer Applications	100	40		Mar-17	7	IM 207	Disaster Management	100	40		Mar-18	7	BAHRM 107	Computer Applications	100	40			
<b>Total</b>			<b>700</b>	<b>280</b>			<b>Total</b>			<b>700</b>	<b>280</b>			<b>Total</b>			<b>700</b>	<b>280</b>			
Total Marks for all 05 Years:3500							Total marks obtained for 05 years:							Percentag							

(BOO)

(BOO)

(B)

COUNTER SIGNED BY DIRECTOR, RSB



		FOURTH YEAR						FIFTH YEAR							
		LANGUAGE: ENGLISH						GENDER:MALE							
Marks Obtained	Month & Year	Sl. No	Code	Subject	Total Marks	Pass Marks	Marks Obtained	Month & Year	Sl. No	Code	Subject	Total Marks	Pass Marks	Marks Obtained	Month & Year
	Mar-19	1	BAHRM 201	English	100	40		Mar-20	1	BAHRM 301	Research Methods and HR Skills	100	40		Mar-21
	Mar-19	2	BAHRM 202	Hindi	100	40		Mar-20	2	BAHRM 302	Strategic and International Human Resource Management	100	40		Mar-21
	Mar-19	3	BAHRM 203	Human Resource Management	100	40		Mar-20	3	BAHRM 303	Management of Unorganized Labour	100	40		Mar-21
	Mar-19	4	BAHRM 204	Principles of Management	100	40		Mar-20	4	BAHRM 304	Business Economics	100	40		Mar-21
	Mar-19	5	BAHRM 205	Labour Legislation and Case Law	100	40		Mar-20	5	BAHRM 305	Industrial Economics and Management of Technology	100	40		Mar-21
	Mar-19	6	BAHRM 206	Organizational Behaviour	100	40		Mar-20	6	BAHRM 306	Project - Dissertation	100	40		Mar-21
	Mar-19	7	BAHRM 207	Information Technology & Human Resource Information Systems (IT&HRS)	100	40		Mar-20	7	BAHRM 307	Comprehensive Viva - Voce	100	40		Mar-21
		<b>Total</b>			<b>700</b>	<b>280</b>			<b>Total</b>			<b>700</b>	<b>280</b>		

Final Grading:

(BOO)

(BOO)

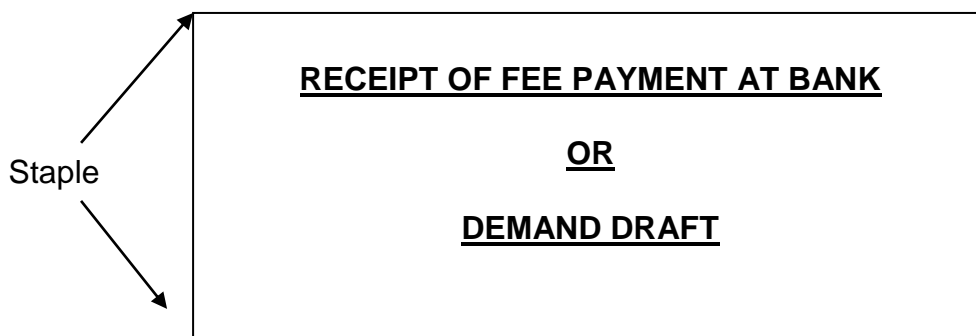
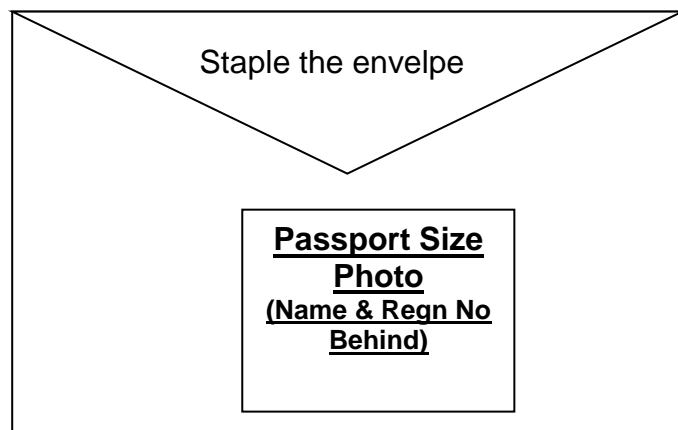
(BOO)

(BOO)

COUNTER SIGNED BY DIRECTOR, RSB

**DETAILS OF INDIVIDUAL**  
**(A 4 size paper)**

1. Name :
2. S/O
3. Registration Number :
4. District
5. State :
- 6 3 years / 5 years :



Appendix -E  
(Refer to Para No. 17 of SOP)

ANDHRA UNIVERSITY											
Course - BA (HRM)											
CONSOLIDATED LIST OF APPLICANTS											
Sl. No.	Service No	Name	Father's Name	Details of RSB & ZSB		Class Awarded			Details of Payment		
				RSB	ZSB	Part -I	Part - II	Part -III	Amount	Transaction ID & Date	Banker

(Stamp/ Seal of Office of RSB)

Date:

Place:

(Signature of Director, Rajya Sainik Board)

**\*\* for Matriculates Part-IV & Part-V shall be included under Class Awarded**



Appendix - F  
(Refer to Para No. 18 of SOP)

ANDHRA UNIVERSITY									
Course - BA (HRM)									
RECEIPT : DEGREE & CMM									
Sl. No.	Service No	Name	Father's Name	Details of RSB & ZSB		DEGREE	CMM	Signature of Individual	Remarks
				RSB	ZSB				

(Stamp/ Seal of Office of ZSWO)

Date:

Place:

(Signature of Zilla Sainik Welfare Officer)