

**STANDING OPERATING PROCEDURE (SOP) FOR RECOMMENDING STUDENTS OF
B.Sc (NURSING) FOURTH YEAR OF AWES RUN NURSING COLLEGES TO
PURSUE M.Sc (NURSING) PROGRAM AT USA, WITH SCHOLARSHIP
FROM KAKINI BUILDING HUMANITY TRUST**

INTRODUCTION

1. Army Welfare Education Society (AWES) is a registered body under the Societies Registration Act XXI of 1860 since April 1983. AWES was raised for the purpose of establishing educational institutions, including Professional Colleges of Higher Education for wards of Army personnel and Widows.
2. Army College of Nursing (ACN), Jalandhar Cantt and Army Institute of Nursing (AIN), Guwahati under the aegis of AWES offer B.Sc (Nursing) under graduate (UG) course to eligible wards (girls only) of Serving and Retired Army personnel and Widows. A MoU has been signed between AWES and Kakini Building Humanity Trust for instituting two scholarships annually (one each for ACN Jalandhar Cantt and AIN Guwahati) for the final year students and alumni at the specified universities in USA.

AIM

3. The aim of this SOP is to lay down guidelines for selection of eligible B.Sc (Nursing) Fourth Year students and alumni of ACN Jalandhar Cantt and AIN Guwahati, for availing of two scholarships at University of La Verne, California (USA) and Western University of Health Sciences, California Campus (USA) sponsored by Kakini Building Humanity Trust.

ELIGIBILITY CONDITIONS

4. **Eligibility.** Only final year students and alumni of ACN Jalandhar Cantt and AIN Guwahati, shall be eligible for the said scholarship. Eligibility criteria for consideration will be as under :-
 - (a) Student should be a ward of Army personnel / Army Widow.
 - (b) Candidate must have :-
 - (i) Obtained an aggregate of minimum 70% marks in B.Sc (Nursing) Third Year University examinations.
 - (ii) Minimum 80% attendance in Theory and Practical in all previous years of study at ACN Jalandhar Cantt and AIN Guwahati.
 - (c) Student should not have been involved in any disciplinary case throughout the stay in the college / institute.
 - (d) Candidate should not have failed / reappeared in any subject in the University examination during the entire course.

SELECTION PROCEDURE

5. **Selection.** All students of B.Sc (Nursing) Fourth Year and alumni who meet the eligibility criteria, as given in Para 4 above, shall be eligible for nomination. However, criteria for alumni will be based on the final year result declared by the University.



6. **Composition of Selection Committee.** The selection will be carried out by a committee composed as under :-

- | | | | |
|-----|-------------------|---|---------------------------|
| (a) | Presiding Officer | - | Principal |
| (b) | Members | - | 1. Vice Principal / Prof |
| | | | 2. 01 x HOD (In rotation) |
| | | | 3. Registrar & HoA |

7. **Procedure.** Nomination of students will be based on merit and through following procedure :-

(a) College / Institute will convene a Selection Committee with the approval of the Chairman College / Institute Management Committee (CMC / IMC) to select and nominate five students each for the two universities of USA (total 10 students from each college / institute). In addition, five names each from their respective alumni may also be shortlisted. Selection will be based on the following :-

(i) Marks scored in various fields viz, academic performance, attendance, nursing skills, contextual research synopsis / assignment and participation in co-curricular / extra co-curricular activities.

(ii) The proceedings of Selection Committee will include merit list along with breakdown of marks scored by each candidate and recommended list of nominated candidates.

(b) An interview to assess personality and communication skills.

(c) Final list of nominated candidates will be provided to Kakini Building Humanity Trust after the approval of the **Competent Authority**.

8. **Scoring Criteria (Total Marks-200).** As under (The selection criteria will be uploaded on the college / institute website and displayed prominently on the Notice Board) :-

(a) **Academic Performance (Max Marks-100).** Overall average percentage of marks obtained in University examination will be awarded as marks e.g. 80% mean 80 marks.

(b) **Overall Attendance (Max Marks-10).**

(i) Above 95% - 10 Marks.

(ii) Above 90% - 05 Marks.

(iii) Above 85% - 03 Marks.

(iv) Above 80% - 02 Marks.

(c) Nursing Skills Assessment (Practical) - 50 Marks.



- (d) Research Synopsis / Assignment (Written) - 10 Marks.
- (e) Participation in Co-Curricular / Extra Curricular Activities (As per College / Institute records) - 10 Marks.
- (f) Interview / Viva Voce / Communication Skills by Selection Committee - 20 Marks.

9. **Tie Breaker.** In case of a tie between more than one students, the candidate securing higher rank in B.Sc (Nursing) Fourth Year examination, conducted by the college / institute will be given preference.

10. **Recommendations.** Each college / institute concerned will, through the Selection Committee Report, recommend five students and five alumni for each University in USA. The report will be processed through channels of management for approval by the **Patron of the respective College / Institute.**

DOCUMENTATION, RESPONSIBILITIES AND TIMELINE

11. **Agreement.** ACN Jalandhar Cantt and AIN Guwahati will be responsible for shortlisting of candidate(s) and actions related to the same. A Tripartite Agreement will be signed between the Trust, Students and their Parents for further continuation of studies, terms and conditions of scholarship and its progress till completion of course.

12. **Action by the Students / Parents.** Participation in the selection process for the scholarship is purely a voluntary action by the students, duly consented by their parents, as per format attached at **Appendix 'A'**.

13. **Responsibility of the Trust.** On receipt of names of recommended students, the Trust will form a panel of experts which will include members from the respective Universities who will evaluate and assess the students on merit; accordingly, a merit list will be formulated depending upon the performance of students. After shortlisting, the Trust will forward final merit list to AWES for approval, before the award of scholarship. The Trust will facilitate two scholarship positions annually for Master's degree in Nursing at USA at following reputed colleges :-

- (a) University of La Verne, 1950 Third Street, La Verne, CA 91750.
- (b) Western University of Health Sciences, California Campus, 309 E CA 91766.

14. The overseas scholarship will cover the following for the entire duration of said Master's Degree Course at University / College specified in Para 13 above :-

- (a) **Application Fee Waiver.** The Trust will facilitate for waiver of the Application Fee.
- (b) **Deposit Fee Waiver.** The Trust will facilitate for waiver for the Deposit Fee.
- (c) Tuition Fee.
- (d) Boarding and Lodging.



(e) The scholarship will be effective on arrival at the College, post the receipt of I20 Form for visa application by the respective student (obtaining visa will be sole responsibility of the student / parent).

15. **Time Lines.** The Master in Nursing (MSN) course at Western University of Health Sciences and Masters in Health Administration (MHA) at University of La Verne are conducted in Fall and Spring seasons. This SOP is made for admissions in Fall Season (Aug). Hence, both the college / institute will forward the Selection Committee Report, duly approved by the BoA to HQ AWES within three months of the declaration of B.Sc (Nursing) Third Year result by the respective University, but not later than 15 Jan every year. The tentative timelines for various actions to be taken by all concerned are as follows : -

Ser No	Action	Time Line
(a)	Selection process by College / Institute	01 to 15 Dec
(b)	Fwd of names to O/o the Chairman IMC / CMC and Patron	15 Dec
(c)	Fwd of names to Comd HQ (BoA)	31 Dec
(d)	Fwd of names to HQ AWES (after approval of BoA)	15 Jan
(e)	Fwd of names to Trust (By college / institution)	31 Jan
(f)	Selection Process (at Universities)	01 to 28 Feb
(g)	Declaration of Result	28 Feb
(h)	Visa / Document Process & NCLEX (RN)	Mar-Jul
(j)	Migration to USA	Aug

16. **Application Forms.** The students / alumni, eligible for scholarship, will submit their Application Form, as per **Appendix 'B'** to the SOP to Principal of respective college / institute by **20 Nov**, every year.

17. **Redressal of Grievances.** In case any student feels aggrieved, she will be given opportunity to represent in writing to Principal of concerned college/ institute within 10 days of the display of merit list. The sample for written representation for the same is attached as **Appendix 'C'**. Representations received after due date will not be considered.

18. **Merit List.** The Merit List of eligible students will be prep by Screening Committee, as per the format given at **Appendix 'D'**.



CONCLUSION

19. This SOP lays down the guidelines for selection of eligible students of B.Sc (Nursing) Fourth Year and alumni of ACN Jalandhar Cantt and AIN Guwahati for pursuing M.Sc (Nursing) program at USA under scholarship offered by the Kakini Building Humanity Trust.

Case No : 45840/SOP/AWES

Army Welfare Education Society (AWES)
Building No 202, Shankar Vihar
Delhi Cantonment,
New Delhi-110010

Himmat Singh

(Himmat Singh)
Col (Retd)
Director Colleges
for Managing Director

Dated : 12 Dec 2022

Distribution :-

HQ Western Command (AWES)

HQ Eastern Command (AWES)

ACN Jalandhar Cantt

AIN Guwahati



UNDERTAKING BY PARENTS

1. I, No Rank Name
father / mother of, student of B.Sc (Nursing) Fourth Year at
..... hereby express my consent for my
daughter to pursue M.Sc (Nursing) program at USA, which is sponsored through scholarship by
Kakini Building Humanity Trust.

OR

1. I, No Rank Name
father / mother of, alumni of
hereby express my consent for my daughter to pursue M.Sc (Nursing) program at USA, which
is sponsored through scholarship by Kakini Building Humanity Trust.

2. I hereby undertake that Management / Principal / Registrar / any employee of
..... (name of college / institute) and / or any employee of
Army Welfare Education Society (AWES), New Delhi will not be held responsible at any stage,
in case of any mishappening to my daughter, during the duration of study at USA under said
scholarship programme.

Dated :

Deponent

Witness

1.
.....
.....
2.
.....
.....



APPLICATION FORM : M.SC (NURSING) PROGRAM AT USA
SPONSORED BY KAKINI BUILDING HUMANITY TRUST

Passport
photograph of
Student duly
attested by
AWES College
/ Institute

NOTE : PLEASE DO NOT LEAVE ANY INFO BLANK

USE BLOCK CAPITAL LETTERS ONLY

FOR OFFICIAL
USE ONLY

Parents Details

1. Personal No / Army No : _____
2. Rank : _____
3. Name : _____
4. Arms / Service : _____
5. Date of Commission /
Enrolment : _____
6. Date of Retirement /
Release/Death : _____
7. Postal Address : _____
(with unit Pin Code No of
serving personnel)

8. **Particulars of the Student.**

- (a) Name : _____
- (b) Sex (M/F) : Male / Female
- (c) Date of Birth :

DD	MM	YY
- (d) E-mail : _____
- (e) Mobile Number : _____

Registration No

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9. I am studying in B.Sc (Nursing) Fourth Year / have completed my B.Sc (Nursing) course during the Academic Session from (name of college / institute). My B.Sc (Nursing) Third Year Result / Final Grade is as under : -

Academic Year	Class Passed	Marks / Grade Obtained	Total Marks	Percentage of Marks	Overall position Class / Stream

10. I am willing to pursue M.Sc (Nursing) program at USA, which is sponsored by Kakini Building Humanity Trust.

11. I undertake that participation in the selection process and pursuing M.Sc (Nursing) program at USA, sponsored by Kakini Building Humanity Trust is by voluntary action. I further undertake that management / authorities of ACN / AIN / AWES will not be held responsible in any manner, whatsoever, for any mishappening which may occur to me while pursuing the selected course at USA.

Place :

Signature of Student

Date :

(Name of student in full)

CERTIFICATE

1. Certified that particulars mentioned above and mark sheets have been verified as per records available with _____ (name of the college / institute) in respect of Miss _____ daughter of No _____ Rank _____ Name _____.

2. CTC of the following are enclosed : -

- (a) Matriculation / 10+2 level Certificate (for proof of date of birth).
- (b) Mark Sheets.
- (c) Student's Identity Card.

Station :

Office
Seal

Dated :

(Head of College / Institute)



SAMPLE LETTER FOR REDRESSAL OF GRIEVANCES

To

The Principal

.....

Sub : Grievances : Merit List for award of scholarship to pursue M.Sc Program at USA.

Respected Madam,

1. I, _____ D/O _____, student of B.Sc (Nursing) _____ year / Alumni of _____ (College / Institute) bring to your kind notice that I have got ___% marks in B.Sc (Nursing) Third / Final Year during the academic session 20__-__. As per the merit list displayed on the college website / notice board on _____, I have not found my name included in the same.
2. The reasons for which my name should have been included for grant of above scholarship are as under : -
 - (a)
 - (b)
 - (c)
3. In view of the above, may I request your goodself to kindly have the matter examined and include my name accordingly.

Thanking you,



Appendix 'D'
(Ref para 18 of SOP)

**MERIT LIST : SCHOLARSHIP FOR STUDY ABROAD SPONSORED
BY KAKINI BUILDING HUMANITY TRUST**

Ser No	Parents Details	Particulars of Students	% of Marks in B.Sc (Nursing) Third Year / Fourth Year for Alumni	Academic Performance (100 Marks)	Overall Attendance (10 Marks)	Nursing Skills Assessment (Practical) (50 Marks)	Research Synopsis / Assignment (Written) (10 Marks)	Participation in Co-Curricular / Extra Curricular Activities (10 Marks)	Interview / Viva Voce / Communication Skills (20 Marks)	Total (200 Marks)	Remarks
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

