

# **UNIVERSITY CADET CORPS**

## **ORDINANCE**



**AKS UNIVERSITY SATNA (M.P)**

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# 1. Foundational Information

## 1.1 Preamble

Recognizing the importance of national defense, character building, and the development of disciplined and responsible citizens, this Ordinance establishes the University Cadet Corps (UCC) within the jurisdiction of AKS University. The UCC shall aim to inculcate in its cadets the values of patriotism, leadership, teamwork, and service to the nation while providing them with basic military training and exposure to defense-related activities.

## 1.2 Establishment

The University Cadet Corps (UCC) is hereby established in 10<sup>th</sup> of December 2020 under the chairmanship of Pro Chancellor. Anant Kumar Soni of the AKS University. Shri. Vijay Yadav and Shri. Sunil Pandey were given the reins of this work. On 21-10-21, Subedar Major Honoray Captain Rawendra Singh Parihar who retired from the Indian Army after 32 years and Drill Instructor from Indian Military Academy, (Dehradun) appointed as UCC Commander of University Cadet Corps (UCC).

## 1.3. Motto "Discipline and Dedication"

The motto "Discipline and Dedication" encapsulates the core values and guiding principles that drive a successful University Cadet Corps (UCC). It speaks to the two essential pillars upon which personal growth, leadership development, and organizational effectiveness are built. Let's explore this motto in detail:

### **Discipline:**

Discipline, in the context of a UCC, goes far beyond simply following orders. It represents a multifaceted concept that encompasses:

- **Self-Discipline:** This is the foundation of all discipline. It refers to the ability to control one's own impulses, emotions, and actions, even in the face of challenges or temptations. It includes:
  - Punctuality:** Being on time and prepared for all commitments.
  - Adherence to Standards:** Following rules, regulations, and established procedures.
  - Orderliness:** Maintaining a neat and organized appearance and environment.
  - Self-Control:** Exercising restraint and making responsible choices.
  - Perseverance:** Continuing to work towards goals despite obstacles or setbacks.

- **Drill and Ceremony:** Participation in drill and ceremony exercises instills discipline by requiring precision, teamwork, and adherence to commands. This develops:

**Attention to Detail:** Performing movements and formations with accuracy and precision.

**Teamwork and Coordination:** Working together as a unit to achieve a common goal.

**Respect for Authority:** Responding promptly and respectfully to commands.

- **Mental Discipline:** This involves the ability to focus, concentrate, and maintain mental clarity under pressure. It's developed through:

**Training and Instruction:** Engaging actively in training and absorbing new information.

**Problem-Solving:** Developing critical thinking skills and the ability to make sound decisions.

**Stress Management:** Learning to manage stress and perform effectively in challenging situations.

- **Discipline as a Foundation for Leadership:** True leadership cannot exist without discipline. Leaders must embody discipline in their own actions to effectively lead and inspire others.

## **Dedication:**

Dedication represents a deep commitment to the UCC, its values, and its mission. It signifies a willingness to invest time, effort, and energy to achieve shared goals. Key aspects of dedication include:

- **Commitment to the Mission:** Understanding and embracing the UCC's purpose and objectives.
- **Willingness to Serve:** Putting the needs of the UCC and its members before personal interests.
- **Perseverance and Resilience:** Overcoming challenges and setbacks with determination and a positive attitude.
- **Continuous Improvement:** Striving to improve oneself and contribute to the betterment of the UCC.
- **Teamwork and Collaboration:** Working effectively with others to achieve common goals.
- **Loyalty and Support:** Supporting fellow cadets and the UCC leadership.
- **Time and Effort:** Investing the necessary time and effort to fulfill responsibilities and contribute to the UCC's success.
- **Pride and Ownership:** Taking pride in being a member of the UCC and taking ownership of its successes and challenges.

## **The Interplay of Discipline and Dedication:**

Discipline and dedication are not independent qualities; they are intrinsically linked and reinforce one another.

- **Discipline fuels Dedication:** Discipline provides the structure and framework for dedicated action. Without discipline, dedication can become unfocused and ineffective.
- **Dedication strengthens Discipline:** A strong sense of dedication provides the motivation and perseverance to maintain discipline, even when it's difficult.

### "Discipline and Dedication Make": Completing the Motto

The motto "Discipline and Dedication Make..." implies a result or outcome. This can be interpreted in several ways:

- **"Discipline and Dedication Make Leaders":** This highlights the motto's focus on leadership development. Discipline and dedication are essential qualities for effective leaders.
- **"Discipline and Dedication Make Success":** This emphasizes the importance of these qualities for achieving goals and overcoming challenges.
- **"Discipline and Dedication Make a Strong UCC":** This focuses on the organizational impact of these values. A UCC composed of disciplined and dedicated members will be a strong and effective organization.
- **"Discipline and Dedication Make Character":** This interpretation highlights the personal growth aspect, emphasizing how these qualities build strong moral character.

### 1.4.UCC FLAG



The image shows a flag likely representing a University Cadet Corps (UCC) at AKS University. Here's a brief description:

1. **Color Scheme:** The flag is divided horizontally into three equal bands: light blue (top) represents Air Force, white (middle) represents Navy, and red (bottom) represents Army. This color combination is often associated with patriotism and national colors in various countries.

2. **Central Emblem:** In the center of the white band is a prominent emblem. This emblem features:

**"UCC" Monogram:** The letters "UCC" are prominently displayed, likely in a stylized or bold font.

**AKS University Text:** The name "AKS University" is incorporated within the emblem, indicating the affiliation of the UCC.

**Crossed Swords/Sabers:** Two crossed swords or sabers are visible, a common symbol associated with military or cadet organizations, representing honor, leadership, and defense.

**Torch/Flame:** Above the "UCC" monogram is a torch or flame, symbolizing knowledge, enlightenment, and the pursuit of excellence.

**Banner/Ribbon:** A banner or ribbon beneath the central elements displays the motto: "Discipline and Dedication."

3. **Motto:** The motto "Discipline and Dedication" is prominently featured, emphasizing the core values of the UCC.

## 1.5 Objectives

The primary objectives of the UCC shall be to:

1. **Develop National Character:** Foster patriotism, love for the country, and a sense of national pride among cadets.
2. **Promote Physical Fitness:** Encourage physical fitness, discipline, and a healthy lifestyle through rigorous physical training and activities.
3. **Develop Leadership Qualities:** Cultivate leadership skills, teamwork, and the ability to work effectively in diverse groups.
4. **Provide Military Exposure:** Introduce cadets to basic military knowledge, skills, and drills, and familiarize them with the functioning of the Armed Forces.
5. **Prepare for National Service:** Encourage cadets to consider a career in the Armed Forces and other national service organizations.
6. **Develop Social Awareness:** Inculcate a sense of social responsibility and encourage cadets to participate in community service activities.
7. **Character Building:** Develop qualities such as honesty, integrity, self-discipline, and a strong moral compass.

## 1.6 Vision

Contribute in Nation building through comprehensive training under the UCC programme installing in the cadet a high pattern of discipline, moral and ethical values, inculcating proactive work approach and over all modification of behavior to enable them to contribute their best throughout the career.



## **1.7 Mission**

To Inculcate deep sense of decision making and micro planning skills in the cadets to enable them to act voluntarily for the betterment of the nation and the society while, optimizing their opportunities and available resources Throughout their life.

## **2. Enrolment**

### **2.1 Enrolment Procedure**

#### **Qualifications for Enrolment in the Senior Division/Senior Wing**

No student (male or female) of any University offering themselves for enrolment in the Senior Division/Senior Wing shall be eligible for enrolment unless they meet the following criteria:

1. They are of good character.
2. They are a citizen of India.
3. They are under the age of 24 years.
4. They are on the roll of the College that is providing the unit or part thereof.
5. They satisfy the standards of physical fitness in height, chest measurement, and other respects as specified by the University Cadet Corps.
6. They have not at any time been convicted of an offense involving moral turpitude, resulting in a sentence other than a fine or imprisonment in default of payment of a fine, where such sentence has not been subsequently reversed or remitted, or the offense pardoned.

#### **Application for Enrolment**

1. A student desiring enrolment in the Senior Division/Senior Wing shall apply to the UCC Commander of the unit.
2. The UCC Commander to whom an application has been made shall cause the applicant to fill up and sign a statement in Form I in their presence.

#### **Verification**

1. When an application is made to a UCC Commander, they shall satisfy themselves that the application is in the proper form and that the applicant fulfills the conditions of enrolment specified in rule 5 or 6, as applicable.
2. The UCC Commander may make such further inquiry regarding the suitability of the applicant for enrolment in the unit or part thereof in which they desire to be enrolled, as may be prescribed in this behalf by the University.

#### **Medical Examination**

If the UCC Commander is satisfied that the application is in order, that the applicant fulfills the conditions of enrolment, and that they are suitable for enrolment in the unit or part thereof in which they desire to be enrolled, they shall cause the applicant to undergo a medical examination.

## **Rejection**

If the UCC Commander is not satisfied that the application is in order, or that the applicant fulfills the conditions of enrolment, or that they are suitable to be enrolled in the unit or part thereof, or if the applicant is reported to be medically unfit for service in the University Cadet Corps, the Commanding Officer or the Headmaster shall reject the application and shall inform the applicant accordingly.

## **Method of Enrolment**

If the Commanding Officer does not reject the application, the applicant shall be accepted for enrolment in the Senior Division/Senior Wing and shall be required to sign a declaration in Form I.

If the Commanding Officer is satisfied that the applicant, or their father or guardian in the case of a minor applicant, understands the questions put to the applicant and consents to the conditions of service, they shall sign a certificate to that effect on the said Form, and the applicant shall thereupon be deemed to have been enrolled.

## **Period of Enrolment**

Every cadet accepted for enrolment in the Senior Division/Senior Wing shall be enrolled for a period of three years.

## **Extension of Service**

A cadet of the Senior Division/Senior Wing may be permitted to extend their enrolment for a voluntary period of one year at a time, up to a maximum of four years of total service.

## **2.2 Raising of a Senior Division/Senior Wing**

**Conditions for Raising a Unit of the Senior Division/Senior Wing** – A unit or part there of the Senior Division/Senior Wing may be raised in a college subject to the following conditions:

1. The college shall give an undertaking that it can enroll and maintain up to the allotted strength of the unit or part thereof.
2. The college shall provide a storeroom for the storage of clothing and equipment for the allotted unit or part thereof and provide accommodation for an office.
3. The college shall arrange for the use of a suitable parade ground.
4. The college shall provide a suitable short range or arrange to obtain the use of such a short range.
5. The college shall provide a suitable miniature rifle range or arrange to obtain the use of such a miniature rifle range.

## **2.3 Appointment and Transfer**

### **Appointment**

A cadet enrolled in the Senior Division/Senior Wing shall be appointed by the UCC Commander to the unit or part of the unit that is provided by the college to which the student belongs.

### **Transfer**

The transfer to a UCC unit of the Senior Division/Senior Wing, as the case may be, of a cadet who has been appointed to a unit of that Division will be permissible by the mutual consent of the Officers In Charge.

## **2.4 Oath**

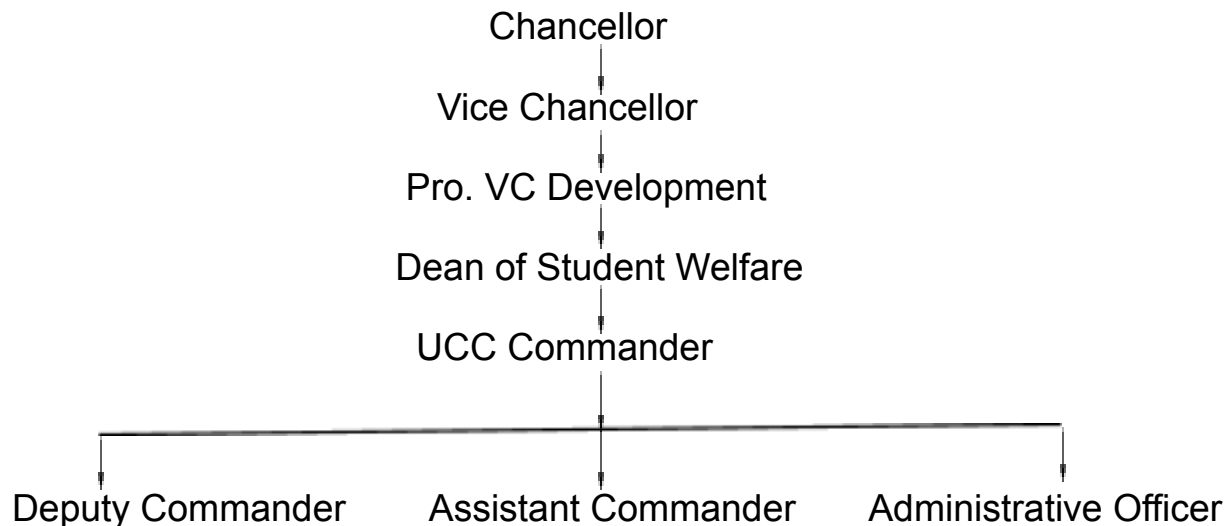
"I, [Cadet's Name], do solemnly swear that I will support and defend the principles of the University Cadet Corps; that I will uphold its core values of discipline, integrity, respect, loyalty, duty, and selfless service; that I will abide by the rules and regulations of the Corps and the University; that I will strive for personal and professional excellence, and serve my community and the Corps to the best of my ability." I so affirm.

## **2.5 Pledge**

"I pledge to uphold the core values of the University Cadet Corps: Discipline, Integrity, Respect, Loyalty, Duty, and Service. I will strive to embody these values in my actions, both within the Corps and in my community."

## 3. Organization and Administration

### 3.1 Organization



### 3.1 UCC Commander

The UCC Commander is the senior-most adult leader responsible for the overall command, control, and supervision of the entire UCC. This individual is ultimately accountable for the UCC and its adherence to university policies and any relevant university regulations.

#### 1. Qualifications:

- **Military Experience:** The Commander is typically a commissioned officer (often a veteran or in the reserve) with significant leadership experience in the armed forces. A background in training or youth development is highly desirable. The specific rank might vary (Captain, Major, Lieutenant Colonel, or Colonel), depending on the size and scope of the UCC.
- **Educational Background:** A bachelor's degree is usually the minimum requirement, and a master's degree in a related field (e.g., leadership, education, public administration) may be preferred.

- **Leadership and Management Skills:** Demonstrated ability to lead and manage personnel, plan and execute training programs, and work effectively with diverse groups.
- **Understanding of Youth Development:** Knowledge of youth development principles and best practices.
- **Commitment to the UCC Mission:** A strong belief in the UCC's mission and a commitment to developing future leaders.

## 2. Appointment:

- The Commander is typically appointed by the university administration (e.g., the university president or a designated vice president) in consultation with relevant stakeholders (e.g., the UCC advisory board or representatives from the armed forces, if applicable).
- The appointment process may involve a formal application, interview, and selection process.

## 3. Duties:

- **Overall Management:** Oversees all aspects of the UCC, including training, administration, logistics, and finances.
- **Policy Implementation:** Ensures that the UCC operates in accordance with its ordinance, university policies, and any applicable external regulations.
- **Strategic Planning:** Develops long-term plans and goals for the UCC, aligning them with the university's mission and objectives.
- **Liaison:** Acts as the primary liaison between the UCC and the university administration, as well as with external organizations (e.g., military units, community groups).
- **Personnel Management:** Oversees the selection, training, and evaluation of UCC staff and instructors.
- **Discipline and Standards:** Maintains discipline and enforces standards of conduct among cadets and staff.
- **Resource Management:** Manages the UCC's budget, equipment, and facilities.
- **Public Relations:** Represents the UCC in public events and promotes the program within the university and the community.

## 4. Powers:

- **Overall Authority:** Has ultimate authority over all UCC matters, subject to university policies and regulations.
- **Decision-Making:** Makes key decisions regarding training, operations, and administration.
- **Appointment and Removal:** Appoints and removes staff and instructors (with university approval, if necessary).
- **Disciplinary Authority:** Has the authority to impose disciplinary actions on cadets and staff for violations of rules and regulations.

- **Budgetary Control:** Manages the UCC's budget and authorizes expenditures.

### 3.3 Deputy Commander

The Deputy Commander is the second-in-command, assisting the Commander in all aspects of managing the UCC.

1. **Qualifications:**

- An armed forces veteran.
- May have specific expertise in areas such as operations, logistics, or administration.
- Strong organizational and communication skills are essential.

2. **Appointment:**

- Appointed by the university administration, often on the recommendation of the UCC Commander.

3. **Duties:**

- **Assists the Commander:** Supports the Commander in carrying out their duties and responsibilities.
- **Supervises Staff and Units:** Directly supervises specific staff members or units within the UCC, as delegated by the Commander.
- **Operations and Training:** Often takes a lead role in planning and coordinating training activities and operations.
- **Acts in Commander's Absence:** Assumes command of the UCC in the Commander's absence.

4. **Powers:**

- **Delegated Authority:** Exercises the authority delegated to them by the Commander.
- **Supervisory Authority:** Has supervisory authority over assigned staff and units.
- **Acting Authority:** Assumes the full authority of the Commander when they are absent.

### 3.4 Assistant Commander

The Assistant Commander provides support to both the Commander and the Deputy Commander, often focusing on specific areas such as training, administration, or logistics.

- **Qualifications:**
  - May be an NCC 'C' certificate holder or a qualified university staff/faculty member.
  - Should have experience in leadership, training, or a relevant field.
  - Good communication and interpersonal skills are important.
- **Appointment:**
  - Appointed by the university administration, often on the recommendation of the UCC Commander.
  -
- **Duties:**
  - **Assists the Commander and Deputy Commander:** Provides assistance as directed.
  - **Specific Responsibilities:** May be assigned specific responsibilities related to training, administration, logistics, or other areas. For example:
    1. **Training Officer:** Responsible for planning and coordinating training activities.
    2. **Administrative Officer:** Responsible for managing records, reports, and other administrative tasks.
    3. **Logistics Officer:** Responsible for managing equipment, supplies, and facilities.
  - **Supervises Subordinate Staff:** May supervise junior staff members or cadet leaders in their assigned area of responsibility.
- **Powers:**
  - **Delegated Authority:** Exercises the authority delegated to them by the Commander or Deputy Commander.
  - **Supervisory Authority:** Has supervisory authority over assigned staff or cadet leaders.

### 3.5 Administrative Officer

The Administrative Officer in a UCC plays a vital support role to the Commander, handling the essential organizational and logistical tasks that keep the Corps running smoothly.

1. **Qualifications:**
  - A bachelor's degree in business administration, management, or a related field is often preferred.
  - Knowledge of basic accounting and financial management principles.
  - Proficiency in computer applications and office software.



2. **Appointment:** Appointed by the university administration, often on the recommendation of the UCC Commander.
3. **Duties:**
  - **Personnel Management:**
    - A. Maintaining cadet records (attendance, training progress, awards, disciplinary actions).
    - B. Assisting with cadet enrollment and registration.
    - C. Coordinating communication with cadets and their families.
    - D. Managing staff records and administrative support personnel (if any).
  - 
  - **Logistics and Supply:**
    - A. Managing the inventory of uniforms, equipment, and training materials.
    - B. Coordinating the procurement and distribution of supplies.
    - C. Arranging transportation for training events and activities.
    - D. Maintaining training facilities and equipment.
  - **Financial Administration:**
    - A. Assisting with budget preparation and management.
    - B. Processing invoices and payments.
    - C. Maintaining financial records and reports.

#### 4. **Powers and Authority:**

The Administrative Officer's powers are primarily administrative and logistical, delegated by the Commander. Their powers include:

- A. Managing administrative processes and procedures.
- B. Directing administrative staff (if any).
- C. Coordinating logistics and resources.
- D. Collecting and managing data and information.
- E. Making recommendations to the Commander on administrative matters.

### 3.6 Roles and Duties of Rank Holders

The University Cadet Corps (UCC) provides a structured rank system for its cadets, similar to the military, which helps in maintaining discipline, leadership, and organizational skills. Here's a detailed overview of the roles and responsibilities of UCC rank holders:

- A. Cadet: The entry-level position for all UCC members. Cadets participate in basic training and activities such as drill, physical fitness, and community service. Their role is to learn and follow instructions.
- B. Lance Corporal: A step above the cadet, responsible for a small group of cadets. Duties include assisting in training, leading small drills, and ensuring discipline among peers.
- C. Corporal: In charge of a section (usually 10-12 cadets). Corporals help conduct training sessions, supervise cadets during activities, and assist higher-ranking officers. They play a key role in maintaining discipline and morale.
- D. Sergeant: Manages a platoon (approximately 30 cadets). Responsibilities include overseeing drills, training sessions, and ensuring that all activities are conducted smoothly. Sergeants also mentor junior cadets.
- E. Company Sergeant Major (CSM): Assists the Company Commander and is responsible for the administration and discipline of the company. The CSM oversees all company activities, ensures that orders are executed properly, and maintains a high standard of training.
- F. Company Quartermaster Sergeant (CQMS): Manages the company's logistics, including the distribution of uniforms, equipment, and supplies. The CQMS ensures that all materials are in good condition and properly accounted for.
- G. Cadet Under Officer (CUO): A high-ranking cadet responsible for leading the company. The UO acts as a bridge between the cadets and the officers, implementing orders, leading parades, and ensuring discipline. UOs also represent the company in inter-unit competitions and events.
- H. Senior Under Officer (SUO): The highest rank in the senior division, typically responsible for an entire battalion or regiment. SUOs oversee all activities, ensure coordination among different companies, and represent the UCC unit at official functions and events. They are key leaders and role models for other cadets.

### **3.7 UCC Cadet Promotion Policy & Eligibility Criteria**

The promotion of a cadet shall be decided by the Cadet Under Officers and Senior Under Officers

- A. To become a Lance Corporal in UCC, a cadet must have undergone at least 3 months of UCC training, have a minimum 75% attendance in parade, and pass the drill test, map reading, and field craft.
- B. Corporals must have worked for 6 months as Lance Corporals and passed the weapon training test.

- C. To become a Sergeant, a cadet must have worked for 6 months as a Corporal and be in their second year of UCC.
- D. To become a Company Quartermaster Sergeant, a cadet must have worked for 6 months as a Sergeant and be in their third year of UCC.
- E. To become a CSM, a cadet must have worked under SUO for 6 months and be in their third year of UCC
- F. Cadet Under Officers must have worked for at least 6 months as Sergeants and passed the 'B' certificate.
- G. Senior Under Officers must have worked for at least 6 months as Under Officers.

Every company in the SD/SW UCC has 80 cadets, including one Senior Under Officer, one Cadet Under Officers, one Company Sergeant Major , two Company Quartermaster Sergeant five Sergeants, nine Corporals, and 18 Lance Corporals.

## 4. Training & Activities, Awards and Examination

### 4.1 Training Activities

**A. Institutional Training:** This forms the core of UCC training and is conducted in colleges by UCC Officers It includes

- **Drill:** Cadets learn foot and arms drill, which develops discipline, coordination, and bearing.
- **Weapon Training:** Cadets are introduced to basic weapons handling, firing techniques, and safety precautions.
- **Physical Training:** Regular physical exercises, running, and sports activities ensure physical fitness and stamina.
- **Map Reading:** Cadets learn to read maps, use compasses, and determine directions, essential skills for navigation.
- **First Aid:** Basic first aid training equips cadets to handle medical emergencies.
- **Theory Classes:** These cover topics like national integration, citizenship, leadership, and disaster management.

**B. Camp Training:** Camps are an integral part of UCC training, providing cadet with practical experience and a taste of outdoor life.

- **Annual Training Camps (ATC):** These are held for a week or more and involve various activities like drill competitions, weapon training, obstacle courses, and cultural programs.
- **Centrally Organized Camps (COC):** These are conducted at the national level and offer specialized training in areas like adventure sports, leadership, and community development.
- **Army Attachment Camps:** Cadets get to spend time with regular army units, observing their functioning and way of life.

**C. Adventure Training:** UCC encourages cadets to participate in adventure activities to develop courage, teamwork, and a spirit of adventure.

- **Mountaineering:** Basic and advanced mountaineering courses are offered at various locations.
- **Trekking and Hiking:** These activities promote physical fitness and exploration.

**D. Community Development and Social Service Activities:** UCC cadets actively participate in various social service activities, contributing to community welfare.

- **Tree Plantation:** Cadets participate in tree plantation drives to promote environmental awareness.
- **Blood Donation Camps:** They organize and participate in blood donation camps to support local blood banks.
- **Disaster Relief:** UCC cadets are trained to assist in disaster relief operations.
- **Awareness Campaigns:** They conduct awareness campaigns on various social issues like health, hygiene, and social evils.

## 4.2 Activities

- A. **Republic Day Parade (RDP):** The most prestigious Parade, held in District/University, culminates in participation in the Republic Day parade.
- B. **Independence Day Parade (IDP):** The most prestigious Parade, held in District/University, culminates in participation in the Independence Day parade.
- C. **Army Attachment Camps (ATC):** These camps bring together cadets from different states to promote national unity and cultural exchange.
- D. **Annual Training Camps (ATC):** Annual training camps and camps for specialized training may be organized.

**A. Educational Tours :** Educational tours can take many forms, such as visits to museums, historical sites, science centers, nature reserves, or even local.

## 4.3 Awards and Recognition

Awards and recognition programs are vital components of a successful University Cadet Corps (UCC). They serve to motivate cadets, acknowledge achievements, reinforce positive behaviors, and foster a sense of pride and belonging within the organization. A well-structured awards and recognition system should be fair, transparent, and aligned with the UCC's core values and objectives.

Here's a detailed breakdown of awards and recognition within a UCC:

### I. Types of Awards and Recognition

Awards and recognition can be categorized in several ways:

- A. **Performance-Based Awards:** These recognize outstanding performance in specific areas, such as academics, physical fitness, leadership, or drill.

- B. **Service-Based Awards:** These acknowledge dedicated service and contributions to the UCC or the community.
- C. **Achievement Awards:** These recognize significant accomplishments or milestones, such as completing a challenging training course or leading a successful project.
- D. **Conduct Awards:** These recognize exemplary conduct, discipline, and adherence to the UCC's code of conduct.
- E. **Special Awards:** These are presented for unique or exceptional circumstances, such as acts of heroism or outstanding contributions to the UCC's mission.

## II. Specific Award Examples

Here are some examples of awards that a UCC might offer:

- A. **Academic Awards:**
  - **Dean's List Recognition:** For cadets who achieve a high GPA.
  - **Academic Excellence Ribbon/Medal:** For outstanding academic performance within the UCC.
- B. **Physical Fitness Awards:**
  - **Physical Fitness Excellence Ribbon/Medal:** For achieving high scores on physical fitness tests.
  - **Most Improved Physical Fitness Award:** For demonstrating significant improvement in physical fitness.
- C. **Leadership Awards:**
  - **Leadership Excellence Ribbon/Medal:** For demonstrating exceptional leadership qualities and performance in leadership positions.
  - **Cadet of the Month/Year:** For overall outstanding performance and contributions to the UCC.
- D. **Drill and Ceremony Awards:**
  - **Drill Excellence Ribbon/Medal:** For outstanding performance in drill competitions or evaluations.
  - **Color Guard Ribbon/Medal:** For service on the color guard.
- E. **Service Awards:**
  - **Community Service Ribbon/Medal:** For participation in community service projects.
  - **Volunteer Service Award:** For significant volunteer contributions to the UCC or the community.
- F. **Achievement Awards:**
  - **Training Ribbon/Medal:** For completing specific training courses or programs.
  - **Marksmanship Ribbon/Medal:** For achieving proficiency in marksmanship (if applicable).
- G. **Conduct Awards:**
  - **Good Conduct Ribbon/Medal:** For maintaining a clean disciplinary record.

- **Honor Cadet Ribbon/Medal:** For demonstrating exemplary conduct and adherence to the UCC's values.
- H. **Special Awards:**
  - **Medal of Valor/Heroism:** For acts of bravery or heroism.
  - **Commander 's Award:** A special award presented at the discretion of the UCC Commander for exceptional contributions or achievements.

### III. Forms of Recognition

Recognition can take many forms beyond traditional awards:

- A. **Certificates of Achievement:** Formal documents recognizing specific accomplishments.
- B. **Letters of Commendation:** Written praise from superiors or instructors.
- C. **Public Recognition:** Announcements at formations, ceremonies, or on social media.
- D. **Promotions:** Advancement in rank based on merit and performance.
- E. **Special Privileges:** Opportunities for leadership roles, special assignments, or participation in exclusive events.
- F. **Verbal Praise and Encouragement:** Regular positive feedback and encouragement from superiors.

### IV. Award Criteria and Selection Process

- A. **Clear Criteria:** Each award should have clearly defined criteria that outline the requirements for eligibility.
- B. **Objective Evaluation:** Whenever possible, awards should be based on objective measures, such as test scores, performance evaluations, or documented service hours.
- C. **Nomination Process:** A formal nomination process should be established, allowing cadets, instructors, or staff members to nominate deserving individuals.
- D. **Selection Board/Committee:** A selection board or committee, composed of senior cadets and/or staff advisors, should review nominations and select award recipients.
- E. **Approval Authority:** The UCC Commander or a designated senior officer should have the final authority to approve awards.

### V. Award Ceremonies and Presentations

Formal award ceremonies are important for recognizing achievements and making the recognition more meaningful:

- A. **Formal Occasions:** Awards should be presented at appropriate ceremonies, such as parades, reviews, or banquets.
- B. **Public Recognition:** The ceremonies should be conducted in a way that provides public recognition for the recipients.

- C. **Dignified Presentation:** The presentation of awards should be conducted with dignity and respect.

## **VI. Importance of Awards and Recognition**

- A. **Motivation:** Awards and recognition motivate cadets to strive for excellence and contribute to the UCC.
- B. **Reinforcement of Values:** They reinforce the UCC's core values and encourage cadets to embody those values in their actions.
- C. **Morale and Esprit de Corps:** They boost morale and foster a sense of pride and belonging within the UCC.
- D. **Positive Reinforcement:** They provide positive reinforcement for desired behaviors and accomplishments.

By establishing a comprehensive and well-managed awards and recognition program, the University Cadet Corps can create a positive and motivating environment that encourages cadets to reach their full potential and contribute to the success of the organization.

## **4.4 Examination and Eligibility**

The type of Certificate Examination and the unit in which these are held are given below:-

Certificate 'B' :- For Two years

Certificate 'C' :- For Three years

### **For "B" Certificate Examination(Senior Division/ senior wing)**

- 1.The Cadet must be in second year of SD/SW UCC Training.
2. Must have attended one Annual Training Camp training with Army.
4. The cadet must have attended a minimum of 75% of total training period laid down in the syllabus for the first and second years for Senior Division Wing UCC .Break in the UCC service of the cadet SD/SW prior to appearing in the exam should not exceed more than 18 months at one time, after his discharge to count his service for Certificate 'B' Examination. In case the break exceeds 18 months, the following procedure will be adopted. "If he had been on the unit rolls for a minimum of two years before his discharge and had attended 75% of the total periods during his UCC service he will need another 45 periods of training to become eligible for Certificate 'B' Examination. In all other cases where the above conditions are not fulfilled, the cadet must attend a minimum of 75% periods of the first and second years of training."



### **For "C" Certificate Examination (Senior Division)**

1. The Cadet must have passed 'B' certificate.
2. The Cadet must be in second/third year of SD/SW UCC Training.
3. The Cadet must have attended a minimum of 75% of the periods of 3rd year syllabus during the academic session.
4. Break in the UCC Service of the SD/SW Cadet prior to appearing in the exam should not exceed more than 18 months at one time, after his discharge to count his previous service for Certificate 'C' examination. In case the break exceeds 18 months, the following procedure will be adopted "If he had been on the Unit rolls for a minimum of two years before his discharge and had attended 75% of the total period during his UCC service, he will need another 45 periods of training to become eligible for Certificate 'C' examination. In all other cases where the above conditions are not fulfilled, the Cadet must attend a minimum of 75% periods of the first and second year of training."
5. Must have attended two Camps.

# 5. Discipline and Code of Conduct

## 5.1 Discipline and Code of Conduct

The rules and discipline of cadets within a University Cadet Corps are crucial for maintaining order, fostering respect, and developing the character and leadership qualities expected of future leaders. These rules and disciplinary procedures should be clearly defined, consistently enforced, and designed to promote a positive and productive training environment. Here's a comprehensive outline of potential rules and disciplinary measures:

### I. Core Values and Principles:

All rules and disciplinary actions should be grounded in the following core values:

- A. **Integrity:** Upholding honesty, truthfulness, and ethical conduct in all actions.
- B. **Respect:** Showing consideration and deference to superiors, peers, and all individuals.
- C. **Discipline:** Adhering to regulations, orders, and standards of conduct.
- D. **Loyalty:** Demonstrating faithfulness to the Corps, the University, and the nation.
- E. **Duty:** Fulfilling assigned responsibilities and obligations with dedication.
- F. **Excellence:** Striving for the highest standards in all endeavors.

### II. General Conduct and Behavior:

- A. **Compliance with Orders:** Cadets must promptly and fully obey lawful orders from superiors.
- B. **Punctuality:** Cadets are expected to be on time for all formations, training sessions, and other scheduled events.
- C. **Proper Uniform and Appearance:** Cadets must wear the prescribed uniform correctly and maintain a neat and professional appearance at all times. This includes:
  - Clean and pressed uniforms.
  - Properly shined shoes.
  - Appropriate haircuts and grooming standards.
  - No unauthorized jewelry or accessories.
- D. **Respect for Authority:** Cadets must show respect to all officers, non-commissioned officers, and instructors. This includes:
  - Addressing superiors by their proper rank and title.
  - Rendering appropriate salutes when required.

- Maintaining a respectful demeanor in all interactions.
- E. **Respect for Peers:** Cadets must treat each other with courtesy and respect, regardless of rank or seniority. Hazing, bullying, and discrimination of any kind are strictly prohibited.
- F. **Classroom and Training Conduct:** Cadets must maintain attentiveness and participate actively in training sessions. Disruptive behavior is unacceptable.
- G. **Personal Conduct:** Cadets are expected to conduct themselves with decorum both on and off campus, upholding the reputation of the Corps and the University.
- H. **Prohibition of Illegal Activities:** Cadets must not engage in any illegal activities, including the use of illegal drugs, underage drinking, or any other unlawful behavior.
- I. **Academic Honesty:** Cadets must maintain academic integrity in all academic pursuits. Cheating, plagiarism, and other forms of academic dishonesty are strictly forbidden.

### III. Specific Rules and Regulations:

- A. **Attendance:** Regular attendance at all scheduled events is mandatory. Absences must be justified with valid documentation.
- B. **Leave and Pass Procedures:** Cadets must follow established procedures for requesting leave or passes. Unauthorized absences will be considered a serious offense.
- C. **Barracks or Dormitory Regulations:** If applicable, cadets residing in barracks or dormitories must adhere to specific rules regarding cleanliness, quiet hours, and other regulations.
- D. **Use of University Property:** Cadets must use University property and equipment responsibly and with care.
- E. **Social Media Conduct:** Cadets are expected to maintain appropriate conduct on social media platforms, avoiding any posts that could discredit the Corps or the University.
- F. **Fraternization:** Inappropriate relationships between cadets and instructors or between cadets of different ranks may be prohibited or regulated to maintain a professional training environment.

### IV. Disciplinary Procedures:

A tiered system of disciplinary actions should be implemented, with increasing severity for repeated or serious offenses:

- A. **Verbal Counseling/Warning:** A verbal reprimand for minor infractions. This serves as an initial corrective measure.
- B. **Written Reprimand:** A formal written warning documenting the offense and its consequences. This becomes part of the cadet's record.

- C. **Extra Duty/Restriction:** Assignment of additional tasks or restriction to specific areas as a consequence for misconduct.
- D. **Demotion in Rank:** Reduction in rank for leadership failures or serious disciplinary infractions.
- E. **Suspension from Corps Activities:** Temporary removal from participation in Corps events and training.
- F. **Expulsion from the Corps:** Permanent removal from the Cadet Corps for severe or repeated violations.
- G. **Referral to University Disciplinary Board:** For offenses that also violate University policy, the matter may be referred to the University's disciplinary board for further action.

#### **V. Due Process and Appeals:**

- A. **Right to a Hearing:** Cadets facing disciplinary action have the right to a fair hearing before an impartial board or officer.
- B. **Presentation of Evidence:** Cadets have the right to present evidence and witnesses in their defense.
- C. **Appeal Process:** Cadets have the right to appeal disciplinary decisions to higher authorities within the Corps or the University.

#### **VI. Cadet Leadership Role in Discipline:**

- A. **Enforcement of Standards:** Cadet leaders (Squad Leaders, Platoon Leaders, etc.) play a vital role in enforcing standards and maintaining discipline within their units.
- B. **Corrective Training:** Cadet leaders may conduct corrective training for minor infractions, focusing on reinforcing proper procedures and behaviors.
- C. **Reporting of Violations:** Cadet leaders are responsible for reporting serious violations to their superiors.

#### **VII. Training on Rules and Discipline:**

- A. **Initial Training:** Cadets should receive thorough training on the rules and disciplinary procedures upon entering the Corps.
- B. **Regular Refresher Training:** Regular refresher training should be conducted to reinforce these rules and ensure cadets understand their obligations.

#### **VIII. Documentation and Record Keeping:**

- A. **Maintenance of Records:** Detailed records of disciplinary actions should be maintained for each cadet.
- B. **Confidentiality:** Disciplinary records should be treated with confidentiality and accessed only by authorized personnel.

## 5.2 Warnings and Reprimands

In a University Cadet Corps, warnings and reprimands serve as initial steps in addressing minor disciplinary issues and reinforcing expected standards of conduct. They are less severe than more formal punishments like demotion or expulsion, but they play a crucial role in maintaining discipline and correcting undesirable behavior. Here's a breakdown of warnings and reprimands in this context:

### 1. Warnings

- A. **Nature:** A warning is typically a verbal or informal written notice given to a cadet for a minor infraction of rules or regulations. It serves as a caution and an opportunity for the cadet to correct their behavior before more serious consequences are applied.
- B. **Purpose:**
  - To address minor misconduct promptly.
  - To educate the cadet about the expected standards of conduct.
  - To prevent escalation of undesirable behavior.
  - To serve as a reminder of the rules and regulations of the Corps.
- C. **Examples of When a Warning Might Be Issued:**
  - Minor uniform discrepancies (e.g., unshined shoes, slightly misplaced insignia).
  - Tardiness to a formation or training event.
  - Minor breaches of etiquette or decorum.
  - Failure to complete a minor assigned task.
- D. **Process:**
  - A warning can be given by any superior officer.
  - It should be delivered privately and respectfully, focusing on the specific infraction and the desired corrective action.
  - While usually verbal, a written record of the warning may be kept for documentation purposes.
- E. **Emphasis:** The focus of a warning is on correction and improvement rather than punishment.

### 2. Reprimands

- A. **Nature:** A reprimand is a more formal and official censure for a more significant violation of rules or regulations. It is usually documented in writing and becomes part of the cadet's record.
- B. **Purpose:**
  - To address more serious misconduct that warrants a stronger response than a warning.
  - To serve as a deterrent to future misconduct.
  - To create an official record of the infraction.
  - To demonstrate the seriousness with which the Corps regards adherence to rules and standards.

- C. **Examples of When a Reprimand Might Be Issued:**
- Repeated minor infractions after previous warnings.
  - Disrespectful behavior towards a superior officer.
  - Negligence in the performance of duty.
  - Violation of specific rules regarding conduct or behavior.
  - Unauthorized absence from a mandatory event.
- D. **Process:**
- A reprimand is typically issued by a higher-ranking officer or a designated disciplinary authority.
  - It is provided in writing, clearly stating the nature of the offense, the specific rule violated, and the potential consequences of further misconduct.
  - The cadet is usually given an opportunity to respond to the reprimand in writing.
  - The reprimand is placed in the cadet's official record.
- E. **Emphasis:** While still focused on correction, a reprimand carries more weight and serves as a stronger indication of disapproval.

### Key Differences Between Warnings and Reprimands

Feature	Warning	Reprimand
Formality	Informal, often verbal	Formal, usually written
Severity	Less severe	More severe
Documentation	May or may not be documented	Always documented
Record	May not be part of official record	Becomes part of the official record
Issuing Authority	Any superior officer	Higher-ranking officer or disciplinary authority

### Importance of Fair and Consistent Application

It is essential that warnings and reprimands are applied fairly and consistently across the Corps. This ensures that all cadets are held to the same standards and that disciplinary actions are not arbitrary or biased. Clear guidelines and procedures should be established to ensure that these measures are used appropriately and effectively.

By using warnings and reprimands judiciously, the University Cadet Corps can maintain discipline, correct undesirable behavior, and reinforce the importance of adhering to rules and regulations, all while providing opportunities for cadets to learn and grow.

### 5.3 Dismissal from the UCC

Dismissal from a University Cadet Corps (UCC) is essentially synonymous with termination or expulsion. It represents the most severe disciplinary action taken against a cadet, resulting in their permanent removal from the program.

Here's a breakdown of what dismissal from a UCC entails:

1<sup>st</sup> and 2<sup>nd</sup> warning letter will be given to cadet as dismissal warning and 3<sup>rd</sup> warning letter will be the final dismissal letter

#### Meaning of Dismissal

Dismissal signifies the involuntary separation of a cadet from the UCC. It's not a voluntary withdrawal or graduation; rather, it's a consequence of serious misconduct, repeated violations of regulations, or actions that significantly undermine the Corps' values and objectives.

#### Grounds for Dismissal

The reasons for dismissal are generally consistent with those for termination, including:

- A. **Gross violations of the Cadet Code of Conduct:** Actions that violate the core values of the UCC, such as dishonesty, disrespect, theft, hazing, or discrimination.
- B. **Criminal activity or legal issues:** Involvement in illegal activities that breach local, state, or federal laws.
- C. **Academic dishonesty or expulsion from the university:** If a cadet is expelled from the university, their UCC membership is typically terminated as well.
- D. **Repeated and unrepentant violations of rules:** Persistent disregard for UCC regulations despite prior warnings and reprimands.
- E. **Substance abuse:** Use or possession of illegal drugs or excessive alcohol consumption contrary to UCC or university policy.
- F. **Conduct unbecoming a cadet:** Behavior, on or off campus, that severely damages the reputation of the UCC or the university.
- G. **Failure to meet training requirements:** Consistent failure to meet physical fitness standards, attend mandatory training, or complete required coursework.
- H. **Loss of confidence in leadership:** For cadet officers or NCOs, a significant lapse in judgment or inability to perform leadership duties can lead to dismissal.

#### Process of Dismissal

A fair and consistent process is essential to ensure due process for the cadet:

- A. **Investigation:** A thorough inquiry is conducted to gather all relevant facts and evidence related to the alleged misconduct.
- B. **Notification:** The cadet is formally notified in writing of the allegations and the potential for dismissal.
- C. **Hearing or Review:** The cadet is given an opportunity to present their case, offer evidence, and respond to the allegations before an impartial board or officer.
- D. **Decision:** A decision is made by the designated authority (e.g., UCC Commander , disciplinary board, university official) based on the evidence.
- E. **Notification of Decision:** The cadet is notified in writing of the final decision regarding their dismissal.
- F. **Appeal Process:** A clear appeal process should be available, allowing the cadet to appeal the decision to a higher authority within the UCC or the university.

### **Consequences of Dismissal**

Dismissal from the UCC carries significant consequences:

- A. Loss of membership and all associated privileges.
- B. Removal from any leadership positions held.
- C. Ineligibility for future participation in the UCC.
- D. Potential impact on academic standing or future opportunities, depending on the nature of the offense.

### **Preventing Dismissal**

Cadets can avoid dismissal by:

- A. Adhering to the Cadet Code of Conduct and all rules and regulations.
- B. Maintaining high standards of integrity, discipline, and personal conduct.
- C. Seeking help or guidance if facing challenges or temptations.
- D. Taking responsibility for their actions.

Dismissal is a serious action taken only when necessary to uphold the standards and integrity of the UCC. A well-defined process, with emphasis on due process and fairness, is crucial to ensure appropriate application.



# 6. Support and Administration

## 6.1 Welfare of Cadets

The welfare of cadets is paramount in any University Cadet Corps (UCC). It encompasses their physical, mental, emotional, and social well-being, creating a supportive and conducive environment for their development and training. A comprehensive cadet welfare program ensures that cadets are healthy, safe, and able to perform their duties effectively. Here's a detailed look at cadet welfare:

### I. Key Areas of Cadet Welfare

#### A. Physical Health and Fitness:

- **Regular Physical Training (PT):** Supervised exercise programs to maintain physical fitness and conditioning.
- **Medical Care:** Access to medical professionals, including doctors, nurses, and athletic trainers. This includes routine checkups, treatment of injuries, and preventive care.
- **Nutrition and Diet:** Guidance on healthy eating habits and access to nutritious meals, especially during training exercises or field events.
- **Hygiene and Sanitation:** Ensuring access to clean living quarters, shower facilities, and proper sanitation.
- **Injury Prevention and Management:** Programs and protocols to minimize the risk of injuries during training and activities, along with proper management and rehabilitation for injured cadets.

#### B. Mental and Emotional Well-being:

- **Stress Management:** Providing resources and training on stress management techniques to help cadets cope with the demands of training and academics.
- **Counseling Services:** Access to professional counselors or mental health professionals for cadets experiencing emotional distress, anxiety, or other mental health concerns.
- **Peer Support Programs:** Facilitating peer support networks or mentorship programs to foster a sense of community and support among cadets.
- **Resilience Training:** Programs designed to build resilience and coping mechanisms to help cadets overcome challenges and setbacks.

#### C. Social Well-being:

- **Social Activities and Events:** Organizing social events and activities to promote camaraderie and build relationships among cadets.
- **Team Building Exercises:** Incorporating team-building activities into training to enhance teamwork and cohesion.
- **Mentorship Programs:** Pairing senior cadets with junior cadets to provide guidance and support.

- **Open Communication Channels:** Establishing open communication channels between cadets and leadership to address concerns and provide feedback.
- D. **Academic Support:**
- **Academic Advising:** Providing academic advising and support services to help cadets balance their academic responsibilities with their UCC commitments.
  - **Tutoring Services:** Offering tutoring or academic assistance to cadets who are struggling in their coursework.
  - **Time Management Training:** Providing training on time management and study skills to help cadets manage their time effectively.
- E. **Financial Support (If Applicable):**
- **Scholarships or Financial Aid:** Offering scholarships or financial aid to cadets to help with tuition or other expenses.
  - **Financial Counseling:** Providing financial counseling services to help cadets manage their finances.
- F. **Safety and Security:**
- **Safe Training Environment:** Ensuring that all training activities are conducted in a safe and controlled environment.
  - **Security Measures:** Implementing security measures to protect cadets and their belongings.
  - **Emergency Procedures:** Establishing clear emergency procedures in case of accidents, injuries, or other emergencies.

## II. Roles and Responsibilities

- A. **UCC Leadership:** Responsible for establishing and implementing cadet welfare policies and programs.
- B. **Staff and Instructors:** Responsible for monitoring the well-being of cadets and providing support and guidance.
- C. **Cadet Leaders:** Responsible for looking out for the welfare of their fellow cadets and reporting any concerns to higher authorities.
- D. **University Administration:** Providing resources and support for cadet welfare programs.

## III. Communication and Feedback Mechanisms

- A. **Regular Meetings and Briefings:** Conducting regular meetings and briefings to communicate important information and address cadet concerns.
- B. **Open Door Policy:** Encouraging cadets to communicate directly with leadership about any issues or concerns.
- C. **Feedback Surveys and Evaluations:** Conducting regular surveys or evaluations to gather feedback from cadets on welfare programs and identify areas for improvement.

## IV. Confidentiality and Privacy

Maintaining confidentiality and privacy is crucial, especially regarding medical or mental health information. Clear policies should be in place to protect cadet privacy and ensure that sensitive information is handled appropriately.

## V. Continuous Improvement

Cadet welfare programs should be regularly reviewed and updated to ensure their effectiveness and relevance. Feedback from cadets and staff should be used to identify areas for improvement and make necessary adjustments.

By prioritizing the welfare of cadets, the University Cadet Corps can create a positive and supportive environment that fosters their growth, development, and success. This, in turn, contributes to a stronger, more effective, and more respected organization.

## 6.2 Finance

Finances are a critical aspect of operating a University Cadet Corps (UCC). Proper financial management ensures the program's sustainability, enables the execution of training activities, and supports the overall mission of developing cadets. Here's a detailed look at the financial aspects of a UCC:

### I. Funding Sources

UCCs typically rely on a combination of funding sources:

- A. **University Budget:** The primary source of funding is often an allocation from the university's general budget. This demonstrates the university's commitment to the program and provides a stable financial base.
- B. **Government Funding (If Applicable):** UCCs may receive funding from the national government, particularly if they have a formal affiliation with the armed forces or a national cadet program.
- C. **Grants and Donations:** UCCs may seek grants from foundations, corporations, or other organizations that support youth development, leadership training, or civic engagement. Individual donations from alumni, community members, or other supporters can also be a valuable source of funding.
- D. **Cadet Fees (Sometimes):** In some cases, cadets may be required to pay a small fee to cover some of the costs associated with uniforms, equipment, or activities.

## II. Budgeting and Financial Planning

- A. **Annual Budget:** The UCC should develop an annual budget that outlines projected income and expenses for the upcoming year. This budget should be approved by the university or relevant governing body.
- B. **Expense Categories:** Common expense categories include:
- **Uniforms and Equipment:** Costs for cadet uniforms, boots, training gear, and other necessary equipment.
  - **Training Materials and Supplies:** Expenses for training manuals, first aid supplies, map reading tools, and other training materials.
  - **Travel and Transportation:** Costs for transportation to training events, competitions, or community service projects.
  - **Food and Lodging:** Expenses for meals and accommodation during overnight training exercises or events.
  - **Administrative Expenses:** Costs for office supplies, printing, postage, and other administrative needs.
  - **Instructor Salaries or Stipends (If Applicable):** Compensation for instructors or staff members.
  - **Awards and Recognition:** Budget for awards, medals, certificates, and other forms of recognition.
  - **Maintenance and Repairs:** Expenses for maintaining equipment and facilities.
- C. **Financial Records:** Accurate and detailed financial records should be maintained, documenting all income and expenses. These records should be subject to regular audits to ensure accountability and transparency.

## III. Financial Management and Control

- A. **Designated Financial Officer:** A designated individual, such as the UCC Commander or a staff advisor, should be responsible for managing the UCC's finances.
- B. **Authorization Procedures:** Clear authorization procedures should be in place for all expenditures. This may involve requiring multiple signatures or approvals for larger purchases.
- C. **Internal Controls:** Internal controls should be implemented to prevent fraud, mismanagement, or misuse of funds. This may include separating duties, requiring regular reconciliations, and conducting periodic audits.
- D. **Transparency and Accountability:** Financial information should be transparent and accessible to relevant stakeholders, including cadets, staff, university administrators, and funding sources. Regular financial reports should be provided to ensure accountability.

#### IV. Financial Support for Cadets

- A. **Scholarships and Financial Aid:** The UCC may offer scholarships or financial aid to cadets to help with tuition or other expenses. These scholarships may be funded through donations, grants, or university allocations.
- B. **Reimbursements:** Cadets may be eligible for reimbursements for certain expenses, such as travel costs or uniform maintenance.
- C. **Emergency Financial Assistance:** In some cases, the UCC may provide emergency financial assistance to cadets facing unexpected financial hardships.

#### V. Fundraising Strategies

- A. **Developing a Fundraising Plan:** The UCC should develop a comprehensive fundraising plan that outlines its fundraising goals, strategies, and activities.
- B. **Identifying Potential Donors:** Researching and identifying potential donors, such as alumni, local businesses, or community organizations.
- C. **Applying for Grants:** Researching and applying for grants from foundations or other funding organizations.
- D. **Building Relationships with Donors:** Cultivating relationships with donors to secure ongoing support.

By implementing sound financial management practices, the University Cadet Corps can ensure its financial stability, support its programs and activities, and provide valuable opportunities for its cadets. Transparency, accountability, and responsible stewardship of funds are essential for maintaining the trust and confidence of all stakeholders.

# 7. Governance

## 7.1 Amendments

The amendment process for a University Cadet Corps (UCC) ordinance is crucial for ensuring that the document remains relevant, effective, and adaptable to changing circumstances. A well-defined amendment process provides a structured mechanism for modifying the ordinance while maintaining its integrity and legal standing. Here's a detailed explanation of amendments:

### I. Reasons for Amendments

Amendments to a UCC ordinance may be necessary for various reasons:

- A. **Changes in University Policy:** If the university's policies or regulations change, the UCC ordinance may need to be amended to ensure consistency.
- B. **Changes in National or Regional Regulations:** If there are changes in national or regional laws or regulations that affect cadet programs or youth organizations, the UCC ordinance must be updated to comply.
- C. **Changes in the UCC's Mission or Objectives:** If the UCC's mission or objectives evolve over time, the ordinance may need to be amended to reflect these changes.
- D. **Lessons Learned and Best Practices:** As the UCC gains experience and identifies best practices, amendments may be necessary to improve its operations and effectiveness.
- E. **Addressing Unforeseen Issues:** Sometimes, unforeseen issues or challenges may arise that require amendments to the ordinance to provide clear guidance or solutions.
- F. **Improving Clarity and Consistency:** Amendments may be needed to clarify ambiguous language or ensure consistency throughout the ordinance.

### II. The Amendment Process

A typical amendment process involves several steps:

- A. **Proposal of Amendment:** Any member of the UCC, including cadets, staff, or university administrators, can propose an amendment. The proposal should be submitted in writing and clearly state the proposed change, the rationale for the change, and the specific sections of the ordinance that would be affected.
- B. **Review by a Committee or Designated Body:** The proposed amendment is then reviewed by a designated committee or body. This could be:
  - A UCC committee specifically tasked with reviewing and recommending amendments.

- A joint committee composed of UCC members and university representatives.
- The UCC Commander or a designated senior officer.

The review process involves careful consideration of the proposed change, its potential impact on the UCC, and its consistency with the university's policies and overall mission.

- C. **Consultation and Feedback:** The review committee may seek input from other stakeholders, such as cadets, staff, university administrators, legal counsel, or external advisors. This consultation process ensures that all perspectives are considered and that the proposed amendment is well-vetted.
- D. **Drafting the Amendment:** Based on the review and feedback, the committee drafts the specific language of the amendment. The drafting should be precise and unambiguous to avoid any future misinterpretations.
- E. **Approval Process:** The drafted amendment must then be approved by the designated authority. This typically involves:
  - Approval by the UCC Commander .
  - Approval by a university committee or administrator responsible for overseeing student organizations.
  - In some cases, approval by the university's governing board (e.g., Board of Trustees) may be required, especially for significant changes.
- F. **Formal Adoption:** Once approved, the amendment is formally adopted and becomes part of the UCC ordinance. This may involve a formal resolution or official publication of the amended ordinance.
- G. **Notification and Dissemination:** All members of the UCC and relevant university stakeholders should be notified of the adopted amendment. The amended ordinance should be readily accessible, such as through publication on the UCC's website or distribution of updated copies.

### III. Types of Amendments

- A. **Minor Amendments:** These involve small changes, such as correcting typographical errors, clarifying language, or updating minor procedures. These may require a less formal approval process.
- B. **Major Amendments:** These involve significant changes to the ordinance, such as changes to the UCC's mission, structure, or membership requirements. These require a more thorough review and approval process.

### IV. Maintaining an Updated Ordinance

- A. **Official Version:** A single, official version of the UCC ordinance should be maintained and kept up to date with all adopted amendments.
- B. **Version Control:** A system of version control should be used to track changes and ensure that everyone is using the most current version of the ordinance.

- C. **Regular Review:** The UCC ordinance should be reviewed periodically (e.g., annually or every few years) to identify any necessary updates or amendments.

## V. Legal Considerations

It is crucial to consult with legal counsel during the amendment process, especially for major changes, to ensure that the amended ordinance complies with all applicable laws and regulations.

By establishing and following a clear and well-defined amendment process, the University Cadet Corps can ensure that its ordinance remains a relevant and effective document that supports its mission and objectives. This process fosters transparency, accountability, and the ability to adapt to changing circumstances.

## 7.2 Grievance Redressal

A robust grievance redressal mechanism is essential for a University Cadet Corps (UCC) to maintain fairness, transparency, and a positive environment for all members. It provides a structured process for cadets to voice their concerns, seek resolution to problems, and ensure that their rights are protected. Here's a detailed look at grievance redressal in a UCC:

### I. Purpose of Grievance Redressal

- A. **Provide a Channel for Complaints:** Offers a formal and confidential channel for cadets to report grievances related to various issues.
- B. **Ensure Fair Treatment:** Guarantees that all cadets are treated fairly and equitably, regardless of rank or position.
- C. **Resolve Conflicts:** Provides a mechanism for resolving conflicts and disputes within the UCC.
- D. **Maintain Morale and Discipline:** Helps maintain high morale and discipline by addressing concerns promptly and effectively.
- E. **Promote Transparency and Accountability:** Fosters transparency and accountability within the UCC leadership.
- F. **Prevent Escalation of Issues:** Addresses issues at an early stage to prevent them from escalating into more serious problems.

### II. Types of Grievances

Grievances can encompass a wide range of issues, including:

- A. **Unfair Treatment or Discrimination:** Complaints of discrimination based on race, religion, gender, sexual orientation, or other protected characteristics.
- B. **Harassment or Bullying:** Reports of harassment, bullying, or intimidation by other cadets or staff members.



- C. **Violation of Rights:** Allegations of violations of cadets' rights as outlined in the UCC ordinance or university policies.
- D. **Unfair Disciplinary Actions:** Challenges to disciplinary actions taken against cadets, such as warnings, reprimands, or demotions.
- E. **Issues Related to Training or Activities:** Concerns about the safety, quality, or fairness of training activities or events.
- F. **Problems with Leadership or Staff:** Complaints about the conduct or performance of UCC leaders or staff members.
- G. **Financial Issues:** Concerns related to fees, reimbursements, or other financial matters.

### III. The Grievance Redressal Process

A typical grievance redressal process involves the following steps:

- A. **Informal Resolution (Optional):** Cadets are encouraged to attempt to resolve minor issues informally by speaking directly with the individual(s) involved or their immediate supervisor. This can often resolve problems quickly and amicably.
- B. **Formal Complaint:** If informal resolution is unsuccessful or inappropriate, the cadet should submit a formal written complaint. The complaint should:
  - Clearly state the nature of the grievance.
  - Provide specific details, including dates, times, and names of individuals involved.
  - Include any supporting evidence or documentation.
  - State the desired outcome or resolution.
- C. **Submission of Complaint:** The complaint should be submitted to a designated individual or body, such as:
  - The UCC Executive Officer.
  - A designated grievance officer or committee.
  - A university student affairs office.
- D. **Acknowledgment and Investigation:** The recipient of the complaint should acknowledge receipt and initiate an investigation promptly. The investigation should be conducted impartially and thoroughly.
- E. **Gathering Information:** The investigation may involve:
  - Interviewing the complainant and other individuals involved.
  - Reviewing relevant documents and records.
  - Gathering evidence to support or refute the allegations.
- F. **Findings and Recommendations:** After the investigation, the designated authority should issue a written report summarizing the findings and providing recommendations for resolution.
- G. **Implementation of Resolution:** The UCC leadership should implement the recommended resolution promptly and effectively.
- H. **Appeal Process:** If the complainant is not satisfied with the resolution, they should have the right to appeal to a higher authority within the UCC or the university. The appeal process should be clearly defined and accessible.

#### **IV. Confidentiality and Protection from Retaliation**

- A. **Confidentiality:** All complaints and investigations should be handled with confidentiality to protect the privacy of the individuals involved.
- B. **Protection from Retaliation:** Cadets who file grievances should be protected from any form of retaliation or reprisal. Any act of retaliation should be treated as a serious disciplinary offense.

#### **V. Training and Education**

- A. **Training for Cadets:** Cadets should receive training on the grievance redressal process, including how to file a complaint and what their rights are.
- B. **Training for Staff and Leaders:** Staff and leaders should receive training on how to handle grievances fairly and effectively.

#### **VI. Documentation and Record Keeping**








- A. **Maintenance of Records:** Detailed records of all grievances, investigations, and resolutions should be maintained.
- B. **Confidentiality of Records:** These records should be kept confidential and accessed only by authorized personnel.

#### **VII. Regular Review and Improvement**

The grievance redressal process should be reviewed regularly to ensure its effectiveness and identify areas for improvement. Feedback from cadets and staff should be considered in this review process.

By establishing and implementing a clear, fair, and accessible grievance redressal mechanism, the University Cadet Corps can create a culture of accountability, respect, and fairness, ensuring that all cadets have a voice and that their concerns are addressed appropriately.





## List of Events /Seminar/Workshops/Webinar

Sr. No.	Activity Name	Date	Venue & Participant's	Photo 1	Photo
1	UCC ABER CAMP VILLAGE	05/12/2022 TO 10/12/0/2022	ABER , SATNA		
2	ASSOCIATION OF INDIAN UNIVERSITIES (AIU)	06/01/2023 TO 10/01/2023	AKS UNIVERSITY , SATNA		
3	REPUBLIC DAY PARADE	26/01/2023	REPBLIC DAY PARADE		
4	BHARHUT ISTUP RESEARCH AND VISIT	16/04/2023	BHARHUT ISTUP SATNA		
5	SATNA HALF MARATHON	09/03/2023	HR S VENKET NO. 1 SATNA		

6	SATNA ROJGAR PARV	10/09/2023	CITY PARK SATNA		
7	AIR FORCE AWARENESS PROGRAM	16/09/2023	AKS UNIVERSITY SATNA		
8	JILA STARIY PURV SAINIK RALLY PROGRAM	24/09/2023	AKS UNIVERSITY SATNA		
9	SWACHH BHARAT MISSION	01/10/2023	AKS UNIVERSITY SATNA		

10	VOLLEYBALL CHAMPIONSHIP AMER	10/10/2023	ABER		
11	RISING DAY UCC	12/12/2023	AKS UNIVERSITY SATNA		
12	26 JANUARY PARADE DISTRICT LEVEL	26/01/2024	POLICE GROUND SATNA		
13	MATDATA JAGRUKTA ABHIYAN	03/04/2024	POLICE GROUND SATNA		
14	UCC ARMY ATTACHMENT CAMP JABALPUR	05/02/2024 TO 10/02/2024	JABALPUR		



15	KISAN MELA	20/02/2024 TO 22/02/2024	AKS UNIVERSITY SATNA		
16	BLOOD DONATION CAMP	24/04/24	SANT NIRANKARI		
17	DM ANURAG VERMA IAS. FAREWELL PROGRAM	05/02/2025	AKS UNIVERSITY SATNA	