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| Title | ACEC Procedure Manual | ISO Clause No 8.2.1 | Rev. No Nil |
| Document No | YASHADA/C03/ACEC | NIL | Date 25/07/2010 |

Dr. Ambedkar Competitive Examination Center (ACEC) YASHADA

www.yashada.org/acec

Dr. Ambedkar Competitive Examination Center (ACEC) was set up at YASHADA, Pune in May 2006, under the Special Component Plan (SCP) for providing coaching, for Civil Services Examinations, to the weaker section of the society.

ACEC aims at tapping the talent in students, encouraging them to appear for Civil Services Examination and helping them to improve their preparation for the examination. It also aims at inculcating, in them, the culture of serving the community as a whole.

➤ **Objectives:**

- ✓ To create awareness among the youth of Maharashtra particularly from the deprived sections, about aims and objectives, procedures and relative advantages of various competitive examinations particularly Civil Services Examinations.
- ✓ To inculcate in them the culture of serving the community and the nation.
- ✓ To plan and conduct coaching and training programmes for successful participation in competitive examination.
- ✓ To muster support for conduct of coaching from eminent administrators, academicians and professional experts from management, training and research institutions. Train students from weaker section of the society for preparation of higher education entrance examinations like CAT/GRE/ TOEFL/IELTS etc.
- ✓ Train weaker class professionals for leading or managing groups and acquire better opportunities in their professional career.
- ✓ Counseling and guidance to new civil service aspirants

Committees:

Selection and Academic Committees have been formed to facilitate smooth working and monitoring of the Center. The Hon. Director General, YASHADA

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heads the Academic Committee as well as Selection Committee. Director of the Center is secretary of above two committees.

Selection Committee: is formed for selecting candidates properly. The Principal Secretary- Social Justice- GoM, Govt. appointed retired IAS Officer, Director- Social Welfare, Director-Dr. Babasaheb Ambedkar Competitive Research and Training Institute, Director- SIAC Mumbai, and Registrar are the members of the Committee.

Academic Committee: Addl. Director General, Registrar, Director- Research and Documentation Center, Director-Dr. Babasaheb Ambedkar Competitive Research and Training Institute, are the members of the Committee.

Admission & Coaching Procedure

| Sr. No | Activities | Dates | Responsibility |
|--------|--|---|--|
| | Phase I | | |
| 1 | Publish advertisement in newspapers | August, September, October | Director ACEC |
| 2 | Scrutiny of applications (Through In-house or outsource, as per the approval of Academic or Selection Committee) | | Administrative Officer, ACEC |
| 3 | Sending hall tickets to eligible candidates | | Administrative Officer, ACEC |
| 4 | Conduct entrance test | November | Director ACEC |
| 5 | Select candidates for admission | | Selection Committee |
| 6 | Publish list of selected candidate | | Administrative Officer, ACEC |
| 7 | Complete formalities for the admission | December | Training Coordinator |
| 8 | Allot accommodation in the hostel | | Administrative Officer, ACEC |
| | Phase II | | |
| 9 | Prepare students of main examination of UPSC | June to August & September to October | Director ACEC |
| 10 | Conduct lectures, special workshops tests, counseling sessions for students | | Training Coordinator |
| | Phase III | | |
| 11 | Conduct special training programme including lectures, guidance, mock interviews for successful candidates | 2 nd and 3 rd week of March (depending on result of UPSC) | Training Coordinator Administrator Officer |

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Measurable Objectives:

1. Proper observance of time schedule
2. Transparency in the procedure

Records generated:

1. Admission files
2. Committee recommendations

Measures:

1. Successful candidates

Cross Reference:

1. Circular regarding committees
2. declaration through website

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