

Student Awards Policy

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Approved by: Executive Council of CEPT University

Authority: Registrar, CEPT University

Applicability: University and its Faculties

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1 Purpose of Policy

1. The purpose of this document is to provide policies and procedures for the establishment of student recognition awards for academic as well as overall excellence. This Policy establishes the criteria, decision-making processes and methodology for awards and is to be used in conjunction with the Procedures for Student Awards.

2. Definitions

Word/Term	Definition (with examples if required)
Academic excellence	High achievement in an individual subject or across a specified range of Subjects.
Eligible student	A person registered with the University and who meets the eligibility criteria for the relevant student award or prize.
Originator	The University or a Faculty proposing the Award.
Sponsor (Naming rights)	Naming rights will be given to a person or an entity sponsoring the Award on the terms and conditions laid down by the University or by a Faculty to be reviewed every five years.

University Awards	Awards made to graduating students in recognition of academic merit on their part in the duration of their studies at CEPT for all programs across the University
Faculty Awards	Awards made to students in recognition of academic merit on their part in the Interim Years (overall or in certain courses as declared) for all programs within a Faculty
Programs	Undergraduate and Postgraduate programs conducted in the University from time to time
Performance Overall / Courses	In determining eligibility for top student recognition, overall performance includes all courses and studios offered in an academic year / top student recognition for a course or a studio offered in an academic year.

3. Application & Scope

This policy applies to all students and regulates the following types of awards:

1. University Level Awards (Medal and Certificate) to Graduating Students for all programs (presently 23, UG=4 & PG=19) on the day of the Convocation.

Three Categories of Awards will be instituted for all the programs at the University level.

- a. Category I – Academic Excellence Award
- b. Category II - Award for the Best Capstone Project
- c. Category III- Distinguished Student Award

2. Faculty Level Awards (Medal and Certificate) to Pre-graduate Students for all programs (presently 23, UG=4 & PG=19) on the day decided by each Faculty.

Three Categories of Awards will be instituted for all the programs at the Faculty level.

- a. Category I – Academic Excellence Award
- b. Category II - Award for the Best Project (Overall)
- c. Category III - Additional Course-based categories as decided by individual Faculty

3. This policy does not cover other forms of benefit or support for students. It does not cover any cash prizes or scholarships or travel grants.

4. Policy Principles

The prime objective of the Student Awards Policy is to provide a comprehensive and consistent framework for the administration of the awards listed above in clause 3.1. and 3.2 within the following underlying principles:

- a. Clear criteria for the determination of the student or student's eligible for awards;
- b. Recognition of academic excellence by meeting of the eligibility criteria with procedural fairness.

5. University Level Awards

	Category I	Category II	Category III
	Academic Excellence Award	Award for the Best Capstone Project	Distinguished Student Award
Criteria for Awards	Best academic performance over the duration of the program (five years for UG & two years in PG). The student must have passed in first attempt for the consideration of award.	Highest score in Project of the Graduating Batch	Best overall academic plus extracurricular performance (Refer guidelines)
Nominated by	Faculty council of the Program	Faculty council of the Program	Nominations invited from Students of the Faculty and decided by a Committee
Awarded to	A student of the Graduating Batch of each of the Program	A student of the Graduating Batch of each of the Program	A student of the Graduating Batch of each of the Program

1. University awards are awarded annually to graduating students by the University for each Program based wholly or substantially on demonstrable academic excellence for the categories mentioned above. The Award List is compiled by Dean of each Faculty on completion of each academic calendar year.
2. There will be three awards for each UG programs and PG programs.
3. Each Awardee will be bestowed with a specially designed Medal and a Certificate on the day of the Convocation.
4. The Originator of all the Awards will be the University. The University will set out the source of funds for the Awards.
6. The Awards can be named with that of a Sponsor; with a title that provides appropriate recognition for, in the case of a company by its name, or in the case of a commemorative award, the person or entity is recognized in the award.
7. The naming rights for CEPT University awards will be available for **Rs. Five lacs per award** for a period of five years.
8. Proposals received for naming rights of the CEPT University awards will be submitted to the Executive Council for endorsement before being formally instituted. The award should maintain the dignity and stature of the University.

6. Faculty Level Awards

	Category I	Category II	Category III
	Academic Excellence Award (Overall)	Award for the Best Project (Overall)	Additional Course-based categories as decided by individual Faculty
Criteria for Awards	Best academic performance in each Interim Year of the Program	Highest score in Project in each Interim Year of the Program	
Nominated by	Faculty council of the Program	Faculty council of the Program	
Awarded to	A student of each Interim Year of the Program	A student of each Interim Year of the Program	

1. Faculty level awards are awarded annually to students of Interim Years for each program based wholly or substantially on demonstrable academic excellence for the categories mentioned above. The Faculty may consider giving some awards to the graduating students in addition to the University Award, if they desire to do so. The Award List is compiled by Dean of each Faculty on completion of each academic calendar year in consultation with the program coordinator.
2. There will be awards for each UG programs and PG programs. The Faculty has freedom / flexibility to determine additional categories of awards to be given.
3. Each Awardee will be bestowed with a Certificate in the Faculty Level Convocation.
4. The Originator of all the Awards will be the concerned Faculty. Each Faculty will set out the source of funds for the Awards.
5. The Awards can be named with that of a Sponsor; with a title that provides appropriate recognition for, in the case of a company by its name, or in the case of a commemorative award, the person or entity is recognized in the award.
6. The naming rights with the Faculty will be available for **Rs. Two lacs per award** for a period of five years. The donation money would be going to the endowment fund of the Faculty.
7. Proposals for naming of the Faculty awards will be submitted to the Faculty Council for endorsement before being formally instituted. The award should maintain the dignity and stature of the University. The Awards instituted will be intimated to the Executive Council and the Undergraduate and Postgraduate Offices as well.

CEPT UNIVERSITY
FACULTY OF _____

DISTINGUISHED STUDENT AWARD GUIDELINES

Nominations are invited from:-

- 1 Core Faculty & Adjunct Faculty
- 2 Graduating Batch + UG Students – 3rd, 4th, 5th Year / PG Students – 2nd Year

For necessary action.

Guidelines

1. CEPT UNIVERSITY has always stressed the development of integrated personality of students with diverse interests, in addition to the training of a technocrat. This is reflected in the curriculum of all Faculties under CEPT UNIVERSITY. It also reflects in the faculty members' attitudes and pervades the environment at CEPT UNIVERSITY. In order to further emphasize this philosophy and encourage students for greater attainments in this direction, the University institutes "AWARD FOR DISTINGUISHED STUDENT".
2. The award is given at the convocation ceremony, usually held in the month of January.
3. Graduating students from each UG / PG program are eligible for this award if they have cleared the mandatory credits (Studio and Courses) in 1st attempt.

Please note: -

A student failing in a course (one time only) or dropping out of a semester (one time only) due to ill health or family reason will also be considered eligible for this award.

4. Nominations for the award can be proposed and seconded by any student or core/adjunct faculty. Nominations should be mailed at the e-mail id _____ by _____
5. The nominations will be scrutinized and finalized by a Distinguished Committee Consisting of:-
 - Dean of the Faculty
 - Respective Program Chair
 - One faculty member each from the UG & PG Program nominated by the Dean.
6. While making the nominations or finalizing the awards, the following criteria shall be kept in mind.

A) Academic performance at CEPT	50%
B) Professional Participation	5%
C) Societal Concerns	10%
D) Personality Traits	10%
E) Leadership Qualities	10%
F) Extra- curricular activities	15%

If a student is proposing for self, then the seconder's name is mandatory. Confirmation mail from Proposer and Seconder is compulsory.

PROPOSER NAME _____ CODE NO. _____

SECONDER NAME _____ CODE NO. _____

CEPT UNIVERSITY
FACULTY OF _____

DISTINGUISHED STUDENT AWARD

P R O F O R M A

NAME OF STUDENT PROPOSED FOR AWARD _____

CODE NO. _____

YEAR _____

1. ACADEMIC PERFORMANCE AT CEPT - CGPA (weightage 50%) _____

2. PROFESSIONAL PARTICIPATION (weightage 5%)

- Membership of professional Body _____
- National Student body Leadership _____
- Seminars/ Conferences attended _____
- Paper presentations, Publications in student/
other Professional Journals/ newspapers _____

3. SOCIETAL CONCERNS (weightage 10%)

- Social Service activities, _____
- Involvement in Environmental & Social Concerns _____

4. PERSONALITY TRAITS (weightage 10%)

Timeliness, Discipline, Ability to get along with people,
Empathy, pleasant personality, ethical attitudes. _____

5. LEADERSHIP QUALITIES (weightage 10%)

(eg. Student Council Positions or any leadership) _____

6. EXTRA CURRICULAR ACTIVITIES (weightage 15%)

- Participating in or contributing to the activities such as
Competitions, Sports, Games, material arts literature,
reading, Recitation visual including Photography performing.
Other creative pursuits hobbies _____

Certificates/ supporting documents must be attached for each activity and without the documents, the proposal will not be considered.