

**MEMORANDUM**

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Subject : **STUDENT AWARDS POLICY v.3**  
 Date : 02 August 2024  
 To : Deans & Program Admins  
 From : Office of the Registrar  
 Reference : Approved by Executive Council on 5<sup>th</sup> May 2014

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Summary :

1. Purpose
2. Definitions
3. Application & Scope
4. Policy Principles
5. University Level Awards
6. Faculty Level Awards

1 Purpose of Policy

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 will be used in conjunction with the Procedures for Student Awards.

2. Definitions

Word/Term	Definition
Academic excellence	High achievement in an individual subject or across a specified range of Subjects.
Distinguished student	Excels both in academics and extracurricular activities.
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 in recognition of academic merit on their part to graduating students & to students 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, the 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:

#### 3.1 University Level Awards (Medal and Certificate) to Graduating Students for all programs (presently 23, UG=5 & PG=18) on the day of the Convocation.

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

- a. Category I - Academic Excellence Award
- b. Category II - Distinguished Student Award

#### 3.2 Faculty Level Awards (Certificate) to Pre-graduate Students for all programs (presently 23, UG=5 & PG=18) on the day decided by each Faculty.

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

- a. Category I - Academic Excellence Award (overall)
- b. Category II - Award for the Best Research Project
- c. Category III - Award for the Best Studio Project
- d. Category IV - Additional Course-based categories as decided by individual Faculty

3.3 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 eligibility for awards.
- b. Recognition of academic excellence by meeting the eligibility criteria with procedural fairness.

#### 5. University Level Awards

	Category I	Category II
	Academic Excellence Award	Distinguished Student Award
<b>Criteria for Awards</b>	Best academic performance over the duration of the program (five years for UG & two years in PG) (Refer guidelines)	Best overall academic plus extracurricular performance (Refer to guidelines)
<b>Nominated by</b>	Faculty Council of the Program	Nominations invited from Students of the Faculty and decided by a committee
<b>Awarded to</b>	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 the Dean of each Faculty on completion of each academic calendar year.
2. There will be two awards for each UG and PG program.
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.
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 for CEPT University awards will be available for **Rs. Eight lacs per award** for a period of five years.
7. 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	Category IV
	Academic Excellence Award (Overall)	Award for the Best Research Project	Award for the Best Studio Project	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 a research project of the Graduating Batch	Highest score in-studio project of the Graduating Batch	
Nominated by	Faculty Council of the Program	Faculty Council of the Program	Faculty Council of the Program	
Awarded to	A student of each Interim Year 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	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 awards to the graduating students in addition to the University Award if they desire to do so. The Award List is compiled by the 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 program and PG program. The Faculty has the 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. Five 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 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.

## **ACADEMIC EXCELLENCE AWARD GUIDELINES**

1. Best academic performance over the duration of the program (five years for UG & two years in PG)
2. The student failing in a studio / 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.
3. In case of a Tie, the following steps to be followed: -
  - Step 1: CGPA up to 4 decimal points
  - Step 2: GPA of Studio courses attended at CEPT (excluding exchange semester) up to 4 decimal points
  - Step 3: GPA of Mandatory course
  - Step 4: Number of faculty level awards in interim years + number of excellence Awards (if any) from CEPT University



# DISTINGUISHED STUDENT AWARD

## PROFORMA

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.**