

## STANDING OPERATING PROCEDURE

### AWARDS OF EXCELLENCE: ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY

#### General

1. Army Institute of management & technology was established in 2004 under the aegis of Army Welfare Society (AWES). It is running Full time Masters in Business Administration (MBA) since 2005 for Army dependents. The course is affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi.
2. Army Welfare Society (AWES) is known for providing 'Quality Education at affordable cost' since inception. In order to serve as a source of inspiration and motivation for the students to work hard and excel in their fields an Awards of excellence have been introduced in all Army run Professional colleges/ Institutions including Army Institute of Management & Technology as per the conditions.

#### Aim

3. The aim of the SOP is to lay down the guidelines for implementation of 'Award of Excellence' in Army Institute of Management & Technology, Greater Noida.

#### Award and Modalities

4. Following Awards of Excellence are being instituted in Army Institute of Management & Technology from 2010 passing out batch i.e. MBA 5 batch :-
  - (a) **Chief of Army Staff (COAS) All Round Best Student Rolling Trophy.** One award per batch based on overall performance during complete duration of the course shall be given to the selected student of the passing out batch at the time of convocation/ Alumni Meet every year. The award shall consist of the following:-
    - (i) Monetary Award – Rs 25,000/-
    - (ii) Rolling Trophy
    - (iii) Merit Certificate
  - (b) **Awards of Academic Excellence.** Three awards for students securing 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position. The awards shall consist of the following:-

(i) 1<sup>st</sup> Position

- (aa) Monetary Reward – Rs 20,000/-
- (ab) Gold Medal
- (ac) Merit Certificate

(ii) 2<sup>nd</sup> Position

- (aa) Monetary Reward – Rs 15,000/-
- (ab) Silver Medal
- (ac) Merit Certificate

(iii) 3<sup>rd</sup> Position

- (aa) Monetary Reward – Rs 10,000/-
- (ab) Bronze Medal
- (ac) Merit Certificate

**Naming of Awards**

5. Names of Awards in Army Institute of management & Technology are:-

(a) All round best student award shall be named as '**The Chief Army Staff (COAS) All Round Best Student Rolling Trophy**'.

(b) Awards of Academic Excellence have been named as follows:

- (iii)1<sup>st</sup> Position - Shaheed CQMH Abdul Hamid, PVC, Gold Medal
- (iii)2<sup>nd</sup> Position – Shaheed Maj Mohit Sharma, AC, SM, Silver Medal
- (iii)3<sup>rd</sup> Position – Shaheed Jemadar Abdul Hafiz, VC, Bronze Medal

**Eligibility**

6. All the students pursuing Two year Full time Masters in Business Administration (MBA) from Army Institute of Management & Technology except the following:-

- (a) The student should not have failed/ reappeared in any subject in the University examination during the course.
- (b) The student should not be involved in any disciplinary case throughout the stay in the Institute.

**Criteria for selection**

7. Criteria for selection of students for both the categories are as follows:-

- (a) The Chief Army Staff (COAS) All Round Best Student Rolling Trophy ( Total marks 130)

- (i) Academic Performance (Max marks – 100). Overall average percentage of marks obtained in University exams during all the four semesters will be counted as marks scored.
- (ii) Participation in Sports/ Extra- curricular and Co-Curricular Activity (Max Marks – 20). Number of events participated X 5 marks. Only Inter-Institute and above will be recognized.
- (iii) Overall Attendance (Max. Marks 10)
  - (aa) Above 90% - 10 Marks
  - (ab) Above 85% - 08 marks
  - (ac) Above 80% - 06 Marks
  - (ad) Above 75% - 04 Marks
- (b) Awards of Academic Excellence – 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position.( Total marks 100). Based on total (of all four semesters) percentage of marks scored in the university exams.

### **Composition of Selection Committee**

8. The selection will be carried out by a committee composed as under:-

- (a) Presiding Officer – Director of the Institute
- (b) Members
  - 1. - Registrar
  - 2. - HOD (Academics)
  - 3. – Examination Coordinator
  - 4.– One Faculty

### **Selection**

- 9. Only the final year students shall be eligible nominations for the above awards. Selection will be as per the guidelines.
- 10. Not more than 05 students will be short listed by the committee for final selection on merit. If two students get the same marks after being short listed, the student getting higher marks in academics will be declared overall best student.
- 11. The Institute for further action will forward a record of the selection process to HQ Delhi area

12. The names of the best outgoing student will be intimated to Army HQ AWES after approval from HQ Delhi area.
13. The selection criteria will be displayed prominently on the notice board and announced in the orientation programme by the Director/ HOD (Academics) on re-opening of the Institute every year.

### **Implementation**

14. The above award of Excellence will be implemented from MBA 5 Batch (2008 –10) as this is effective from current financial year 2009-10.

### **Time schedule**

15. The BOOs will be detailed by the registrar by 15 Jul every year. The Board proceedings duly completed will be forwarded to HQ Delhi Area latest by 31 Aug every year.

### **Presentation**

16. The award will be presented by the Patron/ Chairman during Annual Function/ Alumni meet in Nov or first week of Feb every year.

### **Conclusion**

17. The award is a initiative by AWES to recognize the young talent and appreciate their hard work to serve as a source of inspiration and motivation for others.

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NOIDA

**AWARDS OF EXCELLENCE**

Awards of Excellence have been introduced in Army run Professional Institutes including AIMT, Greater Noida to serve as a source of inspiration and motivation for the students to work hard and excel in their fields.

The following awards have been instituted with effect from academic year 2009-10:-

- (a) **Chief of Army Staff (COAS) All Round Best Student Rolling Trophy.** One award per batch based on overall performance during complete duration of the course shall be awarded of the passing out batch at the time of convocation/ Alumni Meet every year. The awards shall consist of the following:-
- (j) Monetary Award – Rs 25,000/-
  - (ii) Rolling Trophy
  - (iii) Merit Certificate
- (b) **Awards of Academic Excellence.** Three awards for students securing 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position. The awards shall consist of the of the following:-
- (i) 1<sup>st</sup> Position
    - (aa) Monetary Reward – Rs 20,000/-
    - (ab) Shaheed CQMH Abdul Hamid, PVC - Gold Medal
    - (ac) Merit Certificate
  - (ii) 2<sup>nd</sup> Position
    - (aa) Monetary Reward – Rs 15,000/-
    - (ab) Shaheed Maj Mohit Sharma, AC, SM - Silver Medal
    - (ac) Merit Certificate
  - (iii) 3<sup>rd</sup> Position
    - (aa) Monetary Reward – Rs 10,000/-
    - (ab) Shaheed Jemadar Abdul Hafiz, VC - Bronze Medal
    - (ac) Merit Certificate

### **Guidelines and criteria for students**

1. Only the final year students shall be eligible for nominations for the above awards. Selection will be as per the guidelines laid down by the Institute.
2. The student should not have failed/ reappeared in any subject in the university examination during the course.
3. The student should not be involved in any disciplinary case throughout the stay in Institute.
4. Parameters for The Chief Army Staff (COAS) All Round Best Student Rolling Trophy ( Total marks 130) are:-
  - (i) Academic Performance (Max marks – 100). Overall average percentage of marks obtained in university during all the four semesters will be awarded as marks.
  - (ii) Participation in Sports/ Extra- curricular and Co-Curricular Activity (Max Marks – 20). Number of events participated X 5 marks. Only Inter-Institute and above will be recognized.
  - (iii) Overall Attendance (Max. Marks 10)
    - (aa) Above 90% - 10 Marks
    - (ab) Above 85% - 08 marks
    - (ac) Above 80% - 06 Marks
    - (ad) Above 75% - 04 Marks
5. Awards of Academic Excellence – 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position.( Total marks 100)
  - (i) Academic Performance (Max marks – 90). Overall average percentage of marks obtained in university during all the four semesters will be awarded as marks.
  - (ii) Overall Attendance (Max. Marks 10) only for I, II, III semester
    - (aa) Above 90% - 10 Marks
    - (ab) Above 85% - 08 marks
    - (ac) Above 80% - 06 Marks
    - (ad) Above 75% - 04 Marks
6. Not more than 05 students will be short listed by the committee for final selection on merit. If two students get the same marks after short listed, the student getting higher marks in academics will be declared overall best student.
7. The award will be presented by the Patron/ Chairman during Annual Function/ Alumni meet in Nov or first week of Feb every year.