



DIGBOI COLLEGE

ACHIEVERS' AWARD POLICY (AAP)

Approved by the Digboi College Governing Body w. e. f. 01/01/2016

1.0 CONTEXT OF ACHIEVERS' AWARD POLICY (AAP)

Digboi College envisages that a comprehensive and coordinated policy for awarding the achievers in diverse fields is of great importance for encouragement to and all-round development of the students and teachers and that way create a climate conducive to academic and non-academic excellence. The College is committed to recognizing and rewarding the outstanding performance of its stakeholders. One method of recognition is the awarding of the academic and non-academic achievers. Besides, this service can foster a positive relationship of the administrative machinery with the teachers and students, and thereby can increase their attachment to the educational institution and strengthen the fraternal bonding amongst them.

Digboi College Achievers' Award Policy (AAP) has been formulated as guideline to provide encouragement to the students and teachers of the College. It reflects the obligations of the college to the teachers and the student-community. Recognition and awarding of students for their perseverance and of teachers for their hard work and dedication is of utmost importance for the whole academic exercise. It is framed to point out the nature of awards, awarding processes, scope and mechanisms and funding/mobilization of funding for the awards.

2.0 OBJECTIVES OF ACHIEVERS' AWARD POLICY (AAP):

- To motivate the teachers and students of Digboi College towards their academic and non-academic excellence;
- To provide moral boosting to the achievers through announcements in the college meeting and programs;
- To recognize achievements through certification;
- To provide monetary award to the best performers in Final semester Examinations;
- To showcase the achievers in College website and social media.

3.0 RESPONSIBILITIES:

a) Primary Responsibility: Achievers' Award Cell (AAC) consisting of -

Chairperson: Principal

Convener: IQAC Coordinator

Member: Vice-Principal.

b) Participative Responsibility: Departmental Award cell consisting of -

Chairperson: Principal

Convener: HoD/in-charge/coordinator, of respective Dept/Centre/Committee

Members: Faculties of concerned Dept/Centre/Committee

4.0 SCOPE OF THE POLICY:

The AAP of Digboi College covers a wide range of areas for recognition of and award to achievers with support of its stakeholders. The policy covers the following areas -

4.01: Awards in Cash to students: The AAP of Digboi College advocates financial encouragements to the students of Digboi College who exhibits excellence in academic and non-academic activities. The Policy states that a specified amount of fund needs to be allocated or mobilized for providing financial encouragement to such achievers. Cash awards shall be provided to the best performers in the Final Semester examinations (e.g. Stream-wise Best Graduate awards).

4.02: Award in kinds to students: The policy keeps provisions for supporting the achievers in kinds, i.e. academic and other essential materials of the student achievers. The economic conditions of the student-achievers' shall be taken into consideration for deciding such issues.



4.03 Felicitation and Certification to Achievers: Achievements of all achievers – students and teachers – shall be recognized through certification or felicitation in formal meeting or programs of the college or concerned department/centre/committee.

4.04 Best Department award: The best department based on scholastic and co-scholastic performance shall be awarded /felicitated annually.

5.0: Mechanism for Awarding:

5.01 Allocation from Maintenance: The authority shall take up measures for allocation of necessary money from College Maintenance for cash awards to academic achievers of the college and felicitation/certification of students and teachers.

5.02 Fund mobilization from NGOs/Philanthropists: The AAP makes provisions for providing facilities to the philanthropists to be involved in awarding the achievers. It advocates participation of different types of Non-Government Organizations as well as individuals in this direction. The policy believes that philanthropists can be motivated to donate their time, money, experience, skills or other resources in awarding the academic and non-academic achievers.

5.03 Decision, Disbursal and Record keeping: The names of the Best Academic achievers and Best Department shall be decided by the Achievers' Award Cell. The philanthropic grants received at the college shall be dealt as per college financial procedure. Since the policy gives provisions of award from departments/centres/committees, the concerned department/centres/committees shall take up measure to mobilize fund, disburse them and keep record of the same.

6.0: Monitoring and Resolution of Conflict:

The Achievers' Award Cell shall be overall monitor of all awards/certification/felicitation. In case of any conflict, decision of the Achievers' Award Cell shall be final.



A handwritten signature in black ink, appearing to read "Dip Saikia".

Dr. Dip Saikia
Principal
Digboi College, Digboi

Principal
Digboi College, Digboi