

STANDARD OPERATING PROCEDURE (SOPs)

Principal's Award for Distinguished Achievement

The Principal's Award for Distinguished Achievement, instituted vide Office Order dated 25.08.2026, is a personal initiative of the Principal, funded entirely by her personally. Its purpose is to recognise students who distinguish themselves through exceptional achievement, initiative, perseverance or contribution and, through such recognition, inspire others to strive for excellence.

These SOPs have been framed only to ensure fairness, transparency, consistency and objectivity in the selection process. They are procedural in nature and are not framed under any Government or University scheme or policy. The Office Order dated 25.08.2026 shall remain the governing document.

1. Eligibility

A student who is a bona fide student on the rolls of the College shall be eligible for consideration for the Award. Students who completed their final year and passed out during the year in which applications are invited shall also be eligible.

Achievements or contributions made during any academic session in which the student was on the rolls of the College may be considered.

A student who receives the Award shall not be considered for the Award again on the basis of the same achievement, contribution or credentials for which the Award was conferred. Such a student may, however, be considered subsequently for fresh achievements or contributions not considered for the earlier Award.

2. Application / Nomination

A student may come under consideration either through direct application or nomination.

A student may apply on a simple application briefly stating the achievement or contribution and enclosing, as far as possible, relevant supporting material.

Nominations may be made by Heads of Departments, faculty members, Hostel Wardens, conveners/coordinators of College societies, NCC/NSS or other recognised College bodies.

A nomination shall only bring the student's case before the Selection Committee. It shall not be treated as a recommendation and shall carry no additional weight. Students applying directly and those nominated by others shall be assessed on equal footing.

Applications/nominations shall be received from 05.10.2026 to 31.12.2026, both days inclusive, and may be submitted to any member of the Selection Committee. The Committee shall devise an appropriate system for receipt, scrutiny and assessment of the applications/nominations in accordance with the SOPs.

3. Standard for the Award

The Award is intended for an achievement, initiative, perseverance or contribution which clearly rises above ordinary participation or routine accomplishment.

Mere participation, membership of an organisation or society, attendance at events/camps/workshops, holding an office, routine volunteering or accumulation of certificates shall not, by itself, constitute distinguished achievement.

Quality and significance shall prevail over quantity. One genuinely exceptional achievement or contribution may outweigh several achievements of an ordinary nature.

4. Assessment

Every eligible case shall ordinarily be assessed on the following parameters:

Parameter	What is to be assessed	Marks
Level and significance	The level, importance & overall significance of the achievement or contribution in the relevant field.	4
Nature and quality of accomplishment	What the student actually achieved or contributed and how noteworthy that accomplishment was.	4
Individual contribution	The student's own role, effort & contribution in achieving the result or making the contribution.	4
Impact / recognition	The impact, benefit, recognition or distinction resulting from the achievement or contribution for the student, College or community, as applicable.	4
Effort and perseverance	The commitment, consistency, hard work, perseverance, integrity, initiative or originality reflected in the achievement or contribution.	4
Total		20

The following broad scale may be used:

0 – Not established / routine

1 – Limited

2 – Significant

3 – Highly significant

4 – Exceptional

A score of **12 or more out of 20** may ordinarily be treated as crossing the threshold of distinguished achievement.

The score is intended to assist objective assessment and shall not replace the considered judgment of the Committee.

The Award shall primarily recognise the **merit and significance of the achievement or contribution**. Where relevant, the Committee may also take into account the circumstances in which it was attained, particularly where these reflect exceptional commitment, perseverance, consistency, hard work or strength of character.

The same principles shall apply across academics, sports, cultural and literary activities, debating/public speaking, NCC/NSS, leadership, innovation, social service, competitive examinations and other fields covered under the Office Order. **No particular category of achievement shall enjoy any inherent preference.**

5. Verification

The achievement or contribution should ordinarily be supported by certificates, official results, College records or other reliable material.

However, absence of a formal certificate shall not by itself exclude an otherwise deserving student, provided the Selection Committee records in writing the basis on which the achievement or contribution has been verified and found deserving of consideration. For this purpose, the Committee may rely upon College records, available material, verification, first-hand institutional knowledge or any other reliable basis available to it.

Every student whose case is under consideration shall provide such record, information or clarification as may reasonably be required by the Committee for proper assessment.

In case of a team or group achievement, due regard shall be given to the individual contribution of the student.

6. Procedure of the Selection Committee

Members of the Selection Committee shall preferably assess eligible cases independently before collective consideration by the Committee.



The assessment sheets shall be signed and dated by the members participating in the assessment.

Where a member has directly nominated, coached, supervised or been substantially associated with the achievement of a student under consideration, the member shall disclose the same and shall ordinarily refrain from independently scoring that particular case.

A student may rely upon more than one achievement or contribution; however, mere accumulation of ordinary achievements shall not by itself amount to distinguished achievement.

Where the numerical assessment does not adequately reflect the exceptional nature of a particular case, the Committee may take an appropriate view for reasons to be recorded briefly.

7. Recommendation and Final Selection

Where five or fewer students are found deserving, the Committee may recommend such students to the Principal.

Where more than five students cross the assessment threshold and are found deserving, the Committee may recommend **up to ten students**, ordinarily in order of assessed merit.

Where two or more students secure the same marks, their cases shall be considered comparatively on the overall significance, quality, individual contribution and impact of their achievements or contributions. Where they remain substantially at par, they may be placed at the same level and need not be separated merely for the purpose of ranking.

Where a tie occurs at the last place in the recommended list, all candidates placed at that level may be included, even if this results in the number of recommended candidates exceeding ten.

The Principal shall consider the recommendations of the Selection Committee and finally select **up to five students** for conferment of the Award, keeping in view the object of the Award, comparative merit of the cases and the material available on record.

Crossing the assessment threshold, shortlisting or recommendation by the Selection Committee shall not create any right or entitlement to the Award.

Where the final selection differs materially from the comparative assessment or order of merit placed before the Principal, brief reasons for doing so shall be recorded.

Where the Principal considers that any case requires further examination, clarification or reassessment, the same may be referred back to the Selection Committee for reconsideration and fresh recommendation before the final decision is taken.

8. Record and Finality

For every student recommended, the Committee shall briefly record:

1. the achievement or contribution relied upon;
2. the basis on which it has been established; and
3. why it is considered distinguished.

The Office of the Principal shall maintain, in an orderly manner, the applications/nominations, relevant supporting material, signed assessment record and recommendations of the Selection Committee.

In case of any doubt, ambiguity or matter not specifically covered by these SOPs, the decision of the Principal shall be final.


Principal
Govt. College
Solan, Distt. Solan

Date: **05. 10. 2026**