

निदेशक उच्चतर शिक्षा विभाग चण्डीगढ़

**DIRECTOR HIGHER EDUCATION DEPARTMENT, CHANDIGARH**

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(लेखा शाखा/Accounts Branch)

**ORDER**

In supersession of all previous orders issued by this office, the following Standard Operating Procedures (SOP's) and rates shall be observed by all Educational Institutions under Higher Education Deptt., UT Chandigarh for organizing various events like Annual Sports Day/Annual Prize Distribution Function/Annual Convocation/PU Youth and Heritage Festival etc: -

**SOP FOR AWARDS IN GOVERNMENT COLLEGES/INSTITUTIONS**

**Annual Prize Distribution Function/Annual Sports Day**

**ROLL OF HONOUR**

**1. ROLL OF HONOUR FOR ACADEMICS**

- A candidate should have secured a position in the merit list (First Five Positions) in Panjab University Semester Examinations of various classes during current/previous academic session as per results available in Panjab University Gazette.
- A candidate should have secured first position in the College in Panjab University Semester Examination with more than 75% marks in aggregate in previous academic session as per results available in Panjab University Gazette.
- For the courses offered exclusively by a single institution under Panjab University, only the candidate securing the first position in the merit list in Panjab University Semester Examinations in current/previous academic session as per results available in Panjab University Gazette will be considered.

**2. ROLL OF HONOUR IN SPORTS**

- A candidate who represented India at International level.
- A candidate should have earned any position (I, II, III) at National Level/All India Inter-University Tournaments/ Khelo India Games.
- A candidate who creates a new record at National/Panjab University/State Level Competition.
- Member of All India Combined University Team.

**3. ROLL OF HONOUR IN CULTURAL ACTIVITIES**

- A Candidate should have participated in any item at the International Level competition.
- A Candidate should have earned a position at National Level/ Inter University level.
- First position in PU Inter-zonal Youth and Heritage Festival

**4. ROLL OF HONOUR FOR NCC**

- A candidate should have represented in the Republic Day Parade at New Delhi during the current session.
- A candidate should have been selected and attended International Youth Exchange Programme (YEP) in another country.
- A candidate should have won I/II/III position in National Level Camp, All India Thal/Nau/Vayu sainik Camp.

**5. ROLL OF HONOUR FOR NSS**

- A candidate should have participated in the Republic Day Parade.
- A candidate should have been selected and attended International Youth Exchange Programme (YEP) in another country.
- Any position in National Level competitions
- Recipient of Indra Gandhi Youth Award.
- NSS State awardee.

IMPORTANT

Nishu Asst



9/9/25  
steno

2505  
09/09/25

Principal  
9/9/25

Funds  
Mule

Borson

In charge  
Cultural  
Activities

Dean

Vice-Principal

Sport  
In-charge

Prize  
distributed  
In-Ch

Annual  
Convocation  
In-Ch

Handwritten mark

#### 6. ROLL OF HONOUR FOR BLOOD DONATION

A candidate should have donated Blood eight times or more during his/her stay in the college.

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### COLLEGE COLOUR

#### 1. COLLEGE COLOUR IN ACADEMICS

A candidate should have secured 1st position in College in Panjab University Semester Examination with more than 60% marks but less than 75% marks in aggregate in previous academic session as per results available in Panjab University Gazette.

#### 2. COLLEGE COLOUR IN SPORTS

- A candidate should have participated at the All India Inter-University/National Competition/Khelo India Games.
- A candidate should have secured 1st/ 2nd / 3rd position at State Level.
- A candidate should have been declared the best athlete/best player in Annual Sports Meet.

#### 3. COLLEGE COLOUR IN CULTURAL ACTIVITIES

- A candidate should have participated at the National Level / Inter-University Level in the current session
- A candidate should have secured 2nd or 3rd position in the Inter Zonal Youth Festival during the current session
- A candidate should secure a position in the State Youth Festival during the current session.
- A candidate should have secured 1st position in the Zonal Youth Festival during the current session.

#### 4. COLLEGE COLOUR IN NCC

- A candidate should have been declared the Best Cadet at a Directorate Level NCC Camp.
- A candidate should have been selected and attend National Level Camp, Thal Sainik/Nau Sainik/Vayu Sainik Camp, IMA Training/Army attachment/Air Attachment/Ship Attachment Camp.

#### 5. COLLEGE COLOUR FOR NSS

- A candidate should have attended two NSS camps (7 Days) and should have been declared an outstanding NSS volunteer in at least one camp.
- A Candidate should have attended Pre-RD Camp.

#### 6. COLLEGE COLOUR FOR BLOOD DONATION

A candidate should have donated Blood six times or more during his/her stay in the college

#### 7. COLLEGE LIBRARY

A student should have been recommended by the College librarian who excelled in Library activities during the preceding three years and has been awarded merit certificates during the two years.

#### 8. COLLEGE COLOUR FOR OFFICE BEARERS OF STUDENT'S COUNCIL

The College colour will be awarded to the four Office bearers (President, Vice President, Secretary and Joint Secretary) of the Student Council during the current session

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### RULES FOR MERIT PRIZES

#### 1. ACADEMICS

- A student should have secured 1st, 2nd or 3rd position in the class in Aggregate marks in Mid Semester Examination (both semesters combined) with at least 60% marks in Discipline Specific Courses (DSC) only during the current academic session.
- A student should have secured 1st, 2nd or 3rd position in Mid Semester Examination in a subject with at least 60% marks in Discipline Specific Courses (DSC) during the current Academic Session.

#### NOTE:

- a) The prizes in aggregate and in different subjects for various classes would be given to those students:
- Who have passed in all the subjects, in Mid-Semester Examinations (both semesters combined).
  - Should not be falling short of lectures, which would be verified by the subject Incharges.
  - Must score at least 60% in that subject.

- Must score 60% or above in case of aggregate prize.
- b) One prize would be given for a class of 50 students, two prizes for a class between 51 to 100 students and three prizes for a class of 101 and above number of students.

## 2. SPORTS

- A student who has captained any College Team during the current year.
- A student who has been adjudged Best Player in any Games or Sports, who has played for the College at State Level Competition.
- A student who has been selected by the Panjab University to attend the PU Coaching Camp in any Sports/Event.
- A student should have won three or more first positions in Panjab University Inter College Tournaments during the current session.

## 3. CULTURAL ACTIVITIES

- A student should have won 2nd and 3rd position PU Zonal Youth Festival in the current session.
- A student should have won five prizes at the Inter College competitions in the current session.

## 4. NCC

- Should have attended National Integration Camp.
- Should have attended Pre Thal Sainik or Equivalent Camp.
- Should have been adjudged the best Senior Cadet of NCC

## 5. NSS

A volunteer should have attended two 07 days NSS Camps and should have attended NIC or any National level Camp.

## 6. BLOOD DONATION

A student should have donated Blood three times in the Blood Donation Camp held in the College during his/her stay in the college.

## 7. COLLEGE MAGAZINE

Student editors of the College Magazine shall be awarded Merit Certificates.

## 8. STUDENT COUNCIL

A student elected as member of the Student Council other than the Office Bearers are to be given Merit Certificates.

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### **RULES FOR ALL ROUND BEST GRADUATE STUDENT: -**

- The students of Final Year (from all the streams) would be eligible for this award.
- The student should have a minimum of two years stay in the college
- The student should score at least 60% marks in aggregate in the university examination and mid-term examinations.
- The student should appear and pass in all the exams during her stay in the college, i.e. University Exams and Mid-Term exams. The teachers concerned to certify the same.
- Re-Test awards will be considered only in the case of those students who have represented the college in any activity during the examination days.
- In addition to Academics the student should also show her participation/achievement with documentary proof in all of the following Groups: -
  - Academic Results
  - Sports/N.C.C/N.S.S
  - Extra - Curricular activities
- The student should not be falling short of lectures.
- The student should have a good general behavior. The Head of the concerned Department to verify the same.
- The students will attach the achievements of BA-I/BSc-I/BCom-I/BCA-I only.

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### **RULES FOR ALL ROUND BEST POST GRADUATE STUDENT: -**

- The students of M.A./M.Sc./M.Com. final year would be eligible for this award.

- The student should score at least 60% marks in aggregate in the university examination and both mid- term examinations.
- The student should appear and pass separately in theory and practical in all the exams during his/her stay in the college, i.e. University Exams and Mid-Term Exams in the session. The teachers concerned to certify the same.
- Re-Test awards will be considered only in the case of those students who have represented the college in any activity during the examination days.
- In addition to Academics the student should also show his/her participation/achievement with documentary proof in all of the following Groups: -
  - Academic Results
  - Sports/N.C.C/N.S.S
  - Extra – Curricular activities
- The student should not be falling short of lectures.
- The student should have a good general behavior. The Head of the concerned Department to verify the same.
- The students will attach achievements of MA-I/MSc-I/MCom-I onwards only.

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### **IMPORTANT INSTRUCTIONS (FOR ALL AWARDS):**

The students taking their claims to any of the awards in the Current Session must have also adhered to the following:

- There should not be any case of indiscipline, misbehavior and breach of college/Hostel rules against the student during his stay in the college.
- The candidate should not have failed in any University Examination.
- The candidate should not be short of lectures.
- The candidate should have cleared the academic condition in the House Examination held in the college during the session.
- The students should attach documentary proof (photocopies) in support of their claims.
- All claims must reach the conveners by the last date mentioned in the notice.

**However, the College Award Committee may consider any other case for Award to the students involved in various other activities held in the College. Merely qualifying for the Award does not confer a right on the candidate for the Award. In case of any dispute in any award, the College Advisory Committees decision will be considered.**

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### **CONVOCATION**

#### **ROLL OF HONOUR**

- First Five positions in the merit list in Panjab University Semester Examinations of various classes (BA III/ B.Sc III/ B.Com III/ BCA III and PG II) during previous academic session.
- Only first position in Panjab University Semester Examinations in Honours subjects.

#### **ACADEMIC PRIZES**

- In BA III/ B.Sc. III/ B.Com III/ BCA III/ other UG courses prizes will be given to students who have been placed in first three positions in college aggregate in PU Examination during previous academic session.
- In PG II courses prizes will be given to students who have been placed in first three positions in college aggregate in PU Examination during previous academic session.
- In all Honours subjects, prizes will be given to students who have been placed in 1st position in PU Examination in the previous academic session.
- Student scoring hundred percentage in any subject in PU Semester Examination

#### **NOTE:**

The respective colleges must ensure the financial constraints/viability.

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