

6.1.1: Strategic Planning and Deployment Documents: Practice 1**Students' Council**

BEST STUDENT AWARD: 2019-2020

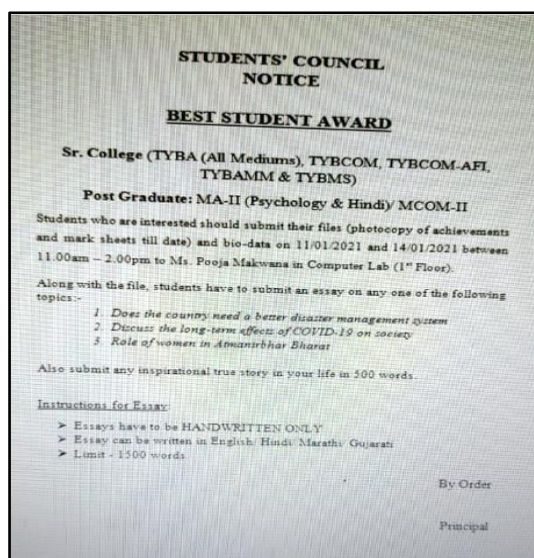
Procedure of conducting Best Students Award by the Student's Council

- Approval is sought from the Principal regarding conduction of Best Students Competition and on the topics for written Essay for students.
- The Evaluation Panel of teachers is also decided in consultation with the Principal and the panel is so decided as to include experienced faculty from all the streams in the college.

1. Panel of Faculty members for Evaluation: 2019-2020

Name of the Faculty member	Designation and Department
Mrs. Renuka Prajapati	Associate Professor, Head, Department of Economics and Arts Faculty In-Charge
Dr. Usha Mishra	Associate Professor, Department of Hindi
Dr. Shobha Dedhia	Associate Professor, Department of Commerce
Dr. Avaneesh Bhatt	Assistant Professor, Head, Department of English and Commerce Faculty In-charge
Ms. Kiran Jadhav	Assistant Professor, Department of Sociology
Ms. Vaishnavi Kamat	Assistant Professor, Department of Psychology
Dr. Shubhangi Kulkarni	Coordinator: MCom and Vocational Courses
Ms. Hemlata Kumar	Coordinator: BMS
Ms. Shagufta Memon	Coordinator: BAMB
Mr. Shahid Ansari	Full time Faculty: BCom-AFI

- Notice is circulated to all the teachers and final year students regarding the competition via Whatsapp groups and student notice boards.

2. Notice for candidates for application for Best Students

- The evaluation pattern/ criteria for the award includes marking on the following:

3. Scoring pattern for Evaluation 2019-2020

Round	Tests	Marks
Round 1	General knowledge and Mental Ability Test	25+20
Round 2	Physical fitness test	50
Round 3	Review of Files:	
	a. Academic excellence	20
	a. Participation in NCC/NSS/Cultural activities/Co-curricular activities	30
	b. Essay/inspirational story	20
Round 4	a. Personal interview	20
	b. Group discussion	15
	Total score	200

- Students are informed regarding the time lines for submission of their files. A student file includes their CV, Academic records, Extracurricular activity record, Hand-written essay as per the given topic, inspirational story, testimonials from teachers, certificate copies etc.

4. Schedule for Rounds: 2019-2020

Round	Test/Evaluation	Date	Conduction by	Total candidates appearing
Last Date for sending Applications: January 31, 2021				
1	GK and mental Ability test	February, 15, 2021	Student Council - off line	24
2	Physical Fitness test	February, 15, 2021	Sports section- off line	24
3	Review of Candidate files	February, 16, 2021	Faculty Panel- off line	24
4	Group Discussion and Personal Interview	February, 16, 2021	Faculty Panel- off line	24
Declaration of Results by Principal: March 5, 2021				

- After collecting the files from students, Students Council committee allots a code to each and every student participant. The essays and inspirational stories from the files are bifurcated as per their language, marked with the code and passed on to the respective evaluator for the evaluation. The evaluator allots the requisite marks and these are noted by the student's council team.
- Students are called for their written test and physical test. The Student codes are communicated to them and they are given Code Badges with the instruction to wear it at all times for their evaluation

- Students appear for the written test under examination conditions. The written test is normally in a Multiple Choice based format which has two parts - General Knowledge and current affairs and numerical ability.
- The Sports Department conducts the tests for physical fitness and awards the marks based on their performance.
- Students are called for Group discussion and personal interview. The Panel of Teachers evaluates the individual student's files to give them marks for academic achievements, Co-curricular performance and extra-curricular activities, NSS, NCC activities etc.
- The Panel evaluates the students on their group discussion and personal interview.
- The marks scored by students in all the different criteria / tests are aggregated and total score is drawn up.
- Best Student categories are decided with approval of principal –normally these are Undergraduate and Post-Graduate Level. Students scoring the highest marks are selected as Best Student of the Year & runners- up also selected based on the 2nd highest, 3rd highest and soon.
- The Awards for Best student – namely cash prize, Trophy and certificate are given to the awardees normally during the college Annual Day program.

5. Declaration of Results and prizes

Category	Name of the student and class	Cash Prize INR
Best student and first runner from PG section		
BEST STUDENT		2000
First Runner up		1500
Best student and first, Second & third runner from UG section		
BEST STUDENT		3000
First Runner up		2000
Second Runner up		1500
Third Runner up		1000