



## **Annual Students Awards –2024 Saegis Campus**

**The Vice Chancellor’s Award and the Dean’s Award** shall be awarded annually to two students with the overall performance (academic and extracurricular activities) in each Faculty under the approved marking scheme. These awards are funded by the University and administered by the office of the Deputy Vice Chancellor with the collaboration of faculties, and assistance of the Examination and the Student Affairs branches.

### **1. The Vice Chancellor’s Award and the Dean’s Award**

The best overall student and the second-best student, who completed the academic programme from each faculty shall be selected under the approved marking scheme for the Vice Chancellor’s Award and for the Dean’s Award, respectively.

**1.1. A Medal and a Certificate of Achievement shall be awarded to the award recipients under the approved marking scheme at the General Convocation and students of the graduating batch will be eligible for the Award.**

### **2. Application Procedure**

- a) Students shall apply for the awards using the application forms issued by the University. Application forms will be available at Dean’s office and can also be downloaded from the university website site.
- b) Students shall submit certified copies of all the documentary evidence with the application.
- c) Students shall submit their applications through the Registrar, who shall certify the contents of the applications, to the relevant Dean.
- d) Students shall prepare and participate in an interview if the selection panel requests.

### **3. Eligibility Requirements**

#### **3.1. Academic**

##### **Requirements**

The students obtaining a higher GPA at least for a Second-Class Upper Division for local degrees or higher marks at least to receive a Merit pass for foreign programmes are eligible to apply for awards if the relevant examinations of the courses of study are completed in each relevant semester without sitting for repeat examinations.

### 3.2. Other Requirements

- a) Overall marks depend on academic achievements and contribution to extracurricular activities.
- b) The overall score achieved by the applicant shall be 70 marks or above for the Vice Chancellor's Award and 65 marks or above for the Dean's Award.
- c) Any student who has been punished by the University and/or warned (in writing) by the Vice Chancellor or Deputy Vice Chancellor as found guilty of any misconduct shall not be eligible for an award.

## 4. Selection Criteria

### 4.1. Academic Achievements (Maximum 60 marks)

The applicant having the highest overall % marks at the end of the programme be given 60 marks and other applicants shall be given marks which are scaled down according to their marks.

### 4.2. Sports achievements (Maximum 20 marks)

Maximum twenty marks shall be allocated for Sports achievements as follows.

Description	Marks
<b>World University Games/ International Games (i.e. Olympic, SAARC, Asian etc.)</b>	
First Place	20
Second Place	15
Third Place	10
Participation for an event (Maximum up to 10 marks)	5
<b>National Games</b>	
First Place	10
Second Place	8
Third Place	6
Participation for an event (Maximum up to 06 marks)	3
<b>Inter-University Games</b>	
First Place	6
Second Place	5
Third Place	4
Participation for an event (Maximum up to 04 marks)	2
<b>Provincial Games</b>	
First Place	4

Second Place	3
Third Place	2
Participation for an event (Maximum up to 02 marks)	1
<b>Inter Faculty Games / District Games / University recommended Invited Games</b>	
First Place	3
Second Place	2
Third Place	1
<b>University Freshers Meets</b>	
First Place	2
Second Place	1
Third Place	0.5
<b>Best Sportsmen/ Best Athlete/ Player of the Year</b>	4
<b>Post of President/Secretary/Editor/Treasure of Sport related societies/ Captain of a University Sport Team</b>	3/position/year
<b>Post of Vice President/Junior Secretary/Junior Treasure/Vice Captain of a University Sport Team</b>	1/position/year

#### 4.3 Other Achievements (Maximum 20 marks)

Maximum twenty marks shall be allocated for extracurricular activities other than sports.

<b>Description</b>	<b>Marks</b>
<b>Posts of President/Secretary/Treasurer/Editor of Unions/Societies/Associations</b>	5/position/ year
<b>Vice President/Assistant Secretary/Junior Treasure/Editor of Student/or similar position of Unions/Societies/Associations</b>	3/position/ year
<b>Committee member of any of the above societies</b>	1/position/ year
<b>International Level Competitions and Awards</b>	
First Place	10
Second Place	8
Third Place	6
Participation for an Event (Final Round)	4
<b>National Level Cultural Events/Talent Shows/Invention and Innovation and Awards or Equivalent Event (i.e. Painting/photography etc.)</b>	
First Place	5
Second Place	4

Third Place		3
Participation for an Event (Final Round)		2
<b>University approved Events (Competition/Orator/Singing/Dancing/Poetry Writing/Script Writing/Invention and Innovation etc.)</b>		
University Level	First Place	5
	Second Place	4
	Third Place	3
Faculty Level	First Place	2
	Second Place	1.5
	Third Place	0.5
<b>Recipient of Patent</b>		8
<b>University approved Event Organizing</b>	Principal Organizer	5
	Member of an organizing committee.	3
<b>Inter University Level Competition/ Awards</b>	First Place/Best Award	6
	Second Place	5
	Third Place	4
<b>Approved University representation at International Forum/Event</b>		5
<b>Approved University representation at National Forum/Event</b>		3
<b>Research Paper Published in a Journal (or accepted) (Weighted depending on the number of authors)</b>		6
<b>Research Paper published or presented in a Conference/Symposium (or accepted) (Weighted depending on the number of authors)</b>		3
<b>Publication of Books / Holding of Individual Exhibition (Paintings/Arts/Photography/Handcrafts etc.)</b>		5
<b>Contribution to official function of the University</b>		1

### **Special Note**

If the overall score achieved by two or more candidates for an award is identical, a special panel consisting of the Deputy Vice-Chancellor and Deans of Faculties shall re-evaluate the candidates to select the Best Student.



Academic Year of applying: .....

## **Application for Vice Chancellor's Award and Dean's Award**

*(Duly completed application together with copies of relevant certificates/ documentary proofs certified by Registrar / Dean should be submitted to the Dean's office of the respective Faculty on or before the deadline. Incomplete applications will not be considered for evaluation.)*

### **1. Personal details**

Full Name:

.....

Name with Initials:

.....

Reg. No: .....

NIC. No: .....

Date of Birth: .....

Gender: Male / Female

Faculty: .....

Department: .....

Contact Address: .....

Telephone No: .....

Mobile No: .....

Email Address: .....

### **2. Details of the degree programme for which you have been registered**

Name of the degree programme:

.....

Date of registration:

.....

**3. Academic achievements:**

Marks:
--------

**a) To be filled by the undergraduate who applies for the Dean’s Award**

Period of the degree program:      From ...../...../.....                      To...../...../.....

**To be filled by Management / Computing & Technology faculty**

Year of Completion	GPA/Marks	Class/Merit/Distinction

**4. Details of any disciplinary action:**

Have you ever been subjected to any punishment or received any warning letter from the University? **Yes/ No.**

If Yes, please specify;

.....

.....

.....

.....

**5. Sports achievements**

Marks:
--------

**a) Details of sports achievements during the respective academic years**

*(Please attach certified copies of certificates to confirm the receipt of prize/award /colors)*

Name of the Competition	Name of the Sport	Prize/Award	Month/Year of Competition	Remarks

**b) Details of sport team positions held as a student during relevant academic years**

*(Please attach certified copies of documentary evidence for all cited positions)*

Marks:

<b>Name of the Sport Team</b>	<b>Your Position</b>	<b>Month/Year of Involvement</b>	<b>Remarks</b>

**6. Extracurricular activities**

**a) Position of Unions/Societies/Associations during the relevant academic years**

*(Please attach certified copies of documentary evidence for all cited positions)*

Marks:

<b>Name of Union/Society/Association</b>	<b>Your Involvement</b>	<b>Month/Year of Involvement</b>	<b>Remarks</b>

**b) Details of Prizes/Awards received during the relevant academic years**

*(Please attach certified copies of certificates to confirm the receipt of prizes/awards)*

Marks:

<b>Name of Event</b>	<b>Prize/Award</b>	<b>Year of Achievement</b>	<b>Remarks</b>

**c) Details of Presentations at Conferences/Seminars during the relevant academic years**  
*(Please attach certified copies of documentary evidence for all presentations)*

Marks:
--------

Name of Conference/Seminar	Your Involvement	Month/Year of Achievement	Details of Proceeding

**d) Details of Books published during the relevant academic years**  
*(Please attach certified copies of documentary evidence for all books published)*

Marks:
--------

Titles of Books	Your Involvement	Month/Year of Achievement	Publisher and ISBN No.

**e) Other Activities done during the relevant academic years**  
*(Please attach certified copies of documentary evidence for all cited activities)*

Marks:
--------

Activity	Your Involvement	Month/Year of Achievement	Remarks



**8. Declaration**

I confirm that I have read the eligibility criteria and notices on the guidance for Vice Chancellors/Dean’s Awards. To the best of my knowledge, I assume that all the information provided in this form is true and correct. I understand that giving false information will automatically disqualify my application and I further undertake to return any award obtained by myself as a result. I give my consent to the Saegis Campus for processing the personal data contained in this form for the purposes connected with my application. I understand that I may be required to be available for interviews for selection and any reasonable publicity that the University considers to be appropriate. I agree to accept the final decision of the Senate.

.....

Signature of Applicant

.....

Date

**----- To be filled by the Registrar-----**

I certify that I personally know the above student/graduand and recommend/ not recommend him/her for the award considering the achievements listed above. He/ She placed the above signature in front of me today.

.....

Name and Signature of Registrar

.....

Date

-----Summary of marks claimed by Applicant -----

No	Description	Recommended Marks	Marks claimed by the Applicant
1.	<b>Academic Achievements (Maximum 60% of Marks)</b>		
	<b>Total Marks</b>	<b>60(Maximum)</b>	
2.	<b>Sport Achievements (Maximum 20% of Marks)</b>		
	<b>World University Games/ International Games (i.e., Olympic, SAARC, Asian etc.)</b>		
2.1	First Place	20	
	Second Place	15	
	Third Place	10	
	Participation for an event (Maximum up to 10 marks)	5	
	<b>National Games</b>		
2.2	First Place	10	
	Second Place	8	
	Third Place	6	
	Participation for an event (Maximum up to 06 marks)	3	
	<b>Inter-University Games</b>		
2.3	First Place	6	
	Second Place	5	
	Third Place	4	
	Participation for an event (Maximum up to 04 Marks)	2	
	<b>Provincial Games</b>		
2.4	First Place	4	
	Second Place	3	
	Third Place	2	
	Participation for an event (Maximum up to 02 marks)	1	
	<b>Inter Faculty Games /District Games/University recommended invited Games</b>		
2.5	First Place	3	
	Second Place	2	
	Third Place	1	
	<b>University Freshers Meets</b>		
2.6	First Place	2	
	Second Place	1	
	Third Place	0.5	
2.7	Best Athlete/Best sportsman/ Player of the Year	4	

2.8	Post of President/Secretary/Editor/Treasure of Sport related societies/ Captain of a University Sport Team	3/position/year	
2.9	Post of Vice President/Junior Secretary/Junior Treasure/Vice Captain of a University Sport Team	1/position/year	
	<b>Total Marks</b>	<b>20 (Maximum)</b>	
3.	<b>Extracurricular Activities (Maximum 20% of Marks)</b>		
3.1	Posts of President/Secretary/Treasurer/Editor of Unions/Societies/Associations	5/position/ year	
	Vice President/Assistant Secretary/Junior Treasure/Editor of Student/or similar position of Unions/Societies/Associations	3/position/ year	
	Committee member of any of the above societies	1/position/ year	
<b>International Level Competitions and Awards</b>			
3.2	First Place	10	
	Second Place	8	
	Third Place	6	
	Participation for an Event (Final Round)	4	
<b>National Level Cultural Events/Talent Shows/Awards/Invention and Innovation or Equivalent Event (i.e., Painting/Photography etc.)</b>			
3.3	First Place	5	
	Second Place	4	
	Third Place	3	
	Participation for an Event (Final Round)	2	
<b>University approved Events (Competition/Orator/Singing/Dancing /Poetry Writing /Script Writing/Invention and Innovation etc.)</b>			
3.4	University Level	First Place	5
		Second Place	4
		Third Place	3
	Faculty Level	First Place	2
		Second Place	1.5
		Third Place	0.5
3.5	Recipient of Patent	8	

3.6	<b>University approved Event Organizing</b>			
	Principal Organizer		5	
	Member of an organizing committee.		3	
3.7	<b>Inter University Level Competition/ Awards</b>			
	First Place /Best Award		6	
	Second Place		5	
	Third Place		4	
3.8	Approved University representation at International Forum / Event		5	
	Approved University representation at National Forum/Event		3	
3.9	Research Paper Published in a Journal (or accepted) (Weighted depending on the number of authors)		6	
	Research Paper published or presented in a Conference/Symposium (or accepted) (Weighted depending on the number of authors)		3	
3.10	Publication of Books/Holding of Individual Exhibition (Paintings/Arts/Photography/Handcrafts/etc.)		5	
3.11	Contribution to official function of the University		1	
	<b>Total Marks</b>		<b>20 (Maximum)</b>	

-----To be completed by the Faculty Selection Committee -----

Achievement		Allocated Marks
<b>Academic Achievements</b>	<b>(Maximum 60% of Marks)</b>	
<b>Sport Achievements</b>	<b>(Maximum 20% of Marks)</b>	
<b>Extracurricular Activities</b>	<b>(Maximum 20% of Marks)</b>	
<b>Total Marks</b>		

This applicant will be nominated/ not be nominated for the VC's Award/Dean's Award

.....  
Name and Signature of Chairperson of the  
Selection Committee

.....  
Date

-----**To be filled by the Dean of relevant Faculty**-----

I recommend/do not recommend this applicant for the VC's Award/Dean's Award of the respective academic year.

.....  
Name and Signature of Dean  
Date

-----**To be filled by the Deputy Vice Chancellor**-----

I recommend/do not recommend this applicant for the VC's Award/Dean's Award of the respective academic year and forwarded for the approval of the Senate.

.....  
Name and Signature of the  
Deputy Vice Chancellor  
Date

<b>Names of the Selection Committee Member</b>	<b>Signature</b>
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....