



<b>Policy Name:</b>	<b>Convocation Awards Policy</b>		
<b>Department</b>	Academic	<b>Approval Authority</b>	Rector
<b>Date of Implementation</b>	10/06/2020	<b>Date of last Revision</b>	02/05/2023- V03

## 1. Introduction and Scope

The policy:

- a. Describes the awards conferred at MI College during the convocation.
- b. Eligibility criteria for various awards
- c. Selection process for various awards

## 2. Awards and Recognitions

MIC shall offer the following awards for outstanding students.

- a. Certificate of Academic Achievement
- b. Top Achievers Award

### Certificate of Academic Achievement

- a. This certificate is awarded for undergraduate level courses only.
- b. Certificate of academic achievement is an yearly award of recognition for those students who complete the academic year meeting certain standard criteria. This certificate is awarded to promote the desire of the students to aim for outstanding academic achievement throughout their academic career. Hence, during the three years of a regular undergraduate course, at the end of each academic year, students for the award will be nominated through a team composed of the Senior Dean, respective Deans of each faculties and the members of the Academic committee.

### Top Achievers Award

- a. Top Achiever's Award is a recognition of academic excellence offered to the candidate obtaining the highest raw marks
- b. This award is presented only at the end of the course, upon completion of all requirements of the particular course the student is following.

## 3. General Eligibility Criteria for the Awards and Recognitions

- a. The award shall be subject to good conduct and behavior of the student during his / her stay in the MI College to be certified by the concerned Dean.
- b. The award shall not be awarded for those programmes where the cumulative strength of classes following the programme is less than 10
- c. The student shall have attended and completed all modules at MI College, without any credit transfers.
- d. The candidate(s) must have passed the examination in the regular/normal period of the programme in first attempt/sitting per semester and year wise. However, if a candidate passes the subject(s) after re-evaluation of the main exam then it shall be



treated as a single attempt. Such re-evaluated marks shall be considered for ascertaining the award.

- e. The candidate who missed the regular examination and reappeared on account of absence in any paper/subject in exam shall not be eligible for the award.
- f. Completed all requirements for the degree programme during the minimum prescribed period

**4. Specific Eligibility Criteria for Certificate of Academic Achievement**

- a. Obtained 70% or more marks in each Semester in the aggregate of all the modules

**5. Specific Eligibility Criteria for Top Achievers Award**

- a. For programme levels 4, and below, the student shall obtain 75% or more marks in the aggregate of all modules.
- b. For Programmes levels 5, and above, the student shall obtain 75% or more marks in the aggregate of all modules.

**6. Selection Criteria for Certificate of Academic Achievement**

- a. The Deans send the list of eligible students to the registrar's office
- b. The Registrar's office validates the list through SS.
- c. The Academic Committee selects the candidate scoring the highest raw score of marks in the academic year, chosen from each level of the undergraduate programme.
- d. If there are ties, then, each students must be given the Certificate

**7. Selection Process for Top Achievers Award**

- a. The Deans send the list of eligible students to the registrar's office
- b. The Registrar's office validates the list through SS.
- c. The Academic Committee selects the student obtaining the highest raw marks. If there are ties still, then each of the candidates shall be presented with the award.

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