

**SOP FOR SELECTION OF STUDENTS FOR AWARD OF CERTIFICATE
AND CASH PRIZE FOR HIGHEST PHYSICAL ATTENDANCE**

References

Please refer the Board Proceeding of the committee for highest physical attendance.

INTRODUCTION

1. AIT management in consultation with Principal and HsoD have decided to award for highest average physical attendance of Sem-I & Sem-II of theory and practical's of all subjects respectively for FE/SE/TE & BE students of AIT. This is to motivate the students for better learning and encourage those students who are attending regularly. Student should have minimum of average physical attendance for all subjects including practical's for Sem-I & Sem-II as per SPPU norms of 75% attendance are eligible. Those who are falling short of this attendance will not be awarded any award. These students of each year having highest physical attendance will be recommended for the award by respective Departmental HoD for consideration by selection committee.

AIM

2. The aim of this SOP is to lay down the procedure for selection of students for award to highest average physical attendance for all students belonging to different branches at FE/SE/TE & BE respectively.

DISTRIBUTION OF THE AWARD AMOUNT

3. With the above aim, it has been finalized to institute following cash awards and certificate and will be disbursed the same on AIT Day :-

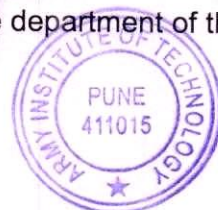
(a)	01 x Award for Final-year students for all branches	-	Rs5,000/-
(b)	01 x Award for Third -year students for all branches	-	Rs5,000/-
(c)	01 x Award for Second -year students for all branches	-	Rs5,000/-
(d)	01 x Award for First-year student for all branches	-	Rs 5,000/-
	Total	-	<u>Rs 20,000/-</u>

This total amount of Rupees 20,000/- will be budgeted every year from Student Welfare Fund.

COMMITTEE TO DECIDE TO AWARD

4. Presiding Officer: One of the HoD from the any Department.

Members: 1 to 4 from each department other than the department of the Presiding Officer.



QUALIFYING PARAMETERS

5. Average highest **physical attendance** for theory&practical's for Sem-I &Sem-II of previous academic year will be counted for this award. Minimum eligible criteria is **physical attendance** for theory&practical's for Sem-I &Sem-II should be $\geq 75\%$ as per SPPU norms. Those who are short falling of this criteria will not be eligible for the award. **No student who is having a disciplinary case given at the Director level will not be eligible for the award.**

CONCLUSION

6. The above procedure will be strictly adhered, so that complete transparency in processing the Award is observed. In case of any dispute the point will be referred to the Director by the HsoD for his decision.

File No :AIT/0001/Gen Rul /Adm
Army Institute of Technology

Date: 02 Feb 2024



(Signature)
(Abhay A Bhat)
Brig
Director

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