



PEC/DSA/23/ 774
Dated: 26-04-2023

NOTICE

Subject: Institute Color, Certificate of Excellence, Certificate of Appreciation for the session 2022-23.

Applications are hereby invited from the students for the award of the *Institute Color, Certificate of Excellence and Certificate of Appreciation*. All the concerned students are hereby required to apply for the above, along with details such as SID, name, father's name, branch, year and photocopies of the certificate of achievements, in Extra Curricular Activities Awards. Application Form along with a cover letter latest by 8th May 2022 (Monday) in hard copy format at DSA office.

Applications received late or incomplete in any respect shall not be entertained by the office of DSA. Claims of achievements without certificates of Participation/ Appreciation/ Excellence and others will not be considered.

The guidelines for the Colors, approved by Director, Punjab Engineering College (Deemed to be university) along with forms are available on the Institute Website.


26/4/2023
Dean Students Affairs

CC:

1. Director for kind information please
2. ADSAs
3. All HODs.
4. All O/Is, Clubs & Societies
5. Webmaster for uploading the notice along with application form and Guidelines.



Punjab Engineering College
(Deemed to Be University)

**Extra-Curricular Activities
Awards
Application Form
2022 - 2023**

PERSONAL INFORMATION

Student Name		Father's Name	
Name of the Branch		Student ID	UG/PG
Home Address		Temporary Address (if different):	
Telephone Number:		Mobile Number	
E-mail:			
Activity for which Award Has been Applied		Activity No.:	Activity Name:
Type of Award Applied For (Say YES/NO)	Institute Colour	COE	COA
Has any disciplinary action been taken against you? Please mention if yes.			

SUMMARY OF ACTIVITIES

[illegible]

Total Marks				
Name of the Verifying Officer				
Signature of the Verifying Officer				

Final Recommendation	
SID:	Student name:
The Award is Recommended for:	<input type="checkbox"/> Institute Colour <input type="checkbox"/> Certificate of Excellence <input type="checkbox"/> Certificate of Appreciation
Name of Recommending Officer	
Designation of Recommending Officer	
Signature of Recommending Officer	
*In the case when Chief Advisor position doesn't exist, O/I will be the recommending officer.	

Form B

Extra-Curricular Activities Awards

Recommendation for Institute colour/Certificate of Excellence/Certificate of Appreciation (To be filled by O/I)

Category in which Institute Colouris recommended	Marks
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Student Affair Council	
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Career Development & Guidance Cell (UG and PG)	
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Hostels	
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Cultural Clubs	
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Technical Societies	
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PECfest	
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Sports	
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NSS	
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NCC	
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All Rounder	
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Passing Out PG	
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Organizational Activities	
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Guidelines for Extra-Curricular Activities Awards

Institute Colour (IC)/Certificate of Excellence (COE)/Certificate of Appreciation (COA)

Overview of Activities

This section gives the student an opportunity to outline to the Awards Committee the range and type of activities they were involved in. The Committee is looking for prolonged involvement as well levels of participation and leadership in their chosen activities, namely, Cultural, Technical, Sports and Organizational activities.

Eligibility Criteria:

1. Awarded to the students for their exceptional contribution towards Academic, Cultural, Technical, Sports and Organizational activities throughout their stay in the institute.
2. No disciplinary action should have been taken against the student during his/her entire stay in the institute.
3. The student should be enrolled in PEC and should have never had any back logs in any of the courses during the entire duration of stay at PEC.

Eligibility Criteria for Institute Colour:

Cultural Clubs/Technical Societies/Sports/NSS/NCC

- a) The student should have shown participation in the category throughout his/her stay with a considerable degree of success.
- b) The student should have participated in at least two inter-collegiate events with some degree of success.
- c) This award acknowledges students who have been selected for a provincial, regional, or national group in their chosen specialty with a considerable degree of success. Please note that the applicant being selected for or recognized by a group outside the institute in an institute based activity alone is not sufficient for this award.

The marks for year-wise activities are to be awarded by the recommending officer as under:

Cultural Clubs & Technical Societies

Marks for participation in activities	Marks for participation	Marks for Award
PEC and other institutes	01	02
Premier institutes like IITs, NITs, IIMs, IIITs, IISc, AIIMS, etc.	03	06
International (held outside India)	06	08

S.No	Marks for Organising Activity	Marks
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	*Organized for more than 250 Members	04
	*Organized for less than 250 Members	02
	**Marks for heading an institute Committee (including club/ technical society)	05
<i>*Marks would be given to a maximum of two co-ordinators for one activity</i> <i>**For clubs and technical societies, the concerned club/technical society must have organized a minimum of 4 events (approved by concerned faculty in-charge) in each academic year</i>		

The **verification** officer would be the O/I of the respective Club/Society. All applications need to **be recommended** through the **Officer Incharge of the respective Club/Society.**

Sports

Year-wise marks would be awarded as per the guidelines used for Advisor's Gold Medal for Best Sportsperson (Annexure I). The verifying officer would be **respective Officer Incharges** of Sports Activities.

NSS

Year-wise marks would be awarded as per the guidelines used for Gold Medal for Social Activities (in memory of Smt. Sheilly Sachdev. The recommending officer would be O/I NSS.

All Rounder

The marks under this category will be as per marks distribution indicated above for respective categories. Respective Officer Incharges of the category will verify the marks in respective categories and ECA Committee will decide the awards.

PECfest /Student Affairs Council/CDGC/NCC/Hostel

Year-wise marks would be awarded as under:

Position held & Points Awarded				
PECfest	Member (4)	Sub Head (6)	Joint Head (8)	Head (10)

****The posts held are given for PECfest and name of post may vary for Student Affairs Council/CDGC/NCC/Hostels. However the positions and points to be awarded has to be declared by Concerned Officer Incharge to ensure uniformity.*

The recommending officer for the awards would be Organizing Secretary PECfest/ DSA/ Chairman PECfest/ Head CDGC/ O/I NCC.

Students are to be recommended for award based on the following criterion:

Award	Mark- wise criterion #
Institute Colour	>= 8 in each year from 2 nd - 4 th Year
Certificate of Excellence	>= 6 in each for at least 2 preceding years
Certificate of Appreciation	>= 6 in any preceding year
<p>1. The above criteria are indicative. Mark-wise criterion for Sports/NSS may vary substantially.</p> <p>2. Applicants for CDGC colours may be given relaxation of upto 2 years in mark-wise criterion.</p> <p>3. For the training year, the criteria for marks will be 60% of the above.</p> <p>4. IC/COE/COA should be recommended if the student satisfies the mark-wise criterion in one broad area only.</p> <p>5. A student can be recommended for more than one IC/COE/COA in case he/she satisfies the criterion in another area. However, satisfying the minimum marks criteria will not ensure award of IC/COE/COA. Only one IC award will be given to a student even if he is recommended through multiple Officer Incharges.</p>	

The awardees of IC/COE/COA would be decided by the following committee called **Extra Curricular Award (ECA) Committee:**

DSA	Chairman
ADSA – Clubs and Tech Societies	Vice Chairperson
ADSA - Hostels	Member
ADSA – Sports and Others	Convener

The distribution of awards for IC/COE/COA would be as follows:

Award	Number of students
Institute colour	5-10% of 4 th year students
Certificate of Excellence	10 - 20% of 3 rd and 4 th year students
Certificate of Appreciation	20-30% of 2 nd , 3 rd and 4 th year students

The committee would use Form B/C/D submitted by the recommending officer in case the number of applications exceeds the number given in the above table. The maximum number of institute colours in each broad area would be as under.

S.No	Domain of Applicants	Min.	Max.
1	Student Affair Council	0	02
2	Career Development & Guidance Cell (UG and PG)	0	03

3	Hostels	0	02
4	Cultural Clubs	0	06
5	Technical Societies	0	06
6	PECfest	0	06
7	Sports	0	04
8	NSS	0	02
9	NCC	0	01
10	All Rounder	0	04
11	Organizational Activities (PECpost, Communication Club, Student Counseling Cell, Institutional functions/festivals organizing team and any other applications which do not fall under any of the categories mentioned above)	0	04

Notes:

1. The number of colours for S. Nos. 4-9 is interchangeable subject to a minimum of 1 colour.
2. The maximum number of Certificate of Excellence and Certificate of Appreciation would be twice and thrice the number of Institute Colours respectively.
3. In exceptional cases, the committee may recommend IC/COE/COA to the deserving student(s), subject to approval of Director, PEC .

The recommendations of the committee for award of IC/COE/COA would have to be approved by Director, PEC.

Instructions for Filling the Forms

1. Applications for IC/COE/COA complete in all respects are to be filled by the students in prescribed forms (Form A) only. All claims have to be supported by official notices/certificates issued by Dean of Student Affairs/Competent Authority and no individual letters supporting claims will be accepted.
2. Form A along with Form B (Recommendations for IC/COE/COA) are to be sent by recommending officer both in soft and hard form. The file containing the filled forms are to be e-mailed to the DSA office at email id: deansw@pec.ac.in. Hard copies of these forms along with all attachments are to be submitted separately.
3. No recommendation would be accepted unless accompanied by self-attested photocopies of student achievements. The concerned official should retain ineligible applications.