



VIVEKANANDHA
COLLEGE OF ENGINEERING FOR WOMEN (AUTONOMOUS)
Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.
Elayampalayam, Tiruchengode – 637205.

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Standing Operating Procedure (SOP) for Faculty Awards

This SOP outlines the procedures for nominating, evaluating, and awarding faculty members for their outstanding contributions to teaching, research, service, and professional development.

This SOP applies to all full-time faculty members of Vivekanandha College of Engineering for Women.

Faculty: Full-time instructional faculty members, including professors, associate professors, assistant professors, and instructors.

Award: Recognition given to faculty members for exceptional performance in one or more of the following categories: teaching, research, service, and professional development.

Nomination: The process of identifying and recommending a faculty member for an award.

Evaluation: The process of assessing the nominee's contributions based on established criteria.

Selection Committee: A committee composed of faculty, staff, and/or administrators responsible for reviewing nominations and selecting award recipients.

Award Categories

Teaching Excellence Award: Recognizes outstanding teaching skills, innovative teaching methods, student engagement, and positive student feedback.

Research Excellence Award: Recognizes significant research contributions, including publications, grants, and scholarly activity.

Service Excellence Award: Recognizes exceptional contributions to the institution, the community, and the profession through service activities.

Professional Development Award: Recognizes significant professional growth and development, such as participation in workshops, conferences, and continuing education programs.

Nomination Process

Eligibility: All full-time faculty members are eligible for nomination.

Nomination Period: The nomination period for each award will be specified annually.

Nomination Materials:

Nomination form (including a brief description of the nominee's accomplishments)

Supporting documentation (e.g., student evaluations, publication lists, grant proposals, letters of support)

Submission: Nominations must be submitted electronically or in hard copy to the designated office (e.g., IQAC, Human Resources) by the deadline.

Evaluation Process

Selection Committee: A Selection Committee will be appointed by principal for each award category.

Criteria: The Selection Committee will evaluate nominations based on pre-defined criteria for each award category (e.g., teaching effectiveness, research productivity, service contributions, professional growth).

Review Process: The Selection Committee will review all nominations and select the most deserving candidates.

Decision-Making: The Selection Committee's decision will be final.

Award Presentation

Award Ceremony: A formal award ceremony will be held to recognize the recipients of each award.

Public Recognition: The names and accomplishments of the award recipients will be publicized through appropriate channels (e.g., College website, newsletter, social media).

Record Keeping

All nomination materials and evaluation records will be maintained in accordance with institutional records retention policies.

Review and Revision

This SOP will be reviewed and revised periodically to ensure its continued relevance and effectiveness.

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PRINCIPAL,
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