

**VVM's Shree Damodar College of commerce & Economics,
Margao- Goa
Most Outstanding Student of the Year Award
Criteria**

(Applicable to all undergraduate programmes)

2025 - 26

I. General Eligibility:

To be eligible for the Most Outstanding Student of the Year Award, the student must satisfy the following conditions:

1. The student must be enrolled in the Third Year of any of the following programmes: B.Com, BCA/BVoc, BBA(FS) or BBA.
2. The student must not have any backlog in any semester up to the fifth semester.
3. The achievements, participation, and organising/leadership roles obtained during the period from Semester I to Semester VI of the undergraduate programme shall be considered for evaluation.
4. The student must not have any disciplinary record during the course of study.
5. The student must have obtained a minimum CGPA of 7.00 up to the fifth semester.

II. Weightage Structure:

Category	Weightage
Academics	60 Points
Winning Competitions	20 Points
Participation	10 Points
Organising & Leadership	10 Points
Total	100 Points

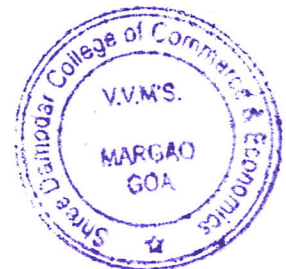
III. Proposed Scoring System:

1. Academic Score Calculation (60 points):

Academic performance shall be calculated using the Cumulative Grade Point Average (CGPA) obtained up to the Fifth Semester.

Formula:

$$\text{Academic Score} = \frac{\text{Student CGPA}}{\text{Maximum CGPA}} \times 60$$



Additional rules:

- Only CGPA obtained up to Semester V shall be considered.
- Students must have a minimum CGPA of 7.00 to be eligible.
- Programme/Class Rank Holders may receive 5 Bonus Points.
- Bonus points shall be included within the maximum limit of 60 points and shall not exceed the cap of 60.

2. Winning Competitions (20 Points):

Level	1 st	2 nd	3 rd
International	10	8	6
National	8	6	4
State-Inter university	6	4	3
Inter-Collegiate	4	3	2
Intra- Collegiate	3	2	1

Rules:

- Only the top five (5) achievements of the student will be considered.
- The maximum score under this category shall not exceed 20 points.
- Only 1st, 2nd, and 3rd positions will be eligible for scoring.
- If a competition is conducted annually, only the best performance in that competition will be considered once.
- Winning must be supported by valid certificates.
- Competitions must be recognized or organized by a university, educational institution, government body, or reputed organization.
- Team and individual events shall carry equal weightage.

3. Participation (10 Points):

Level	Points
International	4
National	3
State-Inter university	2
Inter-Collegiate	1
Intra- Collegiate	0.5

Rules:

- Maximum score under this category shall not exceed 10 points.
- Participation must be supported by valid certificates or official documentation.
- Participation in events where prizes are already counted under the “Winning Competitions” category shall not be counted again.
- Only academic, cultural, technical, sports, or institutional competitions/events will be considered.

4. Organising, Leadership and Institutional Contribution:

Level of Event	Role	Points
National level Event Hosted by College	Main Event Coordinator / Head	5
	Core Organising Team Member	4
	Volunteer	3
State / Inter-collegiate Event	Main Event Coordinator / Head	4
	Core Organising Team Member	3
	Volunteer	2
College Level Major Event	Main Event Coordinator / Head	3
	Core Organising Team Member	2
	Volunteer	1

Rules:

- Maximum score under this category shall not exceed 10 points.
- Only the top five (5) organizing/leadership roles will be considered.
- A student who has served as an Academic Assistant to a faculty member may claim 2 points under this category, subject to certification by the concerned faculty member and approval by the Programme Coordinator. These points shall be included within the maximum permissible limit of 10 points.
- The role must be certified by the Programme coordinator, faculty coordinator or activity in-charge.
- Routine classroom responsibilities or compulsory academic activities shall not be considered.
- Events must be officially organized or recognized by the college.



IV. Documentation Requirements

Students applying for the award must submit:

- An application letter addressed to the Principal expressing the student's interest in being considered for the award.
- Marksheet copy showing CGPA up to Semester V
- Copies of certificates for competitions and participation (ranked in the order of performance to be considered in case of best 5 performances)
- Certificates/certified letters confirming organizing or leadership roles
- All documents must be compiled and submitted in the form of a structured portfolio containing:
 - ❖ Cover Page (Name, Programme, Roll Number)
 - ❖ Table of Contents,
 - ❖ Category-wise documentation:
 - Academics
 - Winning Competitions
 - Participation
 - Organising & Leadership
- All certificates and claims must be verified and signed by the respective Programme coordinator / activity in-charge before final submission.
- Application along with the documents must be submitted in hard copy to the teacher in-charge within the time stipulated by the institution.

V. Evaluation Committee

The final selection shall be made by an Evaluation Committee constituted by the institution.

The committee may include:

- Vice Principal
- Programme Coordinator
- Senior Faculty Member
- Administrative Member

The decision of the committee shall be final.

VI. Tie-Breaking Rule

In case two or more students obtain the same final score, the ranking will be determined in the following order:

1. Higher Academic Score
2. Higher Winning Competition Score
3. Higher Organising & Leadership Score
4. Decision of the Evaluation Committee