GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT(GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)
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In Search of Platonic Excellence

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STANDARD OPERATING PROCEDURE FOR AWARDS ANDAPPRECIATION

Objective:
To recognize and felicitate the outstanding performers in different categories

Responsibility:
- Principal
- Award and Appreciation Committee
- Refreshment Committee

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Formation of Award and Appreciation Committee	Principal	30 days before formation
2	Identifying different category of awards	Award Appreciation Committee	Immediately after the formation
3	Evaluating the budget and submission with detailed proposal to Principal/ Registrar for approval	Award Appreciation Committee	25 days before
4	Selecting the Chief Guest	Principal	As Applicable
5	Preparing the list of award winner	Award Appreciation Committee	20 days before
6	Arrangements for award / cash/ memento proceeded by finalizing of vendor and handing over work order for execution.	Award Appreciation Committee	18 days before
7	Design / Prepare the Certificate for the awardee	Award Appreciation Committee	15 days before
8	Intimating awardees and sending invitation	Award Appreciation Committee	10 days before
9	Venue Preparation	Logistics Committee	7 days before
10	Arrangement of refreshment for the guest & participants	Refreshment Committee	7 days before
11	Publicity	Publicity Committee	Pre and Post event
12	Presenting the award to the winner by Chief Guest	Chief Guest / Principal	On the day

13	Sending congratulations note along with the photograph of the ceremony with the participants	Award and Appreciation Committee	One day after the program
14	Preparation of Report	Award and Appreciation Committee	Two days after the program
15	Submission of bill and statement of expense to accounts	Award and Appreciation Committee	Five days after the program

14/07/2023

PRINCIPAL
GITAM