



## Standard Operating Procedure (SOP) for Academic Medals for Graduation Ceremony

### 1. Categories of Awards

1. **Program-wise Silver Medal:** Awarded to the top-performing student in the respective B.Tech/B.Voc/M.Tech program.
2. **Overall Institute Gold Medal:** Awarded to the best-performing student in the respective B.Tech/B.Voc/M.Tech program.

### 2. Eligibility Criteria

A student shall be eligible only if

1. All academic requirements are completed within the **stipulated duration** (no backlog history).
2. The student has **cleared all subjects in the first attempt.**
3. No record of **disciplinary action or malpractice.**
4. All institutional dues are cleared.

### 3. Basis of Evaluation

1. **Cumulative Grade Point Average (CGPA)** up to the final semester shall be the primary criterion.
2. CGPA shall be considered up to **two decimal places** without rounding off.

### 4. Tie-Breaking Criteria (to be applied sequentially)

In case of identical CGPA, the following criteria shall be used in order:

1. **Higher SGPA in the subsequent year (VII/VI/V/IV/III/II/I)**
2. **Number of subjects with highest grade (A+).**

*This criterion considers the total number of subjects in which a student has secured the highest possible grade (e.g., A+ grade, as per the institute's grading system). A student with a higher count of such top grades will be ranked higher.*

#### Example:

- Student A has secured the highest grade (A+) in 18 subjects.
- Student B has secured the highest grade (A+) in 16 subjects.

*In this case, Student A will be ranked higher under this criterion.*

3. If the tie still persists, the **Academic Council/Competent Authority decision** shall be final.

#### 5. Program Eligibility for Medals

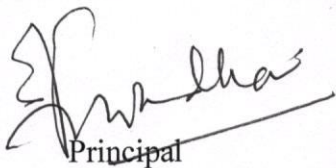
1. Only those programs with **at least 75% admissions of the sanctioned intake**, as approved by the competent authority, shall be eligible for the **Program-wise Silver Medal**.
2. Programs with **less than 75% admissions** shall **not be considered** for medal allocation.
3. In cases where a category comprises **only a single program**, such a program shall **not be eligible for the Overall Institute Gold Medal**.

#### 6. Approval Process

1. The list of medal awardees shall be prepared by the **Examination Cell**.
2. Verified by the **Dean Academics**.
3. Approved by the **Principal/Director** as per autonomous institute norms.

#### 7. General Clause

1. The decision of the institute shall be **final and binding**.
2. The institute reserves the right to **modify criteria** with due approval from competent academic bodies.

  
Principal

Approved  
10.04.2026