

Elite club

Standard Operating Procedures (SOPs)

1.0 Introduction:

This Cell will cater the specific needs of academically talented students (Class toppers). This will help them to excel in academics and get ranks in university results. This cell will cater the needs of academically excellent students.

1.1 Objectives of the Club:

1. To motivate and help students in getting the university Gold Medals (Ranks).
2. To break record of all time toppers in university exams in each class.
3. To provide specialized advance knowledge and information related to course specific domain of Elite club students through MOOC/ Add on courses.
4. To enhance student satisfaction through appreciation and engagement.
5. To build Ashoka Higher Education a brand through meritorious students.

1.2 Selection process of Elite Club Students:

1. Unit coordinator will take five students from each class on academic merit basis of last year result. However unit co-coordinators are given freedom to select more than five students from each class if they think the students have potential to excel in exam after the approval of unit heads.
2. Elite club badges will be provided to selected students.
3. Selected students will be member of group for one year.
4. Meanwhile after odd sem university result if any nonmember student appears in top 5 of class he/she can be added in the club.
5. Students (Except final year) will return badges if they are not selected in group for next academic year.
6. Final year students can keep badges with them as achievement.
7. Student will register to Elite club by filling registration form and commitment form.

1.3 Scope of Operation:

This club will be functional in all four units of AEF (HE). This club will be functional in all classes of all units. One faculty will be appointed as "Elite Club Unit coordinator" by Principal of unit and unit coordinator will ensure that elite club is effectively functional in his/her unit.

1.4 Activities to be carried out:

Sr. No.	Activity	Details	Responsibility	Activity contribution to objective number
1	Identification of students from each class	1.2	Unit Co-ordinator	4
2	Get the elite club Membership forms filled by Students.	1.16	Unit Co-ordinator	4
3	Make What's app group at Unit level.	1.8	Unit Co-ordinator	4
4	Display of students list in college notice board and classes with Target percentage	1.6	Unit Co-ordinator	4
5	Identification / Setting of Percentage Targets for each class based on last year university result in consultation with course coordinator	1.6	Unit Co-ordinator	1 & 2
6	Subject wise percentage target setting for each student considering his/ her strength and weaknesses	1.6	Unit coordinator through mentor	1 & 2
7	Student study schedule preparation and monitoring	1.6	Unit coordinator through mentor	1 & 2
8	Regular evaluation and monitoring through fortnightly Elite Club meetings.	1.7	Unit coordinator	3&4
9	Induction session and Badges distribution	1.15	Unit Co-ordinator	4
10	Identification of Extra/ Value added / MOOC courses and get the students enrolled. At least one certification course apart from regular curriculum is expected from each	1.9	Unit Co-ordinator & Mentor of Student	3

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	Elite club member every year.			
11	Organising Expert Session (Answer writing Techniques, Time management, stress management etc)	1.7	Unit Co-ordinator	1
12	Evaluation of Mid Term Result (Target Vs Actual)	1.6	Unit Co-ordinator	2
13	Evaluation of End Term Result (Target Vs Actual)	1.6	Unit Co-ordinator	2
14	Old University Question Paper solving and Getting it evaluated by external Examiners with the help of course coordinator	1.10	Unit Co-ordinator	1

15	Applying for photo copies of answer sheets of students scoring more than 90 % in university exam.	1.11	Individual student.	4
16	Reporting to management & continues improvement	1.12	Unit Co-ordinator	5

1.5 Beneficial Schemes for Elite club students:

1. Elite club members can get maximum 6 books per semester from library.
2. Elite club members can keep reference books with them for entire semester. They will have to submit books to library within one week after completion of University exams.
3. Students will get badges mentioned as "Elite Club member".

1.6 Calculation of target percentage:

A) Percentage achieved by all-time toppers of particular unit for particular class can be prepared

B) Approx. percentage required for being in merit list for every course can be identified

- Target percentage for a student for particular class can be 1 % more than minimum of A& B.
- However by giving commitment and plan to achieve them, student can take more target than calculated above.
- Target will be set with the consultation of mentor of students and the student.
- The overall target can be split into subject wise percentage target for each student considering his/her strength and weaknesses

1.7 Club Meetings:

- Fortnightly meetings should be conducted to evaluate and monitor performance.
- Experts may be called for meetings as and when required. At least one session **per Month** is mandatory.
- Expert can be from AEF or outside person having rich knowledge and experience in academics. University gold medalists and rankers can be called as expert if possible.
- Some suggested topics for expert session are Answer writing techniques, Time management, Stress management, Effective study techniques, Effective Memory techniques and tools etc.
- Students will share their study methodologies, achievements etc in meetings.
- Discussions can be held regarding best reference books, study materials, effective study schedules etc amongst the students.
- Group discussions, Quiz competitions etc can be organized in club meetings.
- Alumni students who were topper of their class can be invited in Elite club meetings. They will share their experience, study techniques and methodologies.
- Mentors may be part of meeting if required.

1.8 What's app group at unit level:

- What's app group of elite club students will be made at the beginning of AY.
- Unit coordinator will be admin of group.
- All Mentors of elite club students, Coordinators, VP and Principal can be added in group.
- Study related updates and other important information like upcoming courses, conferences; new technology release etc can be sent in group.
- Meeting notices can be sent in group.
- Group can be used for student discussions related to study and for solving their query if any.
- One central level What's app group will be made consisting of all unit coordinators, QAG head and principals of units. Communication related to some information, achievement of students etc can be done in group.

1.9 MOOC / Value added / Add on courses:

- Various MOOC/ Value added courses list can be prepared at departmental level.
- Best MOOC course providers in India are SWAYAM, NPTEL, mooKIT, Edxetc
- Student can select at least one course considering their interest and carrier choice on any platform mentioned above.
- Mentor will help student in selecting course.
- These courses will provide specialized advance knowledge and information related to course specific domain of Elite club students.
- Mentor will ensure that students get enrolled to course, continue it and complete on time.
- Students will submit course completion certificate to unit coordinator.

1.10 Solving Old University Question Papers:

- All Elite club students will solve at least two old university question papers per subject in detail before one month of final university exam.
- These papers will be evaluated by subject teacher as well as external examiner (Probably person having experience of checking papers at university level.
- Department head will help coordinator in identifying external examiners.
- All the feedback will be communicated to students in club meetings.
- This will help students to improve their answers before final exam.

1.11 Applying for Photo copies:

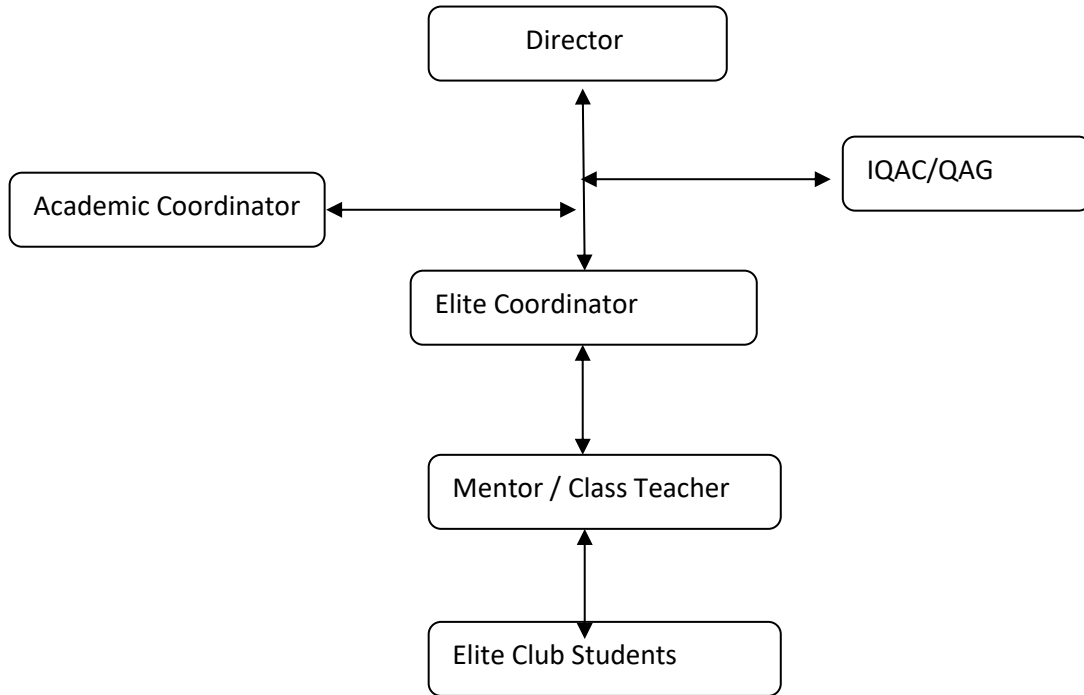
- Some budget can be allocated for this activity with the permission of management.
- Unit coordinator can ask selected students to apply for Answer sheet photocopy from university if evaluation is done at university level. Student will get amount reimbursement from college.
- Colleges will directly make photocopy of answer sheet if evaluation is done at unit level.
- Answer sheet photocopy of these students can be kept it in library for the reference of other students. Students will get clarity about how to write proper answers which will help us achieving our objective. However to minimize the budget we can take following care.
- If there is more than one student scoring above 90 % marks in single subject, unit can apply for only one answer sheet having highest marks.
- Next year unit will apply for only those subjects in which marks obtained are more than previous year topper.
- For any ambiguity Elite club coordinator and principal together will take appropriate decision

1.12 Reporting Mechanism:

1. Unit coordinator will send list of elite club students along with target percentage at the beginning of academic year to QAG head.
2. Unit coordinator will prepare and submit report of elite club activities conducted in every month by last working day of particular month to QAG head with CC to unit head.
3. Students not responding to efforts taken by unit coordinator and not interested in Elite club activities can be replaced with other students by taking approval of unit head.

1.13 Communication Flow:

Director



1.14 Check list:

Sr. No.	Activity	Target completion date	Status
1	Identification of students based on last year result	Within 1 week of university result declaration	
2	Preparing "All time Record holders" list for each class	Within 1 week of university result declaration	
3	Identification of Targets based on last year university result	Within 1 week of university result declaration	
4	MR for Student Badges	June month	
5	Registration to Cell	Within 15 days of university result declaration	
6	Registration to Mooc/ value added course	Within one month of registration to cell	
7	Induction Program and badge distribution	Within 21 days of university result declaration	

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8	Evaluation of Midterm Result	In the upcoming fortnightly meet after mid term result	
9	Organising Expert Sessions	One in every month	
10	Evaluation of End term Result	In the upcoming fortnightly meet after end-term result.	
11	Old University Paper solving & checking by external examiners	One month before university exam	
12	Applying for photo copy of answer sheet	Within 15 days of result declaration	
12	Report , Evaluation and continues improvement	Monthly report	

1.15 Badge Sample to be issued to be students



1.16 Sample Registration form:**ELITE CLUB****Membership Form**

Name of Student: _____

Class: _____ Contact No: _____

Email ID _____

Educational Qualification:

Sr. No.	Exam	Percentage
1	10 th	
2	12 th	
4	TY	
5	CET/MAT	

Short Term Goal:_____
_____**Long Term Goal:**_____

% Target (As per college): _____ % Target (As per student) _____

Commitment: *I hereby commit to work hard and get my name in university merit list. I also commit to follow all the instructions and attend all meetings as and when called by Elite club coordinators.*

Student Sign
Date:

Elite Club Coordinator