

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR AWARDS AND APPRECIATION**

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/49

Issue Date: 01/06/2023

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

**Responsibility:**

Award and Appreciation Committee

Sl.	Activities	Responsibilities	Tentative Days
1.	Formation of Award and Appreciation Committee	Principal	30 days before
2.	Identifying different category of awards	Award and Appreciation Committee	Immediately after the formation
3.	Evaluating the budget and submission with detailed proposal to Principal for approval	Award and Appreciation Committee	25 days before
4.	Selecting the Chief Guest	Principal	As Applicable
5.	Preparing the list of award winner	Award and Appreciation Committee	20 days before
6.	Arrangements for award / cash/ memento proceeded by finalizing of vendor and handing over work order for execution.	Award and Appreciation Committee	18 days before
7.	Design / Prepare the Certificate for the awardee	Award and Appreciation Committee	15 days before
8.	Intimating awardees and sending invitation	Award and 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 & Post event

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL

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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

<b>PREPARED BY</b>	<b>REVIEWED BY</b>	<b>APPROVED &amp; ISSUED BY</b>
<b>EOMS Team member</b>	<b>EOMS Team Leader</b>	<b>PRINCIPAL</b>