



पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर



Procedure for Selection of “Best Management Council Member”

1. Invitation of Nominations

The University shall invite nominations from interested Management Council (MC) members in a prescribed format. This procedure shall be conducted annually in accordance with the schedule approved by the Management Council. The award shall be conferred on a candidate only once during their term of membership.

The nomination shall include:

- Self-declaration of contributions to University development
- Supporting writeup aligned with Key Performance Indicators (KPIs)

The last date for submission shall be clearly notified.

2. Shortlisting of Candidates

The Hon'ble Vice-Chancellor shall review all nominations.

- A maximum of **three (3) candidates** shall be shortlisted based on merit and documented contributions.
- As far as possible, **one candidate shall be shortlisted from each category** (e.g., Principal, Management Representative, Graduate, etc.) to ensure balanced representation.
- In case the number of eligible candidates is **three or fewer**, all candidates shall be allowed to contest irrespective of category.

3. Evaluation Process

- All **non-contesting MC members** shall evaluate the shortlisted candidates.
- Each evaluator shall independently assign marks for each KPI on a **1 to 5 scale**.
- As the Chairman, Hon. Vice Chancellor holds the authority for shortlisting, he/she shall not participate in the evaluation process. However, in the event of a tie in marks, the Hon. The Vice-Chancellor's score shall be considered as the tie-breaking decision.
- **Code of Conduct (Mandatory)**
 - Contesting candidates shall **not engage in canvassing or influencing** evaluators.

- Evaluators shall maintain strict confidentiality and not discuss evaluation with candidates

4. Scoring Methodology

- Each KPI shall be scored from **1 (lowest) to 5 (highest)**.
- Maximum total marks per evaluator per candidate = **25**.
- **Process:**
 - Nomination documents and scoring sheets shall be circulated along with the MC agenda.
 - Evaluators shall submit duly filled evaluation sheets during the meeting.
 - The Registrar shall:
 - Compile all scores
 - Compute the **average total score for each candidate**
 - The candidate with the **highest average score** shall be declared as **“Best Management Council Member.”** In the event of a tie in marks, The Vice-Chancellor’s score shall be considered as the tie-breaking decision.

□ **Key Performance Indicators (KPIs)** (*Uniform 1–5 Scale*)

(1) Participation & Commitment

- Attendance in MC meetings
- Active and disciplined participation, Preparedness

(2) Contribution to Decision-Making

- Quality of inputs
- Evidence-based suggestions and Strategic thinking

(3) Committee Involvement

- Sub-committee participation
- Leadership roles and Timely task completion

(4) Innovation & Impact

- New initiatives
- Institutional impact

(5) Stakeholder Orientation

- Sensitivity to stakeholders
- Inclusive decision-making

FORMAT 1: NOMINATION FORM (FOR CANDIDATES)

Application for “Best Management Council Member”

- 1. Name of Candidate:**
 - 2. Category (Principal / Management / Graduate / Others):**
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3. Self-Declaration of Contributions (KPI-wise) (Give brief about your activities with respect following KPIs)

(A) Participation & Commitment (i.Attendance in MC meetings, ii. Active and disciplined participation, Preparedness):

(B) Contribution to Decision-Making (i.Quality of inputs ii. Evidence-based suggestions and Strategic thinking):

(C) Committee Involvement (i. Sub-committee participation, ii. Leadership roles and Timely task completion):

(D) Innovation & Impact (i.New initiatives ii. Institutional impact):

(E) Stakeholder Orientation (i.Sensitivity to stakeholders, ii. Inclusive decision-making)

7. Declaration

I hereby declare that the information provided is true and I have not engaged in any canvassing.

Signature:

Date: