REGULATION NO. 06 / 2026

BEST STUDENTS' DEVELOPMENT OFFICER (SDO) AWARD REGULATION – 2026

Whereas, the University has established the Board of Students' Development to undertake various activities, schemes, and programs for the overall development and welfare of students in affiliated colleges;

AND

Whereas, it is necessary to encourage the Students' Development Officers (SDOs) of affiliated colleges to actively participate in implementing the Students' Development schemes, activities, and programs of the University;

AND

Whereas, the Board of Students' Development has resolved to introduce awards to promote healthy competition and recognize outstanding performance among Students' Development Officers;

AND

Whereas, the Board of Students' Development had accorded permission to draft a regulation for the Best Students' Development Officer Award vide Item No. 9 dated 29/08/2023 and thereafter recommended the same to the Board of Deans;

AND

Whereas, the Board of Deans has approved the said draft regulation vide Item No. 49 dated 16/06/2025 and recommended it to the Management Council;

AND

Whereas, the draft of the Best Students' Development Officer (SDO) Award Regulation – 2025 has been principally approved by the Draft Direction Committee vide Item No. 1 dated28/07/2025;

Now, therefore, in exercise of the powers conferred under Section 31 (f) of the Maharashtra Public Universities Act, 2016, the Management Council pleased to issue the following regulation:

1. **Title, Commencement and Applicability**

1.1 This Regulation shall be called the Best Students' Development Officer (SDO) Award Regulation – 2026.
1.2 It shall come into force from the date of approval by the Management Council.
1.3 It shall apply to all Students' Development Officers working in affiliated colleges/ institutes of the University.

2. Objective:

The aim of introducing Best Students' Development Officer (SDO) awards is to generate healthy competition amongst the Students' Development Officers (SDO) of Affiliated colleges and inspire them to show brilliant performance in conducting various activities and programs for the Students' Development Department of Sant Gadge Baba Amravati University.

Further encourage them for active participation in conducting various activities and programs for benefit of students.

3. Awards:

Every year the University shall select SDO for declaring the District wise Best Students' Development Officer (SDO) awards. The awardees shall be awarded by presenting Memento, and Certificates by the University Authorities.

Total Six awards for the Amravati rural, Amravati city, Akola, Buldhana, Washim and Yavatmal districts.

4. Sub Committee:

Applications received within prescribed date shall be scrutinised and be placed before a sub-committee specially constituted with the following members:

1	One member from the Board of Students' Development nominated by the Chairman of the Board of Students' Development	Chairman
2	One Principal	Member
3.	One member from the Board of Students' Development	Member
4	Director Students' Development	Member Secretary

1. The University shall invite applications for the Best Students' Development Officer (SDO) awards for the previous academic year on or before 30 June.

2. The recommendations of the sub-committee in respect of the Best Students' Development Officer (SDO) awards to be awarded in the previous academic year shall be placed before the Chairman of the Board of Students' Development every year on or before 15 July.

3. The University will declare the Best Students' Development Officer (SDO) awards every year on or before 30 July.

4. The Director of Students' Development shall inform the recipient of the awards on his/her permanent postal address and to the Principal/Institution Head where he/she is working.

5. The awardees shall be felicitated at the hands of the Guests invited for the program conducted by Board of Students' Development/University as per the availability of guest and schedule of other programs.

5. Criteria of the awards:

The norms for selecting the Best Students' Development Officer (SDO) awards, Section shall be as follows:

Sr. No.	Activity	Marks to be awarded
1	**College has established** 1. Students' Development Cell 2. Equal Opportunity Cell 3. Placement Cell 4. Music, Arts & Cultural Cell 5. Career Counseling Cell 6. College Grievance Redressal Cell (CGRC) 7. Ragging and Sexual Harassment (of Students) Cell/Committee *(Attach here with the establishment of cell report of Principal/Head of Institution, it may be verified by committee from the data send online by the said college)*	7 Marks.

Equal Opportunity Cell		
2	What Facilities Available for Physically Challenged Students in the College during the academic year.	5 Marks
	Number of Students Benefited from Scholarship/ Schemes for economically and socially Challenged Students.	5 Marks
	Programs/workshops conducted for the students during the academic year.	5 Marks
Placement Cell		
3	Programs/workshops conducted for the students during the academic year.	5 Marks
	Placement drive conducted for the students during the academic year.	5 Marks
Music, Arts & Cultural Cell		
4	College/students participated in Inter University Youth Festival and Various events	5 Marks
	Programs/workshops conducted for the students during the academic year.	5 Marks
Various Schemes		
5	Students benefited from “Sant Gadge Baba Earn and Learn scheme”	5 Marks
6	Students benefited from “Sant Gadge Baba Girl Student Bus Pass Concession Scheme ”	5 Marks
7	Students benefited from “Sant Gadge Baba Education Protection Scheme”	5 Marks
8	Students benefited from “Sant Gadge Baba Vidhyadhan Yojana”	5 Marks
9	Students benefited from “Prof. Ramprakash Shamlalji Rathi Memorial Scholarship”	5 Marks
10	Students benefited from “Students Development Fund Scholarship”	5 Marks
11	Students benefited from “Sant Gadge Baba Students Safety Insurance Policy Scheme”	5 Marks
12	College organized “Soft Skill Development Scheme/Workshop”	5 Marks
13	College has “College Students Responsibility Fund Scheme” activated and how much students benefited from “College Students Responsibility Fund Scheme”.	5 Marks

College Grievance Redressal Cell (CGRC)		
14	Total number of complaints filed in CGRC and Total complaints resolved in the grievance within period of fifteen days of receiving the complaint	5 Marks
Ragging and Sexual Harassment (of Students) Cell/Committee		
15	Total number of complaints raised for ragging and resolved by anti ragging squad and anti ragging committee	5 Marks
16	Total number of complaints raised of sexual Harassment of Students and resolved for sexual Harassment of Students by committee	5 Marks

6. Procedure for Application:

1. An application for awards shall be made in the prescribed form Appendix "A" through proper channel. The application shall be made in single copy and sent directly to the office of Students' Development, SGBAU. Duplicate proposal copy be retained by him/her for the College/ Institution's record.

2. Only the certificates/documents of the previous year related to the criteria of the awards mentioned in section 4. shall be taken into consideration for deciding the award. Certificates should be duly attested by the Principal of the College.

3. One attested copy of each certificate/document regarding his/her achievements mentioned in section 4. of the academic year.

4. Proposal copy shall be properly indexed with page number and binding (staple/spiral/general binding)
5. In case of equal Marks, an younger applicant will be given preference over a elder applicant. If the still tie persists, then deciding the award shall be resolved unanimously by the committee in light of the present other rules and regulations.
6. One copy of a recent passport size photograph (to be pasted on the application form in the space provided for it) attested by the Principal.
7. One attested copy of date of birth (Board Certificate/Transfer Certificate/any other document where the date of birth is mentioned).
8. Any application received after the prescribed date shall not be considered.
9. If found, Incorrect entry / entries in the application form or wrong declaration in respect of Activities/Programs/Workshops etc. Scrutiny committee/sub-committee would make the proposal cancel for the award.

7.Statement of Objectives and Reasons:

The Board of Students' Development resolved to introduce the Best Students' Development Officer (SDO) Awards, with an objective to:

1. Encourage active participation of SDOs in University-led student development initiatives;
2. Motivate affiliated colleges to establish and strengthen student support cells and facilities;
3. Promote qualitative and quantitative improvement in implementation of student welfare schemes;
4. Recognize and reward outstanding contributions made by SDOs towards student development.

Therefore, in order to institutionalize the award process and provide transparency, uniformity, and accountability in the selection procedure, it has become necessary to frame a Regulation.

APPENDIX - A

SANT GADGE BABA AMRAVATI UNIVERSITY

Application Form for

Best Students' Development Officer (SDO) Awards

Information of the Current Academic Year

(Tick Marks ( ) for selection, wherever necessary)

Name of College, Code & Address with Pin Code :	Paste neatly Passport size Photograph attested by the Principal DO NOT PIN or STAPLE

To,
The Director,
Students' Development
Sant Gadge Baba Amravati University,
Amravati.

Through : Proper Channel
Subject : Application for Best Students Development Officer (SDO)award.
Ref. :As per SGBAU Regulation _____ of Students Development Officer (SDO)

Dear Sir,

In response to the under reference, I the undersigned beg to apply for the Students Development Officer (SDO) award.

Particulars, are as under :-

1. Students Development Officer (SDO) Name in Full (In CAPITAL Letter, beginning with Surname)

Surname	Name of Student	Father Name

2. Date of Birth	DATE	MONTH	YEAR

3. Permanent Address with Pin Code :

Mobile No. :	Email. Id. :

4. Local address with Pin Code :

Mobile No. :

5. Details of Activities conducted during the academic session *(Enclose attested copy of certificates/documents/reports of each activity to be claimed)*

Sr. No.	Activity	Marks to be awarded	Marks to be Claimed
1	**College has established** 8. Students' Development Cell 9. Equal Opportunity Cell 10. Placement Cell 11. Music, Arts & Cultural Cell 12. Career Counselling Cell 13. College Grievance Redressal Cell (CGRC) 14. Ragging and Sexual Harassment (of Students) Cell/Committee *(Attach here with the establishment of cell report of Principal/Head of Institution, it may be verified by committee from the data send online by the said college)*	7 Marks	
Equal Opportunity Cell			
2	What Facilities Available for Physically Challenged Students in the College during the academic year.	5 Marks	
	Number of Students Benefited from Scholarship/ Schemes for economically and socially Challenged Students.	5 Marks	
	Programs/workshops conducted for the students during the academic year.	5 Marks	
Placement Cell			
3	Programs/workshops conducted for the students during the academic year.	5 Marks	
	Placement drive conducted for the students during the academic year.	5 Marks	
Music, Arts & Cultural Cell			
4	College/students participated in Inter University Youth Festival and Various events	5 Marks	
	Programs/workshops conducted for the students during the academic year.	5 Marks	
Various Schemes			
5	Students benefited from "Sant Gadge Baba Earn and Learn scheme"	5 Marks	
6	Students benefited from "Sant Gadge Baba Girl Student Bus Pass Concession Scheme "	5 Marks	

7	Students benefited from “Sant Gadge Baba Education Protection Scheme”	5 Marks	
8	Students benefited from “Sant Gadge Baba Vidhyadhan Yojana”	5 Marks	
9	Students benefited from “Prof. Ramprakash Shamlalji Rathi Memorial Scholarship”	5 Marks	
10	Students benefited from “Students Development Fund Scholarship”	5 Marks	
11	Students benefited from “Sant Gadge Baba Students Safety Insurance Policy Scheme”	5 Marks	
12	College organized “Soft Skill Development Scheme/Workshop”	5 Marks	
13	College has “College Students Responsibility Fund Scheme” activated and how much students benefited from “College Students Responsibility Fund Scheme”.	5 Marks	
College Grievance Redressal Cell (CGRC)			
14	Total number of complaints filed in CGRC and Total complaints resolved in the grievance within period of fifteen days of receiving the complaint	5 Marks	
Ragging and Sexual Harassment (of Students) Cell/Committee			
15	Total number of complaints raised for ragging and resolved by anti ragging squad and anti ragging committee	5 Marks	
16	Total number of complaints raised of sexual Harassment of Students and resolved for sexual Harassment of Students by committee	5 Marks	
		Total Marks:	

6. List of Documents/Certificates attached:

Sr. No.	Activity name/Documents/Certificates
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

7. Declaration of Students Development Officer (SDO)

a) hereby declare that, as per my knowledge, the details of information given above is true. I shall be entirely responsible for disqualification due to any mistake, if found.

b) I also declare that any entry / entries in my application found to be incorrect the awards stands to cancel.

Place : Signature :

Date : Name :( )

08. Verification and Recommendation of the Principal

Verified the information of Dr./Prof./Shri./Ku./Smt. ----------a Teacher of this college and holding the responsibility of Students' Development Officer (SDO) in the college/department/institution found correct therefore, recommended for the said award.

Also verified this proposal has proper indexing with total _____ pages/certificates and numbering from _____ to _____ .

Place : Signature of the Principal / Head of the

Date : Institution with stamp

Name:( )

Seal