**Application for ECA Medals for 2024-25**

**Date: ………………………**

The Convenor

Annual Awards Committee

Shri Ram College of Commerce

University of Delhi

Delhi-110007

Dear Madam

I, hereby, submit my application for claiming …………………………………………………………………

I am submitting the required information as under and enclosing the required documents to substantiate my claim.

**Section I: Personal Information**

1. Name: ………………………………………………………………………………………………………….

2. Father’s Name: ……………………………………………………………………………………………….

3. Mother’s Name:………………………………………………………………………………………………

4. Course & Semester: ………………………………………………………………………………………….

5. College Roll no.: …………………………………………...............................................................................

6. Mobile number:………………………………… Alternate Mobile No.: ……………………………......

7. Email ID ………………………………………………………………………………………………………

8. Correspondence Address: ………………………………………………………………………………….

9. Position(s) of Responsibility and Year (Recommendation of TIC is mandatory): ……………………………………………………………………………………………………………………

10. Name of the concerned Teacher-in-Charge (Year): ………………………………………………………………………………………………………………….

**Section II: Event Related Information**

1. Name of the event(s) **organised** along with level – inter-college/intra-college/ others (please specify). Applicant may extend the format given below if number of events exceed three.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Event** | **Date & Year of Event** | **Level** | **Page No. of the supporting Document** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

2. Have the promised prizes and other deliverables reached the participants of the event? ………………….

(Yes or No)

3. Name of the event(s) **participated** along with level: international/national, inter-college/intra-college and others (please specify). Applicant may extend the format given below if number of events exceed three.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Event** | **Date & Year of Event** | **Level** | **Page No. of the supporting Document** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**Section III: Declaration**

1. I, hereby, declare that no disciplinary action has been taken against me during the relevant period.

2. All the information provided by me is true and in case of any discrepancy, the Annual Day Awards Committee’s decision will be final and shall remain binding on me.

3. I have attached a recommendation by …………………………………………... (TIC of………………………………….) regarding my contribution in organising events/ participation and containing information about point no. 2 contained in Section II.

**Section IV: My Social Work**

**(This section is relevant for claimants of Social Service Medal only)**

Kindly attach a duly signed **Impact Assessment Report** not exceeding 500 words detailing your contribution, number of beneficiaries under specific project(s), sources of funds and any other relevant detail.

The claims must be ratified by the concerned Teacher-in-Charge for the relevant period.

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**IMPORTANT TO NOTE**:

1. All relevant **documents/certificates** must be enlisted in **chronological order** along with this form to substantiate claim.
2. The hard copy of the letter of recommendation/ ratification from the concerned TIC should be submitted along with the supporting documents enclosed in the Annexures.
3. **Interviews will be held off-line.**
4. The hard copy of the duly filled application form along with the self-attested copies of supporting documents should reach the College Admin. Office latest by **5.00 p.m. of** **15th March, 2025.** The duly filled form may be physically submitted to the admin office or the same may be posted (Registered Post/Speed Post/Courier) to the following address:

**Shri Ram College of Commerce, University of Delhi, North Campus, Maurice Nagar, Delhi-110007**

1. All the supporting documents/certificates which are enclosed with the application should be properly enlisted in the formats provided in Section II above **highlighting the page number assigned to each document/certificate.**
2. Separate Application form along with the enclosures should be submitted for claiming different awards/medals.
3. Envelope containing duly filled application form along with the supporting documents should mention the following:

* Name of the Student
* Medal/Award applied for
* Course and Batch
* Contact Number

1. “During the year” for Dhani Ram Medal, Principal Madan Mohan Medal, and Social Service Medal

shall comprise the period from **1st March 2024 – 15th March 2025.**

1. The applicants must fulfil the minimum attendance criteria of 66.66% percent attendance for the concerned academic year(s).
2. For any query, student may contact the following faculty members on any working day between

**10 a.m. to 5 p.m.:**

* Dr. Shalini Aggarwal (9971199736)
* Dr. Monika Bansal (9953708387)
* Dr Asha Rani (9910645404)
* Ms Ankita Tomar (9811415392)
* Ms. Vartika Khandelwal (9818808170)
* Mr. Abhishek Khadgawat (9821927495)