



**SIGMA**  
**UNIVERSITY**  
— **VADODARA** —

## **Gold Medal and Rank Certificate Policy**

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Gold Medal and Rank Certificate Policy			
Short Description	:	This document outlines Sigma University's Gold Medal Policy, establishing clear eligibility criteria to recognize and reward outstanding academic achievement. It ensures a transparent and merit-based framework for awarding the Gold Medal, thereby promoting academic excellence, integrity, and motivation among students across all programs.	
Scope	:	This policy shall apply to the top-performing students of individual <b>courses</b> as well as individual <b>programmes</b> offered at Sigma University.	
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Content		
Sr. No.	Item	Page No.
<b>A</b>	<b>POLICY GOVERNANCE FRAMEWORK</b>	<b>4-5</b>
	1. Preamble	4
	2. Legal & Regulatory Basis	4
	3. Objectives	4
	4. Scope & Applicants	4
<b>B</b>	<b>AWARD CATEGORIES &amp; ELIGIBILITY</b>	<b>5-6</b>
	5. Award Categories	5
	6. Eligibility – Core Conditions	6
<b>C</b>	<b>SELECTION AND VERIFICATION</b>	<b>6-7</b>
	7. Ranking & President's Award	6
	8. Tie-Breaker Sequence	7
<b>D</b>	<b>APPEALS, NON-COMPLIANCE AND REVIEW</b>	<b>7</b>
	9. Appeals & Grievances	7
	10. Non-Compliance	7
	11. Review & Amendments	7

**A. POLICY GOVERNANCE FRAMEWORK**

**1. Preamble**

Sigma University recognizes outstanding academic achievement to encourage excellence, integrity, and timely completion; promote equity and merit in academic awards; and enhance institutional reputation and student motivation. This policy applies uniformly to all constituent faculties and institutes for convocations conducted from AY 2025–26 onwards.

**2. Legal & Regulatory Basis**

This policy shall be read with, and operates under, the University's Statutes, Academic Regulations, and recognized national frameworks on university academic standards, evaluation reforms, quality assurance and accreditation (student support, progression, governance), and transparent examination and award practices.

**3. Objectives**

- a. **Recognize and reward exceptional academic achievement:** To formally acknowledge students who consistently demonstrate outstanding academic performance.
- b. **Motivate students toward higher academic performance:** To inspire healthy academic competition and encourage students to excel in their studies.
- c. **Promote transparency and fairness in student recognition:** To ensure an unbiased and clearly defined process for selecting Gold Medal recipients.
- d. **Standardize Gold Medal and Rank award procedures across departments and programs:** To implement a unified and consistent policy applicable to all academic units within the university.

**4. Scope & Applicants**

**Inclusion:** This policy applies to all Regular, Full-Time Diploma, Undergraduate (UG), and Postgraduate (PG) programmes offered by Sigma University and its constituent institutes, subject to cohort viability as specified in Section 6(a).

**Exclusion:** The policy explicitly excludes Doctoral programmes; Part-time, Distance, Online, or Weekend modes; industry-integrated programmes that are not expressly permitted under the Academic Regulations; and joint, collaborative, or twinning programmes that are not governed by the University's own evaluation rules.

**B. AWARD CATEGORIES & ELIGIBILITY**

**5. Award Categories**

- a. **Programme/Branch Awards:** Programme- and Branch-level recognitions shall include Rank-1 (Gold Medal and Rank Certificate), Rank-2 (Rank Certificate), and Rank-3 (Rank Certificate).
- b. **President's Award (University Level):** A President's Award shall be conferred separately at the Undergraduate (UG) and Postgraduate (PG) levels to one topper each, selected from the pool of Programme/Branch Rank-1 awardees, as detailed in Section 7(b).
- c. **Faculty/School Medals (Optional):** Institutes may recommend Faculty- or School-level medals where such awards have been duly instituted and approved; however, these medals shall not duplicate the Programme/Branch Rank-1 award.
- d. **Endowment/Donor Medals:** Endowment or donor-sponsored medals shall be governed by the respective donor agreements and University guidelines, provided that these do not conflict with the provisions of this Policy.

**6. Eligibility – Core Conditions**

**a. Cohort Viability:**

A Programme/Branch is considered for awards only if  $\geq 10$  candidates enrolled for the final qualifying examination in the award cycle.

**b. Student Eligibility:**

A student shall be eligible only if all of the following are satisfied:

- Secured First Class with Distinction (cumulative) with a first-attempt pass in all courses.
- Completed the programme within the minimum prescribed duration.
- Maintained at least 75% attendance in each semester/year.
- No break of study, no grace marks, and no involvement in UFM/malpractice.
- No disciplinary action, detention, or backlog during the entire programme.
- No change of programme, branch, or mode of study at any point during the programme.

**c. Special Provisions (Permissible Concessions):**

- Students with disabilities holding valid government certification.
- Students with prior Provost approval who have officially represented Sigma University in sports, cultural, research, or innovation activities at inter-university, state, national, or international levels.

These concessions apply only to justified attendance considerations and do not dilute any academic integrity requirements.

**d. Credit Transfer Bounds:**

- **At least 50% of the total programme credits** must be earned through residency at Sigma University.
- **External Credit Transfer is limited to a maximum of 40%**, permitted only through MOOCs as approved in Academic Council, or Semester Exchange under recognized institutions.

**e. Exclusions (Ineligibility):**

A student is ineligible if any of the following apply at any time during the programme:

- UFM/malpractice, disciplinary action, backlog/detention, improvement examination, grace marks, mode/branch change, or use of add-on/non-curricular credits to inflate CGPA/percentage.

**C. SELECTION AND VERIFICATION**

**7. Ranking & President's Award**

**a. Programme/Branch Ranking:**

- Eligible students are placed in descending order of their CGPA or Aggregate Percentage, following the programme's approved evaluation methodology.
- The top three performers are designated as Rank-1, Rank-2, and Rank-3.
- In cases of a tie, the procedures outlined in Point No. 8 are applied.
- If the tie still remains unresolved, a Joint Award is conferred.

**b. President's Award (University Level):**

- From the pool of Programme/Branch Rank-1 awardees, the University selects one topper each at UG, and PG levels.
- The Aggregate Percentage (P) for this selection is calculated strictly from actual theory and practical marks, excluding any grace marks.
- The percentage is computed using the formula:  
$$P = (\text{Total Obtained Marks} / \text{Total Maximum Marks}) \times 100$$
, rounded to two decimal places.
- If a tie occurs, the tie-breaker criteria specified in Point No. 8 are applied.
- If the tie still remains unresolved, a Joint Award is conferred.

**8. Tie-Breaker Sequence**

Tie-breakers shall be applied in the following order until the tie is resolved:

1. The tie shall first be resolved using,  
Aggregate %: Final/Qualifying Term (Semester/Year)
2. If the tie persists, the next criterion shall be,  
Aggregate %: Last Two Terms (Semester/Year)
3. If still tied, the University shall apply,  
Aggregate %: External Theory, Entire Programme
4. If the tie remains after all computations, a Joint Award shall be declared, subject to Academic Council approval.

#### **D. APPEALS, NON-COMPLIANCE AND REVIEW**

##### **9. Appeals & Grievances**

- Students may submit an appeal within 15 working days from the date of publication of the award list.
- Appeals must clearly state the specific grounds and include supporting evidence.
- The Examination Grievance Redressal Committee reviews the appeal by examining the official records and issues a reasoned decision.
- If an award needs to be amended, the Academic Council ratifies the change through an official addendum.
- After ratification, the website and official records are updated accordingly.

##### **10. Non-Compliance**

- Any departure or deviation from this Policy must receive prior approval from the Academic Council.
- If any errors or discrepancies are identified after the publication of awards (post facto), the Controller of Examination must prepare and submit a Corrective Action Report.
- The IQAC will monitor and track the closure of all corrective actions until compliance is fully ensured.

##### **11. Review & Amendment**

This policy is reviewed biennially or sooner if regulatory changes so warrant. Amendments are approved by the Academic Council and notified by the Registrar.