**Document Name: Khentse Medal Awardee Selection Procedure and Criteria**

The college award committee presents document on Kyentse Medal. We have specified the goal and objectives, definition of the medal, the selection procedure, and the selection criteria. The definition of each criterion along with its specificity on the eligibility for the allotted mark is outlined as well. The rubrics for the subjective criteria are appended along.

The primary intention for introducing the medal is to motivate every student towards developing into the best person one can become of. However, in becoming the best one is, one might stand out from others to become the best of all. So, this medal shall be awarded to one who drew out the best of oneself and stands out from others as a human.

**Name of the Medal:** *Khyentse Medal*

*Khyentse Medal is the highest accolade the college honors to the most deserving student who demonstrated holistic quality of an educated human being including academic and social knowledge and skills. The student bears the value and beliefs of the college in drawing out the best human quality to permeate humanity through development of consciousness towards self, others and surroundings.*

***Award:*** *Certificate and Medal*

**The Khyentse award is named for two reasons:**

1. After the name of the founding principal HH Dilgo Khyentse Rinpoche. HH Khyentse Rinpoche is the 1st principal of CLCS, erstwhile the Rigney Lobdra.
2. After the literal meaning of the term Khyentse. Khyentse literally means wisdom and compassion or knowledge and kindness, the quality the awardee needs to possess.

**Goal:** To draw out the consciousness in every student towards the best one can become of.

**Motto:** Be the Best of Oneself

**Objectives:** This medal aims to

* Motivate every student of CLCS to adopt the qualities of educated human being including wisdom, knowledge, sensitivity, social and emotional intelligence, leadership, communication and social skills, and literati.
* Recognize a graduate who has demonstrated the highest spirit in learning and nurturing knowledge and skills.

**Eligibility:** All graduating students, except the ones with adverse record in any form with the college.

**Nomination process**

1. Nomination form will be made available on the college website. Students who aspire for nomination should download the form from the website and submit a filled out form to the award committee (Sangay Phuntsho T)
2. A passport size photo must be attached to the form
3. The nomination form should be counter signed by at least two faculty and eight students from different classes and years.
4. Student must submit a one-page letter of expression
5. Student must furnish supporting documents such as certificates, audiovisual documents, signed document by relevant stakeholder,
6. Review committee consisting of award committee, faculty invitee from different departments, Residential tutors (Male and Female), prayer in-charge, will review the documents

vi a. Each member will review the documents of every nominee and award points to every nominee using the

rubric chart.

vi b. inter-rater comparison will be made; in case of fervent inconsistency, the candidate scoring highest

average shall be nominated.

1. Following criteria will be used to award points to the nominees

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Description** | **Specificity** | **Core competence** |
| Leadership  **15%** | **Definition:**  Leadership is the process of influencing individual or a group towards their maximum performance in efforts toward goal achievement in a given situation.  **Eligibility:**   * The student has taken up leadership role such as counsellor, coordinator and in-charge in the college. Student has demonstrated leadership through self-initiative tasks and activities that contributed to wellbeing of member in the community or college. Student asserted concerns on behalf of the fellow students leading to policy and system rectification or development in the college.      * Students who have taken leadership roles through self-initiative tasks and activities.. | Chief Counsellor: 10/15  Counsellor: 9/15  Coordinator:7/15  In-charges: 7/15  Class captain:5/15   * Students who have taken leadership roles through self-initiative tasks and activities shall be awarded **4** points at each account of initiative that resulted to major positive effect. The students who took leadership role in the college, having gone beyond their line of duty to initiate other activities will also be awarded additional points to what is allotted above. | The student leader must possess following qualities: honesty, trustworthiness, assertive, responsible, sensitivity towards the need of other students, astute **Confidence**  **Communication skill**  etc. |
| Academic  **20%** | Average of academic score of five semester will be counted for 20% | Clarification | * Intellectual curiosity * Critical and analytic skill |
| Contribution (social service; initiative)  **20%** | Definition:   * Anything that the individual has done or provided to the community or college would add to overall repertoire of services or activities in the college thereby elevating the college’s prestige. * Any activity student has undertaken that has effected positively to the wellbeing of community, college and individual beneficiary.   Example:  **Literary:** made contributions in the form of publications that would represent the college; it might be in the form of an entire publication in itself, or a part of it as in an article/ chapter for a book.   * + - Contributed his/her services in the production of aforementioned product/s     - Initiated activities in the college that would foster literary discourse   **Social:** anything that had contributed positively to maintaining and enhancing the natural ecology and human welfare in the community or college.   * + - Initiated welfare schemes     - organized cleaning campaign and other educational advocacy programs,     - Construction of house, chorten     - Refer the cases of college mates who need welfare services, counselling services and other kind of help.   Eligibility:   * Services and initiatives will be judged both by quantity and quality. While quantity of the service and initiatives will be determined based on the number of contributive services an individual undertook, the quality will be determined by the effect of the activities. The activities will be categorized into two based on the effect, major and minor.   **Major activity:**   * + - The activities that have garnered reputation to the college at the international and national level     - activities that have lasting effect or lasting value – assertions that led to policy and system development,     - Any activity that would have lasting effect on fostering aesthetic, moral and social value in the community and college   **Minor activities:**   * Any activity that is done at a small scale resulting to valuable contribution, however with short term effect. * Any activity that is done at a small scale affecting positively to an individual or to a specific group   *(see rubric for details)* | **International**: Student has undertaken initiative in developing or supporting major initiatives or services at the International level that have garnered recognition of the college’s name at the International level.  **National**: Student has undertaken initiative in developing or supporting major initiatives or services at the national level that have garnered recognition of the college’s name at the national level.  **Regional**: Student has undertaken work at the regional level to advocate for changes in rules and policies or guided other social services that has positively impacted the community, families and individual within the Region.  **Dzongkhag**: Student has undertaken work at the community level to advocate for changes in rules and policies or guided other social services that will positively impact the families within the Dzongkhag.  **Community**: Student has undertaken work at the community level to advocate for changes in rules and policies or guided other social services that will positively impact within the community.  **College**: Student has undertaken leadership roles and go above and beyond in making time for developing or supporting major school initiatives that brought about positive changes within the college.  **Group**: Student has taken initiative in developing or supporting major initiatives that brought about positive changes within a small group of people.  **Individual**: Student has taken initiative in developing or supporting initiatives that brought about positive changes within the individual – either moral or social.  *Every major contribution at international, national and regional level will bag 3 points and minor contribution will merit 2 point.*  *Every major contribution at the Dzongkhag, community and college with bag 2 points and minor 1 point.* | Social consciousness,  Interpersonal skills,  Empathy,  Compassion, sensitivity, creativity |
| President and Deans’ Observation **5%** | 5 nominees nominated through review process by the review committee will be rated by the four managers. Average of the ratings will account to 5% on total mark. |  |  |
| Co-curricular and extra-curricular  **20%** | **Definition:**  **Co-curricular activities:** Any activity that has direct or indirect relation to academic enrichment  **Extra-curricular activities**: Any activity that is not related to academic, but fosters personal, social and moral values – sports, culture, morning and evening prayer (attendance)  **Eligibility:**  Both variation of activities and frequency the student took part will be considered. | Literary activities: Quiz, debate, dramatization, essay writing, reading competition, elocution, declamation, talk show, etc.  **Levels:**  International, national, regional, district, local and college  Games and sports: marathon, football, basketball, karate, taekwondo, badminton, lawn tennis, volley ball, athletics, table tennis etc  **Levels:**  International, national, regional, district, local and college  (*see Rubric for making)* | Intellectual capacity  Social values  Interpersonal skills  Patience  Team spirit  Cooperation  Collaboration  Confidence  Communication skill |
| Sample voting  **20%** | Random representative sample of 10 students from each class (5 female 5 male) will cast vote for 5 nominees nominated through the review process by the review committee. |  |  |

**Rubrics:**

**Contribution: Social Service and Initiatives**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Indicator | Weightage | | | |
| Welfare and services | 5 | 4 | 3 | 1 – 2 |
| Student has undertaken social service or initiatives that has lasting effect at a large scale in the college and community level at regular basis. Or, Student has undertaken social service or initiatives or any activity that has lasting effect at a large scale in the district and regional level at least for thrice and contributed to the comfort and welfare of the members of the society including college and add to the reputation of the college. | Student has undertaken social service or initiatives that has lasting effect at a large scale in the college and community level at least for thrice or twice at district and regional level. Or, Student has undertaken social service or initiatives that has lasting effect at a large scale in the district and national or international level at least for once. Contribution should have brought comfort and welfare to the members of the society including college.  Other major activity such as publication contributing to the academic culture and reputation of the college. | Student has undertaken social service or initiatives that has lasting effect at a large scale in the college and community level at least for twice. Or, Student has undertaken social service or initiatives that has lasting effect at a large scale in the district and regional level at least for once. Contribution should have brought comfort and welfare to the members of the society including college and add to the reputation of the college.  Or  Student has undertaken social service or initiatives that has short term effect at a small scale (minor activities) in the college and community level at least for twice. Service should have brought comfort and welfare to the community and college members (1 point on each account) | Student has undertaken social service or initiatives that has lasting effect at a large scale (major service/initiative) in the college and community level at least for once. Service should have brought comfort and welfare to the community and college members.  Or  Student has undertaken social service or initiatives that has short term effect at a small scale (minor activities) in the college and community level at least for twice. Service should have brought comfort and welfare to the community and college members (1 point on each account) |
| Academic Contribution | 5 | 4 | 2-3 | 0-1 |
| The student participated in various academic activities and contributed in promoting the reputation of the college in national and international level. | The student participated in various academic activity and contributed in lifting the name of the college at the regional and national level | The student has participated actively in several academic activities in the college, acknowledging the importance of academic activities in the college. | The student has contributed little or notat all in promoting academic culture in the college. |
| Contribution in developing system and culture of the college | 5 | 4 | 3 |  |
| The student fulfills the criteria for Level 3 and additionally may:- seek out leadership roles, and  go above and beyond in making time for developing and supporting major school initiatives | The student contributed ideas and expertise to further the schools' mission and initiatives, and dedicate time efficiently, when needed, to support major school initiatives | The student contributed occasional ideas and expertise to further the school's mission and initiatives.  School social worker typically does***not***:- use time efficiently to allow for opportunities to support initiatives to improve the culture of the school | The student rarely  or never provides ideas aimed  at improving school efforts.  The student dedicates little or no time outside of school time towards helping students and peers. |
| Role played | 5 | 4 | 3 | 1-2 |
| Played a lead role in the contributive services at various levels at least once and participated on regular basis, more than four times. | Assisted the coordinator in organizing contributive services at various levels at least twice, and participated in such activities more than three times. | Taken part in various activities on three or more times. | Taken part as participant in at least two activities – 1 point at each account. |

**Rubric for Leadership**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Indicator | Weightage | | | |  |  |
| Leadership role  10 | 10 | 9 | 7 | 5 | 4 | 0-3 |
| Student has served the chief counsellor in final year | The student as served as counsellor | The student has served as club coordinator, in-charges | Student has served as class representative | Student has initiated at least one major initiative as lead | Student has participated in various initiatives assisting to uphold the purpose of the activities. |
| 5 | 4 | 2-3 | | 1 | |
| The student fulfills the criteria for Level 3 and additionally may:- seek out leadership roles, and  go above and beyond in making time for developing and supporting major school initiatives | The student contributed ideas and expertise to further the schools' mission and initiatives, and dedicate time efficiently, when needed, to support major school initiatives | The student contributed occasional ideas and expertise to further the school's mission and initiatives.  School social worker typically does***not***:- use time efficiently to allow for opportunities to support initiatives to improve the culture of the school | | The student rarely  or never provides ideas aimed  at improving school efforts.  The student  dedicates little or no time outside of school time towards  helping students and peers. | |

***Note:*** *In case a student has served multiple roles over the years in the College, which ever role that merits higher point will be taken into account.*

Award Committee

7 April, 2018

Passport size photo

**Kyentse Award**

**NOMINATION FORM**

**Date………………………….**

**Nominee’s Name (Please print): …………………………………….**

**Nominee’s Program: …………………………………………………**

|  |  |
| --- | --- |
| **Expression** |  |
| **Leadership** |  |
| **Contribution (Social Services)** |  |
| **Co-Curricular and Extra-Curricular** |  |

***Please furnish relevant documents to support the information provided above.***

**Nominated By**