

LEADERSHIP AWARDS 2019



POLICY DOCUMENT

**VENUS INTERNATIONAL FOUNDATION
CHENNAI**

www.venusinfo.org/leadership.html

LEADERSHIP AWARDS POLICY DOCUMENT

Policy Document for the Higher Education Leadership Awards

Author Name	Centre for Leadership Development (CLD)
Name of regulation	Higher Education Leadership Awards (HELA)
Purpose of regulation	To provide a framework to enter in to HELA 2019 at Venus International Foundation (VIF), Chennai, India
Approval for this regulation given by	Governing Council
Responsibility for its update	Director of Administration
Regulation applies to	To all nominees applying for HELA 2019 at VIF
Date of approval	2 nd February 2018
Proposed date of next review	3 rd February 2019

POLICY DOCUMENT GOVERNING HIGHER EDUCATION LEADERSHIP AWARDS

1. PREAMBLE

Higher Education Leadership Awards (HELA) scheme was instituted in the year 2017 by the Centre for Leadership Development (CLD) of Venus International Foundation (VIF). It is presented yearly during the Higher Education Leadership Meet (HELM) that is conducted during January month of the year. The scheme has a Criteria, Standards, Policy, Nomination Application, Expert Committee and Judging Process that are governed by the Board of Trust.

Vision	: To Celebrate Brilliant Minds of World
Mission	: To recognize the efforts of higher education leaders who have developed and improved the teaching culture in the Institution
Objectives	: To honour the individuals who has demonstrated excellence in leadership through service to others in their professional endeavours

2. HIGHER EDUCATION LEADERSHIP AWARDS (HELA)

The Award is a Certificate and Memento. It's a Non-financial Award. The Higher Education Leadership Awards - HELA (is a part of the Higher Education Leadership Meet - HELM) 'Acknowledges and Celebrates the Role of Higher Education Leaders' who have developed the teaching culture within the Institute. It is convened by the CLD of VIF & conducted in accordance with the VIF BOARD MEETING resolutions. The HELA 2019 is convened by the CLD of VIF & will be conducted in accordance with the VIF BOARD MEETING resolution vide F. No. VIF/MIN/BM-II/2019 held on April 9, 2018 at VIF Head Quarters.

General Eligibility

The Award is applicable for higher education leaders of any nationality in the age group of 27 - 65 years. The applicant must have completed Doctorate degree (Ph.D. or equivalent) prior to the date of submission of nomination application.

3. DISCIPLINES AND AWARD CATEGORIES

The HELA 2019 invites nominations vide F. No. VIF/CFN/LA/2019 opened on July 25, 2018 from eligible individuals those are employed in a higher education sector at the capacity of Department Chair/Division Head, Vice Principal, Principal, Dean and Director'

3. 1 Disciplines and Qualification

Clause	Discipline	Category	Code
3.1.1	Agricultural Sciences (AG)	Lifetime Achievement	AG - L
		Distinguished Leader	AG - D
		Emerging Leader	AG - E
		Young Leader	AG - Y
3.1.2	Engineering (EN)	Lifetime Achievement	EN - L
		Distinguished Leader	EN - D
		Emerging Leader	EN - E
		Young Leader	EN - Y
3.1.3	Health and Medical Sciences (HM)	Lifetime Achievement	HM - L
		Distinguished Leader	HM - D
		Emerging Leader	HM - E
		Young Leader	HM - Y
3.1.4	Humanities and Social Science (HS)	Lifetime Achievement	HS - L
		Distinguished Leader	HS - D
		Emerging Leader	HS - E
		Young Leader	HS - Y
3.1.5	Management (MG)	Lifetime Achievement	MG - L
		Distinguished Leader	MG - D
		Emerging Leader	MG - E
		Young Leader	MG - Y
3.1.6	Science (SC)	Lifetime Achievement	SC - L
		Distinguished Leader	SC - D
		Emerging Leader	SC - E
		Young Leader	SC - Y
3.1.7	Veterinary and Animal Science (VA)	Lifetime Achievement	VA - L
		Distinguished Leader	VA - D
		Emerging Leader	VA - E
		Young Leader	VA - Y

3.2 Eligibility

Category	Criteria	Age	Experience
LIFETIME ACHIEVEMENT	<p>This award recognizes an extraordinary individual whose leadership skills have had a profound impact in building an enduring institution with a deep beneficial impact on the community. Also, this is to recognize his / her contribution in pushing the institute to improve standards and also raise its profile in the international arena.</p>	<p>The nominee must be above 55 years of age</p>	<p>At least the nominee have 30 years of service as on June 30, 2018</p>
DISTINGUISHED LEADER	<p>An individual nominated for this award will, in part, have provided leadership among faculty colleagues in pursuing activities that help to create an environment in which teaching excellence is fostered and appreciated. The recipient of this award might: have participated in organizing the institution's ongoing efforts to improve the quality of instruction it offers to its students; have organized conferences, workshops, seminars or symposia</p>	<p>The nominee must be above 44 years of age</p>	<p>At least the nominee have 20 years of service as on June 30, 2018</p>
EMERGING LEADER	<p>Exceptional track record of transformational leadership, teaching, research, administration, policy or management - Evidence of improved outcomes and practices at an institutional, level as a direct result of their leadership - Have embodied the sector's core values of reason, curiosity, innovation, humility, and passion for creating, transmitting and receiving knowledge; and have inspired those around them with their vision, ability and personal integrity.</p>	<p>The nominee must be above 34 years of age</p>	<p>At least the nominee have 10 years of service as on June 30, 2018</p>
YOUNG LEADER	<p>Exceptional track record of transformational leadership, teaching, research, administration, policy or management - Evidence of improved outcomes and practices at an institutional level as a direct result of their leadership.</p>	<p>The nominee must be above 27 years of age</p>	<p>At least the nominee have 3 years of service as on June 30, 2018</p>

4. SUBMISSION AND SELECTION PROCEDURE

4.1 Submission: Following are the list of documents to be submitted for nomination

- 4.1.1 The filled application form in a PDF/.Doc/.Docx format
- 4.1.2 Duly completed curriculum vitae (of any template structure/pages) in a PDF format
- 4.1.3 Passport size photograph (JPEG/PNG format)
- 4.1.4 Copy of Degree certificates (PhD or Equivalent) in a PDF/JPEG/PNG format
- 4.1.5 Copy of the work place ID (PDF/JPEG/PNG format)

The nomination documents must be submitted electronically to: hela2019@venusinfo.org
(Or) directorvifindia@gmail.com

Nomination Application form can be accessed at: <http://venusinfo.org/leadership.html>

Note: The HELA 2019 no longer requires a hardcopy of the application

4.2 Process: This section describes the total HELA 2019 processes in steps.

- Step - 1: Received Nomination documents will be sent for screening process
- Step - 2: Acknowledgement intimation via email will be communicated to the Nominee
- Step - 3: HELA team may ask the proof for the credits mentioned in the CV. (Optional)
- Step - 4: Cross verifying the documents submitted & forwarding it to the Committee
- Step - 5: The selected nominees will be communicated with a formal letter via email
- Step - 6: HELM 2019 registration
- Step - 7: Release of the winners list in the official webpage
- Step - 8: Award presentation ceremony
- Step - 9: Release of the HELM & HELA 2019 Report

4.3 Judging Criteria: The HELA 2019 judging is a peer review process. The panel (from diverse backgrounds, working individually) is instructed to score entries from 0 to 100, using the criteria. The VIF aggregates the scores to determine each category. The panel decision is final and binding. For each discipline / category (Eg. Distinguished Leader - Engineering) the expert committee will select 2 Nominees. However the Apex Committee reserve the rights to honour less or more than 2 nominees in any category who meet standards set by the expert committee.

4.4 Important Dates

- Entries Open : July 25, 2018
- Closing date : October 5, 2018
- To submit supporting documents : November 5, 2018
- Announcement of Winners : On or November 5, 2018
- Award Presentation/Celebration : January 5, 2019

8. AWARD PRESENTATION

The HELA 2019 will be celebrated on January 5, 2019 at Le Royal Meridien Chennai, India. The Awards will be bestowed to the Winners by the by the Board of Trustees of Venus International Foundation.

9. HEADQUARTERS

The administrative office for servicing the Authority will be the office of the Chairman, Venus International Foundation, No.1, Ganesh Nagar Main Road, Adambakkam, Chennai - 600088, Tamilnadu, India. 044-22531502, +91 9840556456, Email: contact@venusinfo.org, web: www.venusinfo.org

General Information

Section - A: The 2nd Higher Education Leadership Meet - HELM 2019

1. Nature of the event

HELM is a self-supporting event. The event registration fees are the major source of revenue for running the event. All the expenses of the events like - Accounting and Auditing fee, Bank charges - Employees Salary/Benefits, Equipment/Major Rentals - Internet, Labor cost - Lunch and Hall Expenses - Gifts/ Premiums, Materials, Office Rent and Maintenance - Packaging, Photography, Planning, Postage Expense - Printing and Stationery, Promotion & Publicity, Publications - Stage decoration expenses - Taxes - Electricity, Telephone - Website Design & Maintenance are covered by the event income (registration fees from the participants) and Foundation operating funds.

2. Frequency and Key Focus of the event

The HELM will be organized every year in January at Chennai city. Its aiming to discuss about the

- Proven tools and techniques for running a successful institution, department, or division
- Approaches to institutional and program assessment, including working with accreditors, understanding compliance trends, and executing a strategic plan
- Best practices for hiring and developing faculty, including ways to design a fruitful faculty development program, foster a collegial department, and conduct effective hiring searches
- Key facets of managing legal and regulatory issues
- Strategies for handling some of the most pressing matters in academic leadership, such as recruitment and retention, effective budgeting, and fundraising and development

3. Event History

2nd HELM is scheduled on January 5, 2019 @ Le Royal Meridien, Chennai City, India. For more details: www.venusinfo.org/leadership/helm/2019/info.html

1st HELM is scheduled on January 6, 2018 @ Le Royal Meridien, Chennai City, India. For more details: www.venusinfo.org/leadership/helm/2018/info.html

4. Benefits of attending the event

- The energy of likeminded individuals can meet experts & influencers face to face
- New Tools - New Tips & Tactics - Greater Focus
- Learning beyond a field or interest (Investing In Yourself)
- Networking - The ability to share ideas and get immediate feedback from credible individuals

5. Registration

a) Fee

Participants working in Foreign Institutions: USD 240
Participants working in Indian Institutions : USD 140
Additional Banquet : USD 40

The registration includes access to all sessions and invited speakers, participation certificate and One High Buffet Lunch Coupon and Breaks. However, the registration does not include travel and accommodation cost of participants. The registration fees collected will also support the long term development of the Meet and to keep the HELM format viable by ensuring that infrastructure and services are in place from year to year.

6. Event Publications:

- a) HELM 2019 Report
- b) HELA 2019 Report
- c) Exclusive Webpage for the Winner

Section - B: About the Trust Controlling/Managing the Program/Event

1. **Name of the trust controlling/managing the event** : Venus International Foundation - VIF

2. **Address of the trust/society managing the event** : No.1, Ganesh Nagar Main Road, Adambakkam, Chennai - 600088, Tamilnadu, India

3. **Date of establishment/registration of the Trust** : January 20, 2015

4. Legal Entity

Establishment/Articles of incorporation: The Venus International Foundation (VIF) bearing PAN AABTV9686L was constituted by a Trust deed dated 20th January 2015 and registered as per the Indian Trusts Act of 1882, vide deed No. 18 of 2015 of Book IV dated January 20, 2015 with Sub Registrar Office, Velachery/South Chennai Dist./Chennai Zone, Registration Dept. of Govt. of Tamilnadu, India.

Also the VIF is registered u/s 12AA Income Tax Act, 1961 of Govt. of India: URN - AABTV9686L/05/17-18/T-0121. The VIF is regd. with Trade Marks Registry, India-600032 dt. May 27, 2015 and has compliance with ISO 9001:2008 by UASL, England vide No. QMS/02616/0615 dt. Dec 4, 2015.

The VIF accounts are audited every year by a Chartered Accountant as per the standards and the copy of balance sheet, income and expenditure accounts are filed.

5. Trade and Taxes (Legal and Trade Name - Venus International Foundation)

a) Trade Information

- Trade Name : Venus International Foundation
- Sector : Tertiary Sector (Services)
- Industry : Higher Education and Healthcare
- Activity : Convention and organization services (Product Code 99859610 of Class No. 998596 with Sub Class No. 9985961; Section - 8, Business and Production services of National Product Classification For Services Sector, Ministry of Statistics and Programme Implementation, Government of India)

b) Income Tax

- Name of the Act : Income Tax Act, 1961 of Govt. of India
- PAN : AABTV9686L
- 12A URN : AABTV9686L/05/17-18/T-0121
- Jurisdiction : NON CORP.WD 22(1)TBM, Tamilnadu, India

- Latest Date of filing of the return : October 30, 2017
- Filed by : Sathishkumar
(Managing Trustee - PAN: BDKPS2367G)

c) Service Tax

- Name of the Act : Central Goods and Services Tax Act, 2017 of Govt. of India
- GSTIN : 33AABTV9686L1ZN
- Taxable Services : Event Management Services/Section 65 (40)/Chapter V of the of the Finance Act, 1994
- Jurisdiction : Commercial Taxes Dept - Tamil Nadu, Range Alandur New Division/Chennai-South New, Tamilnadu, India
- Latest Date of filing of the return : July 21, 2018
- Filed by : Sathishkumar (Managing Trustee - PAN: BDKPS2367G)

7. Activities & Financial status of the Managing Trust/Society: Refer at: <http://venusinfo.org/aboutus.html>

8. Source of income of the Trust to run the event: HELM Event Registration Fee

Section C: Additional Information

1. History: VIF stands for the Venus International Foundation. The trust is registered under this name and it is the full legal name. Venus International Foundation (VIF) is passionate and on a mission to build a community, share knowledge and create change. VIF, the country's leading higher education Meetings and Events management organization (Tertiary/Services Sector), providing a forum to the appropriate target group by organizing unique planned Annual Meetings (Workshop and Awards), with the aim of generating new knowledge and better understanding. Characterized by a tradition of innovation and quality, with necessary creative - interpersonal - multitasking and organizational skills (devising the concept and execution: advertising, budgeting, financial planning, hospitality, logistics, procurement, scheduling, technical aspects, etc) VIF pushed forward the boundaries and made an impact on people's lives. Nearly 2200 Professionals choose to join us VIF delivers the best performance with the Detailed Programming, Control and Monitoring Systems, Efficient lines of communication & Time management, Resources, Facilities and Implementation Mechanisms

2. How the Foundation is run: The Board of Trustees have a wide range of skills and interests which is reflected in the broad remit of VIF projects. Trustees and advisors will determine the general policy of the foundation in discussion with the project and finance committees. Day-to-day management of VIF is carried out by R. Sathishkumar with a small team of staff (8 full time, 4 part time) to this work.

3. The Meetings and Events: Meetings are an important part of the lives of many people; It bring people together and by the very objective of building community around a subject, they have a positive social impact. It is also possible to go beyond engaging the attendees at events and reach out to ensure surrounding communities, staff and other stakeholders benefit from the event.

4. Type of Meet - Academic Workshop: The Academic Workshops are designed for working professionals who are innovators, have a desire to learn more, are in a career transition, or are considering a career change. The tracks are designed to make the day as productive and comfortable as possible.

4a. Sessions (4 to 6 Keynote Speakers): The objectives of the technical sessions are given below:

- To provide a unique learning experience with topics on the cutting edge of technical innovation today
- To spend time interactively, perhaps in facilitated activities, where the participants generate some form of product (e.g. goals for the coming year, a strategy, etc.) at the end of the session
- To get participants fully involved in the learning process: group discussions, activities & exercises, opportunities to practice applying the concepts that are presented

4b. Awards Ceremony

- 100 to 200 Nominees will be selected for Awards based on a Criteria.
- The award scheme has a Criteria, Standards, Regulations, Nomination Application, Expert Committee and Judging Process etc that are governed by the Board of Trust.

5. Benefits: Attending a VIF event will be a novel learning/social experience in addition to the conventional enjoyment-memorable recreation etc.