

HIGHER EDUCATION LEADERSHIP AWARDS 2018



REGULATIONS

**VENUS INTERNATIONAL FOUNDATION
CHENNAI**

www.venusinfo.org/leadership.html

HIGHER EDUCATION LEADERSHIP AWARDS REGULATIONS

Regulations for the Higher Education Leadership Awards

Author Name:	Centre for Leadership Development
Name of regulation:	Higher Education Leadership Awards (HELA)
Purpose of regulation:	To provide a framework to enter in to HELA 2018 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 2018 at VIF
Date of Approval:	5 th July 2017
Proposed Date of Next Review:	6 th July 2018

REGULATIONS GOVERNING HIGHER EDUCATION LEADERSHIP AWARDS

1. PREAMBLE

1.1 **The Scheme:** 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, Regulations, Nomination Application, Expert Committee and Judging Process etc 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

1.2 The Trust Controlling/Managing the Programme/Event:

1.2.1 Name of the trust/controlling/ managing/the event:

Venus International Foundation-VIF

1.2.2 Address of the trust/society managing the event:

Venus International Foundation, No.1, Ganesh Nagar Main Road, Adambakkam, Chennai - 600088, Tamilnadu, India

1.2.3 Date of establishment/registration of the Trust/Society:

January 20, 2015

1.2.4 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.

- VIF is regd. with Trade Marks Registry, India-600032 dt. May 27, 2015
- VIF has compliance with ISO 9001:2008 by UASL, England vide No. QMS/02616/0615 dt. December 4, 2015

Accountability and Auditing:

The VIF accounts (books of accounts-cash book-deeds-disbursements-vouchers-receipts-register of moveable or immovable properties-other documents or records) are maintained regularly. The accounts are audited every year (by a Chartered Accountant as per the standards) and the foundation is filing a copy of the balance sheet, income and expenditure accounts that are forwarded by the Auditor.

1.2.5 Tax Liability:

Legal Name: Venus International Foundation

Trade Name: Venus International Foundation

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

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 Finance Act, 1994

Jurisdiction : Range I/TL0501/Alandur New Division/ Chennai-South New, Tamilnadu, India

1.3 Activities of the Trust:

Refer the details at: <http://venusinfo.org/aboutus.html>

1.4 Source of income of the Trust to run the event:

HELM Event Registration Fee

1.5 Financial status of the Managing Trust/Society:

Refer the Annual Reports at:

venusinfo.org/aboutus/annualreports.html

2. HIGHER EDUCATION LEADERSHIP AWARDS-HELA

- 2.1 The Award: Certificate, Bronze Medal & Memento. It's a Non-financial Award.
- 2.2 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.
- 2.3 The HELA 2018 is convened by the CLD of VIF & conducted in accordance with the VIF BOARD MEETING resolution vide F. No. VIF/MIN/BM-IV/2017 held on August 21, 2017 at VIF Head Quarters.
- 2.4 General Eligibility:
 - a) The Award is applicable for higher education leaders of any nationality in the age group of 27-65 years.
 - b) The applicant must have completed Doctorate degree (Ph.D. or equivalent) prior to the date of submission of application.

3. BROAD DISCIPLINES AND AWARD CATEGORIES

- 3.1 The HELA 2018 invites nominations vide F. No. VIF/CFN/LA/2018 opened on October 3, 2017 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' and working in the frontiers of
 - (i) Agricultural Science
 - (ii) Engineering
 - (iii) Health and Medical Sciences
 - (iv) Humanities and Social Science
 - (v) Management
 - (vi) Science
 - (vii) Veterinary and Animal Science
- 3.2 There are four categories of awards under HELA 2018
 - (i) Lifetime Achievement
 - (ii) Distinguished Leader
 - (iii) Emerging Leader
 - (iv) Young Leader

4. LIFETIME ACHIEVEMENT AWARD

This award is established in 2017 for the contribution towards promoting positive change in the Institution, created a leadership culture within their professional and personal endeavors that focuses on providing service to faculty members and students, valued team leadership and inclusiveness above individual leadership.

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.

4.1 Contribution: An eminent person who leads and built an institution with enduring values as well as championed larger causes for higher education. He /She should also have played a stellar role in setting policy framework for the institution.

4.2 Eligibility: A working professional can nominate an 'Eligible Individual' (or Self Nominate) for the HELA 2018. He /She must be above 55 years of age as on July 30, 2017

5. DISTINGUISHED LEADER AWARD

This award is established in 2017 and it recognizes those who go beyond the day-to- day demands of their position to create an exceptional educational environment. The purpose of this award is to acknowledge those individuals who have enriched the Institution's teaching environment.

5.1 Contribution: An individual nominated for this award will, in part, have provided leadership among faculty colleagues in pursuing activities that help 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 been involved mentoring faculty members; have assisted colleagues either formally or informally in their efforts to improve their teaching; have provided guidance to new faculty members; have organized or participated actively in workshops,

symposia, or conferences; or, have been involved in collaborative efforts to develop innovative methods of teaching.

5.2 Eligibility: A working professional can nominate an 'Eligible Individual' (or Self Nominate) for the HELA 2018. He /She must be under 55 years of age as on July 30, 2017

6. EMERGING LEADER AWARD

This award is established in 2017 and will recognise an experienced leader who is already on track to effecting positive change for their institution and for the sector as a whole.

6.1 Contribution: 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.

6.2 Eligibility: A working professional can nominate an 'Eligible Individual' (or Self Nominate) for the HELA 2018. He /She must be under 45 years of age as on July 30, 2017

7. YOUNG LEADER AWARD

This award is established in 2017 and will recognise a young leader who is already on track to effecting positive change for their institution.

7.1 Contribution: 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.

7.2 Eligibility: A working professional can nominate an 'Eligible Individual' (or Self Nominate) for the HELA 2018. He /She must be under 37 years of age as on July 30, 2017

8. SUBMISSION AND SELECTION PROCEDURE

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

- The filled nomination application in a PDF/.Doc/.Docx format
 - Duly completed curriculum vitae (of any template structure/ pages) in a PDF format
 - Pass port size photograph (JPEG/PNG format)
 - Scan copy of the Doctoral Degree (or equivalent) Certificate in a PDF/JPEG/PNG format
 - Scan copy of the work place ID (PDF/JPEG/PNG format)
- The nomination documents must be submitted electronically to: hela2018@venusinfo.org (or) directorvifindia@gmail.com
- Application form can be accessed at: <http://venusinfo.org/leadership.html>

8.2 Process: The nominees will be selected based on the Expert Committee report and APEX Committee recommendations.

- Step-1: Nomination documents will be sent for screening process (preliminary selection)
- Step-2: Acknowledgement intimation 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 2018 registration
- Step-7: Release of the winners list in the official webpage
- Step-8: Award presentation ceremony
- Step-9: Release of the HELM & HELA 2018 report

8.3 Judging Criteria: The HELA 2018 judging is a peer review process, based on nomination documents submitted by the eligible individual. The panel (from diverse backgrounds, working individually) will be looking for the contribution towards promoting positive change in the Institution,

Created a leadership culture within their professional and personal endeavors that focuses on providing service to faculty members and students, valued team leadership and inclusiveness above individual leadership. The panel 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/subdivision (Eg. Distinguished Leader-Engineering), the expert committee will select 20 Nominees. However the Apex Committee reserve the rights to honour less or more than 20 nominees in any category who meet standards set by the expert committee.

8.4 Important Dates

- Entries open : October 3, 2017
- Closing date : November 25, 2017
- To submit the supporting documents : December 6, 2017
- Announcement of Winners : Before Dec. 6, 2017
- Award Presentation/Celebration : January 6, 2018

9. The Higher Education Leadership Meet (HELM)

9.1 Nature of the event: It is a self-supporting event. The registration fees are the major source of revenue for running the event. All the expenses of the events (Planning, Promotion & Publicity, Equipment/Major Rentals, Photography, Lunch and Breaks, Materials, Gifts/Premiums, Publications, Taxes, Execution and Miscellaneous Costs, Website & Its Maintenance etc) are covered by the event income (registration fees from the participants) and Foundation operating funds.

9.2 Frequency of the event: The HELM organized every year in January at Chennai city

9.3 Event History:

- 🌀 1st HELM is scheduled on January 6, 2018

9.4 Benefits of attending the event:

Participants can explore the Groundbreaking strategies-Influential Trends and best practices that define effective leadership at the College and

University levels today - Networking opportunities - Hear from a prestigious experts and recognized thought leaders- Opportunities to learn from and share experiences with peers from a wide range of academic institutions in a cordial and collaborative setting - Expand credentials - Learn from the best - See what is working across the Globe - Reach greatest leadership potential.

9.5 Registration Fee

- ✪ Participants working in Foreign Institutions: USD 240
- ✪ Participants working in Indian Institutions: USD 120
- ✪ Additional Banquet: USD 50

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 the travel and accommodation cost of the participants. Additional charges are applicable for accompanying person(s). The registration fees collected will also supports 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.

9.6 Event Publications

- ✪ HELM 2018 Report and HELA 2018 Report
- ✪ Exclusive Webpage for the Winner

10. AWARD PRESENTATION

The HELA 2018 will be celebrated on January 6, 2018 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.

11. 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, India. 044-22531502, +91 9840556456, Email: contact@venusinfo.org, web: www.venusinfo.org