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1. INTRODUCTION

1.1. Objective

This document provides overall process, procedure & guidelines for selection of awardees/winners of various awards & competitions held by OSA. Typically, awards are based on nominations submitted and judged prior to the annual convention and the winner is facilitated during the convention. Competitions are judged based on submissions and presentations done during the convention itself. The key objective of this document is to provide a standard, general procedure and guidelines so that recognized person(s)/group(s) and winners of various awards/competitions are selected in a transparent, effective, and consistent manner. The document may be updated by award steering committee (as defined latter) as appropriate from time to time.

Some of the main objectives of having various awards and recognizing person(s)/group(s) during OSA annual convention in various categories are:

- Appreciate, encourage & recognize person(s)/group(s) distinctive/significant contribution to community, society and humanity at large
- Appreciate, encourage & recognize person(s)/group(s) distinctive/significant contribution in various areas such as arts, culture etc.
- To provide a forum and platform for healthy competition in various areas such as culture, entrepreneurship etc. among of OSA community members (young and adults alike) and recognizing him/her/group.
- Encourage others to achieve distinction in their areas of interest and contribute for betterment of community, society and humanity

Given the current (as of publication of this document) slate of awards/competitions, it could be grouped into:

- ***Nomination based awards***
 - i. *Distinguished Odia Award*
 - ii. *Utakalmani Gopabanddhu Dash Memorial Award*
 - iii. *Youth Volunteer Award*
 - iv. *Subrina Biswal Award for Academic Excellence*
 - v. *Arun Das Memorial Kalashree award*
 - vi. *Yuva Kala Vikas Award*

- ***Convention Submission & Presentation based Competitions***
 - i. *Meghna Memorial Award for Creative Writing*
 - ii. *Subrina Biswal Award for Performing Art*
 - iii. *Samik Singh Kalinga Youth Entrepreneurship Award*

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- iv. Odissi, Champu & Chhanda Music Competitions
- v. Promode Patnaik Drama Competition

1.2. Document History

This document is based on existing separate guideline documents for awards and competitions. The purpose was to produce a consolidated document for all awards/competitions and enhance the document to provide better clarity on the nomination, selection and review processes,

Version #	Content	Date	Author
V01	Initial Draft	09/31/12	Sukant K. Mohapatra
V04	Update	12/3/2012	Manoj Mahapatra, proposal team
V05	Update	1/9/2013	KukuDas,proposal team
V06	Baseline for 2013 following BOG review	1/25/2013	Proposal team

2. AWARD COMMITTEE

The sections below describe various award committees, its formulation and their overall role and responsibility in detail.

2.1. Award Steering Committee

Award steering committee is the standing body coordinating award specific activity for OSA annual convention and/or other event. It also provides continuity of leadership for award coordination in annual OSA convention and offer guidance to future committees. The steering committee is responsible for the general oversight and setting policy and strategic direction so that quality and tangible benefits from recognizing person(s)/group(s) in community & fairness, transparency of the selection process evolve and improve. In addition, steering committee will be responsible for ownership of this document, update & review in future.

2.1.1 CONSTITUTION OF STEERING COMMITTEE

Steering committee will be constituted with 5 members headed and chaired by OSA vice president. It would include:

1. OSA Vice President
2. For nomination based Awards: 3 Members of OSA Award Coordination Committee. It is expected that OSA executive team will nominate OSA Award Coordination team for 2 years term. If no such coordination team is formed, then OSA executive team will nominate 3 OSA members as part of this steering committee. For **Convention Submission & Presentation based** Competitions: A team assigned by the OSA convener¹ for specific year coordinates the competitions held during the convention.

One of the members of OSA Award Coordination Committee will be nominated as Lead Coordinator who shall coordinate all award related activities.

2.1.2. ROLES AND RESPONSIBILITY OF AWARD STEERING COMMITTEE

The major roles and responsibility of award steering committee is as follows:

- A standing body providing guidance, selection & coordination for award selection committee/judges
- Facilitate publicity of existing slate of awards in a specific year in different forums (e.g., OSA web, email group, convention website etc.) in timely manner, so that good number

¹ As there are many competition to be done in the convention locally, judges from local area would be needed/helpful, Convener and/his representative can help in initial judges selection/nomination process. Also convener can help in publicity of award related activity in right forum with help of convention publication/organizing team.

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of participants/nominations for award are there. Steering chair may nominate one of the steering committee members to facilitate this publicity

- Committee may nominate a Lead Coordinator for specific year to be the primary point of contact for award related communication
- Steering committee will select pool of judges/chairs for various award selection committees. Please see section 3.2 for criteria for selection of judges. Pool of judges shall be selected prior to and/or during nomination process. No OSA executive will be part of any of the above selection committee as a judge and/or chair.
- Finalization of judges will be done after closer of nomination. Judge has to certify that he/she is no way related to nominated candidates in the committee where he/she is a judge. Final selection from the pool should be based on availability, conflict of interest & perception of bias etc.
- All the nominations received will be acknowledged by coordinators within 3-5 days. All the nominations received will be checked for completion of requirements and be communicated to the nominator with 2-3 weeks. Lead coordinator will submit final list of winners to Steering Committee & OSA executive team in consultation with chair/judges in each selection committee. Steering committee will have access to evaluation & final selection criteria/points & documents from selection committee. Same can be archived confidentially for the purposes of a review during potential appeal process. Same would be in OSA custody for next 5 years.
- OSA Vice President as a member of the Steering committee will facilitate in production of all awards (plaque, cash etc.) and certificate in consultation/coordination with OSA executives and convention team so that same is available for award in a timely manner during convention.
- Ownership of award guideline and evaluation criteria document for various events and update/evolution of the same.
- Creation & update of OSA website specific to awards where the publicity/nomination/evaluation activity can be done electronically.
- Any appeal challenging a selection will be put forward to steering committee. Steering committee will coordinate the resolution of same as described the procedure in section "Award Review Process."

2.2 Award Selection/Judging Committee

The selection team consists of the judges selected by the steering coordination members. Details about criteria of judge selection and the responsibilities of the judges are outlined in subsequent sections.

2.3. Award Review Committee

In case the selection of an award is appealed, the OSA executive body could request a review of the selection. The OSA grievance team is usually requested to be the review team. The role of the

review committee is outlined in subsequent sections.

3. GENERAL GUIDELINES AND PROCESS FOR AWARD SELECTION

3.1. General Guidelines for Awards

Followings are major requirements and guidelines for nominating person(s)/groups for selection of awardees:

- The nominator of an award must be a *member of OSA* at the time of nomination.
 - **Self-nominations are not accepted** except for Subrina Biswal Academic Excellence Award.
 - Nominator will include references who should be willing to provide supporting information regarding a nominee if contacted by the selection committee. References should be familiar with relevant contributions/accomplishments of a nominee in the specific award category. The contact information of the references (telephone no., email address etc.) must be provided in the nomination form. References should be prepared to provide verbal or written recommendations when requested.
 - No member of award selection committee including family members may be nominated for any award to maintain transparency of the award process. In such situation selection committee judge/member must resign and be replaced prior to start of the evaluation process.
 - Nominators are encouraged to include any relevant documentary evidence of a nominee's contribution/recognition along with the nomination form.
 - One person may not be nominated for more than one award category in a single year. One person cannot win the same award again but one person may win different awards over multiple years.
 - Nominations for all awards (except for Meghna Memorial Award and Samik Singh Kalinga Youth Entrepreneurship Award) should be sent to Award Coordinators at osaawards@orissasociety.org.
 - OSA website shall be updated to electronic submission of nomination as well.
-
- Awards requiring documentary proofs such as recommendation letters for Subrina Biswal Memorial Award for Academic Excellence must be mailed by US/Canada post to the award coordinator.
 - Nominations for Meghna Memorial Award for Creative Writing should be mailed to the Souvenir Editor/Committee of the convention.
 - Samik Singh Kalinga Youth Entrepreneurship Awards Phase 1 (Idea submission) should be sent to specific contacts (Samik Singh KYE Award Committee Chair) that declared by the award steering committee in a timely manner.
 - Use guidelines in nomination forms to submit nomination. Maximum three hundred

words to provide the information in the written part. Any additional information not in the nomination form should be returned, and not forwarded to the award selection committee. Nominator is required providing maximum three references.

3.1.1. SPECIFIC GUIDELINES FOR AWARDS

This section describes objective, criteria for reorganization and nomination requirements for various awards. Criteria of recognition are key elements of evaluation by award selection committee.

- 1. DISTINGUISHED ODIA AWARD:** The Distinguished Odia award is the highest award presented by the Orissa Society of the Americas, a non-profit organization operating in North America to preserve and promote the culture, heritage, and customs of Odia speaking people.

Criteria for Recognition: The selection of person(s)/group(s) is based on contribution in one or more of the following areas. The nominee must have:

- Proficiency in professional disciplines with outstanding accomplishments in arts, theatre, literature, science, technology, medicine and /or similar fields.
- Rendered public service with innovative application of resources to enhance literacy, health, education, hygiene, child care, community service and similar other humanitarian and philanthropic service with direct contribution to Odisha, the land and its people.
- Proficiency in and outstanding contribution to Odia Art, Culture, Heritage and Literature
- Leadership to bring forth social justice in Odisha.
- Entrepreneurial skills to cultivate resources in order to provide economic stimuli and opportunities for employment and economic growth in Odisha
- Patriotic idealism to uphold the honor and dignity of Odia people.
- Acts of heroism directly contributing to the cause of Odisha and its people.

Eligibility Requirements:

- The nominee must be a member of the OSA with good standing or have, in case of nominees from overseas, must have contributed to the OSA in a tangible and visible manner.
- The nominator must be a member of the OSA with good standing.

Submission Requirements: Nominator must submit:

- Nomination form
- Names of 3 references

- 2. ARUN DAS MEMORIAL KALASHREE AWARD:** The Kalashree Award is an honor in recognition of an individual's continued service to promote and propagate Odia art, literature, music, dance, and similar cultural and heritage-based activities in North America (USA and Canada).

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Criteria for Recognition: Selection will be based on individual's contributions in one or more of the following areas:

- As a promoter of Odia art and culture, must have outstanding record of cultural activities such as promotion of Odia language and literature, hosting of events featuring Odia cultural programs including visiting artists.
- As a performing artist, must have demonstrated high quality artistic productions, training, and choreography in areas such as Odissi Dance, Odissi Music, Folk dance and music of Odisha, and similar other traditional art of Odisha including production of Odia films, Odia dramas, (and, if in any other language, must feature Odia culture and heritage), hosting of conventions promoting Odia artists and artistic endeavors.
- As an established author, must have demonstrated high quality authorship in areas such as novels, stories, poetry and such other literary activities in Odia.
- Only activities and/ or accomplishments performed in North America will constitute grounds for consideration

Eligibility Requirements:

- The nominee must be an OSA Member at the time of nomination.
- The person should have several years of active participation in cultural activities of the OSA.
- The person must be, during the year of the Award, living in USA/Canada.

Submission Requirements: Nominator should submit

- Nomination form
- Names of 3 references. One of the references must be from the Chapter/area to which the nominee belongs, so that he/she can report on the role of the individual in the Chapter's cultural and literary activities.

- 3. UTKALMANI GOPABANDHU DAS MEMORIAL AWARD:** The Award is presented to an individual in recognition of his/ her outstanding contribution to Odisha in areas of humanitarian and community service. The recipient demonstrates a role model to the Non-resident Odia community for his / her philanthropic accomplishments, dedication and selfless service to humanity.

Criteria for Recognition: The nominee must have made outstanding contribution to the land and people of Odisha in areas such as, but not limited to:

- Social work
- Addressing and resolving women's issues and rehabilitation
- Improving economic well-being of disadvantaged persons
- Community service, community health (relief operation, relief of poverty etc should be covered here)
- Advancement of education at various levels and in various sectors

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- Advancement in services in the Health Sector
- Similar other philanthropic endeavors in Odisha.

Eligibility Requirements: Nominee must be a member of the OSA with good standing.

Nomination Process: Nominator should submit

- Nomination form
- Names of 3 references

4. **SUBRINA BISWAL AWARD FOR ACADEMIC EXCELLENCE:** Every year, the Orissa Society of the Americas, in joint sponsorship with Dr. Nilambar and Annapurna Biswal and Dr. Sitakantha Dash, presents the Subrina Biswal Award for Academic Excellence to honor an outstanding high school graduate selected from OSA families. Recipients are selected based on their academic achievements, extra-curricular activities including community service and personal qualities. This award which provides the recipient with one-time scholarship of US \$1000.00 was initiated in 1990 by members of OSA in the loving memory of Subrina, daughter of Dr. Nilambar and Annapurna Biswal of Maryland.

Criteria for Recognition: Assessment will be made on all of the following criteria:

- Academic achievements.
- Extra-curricular activities including community service
- Personal qualities demonstrated by career goal and objectives in life

Eligibility Requirements: The nominee must be a graduating high school senior from any School in the North America (USA and Canada).

Submission Requirements:

- High School transcripts
- Two letters of recommendation including one from a teacher of the school attended.
- A curriculum vitae identifying academic achievements and extra-curricular activities including community service
- A short essay by the applicant highlighting career goal and objectives in life.
- Names of 3 references

5. **YOUTH VOLUNTEER AWARD:** An award to recognize a youth (16-30 years of age) for community service in North America, Odisha, for service to OSA or Chapter, organizational leadership, volunteer work etc. Presentation of these awards will generate interest in other youth to participate in community events.

Eligibility Requirements:

- Must be between 16 to 30 years of age Must be an OSA member or belong to an OSA member family
- Must be resident in North America (USA and Canada)

Submission Requirements: Nominator should submit

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- Nomination form
- Names of 3 references. One of the references must be from the Chapter to which the nominee belongs.

6. YUVA KALA VIKASHA AWARD: An award to recognize a youth for outstanding contribution in promotion of Oriya culture, literature, arts, music, dance etc. in North America. Presentation of these awards will generate interest in other youth to participate in Odia culture and OSA events.

Eligibility Requirements:

- Must be a High School student/ graduating High School student
- Must belong to an OSA member family
- Must be resident in North America (USA and Canada).

Submission Requirements: Nominator should submit

- Nomination form
- Names of 3 references. One of the references must be from the Chapter to which the nominee belongs.

7. MEGHNA MEMORIAL AWARD FOR CREATIVE WRITING: After the sad demise of Meghna Mahapatra, daughter of Santosh and Lipika Mahapatra, in a tragic road accident on 5th November 2005, members of the Michigan Chapter of the Orissa Society of the Americas have set up the Meghna Memorial Fund, managed by the Meghna Memorial Trust. This was made possible through generous contributions from many people, including Meghna's parents. To commemorate Meghna and pay tribute to her creative spirit, it was deemed appropriate to institute the —Meghna Memorial Award for Creative Writing .

The Meghna Memorial Award was started in 2007. There are two awards:

- The Junior Award is for Children of ages between 7 and 12
- The senior award is for children of ages between 13 and 18.

The winner in each group will be recognized at the OSA Convention, receive a certificate, a check for \$150, and a copy of the Souvenir issue in which his/her article is published.

Criteria for Recognition: A panel of judges will look at all the writings by children in the junior and senior age groups will be judged for exceptional creativity and quality of writing. The formats and styles are wide open. Examples are poems, short stories, letters home from a trip, or just the child/youth's view of the adult world.

Each contribution should not be more than four printed pages. Both Odia and English writings are welcome.

Eligibility Requirements: All children of Odia origin residing in North America (USA and Canada) in the age group of **7 to 18** are eligible to participate. The parents or children need not be members of OSA at the time of nomination.

Nomination Process: Writings can be sent in by children or their parents. All articles submitted to the Souvenir will automatically be considered for the award. Keep your articles

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ready! The submission address will be published/ publicized.

8. **SAMIK SINGH KALINGA YOUTH ENTERPRENURESHIP AWARD:** This is an entrepreneurship competition among youth in OSA community to encourage younger generations to possible choose entrepreneurship as a career and understand the basic of business development process/plan at an early stage through a friendly competition & mentorship. The award was initiated by Mr. Dan Mishra of Canada in 2009 and subsequently named in memory of Samik Singh by his parents Dr. & Mrs. Sujaoy Singh of CA.

The award has two phases:

Phase I (Idea Submission): The Business Idea Competition is phase I of the entrepreneurship competition. There is no format restriction and no prior business plan writing experience is required. Submit a 1-page business concept describing your business idea, its market potential and how you plan to bring it to market.

Phase II (Presentation): Presentation before panel of judges of selected candidates from phase I.

Eligibility Requirements: The competition is only open to **middle school** (sixth grade and above), **high school and college going youth**. The submission could be by individual or group. For group submission through there is no restriction to number of members in a team, but it is recommended that team should not constitute more than 3 persons.

Submission: The idea submission (Phase 1) is to be submitted electronically in Microsoft Word (preferred) or Adobe PDF format to the SSKYEA coordinator. The email or a cover page should contain the business name, contact person's name, e-mail and telephone number.

9. **ODISHI, CHAMPU & CHHANDA (OCC) MUSIC COMPETITION:** Following the OSA conventions since 2010, Odissi, Champu and Chhanda music competition is being part of one of the various competitions to be held during OSA convention. This competition is to promote and recognize the classical singing of Odia musical treasures including Odissi, Champu and Chhanda by young Odias in North America. This program is conceived by Mrs. Lata Misra.

Odissi music belongs to the genre of Classical music of India and has its origin in the state of Odisha. Out of five main branches of Indian Classical music such as Avanti, Panchali, Udrumagadhi, Hindustani and Carnatic, Udrumagadhi exists in the form of Odissi music. Odissi songs traditionally depict the love and frolics of Radha and Lord Krishna. The classical Odissi dance is also performed with Odissi music. All songs of Odissi are sung in specific 'Raagas' and 'Taal'. The typical singing style of Odissi starts with a short 'Aalap', followed by the main song 'Prabandha'. 'Taan' is used in the form of 'Sargam' and it usually comes at the end of the song. It is set to the beats and pauses of the 'Taal'. Most of the Odissi songs are written by the renowned lyricists such as Jayadev, Kavisamrat Upendra Bhanja, Banamali, Deenakrushna, Kavisurya Baladev Rath, Gopalakrushna, Birakishore Dev etc.

Champu 'Kavya' with admixture of both prose and poem are known as Champu. In a Champu composition, every stanza starts with the same alphabet. This is sung in 'Raaga' and 'Tala'. There is no Taan in this style of singing.

Chhanda: The main characteristic of these verses is the stress on rhythm. Every 'Pada' of a Chhanda is sung in the same swara. Singers sing from the Odia language epics of Ramayana, Mahabharata and from the Indian Puranas.

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Eligibility Requirements:

- There are two age groups for participants: 1- Junior (7 to 12 yrs old) and 2- Senior (13 to 18 yrs old)
- Participants must be registered for the OSA convention through individual or family registration
- Multiple Participants belonging to any particular OSA Chapter are allowed

Submission, Rules & Regulations:

- Each participant is required to fill out the cultural sign up form and send it to the convention cultural team.
- Each participant can chose any one type of song from Odissi, Champu and Chhanda
- The participants can either present their items with live accompaniment or karaoke.
- Participants who may need rehearsal/practice with accompanists, should contact the convention cultural team prior to arriving at the convention to make appropriate arrangement for practice during convention. Logistics and schedule permitting, convention cultural team will arrange appropriate accompanists. The venue/time will be intimated to the participants through email or phone.
- Participant can sing the song in the competition by memorizing the song or direct reading the song
- Each participants can perform a maximum of 4 minutes
- All participants have to sit together at the competition dais
- A panel of minimum three judges with decent knowledge of Odissi/Champu/Chhanda music will judge the competition
- Judge's decisions are final
- Any questions about the OCC competition can be emailed to convention cultural team

Awards

- Cash prizes will be awarded to the participants for each group
- Additionally certificates will be given to all the participants by the Convention cultural committee

9. **SUBRINA BISWAL AWARD FOR PERFORMING ARTS:** The Subrina Biswal Competition in Performing Arts is held in conjunction with OSA convention. Please contact the OSA Vice-president/ award steering committee for further information.

Eligibility Requirements:

Participant must be

- below 18 years of age

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- a child of a "voting member" of OSA with a primary residence in USA or Canada. Visitor VISA holders and children of visitor VISA holders are not eligible.

Screening Requirements: The entries will be accepted strictly on first-come-first-serve basis. Once accepted, please send video clips of the entire performance of the participant/group. Video clips can either be made available online (Google/ YouTube) or sent on physical media (CD/DVD) to the convention cultural team. The convention cultural team announces the finalists by a certain deadline which is recommended to be May-31st. Time limits will be strictly enforced in this competition in all rounds and any entry that does not meet the time requirements will be disqualified immediately.

Disclaimer: The OSA Convention Cultural Committee will make the final decision regarding the participations and the groups will be notified of their acceptance formally by email. Please do not proceed to final stage of preparation (buying making props, costumes, recording/mixing music) until you are given the final approval by the convention cultural team.

Application & Enrollment Procedure: Please contact the OSA Vice-president /award steering committee for further information regarding rules. Each participant/group is required to fill out an application for the award competition. Each participant must be registered for the OSA convention through individual or family registration. All entries must be submitted to convention cultural team. You can download the cultural registration form from the web too.

All entries must be submitted using one of the methods as mentioned below.

- Email cultural registration form to the convention cultural team and for any help

Rules and Guidelines:

Categories: All categories of performing arts (Vocal and instrumental music/dance/drama) are eligible except the following: magic, calisthenics, comedy or any other item that does not clearly represent performing arts. Comedy as part of drama or skit is acceptable. All the performances except instrumental music must be in Odia language.

Maximum number of items: Each participant will be allowed one solo and one group performance. However, no winner can win the same prize (e.g. first, second, third) under the same general category (e.g. song, dance, instrumental etc) in two consecutive years. For group entries, the whole group or selected individuals from the group may be awarded the prize. If the group wins the prize, the prize money will be divided equally among all eligible participants. The same person cannot win through both solo and group participation. In case that happens, the prize will be awarded to the group performance in the interest of more participants and the solo win will be ignored.

Logistics: The date and time will be communicated to participants well in advance.

Award Selection Guidelines: Entries will be evaluated for their talent in technique, performance creativity, overall value and age-performance relationship. Five judges will be selected from the attendees by the event chair in consultation with OSA Vice-president /Award Steering Committee Coordinator and host chapter organizer(s). The judges must have knowledge on performing arts. US IRS rules prohibit close relatives of participants from being selected as judges. In addition to the five judges to be selected from among the

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attendees, the OSA Vice-president / co-convenor will also function as a judge. His/her scores will be used only in the event of a tie; otherwise OSA Vice-president/ co-convenor score will not count.

Announcement of Award: Names of participants selected for the award will be announced during cultural Program.

11. PROMODE PATNAIK INTER-CHAPTER DRAMA COMPETITION

This competition is held during the convention. The guidelines are:

- The duration of the drama is limited to 18 minutes only (no exception); only 2 minutes will be provided for prop setup.
- Minimum 2 participants per entry.
- One drama per each chapter/state/region will be eligible to compete in this category.
- It must come through the president of the concerned chapter or from an OSA life member.
- The entry has to have a different name & title than pre-registered dramas. Please check and confirm with the convention cultural team before you choose the drama.
- Each group should arrange their own props or instruments for competition.
- Any specific audio or light requirements need to inform while registering and convention cultural team will decide and let know if possible to provide such.
- Since the number of entries need to be limited due to time constraints, the convention cultural team may use additional screening requirements
- The deadline for entries for submission is decided by the convention team
- For any questions, please contact convention cultural team

3.1.2 NOMINATION SUBMISSION – SOLICITATION & ACCURACY OF INFORMATION

In the nomination submission, accuracy and completeness of information is very critical for a fair, accurate and judicious selection. It is expected that nominator and nominee to provide full, accurate and complete information for selection in specific award. Any inaccurate and misleading information about a candidate if found during reference check and otherwise during evaluation process, the same nomination will be rejected by selection committee.

Any solicitation by nominee or nominator for any candidate for any award shall lead to immediate disqualification.

3.1.3 PUBLICITY, TIMING & COMPETITION SCHEDULING

Publicity: Publicity for various awards and schedule for nomination and submission is one of the primary responsibilities of the award steering committee. A member from the steering committee may be nominated by chair to exclusively focus on this effort, as it is very critical to get significant number of nomination/submission for various rewards so that it is competitive. Chapter representatives and local Odia community leaders (where OSA chapter do not exist) take the responsibility to circulate all the award related information in their local community

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networks and help to find the awardees. All dates and deadline must be published in OSA website, OSAnet and other medium for full awareness of OSA community members.

Publication: A small brochure exclusively on various awards, its objective and winners during the convention may be published/distributed as part of registration package. Though it would not include on-site competition, but will have nominated winners. This publicity will give awareness among people to submit nomination in large number for future convention.

Timing: Following is the schedule timing for nominated based awards

1. Last date for nomination: March 31st (post-marked/ electronic)
2. Judging process: April 1 through May 15th (*may vary for some awards*)
3. Submission of the result to the Award Steering Committee/OSA Executive by May31st.
4. Announcement of result: June 15 (*may vary for some awards*)
5. Award presentation will be made during the OSA Convention

The above schedule is not fully applicable for on-site competition such as Subrina Biswal Performing Arts Award, Samik Singh KYE award etc., which will be coordinated by competition chairs/coordinators.

Competition Scheduling:

- Samik Singh Kalinga Youth Entrepreneurship competition timing should not conflict with other youth programs such as seminar session in “Youth Forum” etc.
- Subrina Biswal Performing Art Competitions should not conflict with other youth program/schedule

3.2 Selection of Judges and confidentiality of the process

Award coordinator should take into account the following factors while selecting the judges

- It is recommended to have a minimum of 3 and maximum of 5 judges for each award/competition
- Care should be taken to select judges with a cross-section of representation from various chapters/locations, gender, age to provide diversity in perspectives
- The judges should be knowledgeable in the specific category and subject
- It is recommended to include at least one judge from the pool of prior winners and prior judges where possible
- The judges should be familiar with the award/competition guidelines
- Coordinators should shortlist judges prior to or at the time of nomination submission
- Judges should be finalized after all nominations are submitted. Coordinator may de-select judges based on nominations received due to potential bias or conflict of interest situations
- Coordinator should also ask judges if they should recuse themselves for potential bias or conflict of interest
- For nomination based awards: Names of the judges should be known only to the coordinators, except in case of a review process the names of the judges could be

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disclosed to the review committee (see review/appeal process). Judges should be asked not to disclose their names themselves

- For nomination based awards: Judges should not know each other until there is a reason for deliberation amongst the judges (see Judging method)

Judging/Selection Process

The selection of judges is on a 'best effort' and members should trust the judgment of the coordinator and the process.

Proposed method:

- Judges names are not disclosed to each other
- Each judge scores nominees independently using an evaluation matrix. This is to make sure judge's initial scoring is not influenced by each other
- If there is no consensus or clear winner, coordinator sends the results back to the 3 judges
- At this point the 3 judges have to know the names of each other, and deliberate to select an eventual winner, they may modify the scores based on the deliberation
- The final winner's name is sent to the coordinator
- Judges do not contact nominee or nominator directly
- If necessary, Judges may contact one or more of the references mentioned in the nomination via the coordinator for additional information/clarification on a nominee
- **If no suitable candidate is found in a particular year for a particular category (not meeting minimum normalized aggregated score point where applicable), no award may be given.**
- In the event of a tie, or if the awards committee decide that more than one person deserve the award, the number of awards may be increased to two in any given year.
- Decision of the judges are final
- All nomination and evaluation documents shall be collected by coordinator (after the selection of awardees) for archival, and review in case the decision is challenged in future.

3.3 Judging/Selection Process for Convention Competition based Awards

- Each judge scores nominees independently using an evaluation matrix. This is to make sure judge's initial scoring is not influenced by each other
- If there is no consensus or clear winner the 3 judges deliberate amongst themselves to select an eventual winner, they may modify the scores based on the deliberation
- The final winner's name is sent to the coordinator
- If no suitable candidate is found in a particular year for a particular category (not meeting minimum normalized aggregated score point), no award may be given.
- In the event of a tie, or if the awards committee decide that more than one person deserve the award, the number of awards may be increased to two in any given year.
- Decision of the judges are final
- Competition shall be recorded and all evaluation paper must be collected by the coordinator (after the competition & selection of awardees) for archival, publicity and review in case the decision is challenged in future.

3.3.1 AWARD EVALUATION SCORING METHOD

Keeping objectives for various awards in mind (as described in section 3.1.1), the Award Selection Committee shall be non-biased in their attitude in terms selecting awardees in a transparent manner with highest integrity. Following are some of the general criteria:

- It is recommended that youth awards are categorized as ‘annual awards’ (meaning there will be a winner if there are nominations received). This is to encourage youth participation in OSA.
- Minimum aggregate score is recommended for other awards. Final selection is done from nominees who meet the minimum score for a particular award. This is meant to maintain the quality of the award. The winner shall be selected by aggregate normalized score from the judges for a specific award.

Aggregated normalized score: $[\sum \text{ of score from each judge } \{ \sum (\text{Score on each objective matrix} * \text{weight factor}) / \text{maximum total score} \}] / \text{No. of judges}$

Score on each objective matrix shall be in range 1 to 10, 1 being lowest 10 being highest. Objective matrix is primarily high light objective of specific qualification on which candidate shall be evaluated while meeting overall objective/charter of the award.

Weight factor can be assumed to be one if all objective matrixes are of same importance. Otherwise weight factor may vary from 0.1 to 1.0.

- Each judge will provide score on a specific format within highest and lowest score range for each objective matrix along for specific award based on charter and objective of the award. While scoring on the objective matrix, all reference documents, verification etc. will be taken into account.

Below are specific evaluation forms & minimum qualifying score point for various awards:

A. *Nomination Based Awards*

- *Distinguished Odia Award:*

Evaluation Matrix: [Distinguished Odia Award Evaluation Matrix]

Minimum aggregated normalized score: 70%

- Utakalmani Gopabanddhu Dash Memorial Award

Evaluation Matrix: [UGD Memorial Award Evaluation Matrix]

Minimum aggregated normalized score: 70%

- Youth Volunteer Award

Evaluation Matrix: [Youth Volunteer Award Evaluation Matrix]

It's an annual award

- Subrina Biswal Award for Academic Excellence

Evaluation Matrix: [SB Award for Academic Excellence Evaluation Matrix]

It's an annual award

- Arun Das Memorial Kalashree Award

Evaluation Matrix: [Kalashree Award Evaluation Matrix]

Minimum aggregated normalized score: 70%

- Yuva Kala Vikas Award

Evaluation Matrix: [Yuva Kala Vikas Award Evaluation Matrix]

It's an annual award

B. Submission and Presentation based Competitions

- Meghna Memorial Award for Creative Writing

Evaluation Form: [MM Award for Creative Writing Evaluation Form]

- Subrina Biswal Award for Performing Art

Evaluation Form: [SB Award for Performing Arts Evaluation Form]

- Samik Singh Kalinga Youth Entrepreneurship Award

Evaluation Form: [Samik Singh KYE Award Evaluation Form]

- Odissi, Champu & Chhanda Music Competitions

Evaluation Form: [OCC Music Competition Evaluation Form]

- Promode Patnaik Drama Competition

Evaluation Form: [Drama Evaluation Form]

3.3.2 REWARD: CASH, MEMENTO & CERTIFICATES

Each of the awards will accompany by a certificate duly signed by proper authority. Certificate must be signed by Selection Committee Chair (for competitions only)/Steering Committee

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Coordinator, Convener & OSA President. A certificate template is attached in appendix for reference.

Various awards come with different types of rewards/recognition such as plaques/cash/checks which is awarded during annual OSA convention.

Followings list the reward/reorganization for various awards:

1. ***Distinguished Odia Award***: A plaque with special mention of accomplishment
2. ***Utakalmani Gopabandhu Dash Memorial Award***: A plaque with special mention of accomplishment
3. ***Youth Volunteer Award***: A plaque with special mention of accomplishment
4. ***Arun Das Memorial Kalashree Award***: A plaque with special mention of accomplishment
5. ***Yuva Kala Vikas Award***: A plaque with special mention of accomplishment
6. ***Subrina Biswal Academic Excellence Award***: This award provides the recipient with one-time scholarship of US \$1000.00
7. ***Subrina Biswal Performing Art Award***: The award will be made at the time of announcement. The OSA Vice-president/ co-convener in sealed envelopes will hand winners the award amount. Currently, the award amount will be \$150 first prize, \$100 second prize and \$50 third prize in both junior (below 10) and senior (11-18) categories. The sponsorship of the award comes from Dr Nilamber Biswal and Anu Biswal (\$500) and OSA (\$100). The award amount may change if we get more sponsorship for this award.
8. ***Megna Memorial Creative Writing Award***: The winner in each group is recognized with a check for \$150, and a copy of the Souvenir issue in which his/her article is published
9. ***Samik Singh Kalinga Youth Entrepreneurship Award***: Cash award for first, second & third winner
10. ***Odissi, Champu & Chhanda Music Competitions***: Cash award for the winner 1st, 2nd and 3rd prize amounts are \$125, \$100 and \$75. Participant awards are at the discretion of OSA officials.
11. ***Promode Patnaik Drama Competition***: The winners take the trophy (returned the following year) and awarded certificate.

Award steering committee shall prepare the certificate and rewards in consultation with convention team and OSA executive.

3.3.3 AWARD DISTRIBUTION CEREMONY

Due emphasis/importance should be given award ceremony timing & participation of audience during the convention along with other activities such as cultural programs.

OSA Award Steering Committee & OSA Executives will consult with convention committee for suitable venue and time for distribution of awards. Preferably the awards should be spread out

and presented during prime time events.

It is advisable that the on-stage competition awards should be given on the same day after completion of the event/competition.

3.4. Record, Archival of Competition & Award

The record for all award nomination, evaluation process, selection and announcement must be recorded. Same should be scanned and achieved for up to 5 years for future reference and reevaluating in case a specific award is genuinely challenged. The on-site competitions (e.g. Subrina Biswal Performing Art, Samik Singh KYE, OCC Music competition) shall be recorded and achieved up to 5 years.

Above material may have private and confidential information, so same should not be available for public, but could be archived in a confidential manner as OSA property. Steering committee shall take responsibility for archival and safe keeping of the same.

3.5. Publicity of Award

Vice President will do the announcement of all the award winners on the OSANet and in September issue of 'Utkarsa', OSA's e-Magazine.

Schedule permitting, a biographical sketch of the award recipient will be featured in the next issue of the OSA Annual Souvenir.

4. PROPOSALS FOR INITIATING NEW AWARD BY SPONSOR(S)

Any legitimate member of OSA can submit proposal for initiation of new award(s) under the banner of OSA. The proposal shall be submitted to the chair of the award steering committee. The proposal is expected to contain information such as:

- Proposer Name, Address, Contact Information and OSA Membership
- Name & objective of award
- Who are potential recipient of award (e.g., individual, specific age group, group of individual, organization)
- How the award will be of value to OSA and its community at large, its importance & value proposition
- Type of rewards associated with award and how it would be supported
- Duration of award (e.g., up to specific year)
- In Proposer's view what should be key' evaluation metrics
- In Proposer's view logistics in organizing such award (in OSA convention, OSA event, OSA local chapter ..)

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Award steering committee under chairmanship of its chair (i.e., OSA Vice President) shall review the proposal and could consult with OSA executive if required. Many aspects may be considered to initiate specific award proposal such as:

- Does it make value to OSA and its members?
- Can OSA provide all logistics and resource to support the award properly meeting its objective and charter?
- Are there already lots of similar award currently supported by OSA etc?
- OSA executive body, working with the BOG and the award steering committee, will take final decision whether to initiate the proposed award.

5. AWARD REVIEW PROCESS

5.1 Review Request

Any legitimate OSA member can request for review of a specific award where he/she feels deserving candidate (among submitted/nominated/participated candidates) was not recognized and or if specific award was not awarded at all. Person has to submit proposal for a review process in writing with rationale for review. Same proposal should have at least 3 other OSA member supports. The proposal for review can be submitted within 3 months of award distribution to chair of award steering committee. There will be no exception to the time limit; any review request after the prescribed time shall be rejected.

Upon receipt of review, steering committee chair (i.e., OSA Vice President) shall call the meeting of steering committee for preliminary review of the “review request”. Committee may decide that there is not enough ground for review and discuss the same with the review requester with all documents and resolve the issue. If requester not satisfied or committee feel there is legitimate ground for a review, the committee may forward it of OSA executive/BoG for next steps. OSA executive/BoG may follow the review process as described in section 5.2 for resolution of same.

Above process recommended to be completed within 30 days of submission of review request.

5.2 Review Process, Final & Binding Decision

On recommendation for a review by Award Steering Committee, OSA Exec/BoG could take following steps in resolving the review request:

1. OSA grievance committee for the year could take up the role of the review committee. This team would have a dual role in the context of OSA awards
 - a. Act in an advisory role for the Award steering committees whereby award coordinators may consult the team for any extraneous issue that could arise during the nomination or selection process
 - b. Act as the review team for appeals
2. The review team’s primary purpose will be to assess and evaluate if the prescribed guidelines and process was in fact followed in the particular selection under review.

While doing so, the review team will interface with and receive information & necessary documents from Steering committee and the selection team/judges.

3. The review process could result in (a) no change in the selection (b) new winner where no one was awarded during the selection process or (c) identify a joint winner along with the winner from the original selection process
4. But the review process should not result in replacing a winner selected in the selection process with another unless it could be conclusively determined by the review team that there was gross violation in the particular winner selection (such as selection being done with incorrect information or misinformation).

Above process is expected to be completed with 4 months of review request. The decision of the reviewing judges/committee is final and binding, same cannot be challenged in court of law.

6. ACKNOWLEDGEMENT

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7. FUTURE ENHANCEMENTS

The OSA Award process should continue to be improved to enhance its transparency and quality. Following are some of the suggestions for further improvement:

- Further improve the nomination submission process, to ensure consistency of the submission by the nominators
- Explore a web based submission method
- Improve consistency of the information presented in this guideline document across all awards and competitions
- Specific suggestions related to Awards and competitions should be discussed and agreed in OSA BOG. Several new proposals were accepted for 2013 by BOG. A few additional ones need further discussion/decision.