

WOMEN AWARDS 2024

POLICY DOCUMENT



Venus International Foundation

(Regd. Trust in India dated 20 January 2015)

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WOMEN AWARDS POLICY DOCUMENT

Policy Document for the Venus International Women Awards

Author Name	Centre for Women Development (CWD)
Name of Policy document	Venus International Women Awards (VIWA)
Code of Policy document	WASN09 – PD2024
Purpose of Policy document	To provide a framework to enter in to VIWA 2024 at Venus International Foundation (VIF), Chennai, India
Approval for this Policy document given by	Governing Council
Responsibility for its update	Director of Administration
Policy document applies to	To all nominees applying for VIWA 2024 at VIF
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POLICY DOCUMENT GOVERNING
VENUS INTERNATIONAL WOMEN AWARDS

1. PREAMBLE

The Venus International Women Awards (VIWA) scheme was instituted in the year 2016 by the Centre for Women Development (CWD) of Venus International Foundation (VIF), are presented yearly during the Annual Women's Meet (AWM).

Vision	We have committed to celebrating achievements of Woman Researchers
Mission	To recognize 'Best Woman Researchers' who are demonstrated creativity and excellence in their discipline
Objectives	To cultivate research spirit and inspire next generation Women

2. THE VENUS INTERNATIONAL AWARD AND THE PROCESS

(Recognition and Reward are the Greatest Asset)

The Venus International Award Recognizes Individuals for their Quality, Reliability and Competence to Apply Knowledge and Skills to carry out specific tasks.

2.1 The Award

The Venus International Award is a Certificate. It's a Non-financial Award. It is a Formal Authentication; A Seal of Approval; A Recognition.

2.2 The Scheme

The Scheme has a Policy, Nomination Form, Expert Committee and Judging Process that are governed by the Board of Trust.

2.3 The Award Policy Document

The VIF is committed to providing equal opportunity to all with the highest regard to Independence, Credibility, Impartiality, Transparency, Integrity and Confidentiality. The Award Policy document has

a) **Relevance:** The Award Schemes are developed in response to sector needs. They are designed to be fit-for-purpose.

b) **Truthfulness:** The Award Schemes are developed with the aim that the outcomes achieve the intended results and any communication, is a true and fair reflection of outcomes.

c) **Efficiency:** All the components of an Award schemes are structured to deliver measurable, quality outcomes. It contains the necessary requirements to achieve the intended outcomes.

2.4 The Venus Award Process

This section describes the Venus International Award processes in steps.

Step – 1: Nomination Form

Step – 2: Secretariat Review

Step – 3: Document Review

Step – 4: Preliminary Assessment

Step – 5: Verification

Step – 6: Peer Assessment

Step – 7: Committee's Decision

Step – 8: Declaration to the Nominee

Step – 9: Registration to the Meet

Step – 10: Award Presentation

3. THE 9TH VENUS INTERNATIONAL WOMEN AWARDS (VIWA 2024)

The 9th Venus International Women Awards – VIWA 2024 (F.No.WA24/SN09/AAP–I) is convened by the CWD of VIF and will be conducted in accordance with the VIF BOARD MEETING resolution vide F. No. VIF/MIN/BM–I/2023 held on 24 February 2023 at VIF Head Quarters.

Following are the list of disciplines to be considered for the VIWA 2024.

S.No.	Disciplines	Code
3.1	Agricultural Sciences	AG
3.2	Engineering	EN
3.3	Health and Medical Sciences	HM
3.4	Humanities and Social Sciences	HS
3.5	Management	MG
3.6	Science	SC
3.7	Veterinary and Animal Sciences	VA

4. GENERAL ELIGIBILITY

This annual award is open to 'Woman Researcher/Faculty' of any nationality, who is in good standing at the time of the nomination, and in the age group of 27 – 70 years with good academic and service record.

The nominee must have completed a recognized Doctorate Degree (PhD) or its equivalent.

4.1 Evaluation Criteria

4.1.1 General: Extensive Knowledge – Mastery of Subject – Creative Thinking and Dedication to Profession – Significant and Sustained Contributions to Institution and/or Community at large – Quality and Competence evidenced by continuing Intellectual Accomplishments and Pursuits

4.1.2 Research: Grants – Patents – Collaboration with Industries and Institutions – Contracts – Publications (Original Research Articles, Review Articles, Short reports or Letters, Case Studies, Methodologies and Books) – Invited Lectures and Presentations – Membership in Professional Organizations

Note – 1: Researcher: An active 'Full-time Researcher' working in Institutions of Scientific, Academic or Industrial at the capacity of Associate Scientist / Scientific Officer, Scientist, Principal / Senior Principal Scientist.

Note – 2: Faculty Member: An active 'Full-time Faculty Member' working in an Academic Institutions (Autonomous / Affiliated College or University) at the capacity of Lecturer / Senior Lecturer, Assistant/Associate Professor and Professor.

5. AWARD CATEGORIES AND CODE

This section describes the categories and criteria of 9th Venus International Women Awards (VIWA 2024).

5.1 Award Categories

S.No.	Categories	Code
5.1	Lifetime Achievement	LA
5.2	Distinguished Woman Researcher	DWR
5.3	Outstanding Woman Researcher	OWR
5.4	Young Woman Researcher	YWR

5.2 Criteria

5.2.1 Lifetime Achievement (Code: LA)

Each year since 2016, this award is conferred to a remarkable Woman for the exceptional contribution to Fundamental Discoveries, New Theories, or Insights have had an Impact on their own discipline and beyond and cutting-edge achievements – Continued Extraordinary Productivity over the course of career.

The nominee must be above 55 years of age and at least have 25 years of service as on 5th January 2023.

5.2.2 Distinguished Woman Researcher (Code: DWR)

Each year since 2020, this award is conferred for a remarkable Woman for the exceptional contribution to Fundamental Discoveries, New Theories, or Insights have had an impact on the discipline and beyond and cutting-edge achievements.

The nominee must be above 44 years of age and at least have 20 years of service as on 5th January 2023.

5.2.3 Outstanding Woman Researcher (Code: OWR)

Each year since 2020, this award is conferred for a remarkable Woman for the exceptional contribution to Fundamental Discoveries, New Theories, or Insights.

The nominee must be above 34 years of age and at least have 10 years of service as on 5th January 2023.

5.2.4 Young Woman Researcher (Code: YWR)

Each year since 2020, this award is conferred for a remarkable Woman for the contribution to New Theories, or Insights on the discipline.

The nominee must be above 27 years of age and at least have 5 years of service as on 5th January 2023.

6. CALL FOR NOMINATIONS

The process for VIWA commences with the release of “Call for Nominations”.

The 9th Venus International Women Awards – VIWA 2024 invites nominations vide F. No. VIF/CFN/WA/2024 opened on 9 March 2023 from Women Researchers and Women Faculty Members working at Institutions of Academic, Industrial, Government, or Private with a recognized qualification.

Further information, “ELIGIBILITY”, policy document and formats are available electronically on the official website:

<https://www.venusinfo.org/women/2024/awm.html>

7. JUDGING

The VIWA 2024 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 (as mentioned in the section 3 and 5).

The panel aggregates scores and determine the category. The panel decision is final and binding.

For each category/discipline (Eg. Outstanding Woman Researcher – Computer Science) 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.

The committee will use discretion if an individual is nominated for two concurrent awards and will move the nomination to appropriate category based on their judgment.

If a nominee meets the criteria for an award, other than the one nominated for, the committee will be deciding to move the nomination to a suitable category.

8. SELECTION PROCESS

This section describes the total VIWA 2024 processes in steps

Step – 1: Screening process (preliminary assessment) of nomination

Step – 2: Acknowledgement intimation to the Nominee

Step – 3: VIWA team may ask proof for credits mentioned in the CV (Optional)

Step – 4: Cross verifying the documents and forwarding it to the committee

Step – 5: Selected nominees will be communicated with an Official Email

Step – 6: AWM 2024 Registration (Refer Annexure – B)

Step – 7: Release of the winners list in the Official webpage

Step – 8: An Official Email will be communicated to the Award Winner

Step – 9: Award Presentation Ceremony

Step – 10: Summary of the AWM 2024 will be floated in official webpage

9. IMPORTANT DATES (Revised)

9.1	Entries Open	9 March 2023
9.2	Closing date	12 January 2024
9.3	To submit supporting documents	19 January 2024
9.4	Announcement of Winners	On or before 26 January 2024
9.5	Award Presentation	2 March 2024

10. SUBMISSION

A working professional can nominate an 'Eligible Individual' (or Self Nominate) for the VIWA 2024. Following are the list of documents to be submitted for nomination

10.1 List of documents to be submitted for nomination

10.1.1	The filled nomination form in PDF/.Doc/.Docx format
10.1.2	Duly completed curriculum vitae (of any format /pages)
10.1.3	Passport size photograph (JPEG/PNG format)
10.1.4	Copy of degree certificate (PhD or Equivalent)
10.1.5	Copy of workplace ID (PDF/JPEG format)

10.2 Submission

10.2.1 Nominee has to submit the filled form and other documents electronically to:

viwa2024@venusinfo.org (AND) directorvifindia@gmail.com

10.2.2 Note:

- a) The VIWA 2024 no longer requires a hardcopy of the Nomination.
- b) Non-compliant nominations will not be accepted for process
- c) Acknowledgment of receipt of Nomination will be sent via email in 2/3 working days

11. AWARD PRESENTATION

The 9th Venus International Women Awards – VIWA 2024 will be held on 2 March 2023 at Green Park Chennai, India. The Awards will be presented to the Winners by the BOARD OF TRUSTEES of Venus International Foundation.

12. HEADQUARTERS

The administrative office for servicing:

Office of the Chairman,
Venus International Foundation,
No.1, Ganesh Nagar Main Road,
Adambakkam,
Chennai – 600088, Tamilnadu, India.

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GSTIN : 33AABTV9686L1ZN

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THE VENUS INTERNATIONAL MEETINGS

(Today, convergence is the new innovation)

Today, convergence is new innovation as meeting new contacts and learning drives professional development. In the Venus meetings, likeminded professionals gathering together with a common interest and specific objectives in one place at one time, with expert thinkers from Government, Industry and Academia. This enhances globalization and emerges as a knowledge and innovation hub. Our meetings serve as an important part of learning and developing new skills (beyond the immediate economic impact).

What a participant will get out of attending a VIF Meeting?

With the aim of leveraging science and technology via generating new knowledge and better understanding, VIF conducts multidisciplinary Annual Meetings (Type: Scientific Conference and Awards) to cultivate the vibrant exchange among communities and to engage delegates in new ways on different levels to connect People to People – People to Ideas – People with Markets – People with Opportunity. Hence the participant will get:

1. Experiential Learning

Opportunities to Hear New Ideas, Information, Tools from Experts – To share experiences with and get feedback from peers in a cordial and collaborative setting – Greater focus

2. Networking

To consult relevant topics face to face with professionals working in same field – Build relationships/partnerships – Win Win for all (Note: Professional Growth and Career Development Interactive Opportunities during Live Meetings can't be duplicated online).

3. Motivation and Celebration

Acknowledgement and Celebration of Achievements – A Recognition and Testimony that will Enhance Credibility, Reputation, Pride and Raise the Visibility of Success – Additional Proof of Hard work – Generates Impulses and Encourage for Better Performance

REGISTRATION FOR VENUS MEETINGS

VIF Meetings are self-supporting event and the event registration fees are the major source of revenue for running the event. Following expenses of the events are covered by event income (registration fees from participants) and Foundation operating funds

1. Office Requirements

- a) Office Rent, Maintenance, HR Compliance and Stationery
- b) Website Design (Domain, Hosting, SSL Certificate, Template/Theme, Content, Integrations & SEO etc)

2. Information Technology (IT) Infrastructure

- a) Hardware (Personal Computers, Routers, Switches, and other equipments)
- b) Networking (Internet connectivity, Network enablement, Firewalls & security, Routers, Switches & Cables)
- c) Software, Modular Office Workstation and Surveillance/Security Cameras

3. Operations

- a) Electricity, Telephone, Internet and Employees (Salary/Benefits)
- b) Google Workspace, Taxes, Accounting and Auditing fee
- c) Printing and Materials

4. Floor Expenses on the day of Event

- a) Venue Hire/Hall Expenses, Logistics, Additional Staff & Labor
- b) Audio Visual Equipment/Major Rentals & Event Staff
- c) Printing & Signage, Banners and Backdrops
- d) Stage Decoration, Photography, Food & Beverage
- e) Gifts/Premiums, Packing and Postage

5. Website Maintenance

- a) Ensuring the proper functioning of the Website
- b) Regular checking for issues and making updates in the Website
- c) Backing up the Website Data
- d) Renewal of Website Domain, Hosting and SSL Certificate etc

THE 9TH ANNUAL WOMEN'S MEET – AWM 2024 (WM24EN09SN-039)

<https://www.venusinfo.org/women/2024/awm.html>

Only around 30% of the world's researchers are women and they publish less and paid less. To reduce this gap, we must go beyond and identify the qualitative factors that deter women from advancing in research. Women advocating for women is very much essential in Science and Technology. The AWM provides a unique platform to have voice of women researchers to raise broad awareness to the potential of the female intellectualism and this promotes integration of women in Science and Technology.

The AWM 2024 (Event Type: Scientific Conference) invites women researchers working in Institutions of Scientific, Academic or Industrial in the frontiers of Agricultural Sciences, Engineering, Health and Medical Sciences, Humanities and Social Sciences, Management, Science, and Veterinary and Animal Sciences. The 9th Annual Women's Meet, invites Women Researchers and Faculty Members those are in continuous regular service and working at Research/Academic Institution and Industry.

Theme: "To Cultivate Research Spirit and Create a Vibrant Community of Women in Science and Technology"

Paper Submission and Guidelines:

The AWM 2024 seeks original, high-quality proposals describing the research and results that contribute to advancements in their major research areas. Each abstract paper should have at most 2 pages, including figures, tables and references.

Publications:

All selected and registered research papers will be published in AWM 2024 Conference proceedings with ISBN.

Previous Event: 8th Annual Women's Meet – AWM 2023:

<https://www.venusinfo.org/women/2023/awm.html>

The AWM 2024 REGISTRATION

The AWM is organized every year at Chennai city and it is a self-supporting event. The Meeting registration fees are major source of revenue for running the event. All the expenses (Administrative – Materials and Hall – Service Tax and Accounting – Website Design and Maintenance) of the Meet are covered by event income (registration fees from delegates) and Foundation operating funds. (Refer Annexure – B)

1. Registration Fee

The AWM 2024 fee for delegates working in

‣ Foreign Institutions	USD 590
‣ Indian Institutions	INR 14,900
‣ Additional Banquet	USD 60

The registration includes: access to all sessions and invited speakers; presentation and participation certificate; one high buffet lunch coupon and breaks. The registration does not include travel and accommodation cost of delegates.

2. AWM Activities Covered

The registration fees collected will also supports the long term development of the meet and to keep AWM format viable by ensuring that infrastructure and services are in place from year to year. Following are some of the activities covered:

‣ Publications	Summary of the Meeting in the Official Website
	AWM 2024 Conference proceedings with ISBN
‣ Website	Design AND Maintenance
‣ Taxes	GST, Income Tax AND Auditing

ENTRY CONDITIONS – ENTRY BY INVITATION ONLY

For the "Comfort, Safety and Enjoyment" of all delegates attending this event, Please be advised of the following norms.

Entry to the venue is subject to complying the conditions and we appreciate your help to make this happen.

1. Entry

1.1 The Registered Delegate can collect the VALID ENTRY TICKET from the Registration Desk.

1.2 The Guests/Accompanying Persons must have a VALID ENTRY TICKET to enter the Event Hall. The Delegates can get required number of Entry Ticket at the Registration Desk.

2. Refusal of Entry or Ejection

2.1 Failure to produce/show a VALID ENTRY TICKET may result in refusal of entry.

2.2 Any person found not to be wearing an official event wristband/ID Card will be ejected from the event.

2.3 Any person gaining unauthorized access or causing a disturbance or refusing to comply with requests from Security/Staff will be ejected from the event.

2.4 You will be responsible for your belongings, do not leave them unattended. Possessions may be searched before entering the venue, during the event or when leaving the venue. If you refuse to participate in searches, you may be denied entry or asked to leave the venue.

The entry conditions apply to all. Pass-outs may not be available at all times. Re-entry to an event venue (Hall) will be with a VALID ENTRY TICKET only.

CODE OF CONDUCT

1. Dress Code

1.1 Professional appearance is an important aspect and the clothing must conform to a reasonable standard of decency relevant to the event.

1.2 The Delegates, Guests and Accompanying Persons must be appropriately dressed.

2. Code of Conduct

2.1 At Venus, we are committed to providing a Friendly and Welcoming Environment for all, regardless of gender, ability, ethnicity, socioeconomic status, and religion (or lack thereof).

2.2 The behavior can influence the experience for you and others at an event and we expect a high standard of behavior at our venue.

2.3 Consider other delegates when using mobile devices. During the Technical Sessions and ceremony the mobile devices should be turned off or on silent.

2.4 Delegates have to participate in an authentic, active and collaborative way, so as to contribute to the health and longevity of this event.

2.5 Exercise consideration and respect in your speech and actions. Refrain from demeaning or discriminatory behavior.

2.5 Kindly mind your surroundings and fellow participants. Alert event organizers if you notice a violation of this code of conduct.