

INSTITUTE OF DIRECTORS

CORPORATE BOOK EXCELLENCE AWARD

Guidelines-cum-Application Form

1. PREAMBLE

The Institute of Directors has instituted this Corporate Book Excellence Award to promote excellence and innovation in writing on corporate governance for directors of companies, private as well as public, other enterprises and non-government organisations.

2. ELIGIBILITY

- 2.1 The book should be on a topic of relevance to the directors and senior executives of companies, public sector undertakings, and NGOs in respect of AI in aid of the Board, Boards and their Directors | Business Excellence | Corporate Ethics | Corporate Good Governance | Corporate Laws and Regulations | Corporate Social Responsibility | Cyber Security | Energy Efficiency | Environment Management | Financial Management | Human Resource Management | Innovation | Occupational Health and Safety | Risk Management | Statutory Compliance | Sustainability, among others.
- 2.2 The book should have been published during the previous calendar years preceding the year of the award, starting with the books published during January - December 2020 and 2021.
- 2.3 The book should not have been submitted earlier to the Institute of Directors for this award in the past.
- 2.4 (i) Printed books, e-books and audio books are also eligible for the award.
(ii) A collection of essays by different authors is not eligible for the award.
- 2.5 The book should be in English language; either originally or translated into English from any language.
- 2.6 The book must have an ISBN and/or ASIN.
- 2.7 The Applicant must *inter alia* certify that:
 - The book is an original work authored / published by him or a first authorised translation of the original book.
 - The author is not an employee of or associated with the Institute of Directors.
 - All information provided by the author / publisher in the application form prescribed for the award is true and complete.

3. SUBMISSION OF APPLICATIONS

- 3.1 All applications will require to be submitted in the prescribed Application Form (**Annexure: 1**).
- 3.2 The book may be submitted either by the author or by the publisher.
- 3.3 Self-published books and books published by independent presses are eligible to enter.
- 3.4 The Institute of Director reserves the right to set up a search committee to identify books for the awards.

3.5 Deadline for Application

- 3.5.1 The deadline for submission of applications is **30th April, 2022** at 11:59:59 p.m. IST of the year of the award, starting with the year 2022.
- 3.5.2 The application in the prescribed form (Annexure: 1), complete in all respects and enclosing the requisite number of copies of the book (para 3.6 below), should be submitted by the deadline to be eligible for consideration in the current year's competition.
- 3.5.3 Applications received after the prescribed deadline will automatically be considered for the award next year.
- 3.5.4 All applications will be acknowledged.

- 3.6 Two copies of the book / e-book / audio book should be sent / transmitted in physical or electronic form, as the case may be, so as to reach the Institute of Directors as per the Contact Details given in paragraph 7 below, by the last date prescribed for the purpose.

3.7 Application Fee

- 3.7.1 There is no application fee.
- 3.8 No materials, including but not limited to marketing materials and books, will be returned.

4. EVALUATION RULES & REGULATIONS

4.1 Criteria

The books will be judged based on the following criteria:

- (1) Appropriateness of the content for the boardroom, directors and senior executives of companies and other enterprises, private as well as public;
- (2) Practical applicability of the content in real life situations;
- (3) Quality of case studies and illustrations;
- (4) Quality of writing;
- (5) Design and layout; and

(6) Overall appeal of the book to the target audience.

4.2 Jury

- 4.2.1 The books will be examined by concerned subject experts and submitted for the considerations of a panel of jury.
- 4.2.2 The names of the experts and the members of the jury shall remain confidential unless and until made public by the decision of the Executive Committee of the Institute of Directors.
- 4.2.3 The decision of the jury shall be final and irrevocable.
- 4.2.4 No feedback or comments will be communicated to the winner or other applicants.

4.3 Disclaimer

- 4.3.1 The Institute of Directors shall not be liable for any copyright violation by the author / publisher, who are awarded any prize.
- 4.3.2 The Institute of Directors does not take any responsibility for the views expressed by the authors in their prize winning books.

5. AWARDS

- 5.1 Up to three awards (one winner and two runners up) will be given each year depending on the decision of the jury. Less than three or even no awards may be given in a particular year if books received / obtained are not found worthy of award.
- 5.2 The awards will carry an IOD Trophy and a Certificate.
- 5.3 The list of winner(s) of the award(s) will be put on the website of the Institute of Directors and will also be published in IOD's corporate monthly journal 'Director Today' (in one of the subsequent edition).
- 5.4 The award(s) shall be presented in one of the events organised by the Institute of Directors and the winner(s) shall be required to be present physically or virtually, as the case may be, to receive the award and the Citation.
- 5.5 Winner may use the Book Award Logo / Seal of the Institute on their Book/social media to promote their book. Refer to para 6.1 for General Guidelines for using the Logo / Seal.

6. GENERAL GUIDELINES

6.1 Use of IOD Book Award Seal and Logo

The Authors / Publishers of the books, declared award winners shall be allowed the use of the Book Award Logo / Seal of the Institute of Directors on their publications.

6.2 Use of Winners' Information

- 6.2.1 Conferment of award on a publication shall entitle the Institute of Directors to the right to use the information relating to the book and the award conferred on its Website, social media pages and/or Marketing Materials.

6.2.2 The Institute of Directors shall be entitled to use the author's full name, author photo, author and/or publisher e-mail, author bio data, book title, book cover image, book synopsis, book reviews, ISBN / ASIN, publisher name, publication date, links to the author's website, and links to the author's social media pages etc. in its publications or otherwise.

6.3 Other Conditions

6.3.1 The Institute of Directors, in its sole discretion, retains the right to alter, change, or modify any of the rules and regulations aforementioned without notice.

6.3.2 The Institute of Directors reserves the right to refuse any applicant in its sole discretion without assigning any reason.

6.3.3 By entering this competition each applicant agrees to be bound by these rules and regulations.

7. CONTACT DETAILS

All entries should be addressed to:

Chairman, IOD Corporate Book Excellence Award Secretariat

INSTITUTE OF DIRECTORS

M-56 A, Greater Kailash-II (Market)

New Delhi -110048, India.

Tel: 011- 41636717, 41636294, 41008704 Fax: 011- 41008705

Email: bookaward@iodglobal.com

ANNEXURE: 1

APPLICATION FORM FOR IOD CORPORATE BOOK EXCELLENCE AWARD

[NOTE: Please use this proforma on a separate sheet (s) to fill out the Application Form in detail.]

1. Title and Subtitle(s) of the Book
2. Name of the Author(s)
3. Name of the Publisher(s)
4. Genre and Sub-Genre of the Book
5. ISBN and/or ASIN
6. Digital Presence of Book, if any
7. Short Description of the book (up to 500 words)
8. Why do you consider the book worthy of the award? (up to 500 words)
9. Contact Details of Author:

Address	Email ID	Mobile Number

10. Available Formats of the Book
11. Author’s Passport Size Image, Publisher Logo, Cover Image & Soft copy of the book to be attached with application form in (.jpg | .pdf format not more than 2 MB):
12. Contact Details of Publisher:

Address	Email ID	Mobile Number

13. Declaration¹

I do hereby declare that:

- The book is an original work authored / published by me or a first authorised translation of the original book.
- I am not an employee of or associated with the Institute of Directors.
- All information provided by me in this application form is true and complete.
- I am authorised by the author to make this submission. (In case of publisher)

Authentication by the Author / Publisher

¹Strike out whatever is inapplicable.