



**Guidelines for Rewarding high performers among the non-teaching staff of the University: *Employee(s) of the Year Award***

**1. Objectives :**

All institutions expect their employees to strive for excellence. Non-teaching employees of an academic institution is expected to provide all possible kinds / variety of support that promotes excellence in academic functioning / output of the organization. The employee plays a vital role in facilitating an academic ambience that promotes knowledge creation, invention with high quality research apart from ensuring fair and transparent interactions among various stakeholders like students, teachers, parents, national & international agencies as well as General Public etc.

Since its inception in 1998, IPU has set-up several 'good practices' for its employees. Another step in the same direction is to recognize the services rendered by the on-campus non-teaching employees and reward the high performers among them.

**2. Methodology / Process :**

**(a) Application :**

- (i) Applications from non-teaching employees of the university for award is in different categories as well as 'Employee of the Year Award' shall be invited every year by Directorate of Research & Consultancy.
- (ii) All employees competing for the said awards shall have to apply in the prescribed format in the specified period as above.
- (iii) Period of assessment shall be from 1<sup>st</sup> April to 31<sup>st</sup> March of the year previous to the one in which applications are invited.
- (iv) Applications shall be invited in different categories, i.e. Group A, B, C, D of non-teaching employees.
- (v) An applicant can make application only in the category in which he / she has served for more than 8 months in the period of assessment under consideration.

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**(b) Eligibility :**

- (i) All regular employees who have served the university for two or more years as on 31<sup>st</sup> March of the year of assessment for the award are eligible to apply.
- (ii) Those employees who were on leave or deputation or lien for 3 or more months in the period of assessment are not eligible to apply.
- (iii) All contractual employees or employees on deputation are not eligible to apply.
- (iv) Registrar, COF and COE are not eligible to compete.
- (v) Any employee getting award of Employee of the Year will not be eligible to apply in next two years.
- (vi) In case any employee gets an award in a particular year and subsequently his / her category changes, he will be eligible to apply subject to fulfillment of other conditions.
- (vii) Any employee with disciplinary proceedings is not eligible to apply.

**(c) Award :**

- (i) Separate award for each group of employees and thereafter, one employee will be selected amongst them for the employee of the year award.
- (ii) Employee in each category with highest assessment marks / grading except for the employee selected for the 'Employee of the Year Award' - Group A, B, C and D shall be given – One Laptop / Notepad / Smart Phone and(or) computer peripherals upto a sum of Rs 50000/- (Fifty Thousand Only) alongwith a certificate of appreciation.
- (iii) 'Employee of the Year Award' shall be given One Laptop / Notepad / Smart Phone and (or) computer peripherals upto a sum of Rs.75000/- (Seventy Five Thousand Only) alongwith a certificate of appreciation.
- (iv) Advance of the sum equal to award shall be issued to the employee within 7 days of the award and the employee shall have to get the advance adjusted within one month of issue of advance.
- (v) Award(s) shall be given in the month of December every year.

**(d) Selection :**

- (i) Selection of the 'Employee of the Year' will be made amongst the applicants who have applied for the award in each category.

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- (ii) Assessment of the applicants and selection of the Employee of the Year will be carried out by a committee comprising of the following:

**For Group A**

1. Dean, Chairperson (Nominated by Vice Chancellor)
2. Registrar
3. Controller of Finance
4. Controller of Examinations
5. One Professor (Nominated by Vice-Chancellor)
6. Director (Research & Consultancy)

**For Group B, C and D**

1. Registrar, Chairperson
  2. Two Professors/Associate Professors (Nominated by Vice-Chancellor)
  3. Two Joint Registrar / Dy Registrar / Equivalent – Nominated by Registrar
- (iii) Atleast 5 applications should be received for consideration for award in each category.
- (iv) If deemed fit, the assessment committee may interact with the top three achievers in each category.

**(e) Assessment**

- (i) The assessment of applicant will be carried out by the assessment committee on pre defined parameters as under:

**Group A / B**

A	Self Assessment	15%
B	360° Evaluation	60%
	(i) Evaluation by any one HoD / Dean / Director out of three names (suggested by the applicant with whom the applicant has worked within the assessment year for atleast 6 months from outside his/her branch) and one of these selected by assessment committee.	30%
	(ii) Evaluation by any one fellow colleague selected randomly by the assessment committee	20%
	(iii) Evaluation by any one Group	10%

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	C / D employees working in the branch of the applicant by the assessment committee.	
C	Parameters of ACR	15%
D	Assessment by Committee	10%

### Group C and D

A	Self Assessment	15%
B	360° Evaluation	60%
	(i) Evaluation by any one HoD / Dean / Director out of three names (suggested by the applicant with whom the applicant has worked within the assessment year for atleast 6 months from outside his/her branch) and one of these selected by assessment committee.	35%
	(ii) Evaluation by any two fellow colleague selected randomly by the assessment committee	25%
C	Parameters of ACR	15%
D	Assessment by Committee	10%

### 3. General conditions:

- Tenure of the Assessment Committee shall be 2 years.
- The entire scheme shall be reviewed / updated every 2 years to take care of the growth / extension of the University.
- If an employee has worked only in one branch during the assessment period of the award, then B(i) in the tables in clause 2(d) above shall not apply, and the applicant score in the remaining criteria shall be scaled upto 100%.
- The assessment committee may consider taking up the feedback from the relevant stakeholder(s) for each category, as they deem fit.
- Preferably, the Award shall be conferred on the day of University Convocation of every year.
- The University shall give an option to the choosen employee whether he/she is willing to take the electronic device as proposed in the guidelines or would like to avail the cash amount.
- After serving 25 years of continuous service in the University, a letter of recognition shall be given to each employee in respect of the services rendered by the employee in the University. Vice Chancellor suggested to recognize their service in the silver jublee of the University.

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**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Proforma for 'Best Employee of the Year Award'**

**PERSONAL INFORMATION**  
**(to be filled by the employee)**

1. Name of the Employee .....
2. Employee ID.....
3. Designation .....
4. Current Group : A/B/C/D
5. Current posting (Section) .....
6. Category in which applying for the award .....
7. Leave record (other than casual leave): No. of Days in assessment year.....
8. Is any technical knowledge required like operation of any equipment etc. For discharge of his/her duties, (like P.C./Photocopier/Advance Instruments / Lab. Equipments etc.): (Yes/No) .....
9. Name(s) of HoD's/Dean's/Director's for 360<sup>0</sup> Evaluation:
  - a. ....
  - b. ....
  - c. ....

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22/11/2021



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Proforma for 'Best Employee of the Year Award'**

**Part-A**

**Self Assessment (15%)**

**(to be filled by the employee)**

Grade yourself out of a scale of 1 – 10 (Min. 1 and Max. 10)

S. No.	Parameter	Grade*
1	Punctuality	
2	Proactive in completing your assigned work/ responsibility in a timely manner	
3	Trustworthiness & Integrity	
4	Performing extra duties beyond those normally assigned in your own and/or other branches.	
5	Volunteering for and working on special projects	
6	Developing new work methods that reduce waste or stretch resources.	
7	Making creative suggestions that save the department time/money.	
8	Relation with Seniors / fellow colleagues / juniors other than non-teaching staff	
9	Relation with other stakeholders of University other than non-teaching staff i.e. Faculty, Students, Parents etc.	
10	List any three of your initiatives / innovations to improve/strengthen / streamline the administrative process in the University:      	
<b>Total Points in Part – I</b>		

Note : \* - If you are grading yourself more than 6 in the point scale in any of the parameters, provide brief detail in one or two point for each such parameters.



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
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**Part B**

**360° Assessment (60%)**  
**(For Employees in Group A and B)**

**(i) Evaluation by any one HoD / Dean / Director – (30%)**  
**Grade out of a scale of 1 – 10 (Min. 1 and Max. 10)**

S. No.	Parameter	Grade
1	Performing assigned duties with exceptional efficiency and quality	
2	Performing other roles when the department is short-staffed	
3	Volunteering for and working on special projects.	
4	Volunteering to serve on a department or Agency committee and contributing to its success	
5	Developing new work methods that reduce waste or stretch resources.	
6	Making creative suggestions that save the department time/money	
7	Providing services to other branches that are beyond assigned responsibilities.	
8	Trustworthiness & Integrity	
9	Relation with seniors / fellow colleagues / juniors / other stakeholders of University	
10	To handle the assigned duty with minimal supervision	
11	Any other information you wish to provide (for eg. Any initiatives / innovations that the applicant may have done to improve/strengthen / streamline the administrative process in the University: _____ _____ _____	
<b>Total Points in Part – B (i)</b>		

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21/11/2020



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Proforma for 'Best Employee of the Year Award'**

**Part B**  
**360° Assessment (60%)**  
**(For Employees in Group A and B)**

**(ii) Evaluation by any one fellow colleague selected randomly by the assessment committee – (20%)**

Grade out of a scale of 1 – 10 (Min. 1 and Max. 10)

S. No.	Parameter	Grade
1	Performing assigned duties with exceptional efficiency and quality	
2	Performing other roles when the department is short-staffed	
3	Volunteering for and working on special projects.	
4	Volunteering to serve on a department or Agency committee and contributing to its success	
5	Developing new work methods that reduce waste or stretch resources.	
6	Making creative suggestions that save the department time/money	
7	Providing services to other branches that are beyond assigned responsibilities.	
8	Trustworthiness & Integrity	
9	Relation with seniors / fellow colleagues / juniors / other stakeholders of University	
10	To handle the assigned duty with minimal supervision	
11	Any other information you wish to provide: _____ _____ _____ _____	
	<b>Total Points in Part – B (ii)</b>	



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Proforma for 'Best Employee of the Year Award'**

**Part B**  
**360° Assessment (60%)**  
**(For Employees in Group A and B)**

**(iii) Evaluation by any one Group C / D employees working in the branch of the applicant by the assessment committee – (10%)**  
Grade out of a scale of 1 – 10 (Min. 1 and Max. 10)

S. No.	Parameter	Grade
1	Performing assigned duties with exceptional efficiency and quality	
2	Performing other roles when the department is short-staffed	
3	Volunteering for and working on special projects.	
4	Volunteering to serve on a department or Agency committee and contributing to its success	
5	Developing new work methods that reduce waste or stretch resources.	
6	Making creative suggestions that save the department time/money	
7	Providing services to other branches that are beyond assigned responsibilities.	
8	Trustworthiness & Integrity	
9	Relation with seniors / fellow colleagues / juniors / other stakeholders of University	
10	To handle the assigned duty with minimal supervision	
11	Any other information you wish to provide: _____ _____ _____ _____	
	<b>Total Points in Part – B (iii)</b>	

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20/11/2020



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Proforma for 'Best Employee of the Year Award'**

**Part C**

**(ACR of Assessment Year)(Group A and B) (15%)**  
(Please grade on a scale of 1-10)

S. No.	Parameter	Grade
1	General intelligence and keenness	
2	Knowledge to handle equipment(s) for discharge of his/her duties	
3	Ability to understand the work	
4	Capability to examine the assigned Work thoroughly	
5	Perfectness in disposal of work	
6	Efficiency in disposal of work	
7	Level of knowledge of office procedures	
8	Amenability of discipline / Punctuality	
9	Level of supervision required	
10	Relation with fellow employees superiors and subordinates	
11	Integrity	
	<b>Total Points in Part – C</b>	

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20/11/2020



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Proforma for 'Best Employee of the Year Award'**

**Part B**

**360° Assessment (60%)**

**(For Employees in Group C and D)**

- (i) Evaluation by any one HoD / Dean / Director out of three names (suggested by the applicant from outside his/her branch) and one of these selected by assessment committee – (35%)**

**Grade out of a scale of 1 – 10 (Min. 1 and Max. 10)**

S. No.	Parameter	Grade
1	Performing assigned duties with exceptional efficiency and quality	
2	Performing other roles when the department is short-staffed	
3	Volunteering for and working on special projects.	
4	Volunteering to serve on a department or Agency committee and contributing to its success	
5	Developing new work methods that reduce waste or stretch resources.	
6	Making creative suggestions that save the department time/money	
7	Providing services to other branches that are beyond assigned responsibilities.	
8	Trustworthiness & Integrity	
9	Relation with seniors / fellow colleagues / juniors / other stakeholders of University	
10	To handle the assigned duty with minimal supervision	
11	Any other information you wish to provide (for eg. Any initiatives / innovations that the applicant may have done to improve/strengthen / streamline the administrative process in the University: _____ _____ _____ _____	
	<b>Total Points in Part – B (i)</b>	



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Proforma for 'Best Employee of the Year Award'**

**Part B**  
**360° Assessment (60%)**  
**(For Employees in Group C and D)**

**(ii) Evaluation by any two fellow colleagues selected randomly by the assessment committee – (25%)**

Grade out of a scale of 1 – 10 (Min. 1 and Max. 10)

S. No.	Parameter	Grade
1	Performing assigned duties with exceptional efficiency and quality	
2	Performing other roles when the department is short-staffed	
3	Volunteering for and working on special projects.	
4	Volunteering to serve on a department or Agency committee and contributing to its success	
5	Developing new work methods that reduce waste or stretch resources.	
6	Making creative suggestions that save the department time/money	
7	Providing services to other branches that are beyond assigned responsibilities.	
8	Trustworthiness & Integrity	
9	Relation with seniors / fellow colleagues / juniors / other stakeholders of University	
10	To handle the assigned duty with minimal supervision	
11	Any other information you wish to provide: _____ _____ _____ _____	
	<b>Total Points in Part – B (ii)</b>	

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**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Proforma for 'Best Employee of the Year Award'**

**Part C**

**(ACR of Assessment Year) (25%)**  
**(For Employees in Group C and D)**  
(Please grade on a scale of 1-10)

<b>S. No.</b>	<b>Parameter</b>	<b>Grade</b>
1	Commitment to the task assigned	
2	Devotion to duty	
3	Capacity to get work done	
4	Relations with his/her colleagues,superiors & subordinates	
5	Intellectual honesty	
6	Creativity & Innovative qualities	
7	Integrity	
	<b>Total Points in Part – C</b>	

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21/1/20



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Proforma for 'Best Employee of the Year Award'**

**Part D (10%)**  
**(For Employees in Group A, B, C and D)**

**Evaluation by Assessment Committee**  
**(Please grade on a scale of 1-10)**

**SUMMARY**  
**(to be filled by Assessment Committee)**

S.No.	Parameter	Score
1	Self Assessment (Part – A )	
2	360 <sup>0</sup> Assessment (Part – B)	
3	ACR (Part – C)	
4	Assessment of Committee (Weightage 10%)	
5	Observations of the Assessment Committee (Part – D)       	
	<b>Total Score</b> <b>(Weightage%: A-15, B-60, C-15 and D-10)</b>	

**The committee recommends \_\_\_\_\_**  
**under Category A, B, C and D for Employee of the year award.**

**Signature of the Assessment Committee:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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22/11/2020