



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. : Estt/Genl/5-29/Staff_Award/2019

Date : 01.07.2019

ज्ञापन / M E M O

The undersigned is directed to convey that the Board of Governors at its 182nd meeting held on 3rd June, 2016 approved the Guidelines for instituting the Staff Excellence Award of Rs.50,000/- per year for Non-Teaching Employees of the Institute in Group A, B & C Category. Details are given in the Annex-I.

All Heads of the Department/Centre/School/Section/Unit may submit their nomination to the Deputy Director, IIT Kharagpur for Staff Excellence Award 2019.

The last date of submission of nomination as per the prescribed format (Annex-II) is 15.07.2019.

This is for information and necessary action.

कुलसचिव / Registrar

Encl : As above.

To

1. All Deans
2. All Heads of Department/Centre/School/Section/Unit
3. Chairman, ERP
4. Chairman, HMC
5. Secretary to Director
6. Secretary, Deputy Director's office
7. Secretary, Registrar's office



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The Staff Excellence Award is intended to provide recognition and incentive to staff members (Group A, B & C) of the institute (permanent and institute contractual staff members who have worked continuously for a minimum of 5 years in the institute as of June 30, 2019) who have made significant impact on the Institute's functioning through outstanding dedication, competence and exceptional performance, excellent service to academic community & staff and ingenuity. The **excellence** should be assessed by one or more of the following metrics:

- 1) The staff member consistently performs his/her job in a manner that is helpful to students, faculty & staff of the institute. The action on the part of the staff member should foster excellence in personal interaction, communication, collaboration and cooperation with students, faculty and staff colleagues.
- 2) The work performed by the staff member should exhibit initiative, enthusiasm, courage, risk and presence of mind and demonstrate excellence in achievement and performance.
- 3) The staff member handles difficult job assignment and has been able to cope with adverse working conditions in an especially admirable manner.
- 4) The staff member is able to provide innovative/creative solution to a problem or task that result in cost reduction or time saving or increased efficiency or simplification of work process or better service towards education & research support.
- 5) Any action on the part of the staff member that enhances the image of the institute.
- 6) Any specific action on the part of the staff member that was performed beyond the normal call of duty and merits recognition.

Moreover, Head of Department/Centre/School/Section needs to certify that no disciplinary and/or a vigilance case is pending or contemplated against the nominated staff member.

While inviting nominations, the Heads should be informed that APAR/ACR ratings for the last five (5) years starting from the Calendar Year 2014 would be considered as well.

No. of nominations to be submitted by each Department/Centre/School/Section shall be as follows:

- ≤ 20 individuals: Maximum of 1 nomination;
- ≤ 40 individuals: Maximum of 2 nominations;
- > 40 individuals: Maximum of 3 nominations.

Nominations will be sought from the Office of the Deputy Director. A committee may be constituted by the Director for processing of nominations. The committee responsible for processing nominations may consider having an interactive session with the shortlisted nominees and obtain accurate feed-back from the respective supervisors / in-charges before making the final recommendation for the approval of the Director.

Application for Staff Excellence Award

For the Non-teaching Employees of the Institute
[Ref. No.MS/B-1(182)/2016/2790 dated 01st July 2016]

Name of the staff member :

Employee Code :

Department / Centre / School / Section / Unit :

Laboratory / Section of the Department :

Group in which the staff applicant belongs : Group A / Group B / Group C

Total period of continuous service (as on 30.06.2019) :

Salient points highlighting the contribution of applicant (specially during the last five years starting form academic year 2014-15) :(Use separate sheet if the space is inadequate)

Assessment metrics	Details of the contribution, if any
Contribution in terms of his / her consistent performance in a manner that is helpful to students, faculty and staff of the institute.	
The action on the part of the staff member that fostered excellence in personal interaction, communication, collaboration and cooperation with students, faculty and staff colleagues.	
The work performed by the staff member exhibiting initiative, enthusiasm, courage, risk and presence of mind and demonstrating excellence in achievement and performance.	
Whether handled any difficult job assignment and also were able to cope with adverse working conditions in an especially admirable manner.	

Whether the staff member has provided any innovative / creative solution to a problem or task that result in cost reduction or time saving or increased efficiency or simplification of work process or better service towards education & research support.	
Any action on the part of the staff member that enhances the image of the Institute.	
Any specific action on the part of the staff member that was performed beyond the normal call of duty and merits recognition.	
Any other point (s) that the applicant wants to bring to the notice of assessment committee in support of his/ her contributions.	

Signature of the applicant with date

Forwarded by the Lab / Section / Unit in-Charge

(to be submitted to the respective Heads of the Department/Centre/School/Section/Unit)