

CRITERIA FOR STAFF REWARD AND RECOGNITION, 2022

Criteria for Awards (Senior Members Non - Teaching)

1. Evidence of contributing to formulation of University policies.
2. Evidence of contributing to resolution of challenges or taking any initiatives in the administrative and academic set ups of the University.
3. Evidence of timely implementation of Committee decisions
4. Evidence of effective supervision, monitoring and evaluation of University policies, programmes and staff output.
5. Evidence of good inter-personal relationship in dealing with staff, students and the general public.
6. Evidence of introducing novelty and initiative at work place.
7. Evidence of taking good care of all University properties and reporting any adverse findings to management for decisions to be taken.

Criteria for Awards (Senior Staff – Administration)

1. Evidence of timely reporting for duty and effectively carrying out assigned duties.
2. Evidence of meeting deadlines for assigned duties.
3. Evidence of showing commitment to organized University programmes.
4. Evidence of taking good care of all University properties and reporting any adverse findings to management for decisions to be taken.
5. Evidence of good inter-personal relationship in dealing with staff, students and the general public.
6. Evidence of introducing novelty and initiative at work place.

Criteria for Awards (Senior Staff - Technical)

1. Evidence of timely reporting for duty and effectively carrying out assigned duties.
2. Evidence of meeting deadlines for assigned duties.
3. Evidence of taking good care of all University properties and reporting any adverse findings to management for decisions to be taken.
4. Evidence of effectively performing supervisory roles and organising practical sessions in the laboratories / information technology centres and other practical work in the field with minimum supervision.
5. Evidence of good inter-personal relationship in dealing with staff, students and the general public.
6. Evidence of introducing novelty and initiative at work place.

Criteria for Awards (Senior Staff - Teachers)

1. Evidence of timely reporting for duty and effectively carrying out assigned duties.
2. Evidence of meeting deadlines for assigned duties.
3. Evidence of carrying out effective teaching and learning activities using appropriate Teaching – Learning Materials (TLMs).
4. Evidence of effectively improvising for teaching –learning activities.
5. Evidence of providing feedback to students/pupils with respect to their academic performance.
6. Evidence of good inter-personal relationship in dealing with staff, students and the general public.
7. Evidence of introducing novelty and initiative at work place.
8. Evidence of taking good care of all University properties and reporting any adverse findings to management for decisions to be taken.

Criteria for Awards (Junior Staff – Clerical)

1. Evidence of timely reporting for duty and effectively carrying out assigned duties.
2. Evidence of meeting deadlines for assigned duties.
3. Evidence of effectively filing and retrieving office records.
4. Evidence of taking good care of all University properties and reporting any adverse findings to management for decisions to be taken.
5. Evidence of good inter-personal relationship in dealing with staff, students and the general public.
6. Evidence of introducing novelty and initiative at work place.

Criteria for Awards (Junior Staff - Technical)

1. Evidence of timely reporting for duty and effectively carrying out assigned duties.
2. Evidence of meeting deadlines for assigned duties.
3. Evidence of taking good care of all University properties and reporting any adverse findings to management for decisions to be taken.
4. Evidence of effectively assisting to organise practical sessions for students in the laboratories / information technology centres / engineering and other practical work in the field.
5. Evidence of good inter-personal relationship in dealing with staff, students and the general public.
6. Evidence of introducing novelty and initiative at work place.