

## **SKUAST-JAMMU BEST EMPLOYEE AWARD**

### **Guidelines for SKUAST-Jammu Best Employee Award**

1. **Name of the award:** SKUAST-Jammu Best Employee Award
  2. **Sponsor of the award:** Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu (J&K)
  3. **Objective of the award:**
    - i. To provide recognition to outstanding non-teaching employees
    - ii. To promote excellence in official work culture
  4. **Nature of award:** These awards are meant for individual non-teaching employee of the University with the following attributes:
    - a. Nominee is punctual in reporting for duty, productive, exhibits exemplary service and commitment to quality in carrying out job responsibilities on time and is an asset to the staff of his / her department.
    - b. Nominee is sincere and willing to take initiative by accepting and carrying out additional responsibilities beyond regular job assignments.
    - c. Nominee portrays a positive attitude toward work responsibilities, co-workers, and customers and serves as a role model for others.
    - d. Nominee excels in knowledge and expertise in his / her department.
    - e. Nominee exhibits a willingness to work in a team setting within and/or outside of his / her assigned department.
  5. **Frequency & no. of awards:** The award shall be given every year. The total number of awards shall be nine, three in each of the three categories (Annexure-II), on rank basis i.e. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> (based on total score obtained).
  6. **Eligibility criteria:**
    - a. Nominee must be a permanent full-time employee assigned to work at SKUAST-Jammu and has at least five years of regular service at the time of nomination.
    - b. To be eligible for award an employee should obtained a minimum score of 60% as per the prescribed score card.
- Other criteria:**
- a. Non-teaching employees of three defined categories (Annexure-II) are only eligible for awards.

- b. Employees can receive SKUAST-J Best Employee Award only once even if they change jobs while working at the University.
- c. The employee must have at least satisfactory annual performance for the preceding five years.
- d. The employee is expected to be a role model with high values and must have neither been penalized nor there should be any inquiry pending against him/her

**7. Selection process:**

The award recipients will be selected via evaluation process as described below:

- Directors / Deans /Unit Heads / Incharge shall call for nominations from divisions / units under his / her control for the award in each of the three categories on the prescribed form in the first week of May of the year of award year.
- For the purpose of award, employees of the Vice-Chancellor’s Secretariat, Directorate of Education, Directorate of Planning & Monitoring, Registrar office, Comptroller office and Estates office will be treated under one unit headed by Director Education.
- Only one nomination per category should be made by the Head of the Division /Unit Head/ Incharge, who will evaluate the nominated employee independently and in a confidential manner on the prescribed nomination / scoring form (Annexure-I).
- All nominations must be submitted along with duly filled in nomination/scoring form under confidential cover to respective Dean / Director / Registrar / Comptroller / Heads / Incharge of other units of SKUAST-Jammu.
- The Deans / Directors / Unit Heads / Incharge will then send the nomination/scoring form to the Evaluation Committee constituted by him / her as follows:

1.	Dean/Director/ Unit Head/ Incharge concerned	Chairman
2.	Two senior Faculty members/ Scientists/Officials (to be nominated by the respective Chairman)	Members
3.	One official (to be nominated by the respective Chairman)	Member Secretary

- The Evaluation Committee will need to return the nomination / scoring form after completing the final scoring process. The whole process must be done in a confidential manner.
- The scoring system will consist of 40% scoring by nominator and 60% scoring by the Evaluation Committee on the prescribed nomination/scoring form.

- The Deans / Directors / Unit Heads / In charge will then send only one nomination per category, based on the highest scoring as done by the concerned Evaluation Committee, along with evaluated nomination/scoring form of the concerned, under confidential cover, to the Chairman of the Central Judging Committee at University level, latest by 15<sup>th</sup> July of the year of award, for further processing and acceptance by the Competent Authority.
  - The Central Judging Committee shall prepare combined list (of each category separately) of such employees and rank them on the basis of total score obtained by the concerned employee. The Central Judging Committee shall finalize the names of three top ranking ( 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> ranks) employees, of each category separately, for conferring award and Chairman of the Committee shall submit the same for acceptance by the Competent Authority.
  - Further, in the event of a tie in total score, the applicant with more service experience in the respective cadre shall be placed on higher rank.
  - The decision of the Central Judging Committee with the approval of Vice-Chancellor shall be final without provision of any appeal.
  - Each prize would carry a citation with prize of Rs. 10,000/-, Rs. 5000/- and Rs. 3000/- for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> ranks, respectively.
7. **Administration of the award:** The award will be administered by the SKUAST-J through Central Judging Committee constituted by the Competent Authority of the University.

8. **Composition of Central Judging Committee of the University:**

1.	Director Education	Chairman
2.	One Director other than Chairman (to be nominated by the Competent Authority)	Member
3.	One Dean (to be nominated by the Competent Authority)	Member
3.	Registrar	Member
4.	Dy. Registrar (Est.)	Member Secretary

The Registrar, SKUAST-J shall seek the approval of the committee from the Competent Authority.

11. **Presentation:** The declaration and presentation of award along with citation will be made on the Foundation Day (20<sup>th</sup> September) of the SKUAST-Jammu every year.

**Nomination / Scoring Form (Non-Teaching)**  
**SKUAST-Jammu Best Employee Award**

**Name of the employee:**

**Post/Position:**

**Category of the employee (as per annexure-1): I / II / III**

**Office:**

**Present place of posting:**

**A. Score card (allotted by immediate controlling officer / nominator):**

**Use the following scores (Summated rating scale) to rate the attribute of the employee:**

**Strongly Agree (SA) -4, Agree (A) -3, Undecided / Uncertain (U) -2, and Disagree (D) -1**

<b>S. No.</b>	<b>Attribute of employee for scoring</b>	<b>SA (4)</b>	<b>A (3)</b>	<b>U (2)</b>	<b>D (1)</b>
<b>1.</b>	Employee is punctual in reporting for duty				
<b>2.</b>	Employee is productive, exhibits exemplary service and commitment to quality in carrying out job responsibilities on time				
<b>3.</b>	Employee is sincere and willing to take initiative by accepting and carrying out additional responsibilities beyond regular job assignments				
<b>4.</b>	Employee portrays a positive attitude toward work responsibilities				
<b>5.</b>	Employee works with integrity and helpful to co-workers and student / other staff of office				
<b>6.</b>	Employee excels in knowledge and expertise in his / her job profile				
<b>7.</b>	Employee shows promptness and sense of responsibilities to the controlling officer				
<b>8.</b>	Employee has better understanding and power of expression ( on paper & in discussions)				
<b>9.</b>	Employee exhibits a willingness to work in a team setting within and / or outside of his / her assigned department				
<b>10.</b>	Employee is an asset and serves as a role model for other staff of his / her department				
<b>Total score of each column</b>					
<b>Grand Total ( out of 40)</b>					

**Total score obtained (out of 40):**

**Specific Remarks/ Justification of the nominator (immediate controlling officer) about the nominated employee keeping in view his/her work ethics, conduct and achievement during the period (in max. 250 words):**

(On separate sheet duly signed with date by the nominator)

(Score to be allotted by the Evaluation Committee out of 10 marks)

Nomination recommended and forwarded after doing needful to the.....

(Director / Dean / Unit Head / Incharge) for further necessary action.

**Nominator's Name:**

Signature with date & seal

**B. Score Card (allotted by Evaluation Committee):**

**Use the following scores (Summated rating scale) to rate the attribute of the employee:**

**Strongly Agree (SA) -4, Agree (A) -3, Undecided / Uncertain (U) -2, and Disagree (D) -1**

S. No.	Attribute of employee for scoring	SA (4)	A (3)	U (2)	D (1)
1.	Employee is punctual in reporting for duty				
2.	Employee is productive, exhibits exemplary service and commitment to quality in carrying out job responsibilities on time				
3.	Employee is sincere and willing to take initiative by accepting and carrying out additional responsibilities beyond regular job assignments				
4.	Employee portrays a positive attitude toward work responsibilities				
5.	Employee works with integrity and helpful to co-workers and student / other staff of office				
6.	Employee excels in knowledge and expertise in his / her job profile				
7.	Employee shows promptness and sense of responsibilities to the controlling officer				
8.	Employee has better understanding and power of expression ( on paper & in discussions)				
9.	Employee exhibits a willingness to work in a team setting within and / or outside of his / her assigned department				
10.	Employee is an asset and serves as a role model for other staff of his / her department				
<b>Total score of each column</b>					
<b>Grand Total ( out of 40)</b>					

- **Total score obtained (out of 40):**
- **Score based on the evaluation of Specific Remarks/ Justification of the nominator (immediate controlling officer) about the nominee employee:**  
(Max. Marks 10)
- **Evaluation of Annual Performance Reports (as per record)**  
(Max. Marks 10)\*

<b>S.No.</b>	<b>APR awarded</b>	<b>Marks/year</b>
<b>1.</b>	<b>Satisfactory</b>	<b>1</b>
<b>2</b>	<b>Good</b>	<b>2</b>
<b>3</b>	<b>Very good</b>	<b>3</b>
<b>4</b>	<b>Excellent</b>	<b>4</b>

\* Marks = (total marks obtained for 5 preceding years /20) x10

- **Total Score Obtained (out of 60):**
- **Grand Total ( A+B) of Score obtained (out of total 100):**

**Signature (with date) of all the members of Evaluation Committee**

**Annexure-II**

**Categorization of SKUAST-J Non-Teaching staff for conferring award**

<b>Category-I</b>	<b>Category-II</b>	<b>Category-III</b>
OCC, Mali/ Gardener, Peon, Orderly, Lab. Attendant, Medical Attendant, Library Attendant, Hostel Attendant, Animal Attendant, Messenger, Runner, Chowkidar, Helper, Cook, Security Guard, Cleaner	Field-cum-Laboratory Assistant (FCLA), Live Stock Assistant, Junior Engineer, Work Supervisor, Head Draftsman, Draftsman, Computer Programmer (Hard and Software), Computer Assistant, Medical Assistant, Nurse, Farm Superintendent, Statistical Assistant, Statistician, Driver, Mechanic, Electrician, Plumber, Carpenter, Mason, Security Officer, Photographer-cum-Artist, Assistant Manager (Guest House), EPBX Operator	Sr. Stenographer, Head Assistant, Accountant, Accounts Assistant, Cashier, Stenographer, Assistant- cum-Typist, Despatch/Receipt/Stationary/ Store Clerks and equivalent, Library Assistant, Sr., Library Assistant

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**Revised draft prepared by the committee constituted by the Competent Authority vide University Memorandum No. AUJ/Acad/20-21/F-34/2616-30, dated 15-10-2020**

**Dr. Manmohan Sharma**  
Professor  
School of Biotechnology  
(Member Secretary)

**Dr. R.K. Salgotra**  
Professor & Coordinator  
School of Biotechnology  
(Member)

**Dr. Rajinder Peshin**  
Professor  
Division of Agril. Extension  
Education, FoA  
(Member)

**Dr. M.S. Bhadwal**  
Dean  
Faculty of Veterinary  
Sciences & A.H.  
(Member)

**Dr. A.K. Mondal**  
Dean  
Faculty of Agriculture  
(Member)

**Dr. S.E.H. Rizvi**  
Dean  
Faculty of Basic Sciences  
(Chairman)

