

# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

## **NORMS FOR EXCELLENCE AWARDS FOR STAFF**

(As approved by the Board of Governors in its 3<sup>rd</sup> meeting held on 07 January 2011, in its 20<sup>th</sup> meeting held on 05 December 2016, in its 29<sup>th</sup> meeting held on 20 August 2020 and in its 30<sup>th</sup> meeting held on 17 December 2020)

In order to recognize and encourage meritorious staff in the Institute, Merit Awards are instituted for the non-teaching staff as per the following norms:

- a) Annually, a number of non-teaching staff who have performed exemplary service and shown sustained devotion towards the Institute, will be recognized by a merit certificate and a cash award of Rs 50,000/-.
- b) In the first instance, up to four such awards were given annually. As the number of staff increase, the number of such awards may be enhanced but the number must be capped at around 10% of total strength of the staff in the Institute.
- c) All staff drawing their salary from the Institute, regardless of being full time/ part time, in pay scale/ on consolidated salary, temporary/on contract/ on deputation/ permanent will be eligible for consideration. Similarly, any staff working through outsourcing agencies or the staff engaged by any company/ centre/ cell etc. established by the Institute will also be eligible. However, in order to be eligible, the person must be working with the Institute for a minimum period of one year. Once a staff member has received the award, he/she will not be eligible for the award for the next three years.
- d) Nominations for the award will be invited from the community (faculty, students and staff) as well as the unit heads, and the same shall be considered by a Committee to be appointed by the Director. The Committee may also take into account the “user feedback” on performance of concerned staff and may choose to interview some of the candidates (and their respective supervisors) before finalizing its report. Recommendations of the Committee will be considered by the Director and upon his endorsement of the same, approval of the Board of Governors will be sought.