



# KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)  
(‘A++’ Grade, NAAC Accredited)

## NOTIFICATION

**Subject: Nominations for the “K.U. Appreciation Award” to Kurukshetra University Non-Teaching employees in Group B, C and D Category.**

It is hereby notified that the Hon'ble Vice-Chancellor has been pleased to order to organize felicitation programme and rewarding “K.U. Appreciation” to the Non-Teaching employees of the University to cultivate a spirit of work culture to help in improving the tone of administration and to recognize and honor the employees productivity and performance.

Accordingly, all interested employees competing for the said Awards may apply through proper channel in the prescribed format (Annexure-I, Pages 1-2) within 15 days i.e upto **20<sup>th</sup> July, 2024** complete in all respect. Further, all regular employees who have served the University for 5 years are eligible to apply for the Award, subject to the condition that no punishment (Major or Minor) should have been given in the last 5 years and any employee with pending Enquiry or disciplinary proceedings shall not be eligible to apply. Further, any employee getting such an award shall not be eligible to apply for the same in next 5 years.

Notably to mention here that the assessment of the applications shall be carried out by the Assessment and Selection Committee keeping in view all the parameters approved by the Hon'ble Vice-Chancellor.

**REGISTRAR**

Endst.No.EN-9/24/ 3904 - 4003

Dated : 05.07.2024

Copy of the above is forwarded to the following for information and necessary action:-

1. All the Heads of Teaching/Non-teaching Departments/Offices, KUK. They are requested to ensure that all employees working under their control get noted the instructions and to forward the applications of the concerned employee along-with specific recommendations as per Assessment criteria (Annexure-II, Page-1) in a confidential cover.
2. Director, IT Cell, KUK. He is requested to upload the Notification on the University website.
3. Superintendent, Estt. (Teaching/Non-Teaching) are directed to place the applications of applicants by scrutinizing the same before the Committee i.e 'Group B' by the Establishment Branch (Teaching) and 'Group C' by the Establishment Branch Non-Teaching (Section-II) and 'Group D' by the Establishment Branch Non-Teaching (Section-III).
4. OSD to Vice-Chancellor (for kind information of the Hon'ble Vice-chancellor), KUK.
5. Assistant Registrar, O/o Registrar, (for kind information of the Hon'ble Registrar), KUK.

  
Deputy Registrar (Estt. NT)  
for Registrar

**Application for  
'K.U Appreciation Award'  
(for Non-Teaching Employees)**

**Assessment year: 1<sup>st</sup> April 2019 to 31<sup>st</sup> March, 2024**

- 1 Name of the Employee : .....
- 2 Present Designation and Basic Pay : .....  
Category: Group (whether B, C or D) .....
- 3 Description: Nature of duties performed : .....  
.....
- 4 Branch/Department : .....
- 5 Qualification : .....
- 6 Date of Joining : .....
- 7 Date of Confirmation : .....
- 8 Leave availed (all kinds) : .....  
.....
- 9 Disciplinary Cases pending, if any : .....  
(Last Five-Years) .....
- 10 Appreciation/Awards received, if any : .....  
.....
- 11 Additional duties performed : .....  
.....
- 12 Significant contribution : .....
- 13 Justification for applying for award : .....
- 14 Any other information, in support of claim : .....

**Date:** .....

**Signature of Employee**

*Note: Applicant can attach additional sheet and document, if any.*

**Specific recommendation of concerned Branch officer(s) as per assessment criteria:**

.....  
.....

**Signature with stamp  
of the Branch Officer**

**ASSESSMENT CRITERIA/PARAMETER**

The Assessment of the applicant shall be carried out by the Assessment and Selection Committee keeping in mind the following parameters:

- (i) Punctuality & regularity
- (ii) Trustworthiness and Integrity
- (iii) Performing assigned duties with exceptional efficiency accuracy and quality with minimal supervision.
- (iv) Providing services to other section(s) within the Branches/Offices and other Branches/Offices that are beyond assigned responsibilities.
- (v) Performing extra duties beyond those normally assigned work in the Branch(es) like specific contribution towards automation of the process of the University, Financial management, Academic management, and generation of resources.
- (vi) Relationship with colleagues, stakeholders, visitors and seniors.
- (vii) Actions taken for saving the department/office time/money to work improvement/ strengthening/streamlining the University's work.
- (viii) Making creative suggestions that save the department/office time/money to improve / strengthen / streamline the administrative process in the University.
- (ix) ACRs of Last Five years shall be taken into account.
- (x) Leave availed (all kinds) during the Assessment period.