



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 and as approved by the Executive Council vide EC Resolution No. 5 dated 25.02.2025 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 for the assessment year 01.04.2020 to 31.03.2025 may apply through proper channel in the prescribed format (Annexure-I, Pages 1-2) within 1 month upto **30.06.2025** 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-9/25/ 2083-87

Dated : 30/5/2025

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.


Assistant Registrar (Estt. NT)
for Registrar



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Guidelines for rewarding K.U Appreciation Award to the Non-Teaching Employees of the University.

1. OBJECTIVES:

- To recognize and honor the employees productivity and performance.
- To support and promote the spirit of work culture
- To encourage employees for excel in growth and development of the University.

2. PROCEDURE:

- (i) Applications from Non-Teaching Employees of the University for Award (in B, C & D categories) shall be invited by the Establishment Branch every year.
- (ii) All employees competing for the said awards shall have to apply in the prescribed format within the stipulated period.
- (iii) Initial Assessment year of this scheme shall be from 1st April, 2020 to 31st March, 2025 wherein the credential of these Five-years shall be taken into consideration and subsequently the assessment shall be based on last five years credentials.
- (iv) Applications shall be invited from Group B, C and D employees for the number of awards mentioned in the table given below for each category:

Sr. No.	Non-Teaching Staff	Number of Awards
1.	Superintendent/Programmer and its equivalent	1
2.	Assistant/Tech. Asstt. and its equivalent	3
3.	Clerk/Steno	3
4.	Class-IV	3
5.	Any other:	

	<p><u>For Group 'A' Officers:</u></p> <p><u>"Lifetime Achievements Award"</u> to be conferred by the Hon'ble Vice-Chancellor to officer(s) at the time of his/her retirement to acknowledge his/her remarkable contribution attributed for the growth and development of the University with best administrative acumen, as he deems fit. The Vice-Chancellor will decide the case on merit on the proposal of the Registrar.</p>
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The particulars of the short-listed applicants eligible for grant of K.U. Appreciation Award/Lifetime Achievement Award shall be verified by the Establishment Branch.

A. Eligibility Criteria for K.U. Appreciation Award

- (i) All regular employees who have served the University for 5 years and have received overall appraisal not less than very good during last 5 years or more are eligible to apply for this Award.
- (ii) No punishment (Major or Minor) should have been given in the last 5 years.
- (iii) Any employee with pending enquiry or disciplinary proceedings shall not be eligible to apply.
- (iv) Contractual employees or employees on deputation are not eligible.
- (v) Any employee getting such an award will not be eligible to apply in **next 5 years.**

B. Award

- (i) The Award shall be known as "**K.U Appreciation**".
- (ii) The Award shall be awarded on yearly basis taking into consideration the credential of last five years.
- (iii) Form of awards:
 - a. Stole containing University insignia.
 - b. Cash awards (A sum of Rs.5100/- each).
 - c. Appreciation Certificate (under the signatures of Registrar)
- (iv) This scheme will be reviewed/updated after every two years, if needed.

C. Assessment and Selection Committee

Selection of the “K.U Appreciation” Award will be made by the committee comprising of the following with the approval of the worthy Vice-Chancellor:

- a. Registrar
- b. Director, IQAC
- c. Controllers of Examinations
- d. Finance Officer

D. 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 and 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 Branches 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) ACRs of Last Five years shall be taken into account.
- (ix) Leave availed (all kinds) during the Assessment period.

E. Other terms & Conditions:

- (i) The number of award can be increased or decreased after the scrutiny of applications with the approval of the Vice-Chancellor.
- (ii) The decision of the Vice-Chancellor shall be final and binding.

F. Any other information provided by the applicant at his/her own level.

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

Assessment year: 1st April 2020 to 31st March, 2025

- 1 Name of the Employee :
- 2 Present Designation and Basic Pay :
Category: Group (whether B, C or D)
- 3 Description: Nature of duties performed :
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- 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 :
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- 11 Additional duties performed :
.....
- 12 Significant contribution :
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- 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:

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**Signature with stamp
of the Branch Officer**

ASSESSMENT CRITERIA/PARAMETER

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- (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.