

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

No.IIT/HMC/Excellence Award/2017
Dt. 08.08.2017

The undersigned is directed to convey that the competent authority has approved the Staff Excellence Award 2017 of Rs. 25000/- (one award) for Regular Hall employees working under Hall Management Centre. Details are given in the Annexure.

All Wardens of the Halls of Residence may submit their nomination to the undersigned for Staff Excellence Award 2017.

The last date for submission of nomination is **17.08.2017 (Thursday) upto 5.00 p.m.**

Encl. As stated



Chairman
Hall Management Centre

To
All Wardens, Halls of Residence

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

The staff Excellence Award is intended to provide recognition and incentive to staff members of the Regular Hall Employees of Hall Management Centre who have worked continuously for a minimum period of 5 years in the Hall/HMC as on June 30, 2017 and who have made significant impact of the Hall's/HMC's functioning through outstanding dedication, competence and exceptional performance, excellent service to student community and staff and ingenuity. The excellence should be assessed by one or more of the following metrics:

- 1) The staff member performs his/her job in a manner that is helpful to students, wardens and staff of the hall. The action on the part of the staff member should foster excellence in personal interaction, communication, collaboration and cooperation with students, wardens and staff colleagues.
- 2) The work performed by the staff member should exhibit initiative, enthusiasm, courage, risk and presence of mind and demonstrate excellence in achievement and performance.
- 3) The staff member handled difficult job assignment and has been able to cope with adverse working conditions in an especially admirable manner.
- 4) The staff member is able to provide innovative/creative solution to a problem or task that result in cost reduction or time saving or increased efficiency or simplification of work process or better service towards student
- 5) Any action on the part of the staff member that enhanced the image of the hall.
- 6) Any specific action on the part of the staff member that was performed beyond the normal call of duty and merits recognition.

Moreover, Warden needs to certify that no disciplinary case is pending contemplated against the nominated staff member or staff member has undergone any disciplinary case that was imposed previously during service carrier. It is not mandatory to recommend any staff if not found suitable by the Warden.

While inviting nominations, the Wardens should be informed that Annual Confidential Report rating for the last 5 (five) years starting from the Academic year 2011-12 would be considered as well.

No. of nomination to be submitted by each hall shall be as follows:

- > 30 individuals : Maximum of 2 nominations
- < 30 individuals :Maximum of 1 nomination

A committee has been constituted by the competent authority for processing of nominations. The committee responsible for processing nominations may consider having an interactive session with the shortlisted nominees and accurate feed-back from the respective Wardens before making the final recommendation for the approval of the competent authority.

Chairman

Lipd
7/8/17