



Gujarat Technological University

(Accredited with A+ Grade by NAAC)

Policy Document on Administrative Staff Appreciation Policy (ASAP)

(Version 2, Effective from Financial Year 2024-25)

Background

Gujarat Technological University (GTU) is established in 2007 as a technological university with the objectives of developing knowledge of science, engineering, technology, management for the advancement of the quality of life of the mankind by creating centers and institutions of excellence in the above mentioned academic domains. Recently GTU has received A+ Grade in the NAAC first cycle.

GTU is a State University with More than 400 affiliated colleges in its fold operating across the state of Gujarat through its FIVE zones at Ahmedabad, Gandhinagar, Vallabh Vidyanagar, Rajkot and Surat. The University caters to the fields of Engineering, Architecture, Management, Pharmacy and Computer Science. The University has about 4,00,000 students enrolled in a large number of Diploma, Under Graduate, Post Graduate programs along with the robust Doctoral program. GTU has successfully started its post Graduate Schools in the area of Engineering, Management, Pharmacy and Biotechnology and offering very unique AICTE/PCI approved programs.

“Competitive good work must not only end with an appreciation in words but something that is remembered and appreciated by the performer. Consistent & qualitative good work by employees is acknowledged in a special & easy to understand manner to achieve and implement

ASAP Implementation at University:

ASAP Implementation: Financial Year 2022-2023

1st revision in ASAP Policy: Financial Year 2024-25

VISION

To be a global university for the creation and dissemination of knowledge and Innovation in Science & Technology, Humanities and Multidisciplinary domains for sustainable development and enrichment of human life.

MISSION

1. To develop centres of academic excellence at university premises and at affiliated colleges in domains of science, engineering, technology, management, and environment for imparting comprehensive education, training, and research infrastructure as per the nation's requirements.
2. To build resources, facilities, proficiencies and other related infrastructure of global standard for the development of knowledge, skills, and competencies in the various educational domains.
3. To develop research-oriented pedagogy for flourishing ideas and to nurture innovators, entrepreneurs and professionals of tomorrow.
4. To build and enhance collaborations with other academic, research, industry, and government organizations as well as NGOs across the globe so that education, training and research at university and its affiliated colleges become aligned with national and global level requirements.
5. To encourage multidisciplinary research and develop flexible learning ecosystem.

CORE VALUES

1. Excellence with value-based education
2. Responsiveness to society
3. Integrity and transparency
4. Mutual Respect
5. Sustainable development

Introduction

Gujarat Technological University always strives to provide motivation to their Staff Members and different sections for their notable contribution in academic activities and non- academic activities. Employee Development plan is an important part of employee's overall performance as well as for the performance of their Sections. Employee development plans are working documents used actively by both the employee and supervisor to ensure the employee is growing personally, developing their ability to achieve more in the workplace, and meet the organization goals.

Objective

The policy aims to recognize and reward the individual employees and Sections/Departments, who achieve that extra mile to raise the bar of performance levels while demonstrating constructive behaviors and actions, in alignment with the Vision, Mission and Core Values of the University.

Categories and Financial Reward

- Best Section of the Year Award.
(Financial Reward: ₹.10,000/- & Certificate of Appreciation)
- Best Employee of the Year Award.
(Financial Reward: ₹.5,000/- & Certificate of Appreciation)

Eligibility and Application format for the Award

Section A: For Best Section of the Year Award:

- The section performed its best and distinctive practices to meet the University Vision – Mission.
- Application form as per Annexure: I

Section B: For Best Employee of the Year Award:

- The administrative staff members should have completed 2 years with University.
- Application form as per Annexure: II

Guidelines

1. All employee who are applying, required to provide relevant data in the prescribed format.
2. The data should be quantitative in nature and it should be in the bullets rather than description
3. All the applications will be scrutized by a committee appointed by Chairperson - IQAC. The decision of this committee will be final and no further communication will be accepted from the applicant regarding the application.
4. In case of any discrepancy the decision of Chairperson IQAC, Hon'ble Vice Chancellor will be final and no further communication will be accepted from applicant.
5. In cases of incomplete or unsatisfactory application(s) the university will hold its right not to award or consider any application in a year.
6. University will announce this award during the celebration of its foundation day every year.
7. For any query on the same kindly contact IQAC on admin.iqac@gtu.edu.in or iqac@gtu.edu.in/ head.iqac@gtu.edu.in

Annexure: I

Application form for Best Section Award for FY: _____

(To be filled and signed by Section Head and submit to IQAC Office)

Name of Section	
Name of Section Head	
Designation	
E-mail Id	
Mobile No.	
Description of the Work Carried Out	
Justify How it is unique?	
Outcome achieved in statistical form	
How it is helpful to achieve the University Vision and Mission?	
Kindly attach relevant supporting documents	

***Note: Section may attach separate sheet if required. The description must be bullets with quantitative data**

Signature of Section Head

Date:

Annexure: II

**Part 1: Application Form for Best Employee Award for FY: _____
(To be filled and signed by Employee and submit to the Section Head)**

Name of Staff Member	
Designation	
Section	
E-mail Id (if available)	
Mobile No.	
Description of the extra ordinary Work carried out by the employee (Employee may attach separate sheet if required. The description must be bullets and in quantitative form)	
Outcome of the task carried out:	

Signature of Employee

Date:

Part 2: Employee Performance Review for FY: _____
(To be filled and signed by Section Head and submit to IQAC Office)

Employee Name	
Designation	
Section	

Key Performance Indicators (KPIs)	Excellent-5	Good-4	Satisfactory-3	Fair-2	Poor-1
Job Role Clarity					
Productivity					
Quality of task executed					
Technical Skills					
Consistency in the work					
Enthusiasm					
Relationship with Co-workers					
Attitude					
Readiness in Initiatives					
Creativity in work					
Punctuality					
Communication Skills					
Drafting Skills					
Leadership Quality					
Completion of assigned work on Deadlines					
Willingness to take more responsibilities					
Decision Making					
Ability to work independently					
Effective problem solving skills					
Follow the Direction from Higher Authorities					
Description of the extra ordinary work carried out by the employee					
Additional Comments					

Section Head Name and Signature

Date: