



GUJARAT TECHNOLOGICAL UNIVERSITY



**ADMINISTRATIVE STAFF
APPRECIATION POLICY (ASAP)**

(Effective from Year 2023)



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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.

GTU is a State University with More than 420 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. GTU believes that...

“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 impleme



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/-)
- Best Employee of the Year Award. (Financial Reward: ₹. 5,000/-)
(Administrative Section In charge/Heads, Employees Class 3 and Class 4)

Eligibility and Application format for the Award

For Best Section of the Year Award: Annexure: I

- The section performed its best and distinctive practices to meet the University Vision-Mission

For Best Employee of the Year Award: Annexure: II

- Applicable to all Administrative Section In charge/Heads, Employees Class 3 & Class 4
- The employee should completed 2 years with University

Time line for the Application:

1st April to 15th April every year.



Annexure: I
Application Form for Best Section Award

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 only**

Signature of Section Head

Date:



Annexure: II
Application Form for Best Employee Award

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 only)	
Outcome of the task carried out:	

Signature of Employee
Date:

Signature of Section Head
Date:



GUJARAT TECHNOLOGICAL UNIVERSITY

Internal Quality Assurance Cell

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