



# स्वामी राम हिमालयन विश्वविद्यालय Swami Rama Himalayan University

## Policy for presenting ‘Best Employee Award’ to the employees of the University

Approved	Board of Management on 06 <sup>th</sup> June 2020
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Next Review	2025-26

**Swami Rama Himalayan University**  
Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

# **SWAMI RAMA HIMALAYAN UNIVERSITY**

## **Policy for presenting ‘Best Employee Award’ to the employees of the University**

1. This Policy shall be called ‘Policy for presenting Best Employee Award to the employees of the University’.
2. This Policy shall come into force from the date of approval of the Board of Management of the University.
3. The following Awards shall be presented to the employees of the University who meet the criteria prescribed therein:

### **3.1 Best Clinician Award**

### **3.2 Best Teacher Award**

### **3.3 Best Researcher Award**

### **3.4 Best Para Clinical Employee Award**

### **3.5 Best Non Clinical Employee Award**

#### **4. Eligibility for presenting the Awards:**

The Recommending Authority while recommending the name(s) must ensure that the person has put in minimum 03 (three) years of continuous (regular) satisfactory service.

#### **5. Best Clinician Award:**

- 5.1 This award is open to all the faculty members of Himalayan Institute of Medical Sciences who have completed three years of service in Swami Rama Himalayan University.
- 5.2 The HODs shall recommend one name from their respective department, based on the below mentioned guidelines to the Chief Medical Superintendent (CMS)/Medical Superintendent (MS) who shall then forward it to Principal, Himalayan Institute of Medical Sciences.
- 5.3 The Principal, Himalayan Institute of Medical Sciences shall submit recommended names of the faculty members to the office of the Registrar of the University for onward submission to the Competent Authority.
- 5.4 The duly constituted committee shall then submit the final report to the Competent Authority. The decision of the Competent Authority shall be binding on all.

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Registrar  
Swami Rama Himalayan University

5.5 Any awardee shall not be eligible for next 5 yrs for this award.

#### **5.6 Guidelines for deciding the Best Clinician Award by the Department:**

##### **(a) Total Marks : 100**

###### **(i) Punctuality : Marks 10**

- Punctuality in the department - (2)
- OPD (prompt attendance to the patient) - (3)
- Regular ward rounds -(3)
- Takes call when scheduled - (2)

###### **(ii) Patient care: Marks 25**

- Good clinical outcomes - (10)
- Patient satisfaction - (5)
- Patient family involved - (5)
- Good documentation (medical records) - (5)

###### **(iii) Interpersonal Relationships: Marks 15**

- Colleagues - (5)
- HOD - (5)
- Nurses/Ward Boys and other staff - (5)

###### **(iv) Development of a Specialty: Marks 20**

- Actively involved in developing a Specialty/Sub-Specialty- (10)
- His contribution has made an impact and increased the workload of the department- (10)

###### **(v) Awards/Honours/Clinical Fellowships: Marks 10**

Awards/Honours/Clinical Fellowships received from State or National Associations of their Specialty in last 3 years.

###### **(vi) CMS/MS (Report) &Assessment : Marks 20**

Based on punctuality, patient care, interpersonal relationship & development of specialty (Each carries 5 marks)

#### **6. Best Teacher Award:**

- 6.1 This award is open to all the faculty members who have completed three years of service in Swami Rama Himalayan University.
- 6.2 The HODs shall recommend one name from their respective department, based on the below mentioned guidelines, to the Head of the Academic Unit alongwith full break-up of the marks awarded, across the defined criteria.

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### 6.3 Guidelines for deciding the Best Teacher Award by the Department:

- (a) **Total Marks : 100**[Score obtained as per the following guidelines (70% weightage)]

**(i) Punctuality : Marks 15**

- Punctuality in the department- (5)
- Classes, Tutorials & Practicals held as scheduled - (10)

**(ii) Teaching expertise: Marks 40**

- Student satisfaction (based on student survey) - (15)
- Teaching pedagogy (advance course in education, fellowships in education, if any) - (5)
- Contribution in teacher training programmes as a resource person - (5)
- Usage of e-learning platforms for teaching - (5)
- Adopting newer teaching/assessment techniques - (5)
- Student mentoring - (5)

**(iii) Interpersonal Relationships: Marks 15**

- Colleagues - (5)
- HOD - (5)
- Contribution in the department/academic unit as Coordinator, Nodal Officer or helping in co-curricular activities/additional responsibilities - (5)

**(iv) Academic Pursuits: Marks 30**

- Original Research Publications in indexed journals in the last 03 years - (15)

First/corresponding author (5 marks for each paper) if a journal has an impact factor of more than one. If less than one, then 03 marks for each paper.

Second author (3 marks for each paper) if the impact factor is more than one and 1 ½ if it is less than one.

- Attendance at conferences (International/National/State) of that academic year - (5)

In addition to attending a conference, if a faculty has chaired a session, he scores 03 more marks.

- Delivering Guest Lectures in (workshops, conferences, other institutions) of that academic year - (2)

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- Awards/honours, if any, by State or National associations of their specialty or in medical education in last 3 years - (5)
- 6.4 The Heads of the Academic Units will submit recommended names of the faculty members for onward submission to the office of the Registrar of the University.
- 6.5 Thereafter, the University will constitute a Committee for evaluation of oral presentation to be given by the faculty member, recommended by the Head of the Academic Unit, for the award.
- 6.6 **Guidelines for evaluating the oral presentation before the duly constituted Committee:**
- (a) **Total Marks: 100** [Score obtained as per the following guidelines (30% weightage)]
- (i) The nominated faculty member shall prepare 2 presentations of 10 minutes each on the topic of his/her specialty. He/she shall be asked to present on one of the topics selected by the Committee.
  - (ii) The presentation shall be evaluated on the following criteria:
    - Arousing interest in the topic - (20)
    - Usage of teaching aids (PPT/White Board) - (20)
    - Quality of presentation (delivery) - (20)
    - Interactive - (20)
    - Finishing in time - (20)
- 6.7 The duly constituted Committee shall then submit the final report to the Competent Authority. The decision of the Competent Authority shall be binding on all.

## 7. Best Researcher Award:

- 7.1 This award is open to all the faculty members who have completed three years of service in Swami Rama Himalayan University.
- 7.2 The HODs shall recommend one name from their respective department, based on the below mentioned guidelines, to the Head of the Academic Unit.

### 7.3 Guidelines for deciding the Best Researcher Award:

#### (a) **Total Marks: 100**

  
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**(i) Publications in the last 3 years: Marks 10**

(Please furnish the details of the publications)

Original Research Publications in indexed journals in the last 03 years: (10)

First / corresponding author (5 marks for each paper) if a journal has an impact factor of more than one. If less than one, then 03 marks for each paper.

Second author (3 marks for each paper) if the impact factor is more than one and 1 ½ if it is less than one.

**(ii) Research Projects ongoing: Marks 30**

(Please furnish the details of the projects)

**(a) Extramural - (25)**

- 5 marks for each project uptoRs. 10 lakhs
- 10 marks for each project between Rs.10-20 lakhs
- 15 marks for each project between Rs.20-30 lakhs
- 20 Marks for each project between Rs.30-50 lakhs
- 25 Marks for each project above Rs.50 lakhs

**(b) Intramural - (05)**

**(iii) Research Projects completed in the last 03 years: Marks 15**

(Please furnish the details of the projects)

**(a) Extramural - (10)**

- 2 marks for each project uptoRs. 10 lakhs
- 4 marks for each project between Rs.10-20 lakhs
- 6 marks for each project between Rs.20-30 lakhs
- 8 Marks for each project between Rs.30-50 lakhs
- 10 Marks for each project above Rs.50 lakhs

**(b) Intramural - (05)**

**(iv) Patents obtained in the last 03 years: Marks 20**

(Please furnish the details of the patents)

**(v) Interpersonal Relationships: Marks 15**

- Colleagues - (10)
- HOD - (5)

**(vi) Awards/Honours/Recognition in the last 03 years: Marks10**

Awards/Honours/Recognition, if any, for the research carried out.

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Registrar  
Swami Rama Himalayan University

- 7.3 The Heads of the Academic Units will submit recommended names of the faculty members for onward submission to the office of the Registrar of the University.
- 7.4 A Committee constituted for this purpose shall compile the details of the applications so received and present to the Competent Authority.
- 7.5 Any awardee shall not be eligible for next 3 yrs for this award.

#### **8. Best Para Clinical Employee Award:**

- 8.1 This award is open to all the Paramedical Staff including Nursing Staff. The Chief Medical Superintendent/Medical Superintendent after consulting respective Head(s) will send 06 (six) names, based on the guidelines, to the Office of the Registrar for onward submission to the Vice Chancellor of the University.

#### **8.2 Guidelines for deciding the Best Para Clinical Employee Award:**

##### **Total Marks : 100**

- Punctuality (25)
- Job Performance (45)
- Interpersonal relationships (30)

#### **9. Best Non Clinical Employee Award:**

- 9.1 This award is open to all the Non Clinical Employees. The Registrar (for Administration, Security, Guest House, MT, MMD, HRD, Computer Section), The Finance Officer (for Finance), Dean (Faculty of Medicine), Dean (Faculty of Science & Technology), Dean (Faculty of Management Studies), The Director - CRI, The Director-Nursing and the Medical Superintendent will send 06 (six) names for onward submission to the Vice Chancellor of the University.

#### **9.2 Guidelines for deciding the Best Non Clinical Employee Award:**

##### **Total Marks : 100**

- Punctuality (25)
- Job Performance (45)
- Interpersonal relationships (30)

10. The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any provision mentioned herein above in this policy without any notice.
11. In case of any dispute, decision of the Vice Chancellor of the University would be final and binding.

  
Registrar  
Swami Rama Himalayan University