



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

NAAC ACCREDITED 'A+' GRADE

ESTABLISHMENT NON-TEACHING BRANCH

No. EN-10/2021/M-206/ 676796

Dated: 25/4/2021

To

All Heads of the Department/ Branch Officers/ Controlling Officers,
MD University, Rohtak

Sub: Award of Commendation Certificate.

Sir/Madam,

Please find enclosed herewith the minutes of Committee duly approved by the Vice-Chancellor for proposing the criteria for suggestion of names of outstanding employees for award of Commendation Certificate for sending the same to the District Administration on Republic Day/Independence Day.

You are therefore, requested to forward and recommend the name of outstanding employees in the attached format as per criteria suggested by the Committee to the Deputy Registrar (Estt. NT) for placing the same before the Committee for scrutinising.

Encl: As above.

Yours faithfully,


25/4/21
Superintendent (Estt NT)
for Registrar

Endst. No. EN-10/2021/M-206/ _____

Dated: _____

A copy of the above is forwarded to Deputy Registrar Estt. T alongwith criteria for suggestion of names of outstanding teaching employee alongwith performa for award of Commendation Certificate with the request to circulate it to the Teaching Faculty

Superintendent (Estt NT)
for REGISTRAR

IQAC-456
04/12/20

Minutes of the meeting of Sub Committee held on 04.12.2020 at 11:00 AM. in the office of the Director IQAC for proposing the criteria for suggestion of names of outstanding employees for award of Commendation Certificate.

Members Present:

- | | |
|---|----------|
| 1. Prof. Narasimhan B., Director, IQAC | Convener |
| 2. Prof. Rajeev Kumar, Dept of Mathematics | Member |
| 3. Dr. Rajiv Sharma, D.R., University Press | Member |

The committee deliberated over the criteria for suggestion of names of outstanding employees for award of Commendation Certificate by the District Administration on Republic Day and Independence Day or any other occasion on account of outstanding work and made following recommendations:

1. The committee designed the performa for inviting the applications for award of Commendation Certificate on account of outstanding work to teaching (**Annexure – A**) and non-teaching employees (**Annexure – B**).
2. The following committee is proposed for selecting the names of the employees for award of Commendation Certificate.

- | | |
|---------------------------|------------------|
| (a) Dean Academic Affairs | Convener |
| (b) Registrar | Member |
| (c) A.R. (Estt. NT) | Member |
| (d) A.R. / D.R. (Estt. T) | Member Secretary |

The above committee shall scrutinize the applications received and recommend the names of two suitable employees one each from teaching and non-teaching for the award of Commendation certificate based on the following criteria:

(A) Criteria for scrutiny of application of teaching employees:

- (i) Additional teaching workload in excess of UGC norms.
- (ii) Contribution of faculty member to corporate life of the University.
- (iii) Extra-curricular activities of the faculty member.
- (iv) Contribution in Research and Development.

(B) Criteria for scrutiny of application of non-teaching employees:

- (i) The employee who have the overall grading of outstanding/excellent or very good over a period of past five years as per Annual Confidential Report.
- (ii) The employee should not have received any punishment or warning over a period of past five years.
- (iii) The employee should have demonstrated official work (with proof) carried out by him/her apart from the routine work designated to his/her position.
- (iv) The social activities of employee related to societal upliftment.

The meeting ended with a vote of thanks to the Chair.


(Narasimhan B.)


(Rajeev Kumar)


(Rajiv Sharma)

Annexure - B

**Application for award of Commendation Certificate on account of
outstanding work for Non-Teaching Employees**

Name	
Designation	
Employee Code	
Dept/Branch/Office	
Details of appreciation letter received, if any (Please enclose the copy)	
Details of warning or punishment received from the authority, if any	
Details of outstanding work carried out beyond his/her official capacity (Please enclose the proof)	
Social activities performed by the employee for societal upliftment (Please enclose the proof)	

Signature of Employee

Recommendation of Branch Officer/ Registrar (If Branch Officer is an applicant)

Signature of Branch Officer/ Registrar
