

Heritage Institute of Technology, Kolkata

AWARD FOR EXCELLENCE

I. INTRODUCTION

Heritage Institute of Technology Kolkata (HITK) recognizes that its ability to achieve its vision and mission will be heavily dependent upon the performance of its faculty and staff, and the extent to which their individual contributions impact on the services provided by the Institute to the community.

The Guidelines attempt to establish the parameters for a system, which will recognize and reward outstanding performance of its faculty and staff.

The system will be reviewed after each annual awards presentation. **The value of the awards will be INR10,000 each and a certificate.**

II. OVERVIEW

The scheme will be entitled 'HERITAGE INSTITUTE OF TECHNOLOGY AWARD FOR EXCELLENCE'. A total of five (5) awards may be given in recognition of accomplishment and/or as an incentive for continued excellent performance.

Award categories:

- i. outstanding teaching;
- ii. outstanding research accomplishments;
- iii. outstanding service to the HITK Community;
- iv. outstanding contribution to public service, to include the private sector and the non-government community;
- v. all-round excellent performance in a combination of two or more of the above areas.

III. ELIGIBILITY

All current members of the Academic staff and Administrative staff (*excluding Executive Management, Registrar and Head HR*), who have been in the continuous service of the Institute for at least 5 years prior to the application or nomination and not more than 60 years of age at the time of application are eligible for an award. Award categories (i) and (ii) are specifically for Members of Faculty.

IV. CRITERIA

Awards will be based on excellent performance, assessed primarily on the candidate's achievements during the 5-year period immediately preceding nomination for the award.

Criteria to be used in the evaluation of applications for awards in the four Core Areas are:

i. Outstanding Teaching, as demonstrated, for example, by: excellent student ratings, testimonials and peer recognition; development of innovative course delivery methods; development of effective instructional materials; evidence of reflective and scholarly teaching and learning; outstanding students advisory activities; outstanding students supervisory activities.

ii. Outstanding Research Accomplishments, as demonstrated, for example, by: an outstanding publication record in refereed journals, books or chapters in books; evidence of the scholarly or professional impact of the work; evidence of the international, regional or national recognition of the work; evidence of effectiveness at generating research funds; evidence of excellence in supervision of graduate research.

iii. Outstanding Service to the HITK Community, as demonstrated, for example, by: excellent administrative / managerial / professional leadership; exceptional service; the development of effective and innovative administrative, managerial and professional systems; excellence in the servicing of institutional meetings.

iv. Outstanding Contribution to Public Service, as demonstrated, for example, by: effective chairmanship or membership of boards/commissions/committees/task forces at national or international levels, whether these be in the public sector, the private sector, or other non-governmental sectors that brings distinction to the Institute; transformative advisory services; significant service to professional and scholarly associations, particularly at national or international levels.

v. Outstanding Contribution in a combination of two or more of the above areas.

V. PROCEDURAL GUIDELINES

A. The Application

A written application can be submitted by eligible faculty/staff members. Faculty/staff members can nominate other staff members based on college recognition.

The application for an award will include:

- (1) **In case of self-nomination, a first person narrative of no more than 1000 words summarizing excellent performance over the last 5 years in one or more of the core areas.** Alternatively, in the case of nominations by peers, person(s) knowledgeable about the candidate's achievements may write the narrative.
- (2) **An updated curriculum vitae.** An appendix may be attached containing information as the applicant chooses which sustains and/or supports a claim to excellent performance or professional promise.
- (3) In case of a nomination for excellence in teaching, the application should be accompanied by comments from colleagues and reports of student assessment of teaching, where available. Alternatively, the assessment committee will obtain the same from the HR department.

The application must be submitted prior to the established deadline.

B. Repeat Applications

- (i) Repeat applications from persons whose first applications have not been successful, are encouraged.
- (ii) Repeat applications from persons whose first applications were successful, where the new application is for a **different category** from the previous award, will be reviewed on merit – without prejudice – as new applications, provided at least **3 years** have passed since the earlier award.
- (iii) Repeat applications from persons whose first applications were successful will not be considered if the new application is for the same category.

C. Initiation

An eligible member of faculty/staff who wishes to be considered for an award or faculty/staff members who wish to nominate colleagues, will submit an application to the Registrar, by the established deadline. If not a self-nomination, the Registrar will refer the nominations to the nominees for their input.

D. Selection Process

Step#1: The Registrar will be the first conduit for the processing of applications. The Registrar will be responsible for receiving the applications and submitting the applications for further screening and evaluation.

- Step#2:** The Registrar will submit the application, together with supporting materials, to a Faculty/Administrative Sub-Committee appointed for the purpose. In addition, the Registrar may submit accompanying comments on the applications but will not be required to rank the applicants in any way.
- Step#3:** The Faculty/Administrative Sub-Committee will screen the applications to ensure that all application procedures (including submission of the required documentation) have been fulfilled. If necessary the candidate or person making the nomination should be asked to clarify information presented or provide additional information. This would be in addition to the 1,000-word narrative, which the nominee or the person making the nomination is required to write. It makes a short-list of nominees/applicants and submits this to the Principal.
- Step#4:** The Principal's Advisory Committee will meet to review the recommendations and applications and select the recipients of the award.
- Step#5:** The Office of the Principal will announce the award recipients after ratification by BOG and/or BOT, as appropriate.

E. Announcement of Awards

Awards will be announced publicly in the form of a notification.

F. Awards Ceremony

Awards will be presented at an Award Ceremony organized for this purpose, preferably on the Institute's Foundation day.