



Basavarajeshwari Group of Institutions
BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT

NAAC Accredited Institution*

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**REWARDS
&
RECOGNITION
POLICY
VER - 1.0**

REWARDS & RECOGNITION

➤ **Purpose:**

To recognize and reward outstanding contributions & efforts, to reduce Attrition Rate and improve Employee Loyalty & Motivation.

➤ **Objectives:**

To provide guidelines to recognize specific, unique, value added and critical performance incidents within or beyond expected & predefined performance objectives.

To align employee performance and achievements in line with Organization Vision, Mission & its Objectives.

To reward these performance incidents in monetary or non-monetary terms indicating organizational recognition and appreciation towards the employees.

To encourage improvements in productivity, quality of work and stakeholder service.

➤ **Scope Applicability:**

Whole of employees / department / Hostel Sections.

➤ **General Rules:**

- **Nomination: (Individuals / Teams / Groups):**
All Department Heads / Coordinators (along with inputs from Senior faculty / Reporting Authorities wherever applicable) can nominate employees/teams who have shown reward-worthy performance, behavior, skills or competence.
- **Periodicity:**
 - Assessments and recommendations can be done on a Yearly basis and one employee can be nominated multiple times for multiple awards in an Academic year.
 - Further spot achievement awards can be recommended.
- **Performance:**
 - A special consideration and weightage can be given in Incentives / Cash Award / A Memento for employee's winning Rewards & Awards in an Appraisal year. This can be in additional to regular promotions and increments during the yearly appraisal process.
- **Benchmarking Reward-worthy:**
 - In order to align employee performance to Organization Vision, Mission & Objectives, the standards can be set against the Soft skill & Technical Skill, exceptional handling of critical situation, effort beyond the college working hours and in the overall improvement in the brand of the organization.
 - Employee showcasing exceptional examples of following up these values can be considered for Rewards & Recognition Program.

- ♣ Exemplary effort
- ♣ Suggesting a new or modified best practice (innovation)
- ♣ Exceptional Staff guiding the Student Projects
- ♣ Commitment & Effort for the Accreditation process
- ♣ Teamwork / Department
- ♣ Outstanding Achievements in Publications / Research / Patent / Training & Placements Contribution
- ♣ Productivity
- ♣ Stakeholder Service
- ♣ Honesty
- ♣ Enhancing the Brand Image
- ♣ Any other Exceptional contribution made towards the Organization.

➤ **Rewards & Awards Options:**

1	Cash Rewards (can be Rs. /-) or Gift Vouchers
2	Cash Reward + Certificate for Appreciation by Management / Principal
3	Cash Reward for a family Lunch / Dinner
4	Gift Vouchers (By Cash between Rs. 1000/- to 5000/-)
5	Spot Achievement Award – for small on the spot achievements, special letter from immediate superior or HOD with nominal cash amount.
6	Best Idea Award (based on cost & time effectiveness parameters along with validations or idea-evaluation)
7	Staff guiding the exceptional student Project Specific Awards (on completion and due recognition in the Media).
8	Department of the year Award.
9	Employee of the Year Award.
10	Best Research Paper / Patent of the year Award.


 Chairman & Director,
 Ballari Institute of Technology & Management,
 BELLARY.