

IIUM TAKRIM DAY 2021

CATEGORIES, CRITERIA AND EVALUATION FOR ADMINISTRATIVE & TECHNICAL STAFF AWARDS

1. SEJAHTERA ADMINISTRATOR AWARD

1.1 Category of Award

	Category / Grade / Scheme	Number of Winner
	Professional and Management Group	
1.	Sejahtera Administrator Award (Grade 41 and above) (All Schemes)	1
	Support Group	
2.	Sejahtera Administrator Award (Grade 29 - 40) (All Schemes)	1
3.	Sejahtera Administrator Award (Grade 1 - 28) (All Schemes)	1

1.2 Criteria

1.2.1 Specific Criteria for Outstanding Administrator Award

The applicants must fulfill the following specific criteria:

PART A: APAR (20%)

- Scored $\geq 90\%$ for 3 consecutive years (latest APAR available)

PART B: ATTENDANCE (20%) – year of assessment (2020)

- Late Time In < 12 times
- AWOL = 0
- MC = 0

PART C: DISCIPLINARY/ INTEGRITY (20%) – year of assessment (2020)

- No show cause
- No disciplinary record

PART D: CONTRIBUTIONS OTHER THAN OFFICIAL DUTIES
(20%) – year of assessment (2020)

No.	Component	Description	Detailed Weightage
1	Community Involvement (Max. 20 points)	Involvement in society/ NGO/ club/ association/ voluntary team (excluding political party)	<ul style="list-style-type: none"> - EXCO <ul style="list-style-type: none"> ○ (International Level - 20 points) ○ (National Level - 17 points) ○ (State/ District Level - 15 points) - Ordinary Member <ul style="list-style-type: none"> ○ (International Level - 10 points) ○ (National Level - 7 points) ○ (State/ District Level - 5 points)
2	Innovation/ Creativity/ Arts (Max. 20 points)	Innovative/ creative contributions	<ul style="list-style-type: none"> - 5 points each for any one of the following high impact activities: <ul style="list-style-type: none"> ○ Academic writings (books/ newspaper, magazine articles) ○ Research ○ Auditing ○ Translation/ interpretation/ editing ○ Arts/ music (poetry/ nasyid/ choir/ khat/ painting/ photography/ theatre) ○ Special talent/ skill ○ Religious activities (imam/ khatib/ Qur'an, du'a reciter)
3	Sports and Games (Max. 20 points)		<ul style="list-style-type: none"> - Representation <ul style="list-style-type: none"> ○ (International Level - 20 points) ○ (National Level - 17 points) ○ (State/ District Level - 15 points) - Participation <ul style="list-style-type: none"> ○ (International Level - 10 points) ○ (National Level - 7 points)

			○ (State/ District Level - 5 points)
4	University Level Programme (Max. 20 points)	Involvement in University level programme	- Chairperson/ Head (20 points) - Main Committee (15 points) - Sub-Committee Member (10 points)
5	Commitment to Work/ Assignment Outside Office Hours (Max. 20 points)	Special assignment/ project not covered under items (1) – (4)	Applicant to describe

PART E: PERSONAL QUALITY (20%)

- Cooperation
- Teamwork
- Customer Relations
- Communication
- Adaptability
- Congeniality
- Knowledge of the Work
- Supervisory Ability
- Ability to make decision
- Positive Self Image (portray positive attitude)

1.2.2 Others

The staff has not received the same award within the past 3 years.

1.2.3 Evaluation Mechanism

Applicants need to fill up the Application Form and provide evidence. All applications will be evaluated by the panel of assessors.

2. QUALITY ADMINISTRATIVE AWARD

2.1 Category of Award

	Category / Grade / Scheme	Number of Winner
A	Professional and Management Group	
1.	Quality Administrative Award (Grade 52 – 54) (All Schemes)	1
2.	Quality Administrative Award (Grade 47 – 48) (Administrative – Scheme N)	1
3.	Quality Administrative Award (Grade 47 – 48) (Technical/Science – Scheme W, J, C, F, S, L, G)	1
4.	Quality Administrative Award (Grade 47 – 48) (Medical and Health – Scheme U/UD/UF/UG)	1
5.	Quality Administrative Award (Grade 41 - 44) (Administrative – Scheme N)	1
6.	Quality Administrative Award (Grade 41 – 44) (Technical/Science – Scheme W, J, C, F, S, L, G)	1
7.	Quality Administrative Award (Grade 41 – 44) (Medical and Health – Scheme U/UD/UF/UG)	1
B	Support Group	
1.	Quality Administrative Award (Grade 29 - 40) (Administrative - Scheme N)	1
2.	Quality Administrative Award (Grade 29 - 40) (Technical - Scheme W, J, JA, FT, S, KP, B, G)	1
3.	Quality Administrative Award (Grade 29 – 40) (Clinical/Science – Scheme U, C)	1
4.	Quality Administrative Award (Grade 22 – 28) (Administrative – Scheme N)	1
5.	Quality Administrative Award (Grade 22- 28) (Technical – Scheme W, J, JA, FT, S, KP, B, G, U, C)	1

6.	Quality Administrative Award (Grade 19) (Administrative – Scheme N)	1
7.	Quality Administrative Award (Grade 19) (Technical – Scheme W, J, JA, FT, S, KP, B, G,U,C)	1
8.	Quality Administrative Award (Grade 1 -14) (Skilled/Semi-Skilled – Scheme N, B, H, R, U)	1
9.	Quality Administrative Award (Grade 1 -14) (Skilled/Semi-Skilled – Scheme KP)	1

2.2 Criteria

2.2.1 Specific Criteria for Quality Administrative Award

The applicants must fulfill the following specific criteria:

PART A (Weightage: 60%)

Supervisor (30%)	Peer (10%)	Subordinate (10%)	Customer (10%)
<ul style="list-style-type: none"> - Personal Quality - Job Output - Integrity - Commitment 	<ul style="list-style-type: none"> - Teamwork - Leadership - Communication - Cooperation 	<ul style="list-style-type: none"> - Teamwork - Leadership - Communication - Cooperation 	<ul style="list-style-type: none"> - Service delivery - Communication

Note: **Evaluation Mechanism:**

- Supervisor – APAR (>90% for 3 consecutive years)
- Peer/ subordinate/ customer – Evaluation using Google form

PART B (Weightage: 40%)

- (i) Attendance (10%)
 - Late Time-In: Not more than 12 times a year
 - AWOL = 0
 - MC: Not more than 5 times a year
- (ii) Disciplinary Report (10%)
 - No show cause
 - No disciplinary record
- (iii) Active participation at University level (20%)
 - At least 1 involvement as committee member

- At least 1 involvement in community engagement programme (Flagship/ SDG Project)

2.2.2 Others

The staff has not received the same award within the past 5 years.

2.2.3 Evaluation Mechanism

No application is required. All applications will be evaluated by the panel of assessors.

3. CREATIVITY AND INNOVATION AWARD

3.1 Category

- (a) Technical (Grade 1 – 54)
- (b) Non-Technical (Grade 1 – 54)

3.2 Criteria

This award is given to an administrative and technical staff that has introduced new creative and innovative idea/ improved idea that has been implemented effectively by the University.

- The idea has given high impact to the University, which leads to cost saving and increase of productivity.
- The idea contributes to the effective and efficient work process and environment.
- The idea provides solution to any problem/ issue/ challenge.
- The idea can be sustained and has significant, long-lasting and increasing impact

3.3 Evaluation Mechanism

Applicants need to fill up the Application Form and provide evidence. All applications will be evaluated by the panel of assessors based on evidence and presentation by the applicants.

4. PUBLICATION AWARD FOR ADMINISTRATOR (SOCIAL WRITING)

This award is given to the administrative and technical staff who have produced significant publications that have impacted the community/ society.

4.1 Category

Open to Administrative and Technical staff of all schemes and grades.

4.2 Criteria

- (a) Active in publication in the year of assessment;
- (b) Published in various platforms such as book, journal, newspaper, etc.; and
- (c) Original work of the staff and not reproduction of other products;

4.3 Evaluation Mechanism

Applicants need to fill up the Application Form and provide evidences. All applications will be evaluated by the panel of assessors based on evidence provided.

5. TRANSFORMATION IN ACTION AWARD

Awards granted to solution providers among administrators who are putting “transformation into action” through Sustainable Development Goals.

5.1 Category

Open to administrators of all schemes who fulfill any of the following:

- (a) Cultural Transformation
- (b) Innovative Transformation
- (c) Ecosystem Transformation
- (d) Social Transformation
- (e) Economic Transformation

5.2 Criteria

- (a) Project is officially registered under SDG for Administrators or K/C/D/I/O/M’s initiative;
- (b) Project must be a collaboration project among K/C/D/I/O/M - breaking the silos, using shared platform or shared expertise.
- (c) Project must have the elements of Maqasid Shari’ah, UNESCO 5 Pillars of Education and KhAIR.
- (d) Project outcomes must be beneficial to IIUM and its community.

5.3 Evaluation Mechanism

Applicants need to fill up the Application Form and provide evidence. All applications will be evaluated by the panel of assessors based on evidences provided and presentation by the applicants.