



VIGNAN

INSTITUTE OF PHARMACEUTICAL TECHNOLOGY

(Approved By AICTE, FCI New Delhi & Affiliated to JNTUK - Kakinda)

An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Institution

STAFF APPRAISAL POLICY

PERFORMANCE BASED INCENTIVES (PBI) POLICY

Performance Based Incentives (PBI) are incentives that are disbursed based on the actual performance of the employees in an academic year. A PBI system helps to tie compensation directly to specific institutional goals and management objectives. PBI delivers competitive pay for competitive levels of performance and also encourages employees to constantly develop new skills.

The objective of the Policy:

Annual increment is not an automatic claim for any employee. Sanction of the same is always preceded by the appraisal of an employee at various levels. At the same time, a proper recruitment process, a professional method of inducting new faculty members in the organization and a proper career policy are also incentives for the employees. However, it is felt that there is also a need to consider incentives for specific individual performances. It should be done with a systematic regularity so that the employee feels motivated by the recognition of his/her contribution and maintains good morale. Results of incremental policies are in the distant future. Incentives are immediate rewards. However, capturing the spirit of incentive scheme requires a fast track mechanism to identify the performance and propose the incentives.

The evaluation procedure is given below:

Criteria 1: Performance appraisal for "Academic Performance Score (APS)" Max. Score for "Academic Performance is **four marks**.

- This criterion mainly focuses on the academic performance of an employee which covers the semester results and student feedback in an academic year.
- The Max. Score to be awarded is 4 marks which includes 3 Marks for academic results and 1 Mark for student feedback.



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- It considers Individual Subject Result Analysis within the class/section when compared to other subjects of the same class.
- It also considers the performance of individual subject result when compared to the result of the same subject in all sections of all the branches.

Criterion II: Academic Research & Development consists of 3 marks and its main features are as given below:

- This criterion mainly considers the faculty output in Research and Development in an academic year
- Here R&D includes Research articles published in various peer reviewed SCI/SCIE/Scopus indexed journals; Articles presented in the national and International Conferences/Workshops/Symposium, organized various Conferences/Workshops/Symposium.
- Faculty participating in FDP or STTP or QIP is also encouraged and considered
- It also considers the quality of research and ARDS score computed, based on Global R&D quality indices like Citation, Impact factor and H index etc.
- Based on cadre ratio, the expected output of R&D(Published Research Papers) shall be categorized amongst employees like, Professor:: Associate Professor:: Asst. Professor = 3:2:1

Criterion III: The third criterion comprises of faculty contributions consists of 3 marks

- **Contributions to the institution and department** in terms of awards, conferences conducted and the regularity of the faculty.
- Faculty receiving awards; student counseling is also a part of this criteria
- Faculty having more LOPs were also identified and counseled regularly to identify their problems and improve the percentage of working days.

Assessment comprises of:

- ✓ **Academic Results& Feedback – 40%**

Subject wise results, feedback from students

- ✓ **Research – 30%**

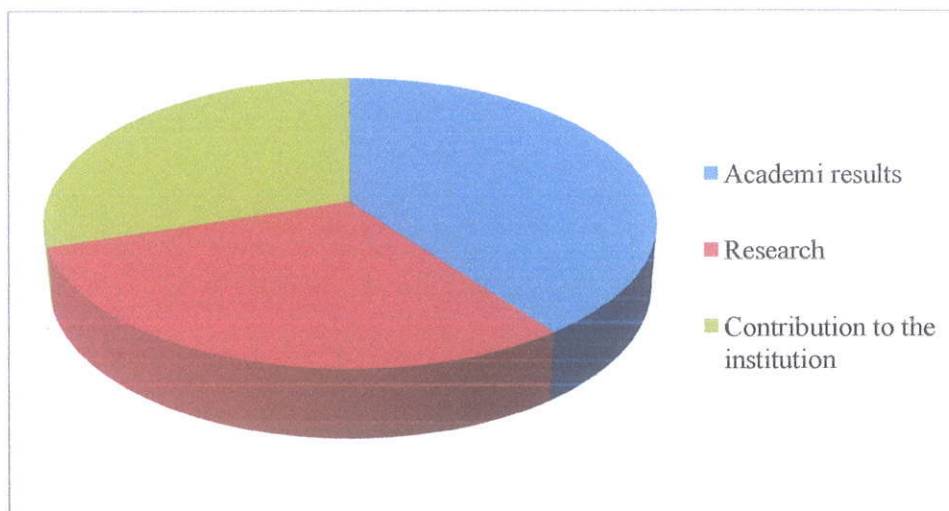
R&D Projects applied/granted; Publications in peer reviewed/SCI/SCIE/Scopus indexed journals; Books/book chapters published; Faculty attending FDPs or conferences; patents applied and granted.



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✓ **Administrative activities – 30%**

Faculty involved as Class Coordinators, Mentors in student counseling, In-charges in various committees, contribution to the institute and department, loss of pay



Flowchart for the qualitative assessment

Faculties were given **grades like A, B, C** according to the assessment. Those who are scoring grade A were given appraisals and those with B grade were given less appraisal and those with C grade were given the least.



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Table. Criterion Sheet for faculty performance appraisal

Criteria-1	Professor		Assoc. Professor		Asst.Prof with =>5 Years Exp.		Asst.Prof with <5 Years Exp.	
	Max Mark	Max Mark	Max Mark	Max Mark	Max Mark	Max Mark	Max Mark	Max Mark
Result	3	>=95% : 3 Marks >=90 & <95 % : 2.5 Marks >=85 & <90% : 2 Marks >=80 & <85% : 1.5 Mark <80% : 0	>=95% : 3 Marks >=90 & <95 % : 2.5 Marks >=85 & <90% : 2 Marks >=80 & <85% : 1.5 Mark <80% : 0	>=95% : 3 Marks >=90 & <95 % : 2.5 Marks >=85 & <90% : 2 Marks >=80 & <85% : 1.5 Mark <80% : 0	>=95% : 3 Marks >=90 & <95 % : 2.5 Marks >=85 & <90% : 2 Marks >=80 & <85% : 1.5 Mark <80% : 0	>=95% : 3 Marks >=90 & <95 % : 2.5 Marks >=85 & <90% : 2 Marks >=80 & <85% : 1.5 Mark <80% : 0	>=95% : 3 Marks >=90 & <95 % : 2.5 Marks >=85 & <90% : 2 Marks >=80 & <85% : 1.5 Mark <80% : 0	>=95% : 3 Marks >=90 & <95 % : 2.5 Marks >=85 & <90% : 2 Marks >=80 & <85% : 1.5 Mark <80% : 0
Feed back	1	>=9 Score : 1 Mark >=8 & <9 Score : 0.75 Marks >=7 & <8 Score : 0.5 Marks >=6 & <7 Score : 0.25 Mark <6 Score : 0	>=9 Score : 1 Mark >=8 & <9 Score : 0.75 Marks >=7 & <8 Score : 0.5 Marks >=6 & <7 Score : 0.25 Mark <6 Score : 0	>=9 Score : 1 Mark >=8 & <9 Score : 0.75 Marks >=7 & <8 Score : 0.5 Marks >=6 & <7 Score : 0.25 Mark <6 Score : 0	>=9 Score : 1 Mark >=8 & <9 Score : 0.75 Marks >=7 & <8 Score : 0.5 Marks >=6 & <7 Score : 0.25 Mark <6 Score : 0	>=9 Score : 1 Mark >=8 & <9 Score : 0.75 Marks >=7 & <8 Score : 0.5 Marks >=6 & <7 Score : 0.25 Mark <6 Score : 0	>=9 Score : 1 Mark >=8 & <9 Score : 0.75 Marks >=7 & <8 Score : 0.5 Marks >=6 & <7 Score : 0.25 Mark <6 Score : 0	>=9 Score : 1 Mark >=8 & <9 Score : 0.75 Marks >=7 & <8 Score : 0.5 Marks >=6 & <7 Score : 0.25 Mark <6 Score : 0
Criteria-2								
SCI Journals	0.6	One Journal = 0.2 Marks	One Journal = 0.3 Marks	One Journal = 0.3 Marks	One Journal = 1 Mark	One Journal = 0.5 Mark	One Journal = 0.5 Mark	One Journal = 0.5 Mark
	0.45	One Journal = 0.15 Marks	One Journal = 0.2 Marks	One Journal = 0.2 Marks	One Journal = 0.25 Marks	One Journal = 0.5 Mark	One Journal = 0.5 Mark	One Journal = 0.5 Mark
Paid Scopus Journal	0	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Int. Proceedings	0	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Conf./WS organised	0.3	One Conf./WS = 0.30 Marks	One Conf./WS = 0.30 Marks	One Conf./WS = 0.30 Marks	One Conf./WS = 0.30 Marks	One Conf.Pro. = 0.25 Marks	One Conf.Pro. = 0.25 Marks	One Conf.Pro. = 0.25 Marks
Conf. attended & Submitted Paper	0.15	One Conf. = 0.15 Marks	One Conf. = 0.20 Marks	One Conf. = 0.20 Marks	One Conf. = 0.25 Marks	One Conf. = 0.25 Marks	One Conf. = 0.25 Marks	One Conf. = 0.25 Marks
Books	0.5	One Book = 0.5 Marks	One Book = 0.5 Marks	One Book = 0.5 Marks	One Book = 0.5 Marks	Not Applicable	Not Applicable	Not Applicable
R&D Project (Sanctioned/Submitted)	1	One R&D = 1 Mark	One R&D = 1 Mark	One R&D = 1 Mark	One R&D = 1 Mark	Not Applicable	Not Applicable	Not Applicable
WS attended	0	Not Applicable	Not Applicable	Not Applicable	Not Applicable	One WS = 0.25 Mark	One WS = 0.25 Mark	One WS = 0.25 Mark
FDP attended	0	Not Applicable	Not Applicable	Not Applicable	Not Applicable	One FDP = 0.25 Mark	One FDP = 0.25 Mark	One FDP = 0.25 Mark
Criteria-3								
Awards/Certifications	0.75	One Award = 0.75 Mark	One Award = 0.75 Mark	One Award = 0.75 Mark	One Award = 0.75 Mark	One Award = 0.75 Mark	One Award = 0.75 Mark	One Award = 0.75 Mark
Counselling of Students	0.5	5 students = 0.1 Mark	5 students = 0.1 Mark	5 students = 0.1 Mark	5 students = 0.1 Mark	5 students = 0.1 Mark	5 students = 0.1 Mark	5 students = 0.1 Mark
Roles & Contributions to Institute	1	1 Role = 0.5 Mark	1 Role = 0.5 Mark	1 Role = 0.5 Mark	1 Role = 0.5 Mark	1 Role = 0.5 Mark	1 Role = 0.5 Mark	1 Role = 0.5 Mark
Contribution to Department	0.5	Reviewed by Principal	Reviewed by Principal	Reviewed by Principal	Reviewed by Principal	Reviewed by Principal	Reviewed by Principal	Reviewed by Principal
Discipline/Loss of Pav	0.25	If, no LOP	If, no LOP	If, no LOP	If, no LOP	If, no LOP	If, no LOP	If, no LOP
	10	10	10	10	10	10	10	10