# INSTITUTE OF PHARMACY AND TECHNOLOGY, SALIPUR

## KEY PERFORMANCE INDEX (KPI) FOR PRINCIPAL

### Session: From January 2022 to December 2022

**Name of the Faculty:**_____

| Sl. No. | Performance Index | Measurement | Explanation | Minimum requirement | Maximum Score | Score (Self-evaluation) | Score (Authority) |
|---|---|---|---|---|---|---|---|
| 1 | R & D capacity and capability | *No. of students supervising at Masters/Ph.D level* | Supervising Post Graduate students | 100% | 5 | | |
| | | *Publications by Staff members* | National Journals | 10 | 5 | | |
| | | | National/ International Journals (Scopus/Thomson Reuters) | 10 | 5 | | |
| | | | Book/ Book Chapter | 01 | 5 | | |
| 2 | Networking and collaboration | *External Research grants by faculty* | Obtaining Research funding from external sources | 05 | 5 | | |
| | | *Visiting Professor/Guest lectures* | Visiting Professor/Guest lectures to other institutions/universities | 05 | 5 | | |
| | | *Organizing/co organizing Conferences/Seminars/Symposiums* | Organizing/co organizing Conferences/Seminars/Symposiums | 01 | 5 | | |
| | | | Oral presentation in seminars/Conferences | 01 | 5 | | |
| | | *Innovations through research* | Patent filing | 01 | 5 | | |
| | | *Collaboration with industry/research bodies/universities* | Lead collaboration with industry/research bodies/universities | 05 | 5 | | |
| | | *e-teaching* | Using Visual and video teaching | | 5 | | |
| | | *Group discussion/ Seminar presentation* | Conducting Group discussion and Seminar presentation by the post graduate students | | 5 | | |
| 4 | Institutional participation | *Participation in institutional development* | Lead involvement in college level committees/Swachh Bharat Abhiyan | 100% | 5 | | |
| | | *Arrangement of Faculty Development Programmes* | - | 05 | 5 | | |
| 5 | Feedback | *Students/Alumni/ Parents* | Students feedback rating | 100% | 5 | | |
| 6 | Office administration | *Office management* | | 100% | 5 | | |
| | | *Utilization of e-governance ERP* | | 100% | 5 | | |
| 7 | Library administration | *Functioning of Library in all respect* | | 100% | 5 | | |
| 8 | Laboratory administrati | *Functioning of Laboratories in all* | | 100% | 5 | | |

| | | on | respect | | | | | |
|---|---|---|---|---|---|---|---|---|
| 9 | Accounts Management | *Functioning of accounts department in all respect* | | 100% | 5 | | | |
| | | | | **Total Scores** | **100** | | | |

*Encl: All supporting documents*

Date:

<div align="right">Signature of the Principal</div>

## Statement-I

Remarks by the Secretary

<div align="right">Signature of the Secretary</div>

## Statement-II

Remarks by the accepting authority.

<div align="right">Signature of the authority with designation</div>

# INSTITUTE OF PHARMACY AND TECHNOLOGY, SALIPUR
## KEY PERFORMANCE INDEX (KPI) FOR PROFESSORS
### Session: From January 2023 to December 2023

**Name of the Faculty:**_____

| Sl. No. | Performance Index | Measurement | Explanation | Minimum requirement | Maximum Score | Score (Self-evaluation) | Score (Authority) |
|---|---|---|---|---|---|---|---|
| 1 | R & D capacity and capability | *No. of students supervising at Masters/ Ph.D level* | Supervising Post Graduate students | One M. Pharm and One Ph. D student | M. Pharm-05 Ph.D-10 | | |
| | | *Publications* | National/International Journals in UGC care list | 01 | 03 | | |
| | | | National/ International Journals (Scopus/Thomson Reuters) | Principal author (5) Co-authors (2) | 7 | | |
| | | | International Journal (place of origin other than India) (Scopus /Thomson Reuters) | Principal author (5) Co-authors (3) | 8 | | |
| | | | Book/ Book Chapter | Book-05 Book Chapter-02 | 07 | | |
| 2 | Networking and collaboration | *External Research grants* | Obtaining Research funding from external sources | 01 | 10 | | |
| | | *Visiting Professor/Guest lectures* | Visiting Professor/Guest lectures to other institutions/universities | 01 | 05 | | |
| | | *Paper Presentation* | Oral presentation in seminars/ Conferences | 01 | 05 | | |
| | | *Innovations through research* | Patent filing | 01 | 05 | | |
| 3 | Teaching | *Post Graduates / e-teaching / Group discussion/ Seminar presentation* | Teaching Post Graduate students | 10 | 10 | | |
| | | | Using Visual and video teaching | | | | |
| | | | Conducting group discussion and seminar presentation by the post graduate students | | | | |
| 4 | Institutional participation | *Capacity of holding various important portfolio* | | 10 | 10 | | |

| 5 | **Feedback** | *Students* | Students feedback rating through google form | 15 | 15 | | |
|---|---|---|---|---|---|---|---|
| | | | **Total Scores** | | **100** | | |

*Encl: All supporting documents*

Date:

Signature of the Staff

## **Statement-I**

Remarks by the Principal.

Signature of the Principal

## **Statement-II**

Remarks by the accepting authority.

Signature of the authority with designation

# INSTITUTE OF PHARMACY AND TECHNOLOGY, SALIPUR
## KEY PERFORMANCE INDEX (KPI) FOR ASSOCIATE PROFESSORS
### Session: From January 2023 to December 2023

**Name of the Faculty:**_____

| Sl. No. | Performance Index | Measurement | Explanation | Minimum requirement | Maximum Score | Score (Self-evaluation) | Score (Authority) |
|---|---|---|---|---|---|---|---|
| 1 | R & D capacity and capability | *No. of students supervising at Masters/ Ph.D level* | Supervising Post Graduate students | One M. Pharm and One Ph. D student | M.Pharm-05 Ph.D-10 | | |
| | | *Publications* | National/International Journals in UGC care list | 01 | 03 | | |
| | | | National/ International Journals (Scopus/Thomson Reuters) | Principal author (5) Co-authors (2) | 7 | | |
| | | | International Journal (place of origin other than India) (Scopus/Thomson Reuters) | Principal author (5) Co-authors (3) | 8 | | |
| | | | Book/ Book Chapter | Book-05 Book Chapter-02 | 07 | | |
| | Networking and collaboration | *External Research grants* | Obtaining Research funding from external sources | 01 | 10 | | |
| | | *Visiting Professor/ Guest lectures* | Visiting Professor/ Guest lectures to other institutions/ universities | 01 | 05 | | |
| | | *Paper Presentation* | Oral presentation in seminars/ Conferences | 01 | 05 | | |
| | | *Innovations through research* | Sole/Joint Patent filing | 01 | 05 | | |
| 3 | Teaching | *Under Graduate/Post Graduates* | | -- | 10 | | |
| 4 | Institutional participation | *Capacity of holding various Important portfolio* | | | 10 | | |
| 5 | Feedback | *Students* | Students feedback rating through google form | | 15 | | |
| | | | | **Total Scores** | **100** | | |

*Encl: All supporting documents*

Date:

Signature of the Staff

## Statement-I

Remarks by the Principal

Signature of the Principal

## Statement-II

Remarks by the accepting authority.

Signature of the authority with designation

# INSTITUTE OF PHARMACY AND TECHNOLOGY, SALIPUR
## KEY PERFORMANCE INDEX (KPI) FOR ASSISTANT PROFESSORS/LECTURER
### Session: From January 2023 to December 2023

**Name of the Faculty:**_____

| Sl. No. | Performance Index | Measurement | Explanation | Minimum requirement | Maximum Score | Score (Self-evaluation) | Score (Authority) |
|---|---|---|---|---|---|---|---|
| 1 | R & D capacity and capability | *Supervising Students* | Supervising students in project work | 05 | 15 | | |
| | | *Publications* | National/International Journals in UGC care list | 01 | 03 | | |
| | | | National/ International Journals (Scopus/Thomson Reuters) | Principal author (5) Co-authors (2) | 7 | | |
| | | | International Journal (place of origin other than India) (Scopus/Thomson Reuters) | Principal author (5) Co-authors (3) | 8 | | |
| | | | Book/ Book Chapter | Book-05 Book Chapter-02 | 07 | | |
| 2 | Networking and collaboration | *Organizing/ co organizing Conferences/ Seminars/ Symposiums* | Oral/poster presentation in seminars/ Conferences | 01 | 05 | | |
| | | *Participation in FDP, QIP/STTP/ etc.* | | 02 | 10 | | |
| 3 | Teaching | *Diploma/Under Graduate/ Post Graduates* | Teaching Diploma/Under Graduate/Post Graduate students | | 10 | | |
| | | | Special class/GPAT Class | | 10 | | |
| 4 | Institutional participation | *Capacity to holding various important portfolio* | | | 10 | | |
| 5 | Feedback | *Students* | Students feedback rating | | 15 | | |
| | | | | **Total Scores** | **100** | | |

*Encl: All supporting documents*

Date:

Signature of the Staff

<div align="center">**<u>Statement-I</u>**</div>

Remarks by the Principal

<div align="right">Signature of the Principal</div>

<div align="center">**<u>Statement-II</u>**</div>

Remarks by the accepting authority.

<div align="right">Signature of the authority with designation</div>

# INSTITUTE OF PHARMACY AND TECHNOLOGY, SALIPUR

## KEY PERFORMANCE INDEX (KPI) FOR

## LABORATORY TECHNICIAN/LABORATORY ASSISTANTS

### Session: From January 2022 to December 2022

**Name of the Faculty:**_____

| Sl. No | Measurement | Assigned Score | Score (Self-evaluation) | Scores (Authority) |
|---|---|---|---|---|
| 1 | Maintenance of Laboratory stock records | 4 | | |
| 2 | Regular appraisal of Laboratory activities to authorities | 4 | | |
| 3 | Absenteeism rate (Attend the institution on time) | 4 | | |
| 4 | Courtesy behaviour towards students and faculty | 4 | | |
| 5 | Maintaining cleanliness of Laboratory | 4 | | |
| 6 | Maintenance of laboratory consumables and fixed assets | 4 | | |
| 7 | Ensure timely maintenance of Logbook provided in the labs | 4 | | |
| 8 | Maintain inventory of Laboratory supplies and inform purchase staff regarding items for purchase and receive supplies | 4 | | |
| 9 | Supporting faculty in conducting practical classes in Laboratories | 4 | | |
| 10 | Preparation and maintenance of student attendance, feedback forms, etc. | 4 | | |
| 11 | Working skill (Arrangement of laboratories as per requirement including display of charts, models etc.) | 4 | | |
| 12 | Involvement in institutional development in maintaining general cleanliness | 4 | | |
| 13 | Participation in student development (Involvement in educational field trips/NSS/student seminars/student assignments etc.) | 4 | | |
| 14 | Feedback from Students, Parents, Alumni, Industry /Academia and Public | 4 | | |
| 15 | Provide assistance in various functions of laboratory | 4 | | |
| 16 | Ensure lab supplies are sufficiently stocked | 4 | | |
| 17 | Identify chemicals and quantities required to support inventory functions | 4 | | |
| 18 | Support faculty in preparing SoPs for advanced instruments | 4 | | |
| 19 | Ensure to maintain equipment perfectly | 4 | | |
| 20 | Ensure to maintain clean work floor and dispose waste appropriately | 4 | | |
| 21 | Conduct group responsibilities accurately and on time | 4 | | |
| 22 | Ensure to label chemicals and reagents properly having all needed quality documents | 4 | | |
| 23 | Conduct regular physical testing of test specimens | 4 | | |
| 24 | Report or order required laboratory supplies for on time orders and receipt | 4 | | |
| 25 | Maintain and update laboratory notebooks to ensure conformance to test procedures and specifications | 4 | | |
| | **Total Score** | **100** | | |

Date:

Signature of the Staff

**Statement-I**

Remarks by the Principal

Signature of the Principal

**Statement-II**

Remarks by the accepting authority.

Signature of the authority with designation

# INSTITUTE OF PHARMACY AND TECHNOLOGY, SALIPUR

## KEY PERFORMANCE INDEX (KPI) FOR LIBRARY STAFF

### Session: From January 2022 to December 2022

Name of the Faculty:_____

| Sl. No. | Measurement | Assigned Score | Score (Self-evaluation) | Scores (Authority) |
|---|---|---|---|---|
| 1 | Maintenance of Library records | 4 | | |
| 2 | Ensure file movements in order | 4 | | |
| 3 | Absenteeism rate (Attend the institution on time) | 4 | | |
| 4 | Courtesy behaviour towards faculty, students and visitors | 4 | | |
| 5 | Indexing and filing of correspondence and Library records | 4 | | |
| 6 | Maintaining cleanliness of Library | 4 | | |
| 7 | Maintenance of consumables and fixed assets | 4 | | |
| 8 | Maintenance of e-Governance software | 4 | | |
| 9 | Timely completion of assigned task | 4 | | |
| 10 | Manage all communication between stakeholders to channelize all levels of inter-office communication | 4 | | |
| 11 | Prepare computerized correspondence, bills, statements, receipts and other relevant documents | 4 | | |
| 12 | Maintain inventory of Library supplies and inform purchase staff regarding items for purchase and receive supplies | 4 | | |
| 13 | Administer and distribute internal communications and mails effectively to appropriate personnel | 4 | | |
| 14 | Support faculty in Collaboration work with industry/research bodies/universities | 4 | | |
| 15 | Involvement in the arrangement of Orientation/induction programme for new students | 4 | | |
| 16 | Working skill | 4 | | |
| 17 | Involvement in institutional development in maintaining general cleanliness | 4 | | |
| 18 | Feedback from Students, Parents, Alumni, Industry/Academia and Public | 4 | | |
| 19 | Develop and organize library inventory (e.g. with books, collections, periodicals, multimedia, etc.) | 4 | | |
| 20 | Conduct regular checks and updates on database information | 4 | | |
| 21 | Help patrons research reading materials and references | 4 | | |
| 22 | Publish and update content on the library's website (e.g. book summaries, reviews, blog, etc.) | 4 | | |
| 23 | Research and implement new information system techniques | 4 | | |
| 24 | Manage library budgeting | 4 | | |
| 25 | Supervise library assistants and other staff | 4 | | |
| | **Total Score** | **100** | | |

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|---|
| Date: <br><br> Signature of the Staff |
| **Statement-I** |
| Remarks by the Principal <br><br><br><br><br> Signature of the Principal |
| **Statement-II** |
| Remarks by the accepting authority. <br><br><br><br> Signature of the authority with designation |

# INSTITUTE OF PHARMACY AND TECHNOLOGY, SALIPUR

## KEY PERFORMANCE INDEX (KPI) FOR OFFICE CLERICAL STAFF
### Session: From January 2022 to December 2022

**Name of the Faculty:** _____

| Sl. No. | Measurement | Assigned Score | Scores (Self-evaluation) | Scores (Authority) |
|---|---|---|---|---|
| 1 | Maintenance of office records | 4 | | |
| 2 | Ensure file movements in order | 4 | | |
| 3 | Regular appraisal of office activities to authorities | 4 | | |
| 4 | Absenteeism rate (Attend the institution on time) | 4 | | |
| 5 | Courtesy behaviour towards faculty and visitors | 4 | | |
| 6 | Indexing and filing of correspondence and office records | 4 | | |
| 7 | Maintenance of consumables and fixed assets | 4 | | |
| 8 | Maintenance of e-Governance software | 4 | | |
| 9 | Timely completion of assigned task | 4 | | |
| 10 | Maintenance of confidentiality in the institution's work process | 4 | | |
| 11 | Manage all communication between stakeholders to channelize all levels of inter-office communication | 4 | | |
| 12 | Prepare computerized correspondence, bills, checks, statements, receipts and other relevant documents | 4 | | |
| 13 | Administer and distribute internal communications and mails effectively to appropriate personnel | 4 | | |
| 14 | Manage mails and ensure delivery to right recipients, apply postage stamps to outgoing mails and ensure compliance to postal standards | 4 | | |
| 15 | Maintain office copy of outgoing and incoming mails for record | 4 | | |
| 16 | Support in organizing/co organizing Conferences/Seminars/Symposiums | 4 | | |
| 17 | Support faculty in Collaboration work with industry/research bodies/universities | 4 | | |
| 18 | Involvement in the arrangement of Orientation/induction programme for new students | 4 | | |
| 19 | Preparation of student attendance, feedback forms, student handbook, job charts etc. | 4 | | |
| 20 | Working skill | 4 | | |
| 21 | Involvement in Health camp, Awareness rallies | 4 | | |
| 22 | Involvement in institutional development in maintaining general cleanliness | 4 | | |
| 23 | Assisting with student recruitment and interviews (Involvement in the recruitment drive for students) | 4 | | |
| 24 | Involvement with Alumni meet | 4 | | |
| 25 | Involvement in the arrangements for internal Faculty Development Programmes | 4 | | |
| | **Total Score** | **100** | | |

Date:

Signature of the Staff

**Statement-I**

Remarks by the Principal

Signature of the Principal

**Statement-II**

Remarks by the accepting authority.

Signature of the authority with designation