




accelerating
innovation
in healthcare

CT Guidelines- Key Organizational Contributions



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Content

- **Key Organizational Contributions**
 - Meaning
 - Types of contribution
 - View of contributions made

- **Parameter and Acceptance criteria for a contribution**
 - Primary Contributions : Training
 - Primary Contributions : Recruitment
 - Primary Contributions : Quality
 - Primary Contributions : HR
 - Secondary Contributions : Others

Key Organizational Contributions

What is a contribution

Any significant support/contribution of an employee in an appraisal cycle, which is over and above the expected defined KRA's will be considered as contribution

Types of contribution

- **Primary Contribution** : Contributions made towards Training, Recruitment, Quality and HR. The moderator for such contribution will be the respective function head
- **Secondary Contribution** : Contributions which do not qualify as primary will fall into this category. The moderator for such contribution will be HR

Viewing a contribution

- As and when the initiative qualifies as a contribution – the function heads/HR to add the same on PGS where the employee can view the entries made against their names

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Primary Contributions : Training (1/2)

No.	Parameter	Acceptance criteria
1	Creation of script and providing voice over for training videos	<ul style="list-style-type: none">▪ Each script and voice over for a video (irrespective of the time duration) which is approved by training team will be considered as a contribution
2	Creation of Training Material <ul style="list-style-type: none">- Third Party Product Overviews (3PO's)- CPD- Recipes- POC- CT courses	<ul style="list-style-type: none">▪ Every first document (CPD, Recipes, POC and CT courses) which is created will be considered as a contribution post an approval by the training team▪ Documents (CPD, Recipes, POC and CT courses) created after that will be considered as a contribution only if it is used externally on our CitiusTech Website, Blog, Magazine▪ Third Party Product Overviews(3PO's) will be considered as a contribution only if approved by the Delivery Lead
3	Reviewing of Training Material <ul style="list-style-type: none">- 3PO's- CPD- Recipes- POC- CT courses	<ul style="list-style-type: none">▪ Every review will be considered as a contribution provided it adheres to reviewers guidelines as applicable to each of the documents
4	Whitepaper Webinar Magazine article CitiusTech Website CitiusTech Blogs	<ul style="list-style-type: none">▪ Every such output will be considered as a contribution post an approval from the marketing team

Primary Contributions : Training (2/2)

No.	Parameter	Acceptance criteria
5	Deliver training	<ul style="list-style-type: none">▪ Training delivered for every new topic for at least 8 hours in the same quarter will be taken as a contribution.▪ After this every alternate training program on the same subject will be considered as a contribution▪ 2 sessions conducted as a seminar/Tech Talk in consecutive quarters will be considered as a contribution▪ 3 sessions in a quarter conducted for HealthCare Induction will be considered as a contribution▪ Every Architecture Review Meeting(ARM) session conducted will be considered as a contribution
6	Additional Certifications	<ul style="list-style-type: none">▪ Certifications approved/sponsored by CT will be considered as a contribution
7	Coaching	<ul style="list-style-type: none">▪ Coaching as part of the “Best Coach” initiative; should coach 2 people on the same/different topic in same or consecutive quarters will be considered as a contribution
8	Creating Question bank	<ul style="list-style-type: none">▪ Contributing to the question bank will be considered as a contribution if the topic is niche and # of questions contributed are ≥ 30 subject to the review and approval by the training team (The questions should be objective and scenario based with a proper mix of easy, intermediate and complex questions)

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Primary Contributions : Recruitment

No.	Parameter	Acceptance criteria
1	Week-end Drives	<ul style="list-style-type: none">▪ Employees who have participated in more than 5 weekend drives in a year will be considered as a contribution
2	Candidates referred	<ul style="list-style-type: none">▪ No credit for Cold and Warm references. Post 5 Hot references in a year, credit will be given for every Hot reference on completion of 3 months▪ Credit for every Star referral incase the referral program is running and the referral completes 3 months
3	Weekday Interviews	<ul style="list-style-type: none">▪ Will be considered as a contribution after 10 interviews are conducted in a quarter
4	War Room participation	<ul style="list-style-type: none">▪ War room participation expected from delivery. Participation in war room and making sure the objective of the war room is met will be counted as a contribution subject to the approval of the Recruitment Head
5	Trainings conducted for recruitment teams	<ul style="list-style-type: none">▪ Structured training conducted at least for an hour on a new topic on the request of the recruitment team will be considered as a contribution
6	Campus Drives	<ul style="list-style-type: none">▪ Campus drive participation expected from delivery. In a year, participation in any campus drives will be considered as a contribution

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Primary Contributions : Quality

No.	Parameter	Acceptance criteria
1	Smart Auditors, Internal Auditors & Reviewers (will include SmartMU Certification auditors & SmartArch Reviewers)	▪ Timely submission of audit report in QMS as per standard and duly approved by the Quality Head
2	Contribution to Quality team during certification / recertification/ surveillance/ other external audits	▪ Contribution in the form of defining new process , suggesting implementable process improvement etc.
3	Winners of special individual events (e.g. Raise the bar awards, Clean code contest, Quiz contest, etc.)	▪ Winners of special events – individual/team will be considered as contribution

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1	Active contributions to the Event, CSR and Sports Committee	<ul style="list-style-type: none">▪ Being a part of any committee does not merit a contribution.▪ To qualify as a contribution; employee has to actively participate in organizing the event and ensure the same is marketed and executed well
2	Instructor for "Teach a skill, Learn a skill" activity	<ul style="list-style-type: none">▪ Delivering a "Teach a skill, Learn a skill" program would qualify as a contribution
3	Conceptualize and manage an event for VivaCT or any company event	<ul style="list-style-type: none">▪ Should have been part of the organizing committee and managed an end-to-end event
4	Any leadership or other training initiative. Example : Executive Impact Program, Giftwork	<ul style="list-style-type: none">▪ Helping in arriving at the content, finalizing the trainer, being part of roll out
5	Conducting any session could be internal or external	<ul style="list-style-type: none">▪ Representing CitiusTech and attending the VJTI /SPIT award functions▪ Speaking as a speaker during any sessions, helping to put together the presentation for such sessions

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No.	Parameter	Acceptance criteria
1	Contribution to RFPs	<ul style="list-style-type: none">With approval from the DL/MDL – if an employee contributes towards submitting a RFP and if the RFP gets accepted then the effort can qualify as a contribution
2	Improve internal CitiusTech systems	<ul style="list-style-type: none">If an employee reports at least 3 defects in PGS/ QMS or InterCT or any other CT Business Applications that impacts business / process subject to an approval from Business Apps Head
3	Help other projects within or outside the market	<ul style="list-style-type: none">With approval from the DL/ MDL – if an employee contributes to other projects in terms of providing technical help or project management/ Scrum oversight on another project/ assignment that needs assistance
4	Quality and Infosec	<ul style="list-style-type: none">If any project scores 100% on 2 or more audits in a year, then the PLs will be given the credit for the same
5	Part of a CTP	<ul style="list-style-type: none">Being part of any CTP and actively working on closing the actions items assigned as scheduled

Thank You