



Performance Mapping Proforma of Chief Scientist/Outstanding Scientist and Distinguished Scientist of CSIR

Name of the Scientist :

Designation :

Place of posting :

Date of Joining on the

Present position :

Date of completion of tenure/Superannuation :



Council of Scientific & Industrial Research

Name of Lab/Instt

BASIC INFORMATION

Identification Information

Name of the Employee

Employee ID...

Group/Grade

Date of Birth

Division/Department

Date of Joining CSIR

Email ID

Mobile No.

About the Evaluation Period (and other obligatory information).....

Part year or full year evaluation

Has the annual return on immovable property during this evaluation period been filed

PERFORMANCE MAPPING OF CHIEF/OUTSTANDING/DISTINGUISHED SCIENTISTS

EDUCATIONAL ATTAINMENT(S)

Qualification	Specialization /Subject(s)	Year	University/ Institute	Additional Information

EMPLOYMENT DETAILS

Grade / Post	Estt./Lab/Instt.	Duration From	Duration To	Remarks

LEAVE RECORD

Please list leave record for the year being evaluated (include all leave)

Type of leave	No. of days

Signature of Sr.CoA/CoA/AO

Date:

Questionnaire

Please provide detailed/additional relevant information at appropriate places as Annexures suitably marked/identified in the Work Report format as per Appendix-B wherever necessary. It is not expected that all sections of Appendix-B will be relevant to the concerned scientist and will be filled-in. ONLY those sections/sub-sections that are closely relevant to the concerned scientist need to be responded to or filled-in.

1. What do you consider to be your most important achievements sector-wise for the past year? List sector-wise contribution in one or more areas (Public goods/Private goods/Strategic goods/Societal goods). In particular, please elaborate on Outcomes, economic impact, and societal impact.

2. Please describe briefly your contribution to National Missions and CSIR Missions.

3. Define your major knowledge portfolio – state whether you are involved in Knowledge Generation, Knowledge Development or Knowledge Management. Please elaborate by filling in the appropriate sections of the form provided in Appendix B.

4. Have you played a Leadership role benefitting the Laboratory / CSIR? Please describe the interventions and impact.

5. Did you mentor a Scientist or a Group of Scientists? Please elaborate the purpose, strategy, pathway, and outcome.

6. Have you Contributed to the Capability Building of the Laboratory / CSIR? Please summarize how it will help the Laboratory/CSIR in its positioning.

7. Has your Work led to the Creation of an Impact Making Activity? How it has benefitted the CSIR system?

8. How has your contribution enhanced the prestige, positioning, and stakeholder connect of the laboratory / CSIR?

9. In light of your current capabilities, your performance against past objectives, and your future plans, what activities and tasks would you like to focus on during the next 1-2 years for the laboratory/Institute?

10. What sort of exposure/experience would you like to get in the next year and how it will be beneficial for your team in particular and CSIR in general.

Place:
Date:

Signature of the Employee

WORK REPORT FORMAT

Section I

Kindly ensure that there is no repetition while providing information.

I.1 Participation in the “R&D /R&D Management activities” of the Laboratory/Institute:

S. No	Title of Project	Project Category	Participating Agencies	Role

I.2 Participation in “Major Programmes” and/ or “Facility Creation” identified at the National level:

S.No	Title of the Project	Coordinating Agency	Contribution being made

I.3 Creation/Development, operation and maintenance of “Major Facilities” of the Laboratory/Institute:

S.No.	Title of the Facility	Your role in brief*	Beneficiaries*

I.4 Enlist notable contributions (upto ten, indicating status like individual achievement, output of a team work/collaborative work etc.) (Not exceeding 150 words)

Section II**II.1 Publications:****II.1.1 Papers published in Journals (during the reporting year only)**

(i) In **SCI Journal** only (*Indicate the total Impact Factor and citations of your publications*)

S.No	Authors	Title of the Article	Year of Publication	Name of Journal	Country	Vol No. Issue, Pages	DOI

Note: Scientist is fully responsible for the accuracy of their references. All references must include:

- Author/editor's last name plus initials (for six or fewer authors; if there are more than six authors, use "et al." after the sixth) or authoring agency
- Year of publication
- Full title of article or chapter (lowercase)
- Title of journal (abbreviated according to standard engineering journal) or book/proceedings in title case
- City/state/country of publication and name of publisher
- Volume and inclusive page numbers
- DOI number, if available.

II.1.2 Papers published in Conference Proceedings:

Sl.No	Authors	Title of the Article	Date	Name of Conference	Venue	Vol No. Pages	Publisher

II.1.3 Contribution to Books

(*Indicate total number of chapters and pages*)

Sl.No	Authors	Title of the chapter	Year of Publication	Title of Book	Country	Edition No.	Publisher

II.1.4 Enlist institutional publications brought out

(*specify the nature like Technical brochures, Feasibility reports, Training manuals, Publicity brochures, Organizational plans, Annual reports, Performance reports, Protocols, Brochures, IPR documents etc.*):

II.2 Patents filed and granted during the assessment period (*indicate separately total number of national and international patents filed and granted, also provide details as per format given below*):

Sl No.	Title	Country	Filed on (Date)	Granted on (Date)	Names of other inventors

II.3 Financial Contribution

II.3.1 ECF Generated/Enabled Generation during assessment period:

Sl. No	Title of the project	Project Type/Category	Amount received with your initiative	Govt./ Industry	Lab Reserve generation

II.3.2 Technology / Process / Know-how Under Process & transferred, Commercialization Status:

Sl. No	Title	Period during which developed	Date of transfer	Organization/ Industry	Total fees realized	Your Role*	Commercialization Status

II.3.3 Testing, Evaluation, and Calibration jobs undertaken and amount charged:

II.3.4 No. of EIA jobs undertaken and the amount charged:

II.3.5 Software developed & delivered and the amount charged:

II.3.6 Others (*specify, if any*):

II.4 Technology / Process / Product development:

Sl. No	Title	Year of Development	Your contribution in the development*

**not more than ten words. In case your work such as 'spin-offs' etc., cannot be depicted in terms of the above parameters, you may like to quantify your contributions in your own way and while doing so you may refer to Section/Para No (s), in case such points are already reflected elsewhere in this report.*

Section III

Kindly provide details on the following, whatever applicable, within 300 words.

III.1. Field work undertaken/guidance:

- a) Field implementation / Technology diffusion
- b) Technical guidance / Counseling

III.2. ECF catalyzed and budget handled (CSIR & other Agencies):

III.3. Participation and contributions made for strategic sector:

III.4. New Clients creation / addition to the organization :

III.5. Contribution to indigenous technology / component / product / device / engineering systems design & development :

III.6. Activities leading to foreign exchange saving :

III.7. S&T Cooperation established with other countries including regional collaboration:

III.8. Assistance provided for national / international institution building:

III.9. National / International training programs organized:

III.10. Contribution towards upliftment of science & technology in the country :

III.11. Any other point, not covered so far, to complete the spectrum of achievements:

Section IV

Kindly provide information on following lines, whatever applicable, within 300 words

- IV.1. Participation in policy formulation and / or decision making:
- IV.2. Formulating/amending existing rules / procedures for better effective functioning of the organization:
- IV.3. Interacting within CSIR, with other R&D Organizations, Govt. Departments, Industry and / or International Agencies for project formulation or meeting effectively the objectives of identified programmes:
- IV.4. Obtaining/processing for financial approval and associated management for implementing mega projects :
- IV.5. Providing major service to your organization in its efficient functioning & image building :
- IV.6. Membership in organizational / national / international committees:
- IV.7. Important administrative responsibilities taken and success achieved:
- IV.8. Major events organized as leader / coordinator :
- IV.9. Major initiative taken towards better positioning of the Laboratory / CSIR:
- IV.10. Any other dimension of your contribution essentially depicting your leadership quality :

Section V

Participation/Contribution to AcSIR /HRD

V.1. No. of Lectures delivered and details:

Sl. No	Subject/Course	Credits	No. of Students	No .of Lecture Hours	No. of Practical Sessions

V.2. Did you have a role in the design of curriculum of any subject?
(under 100 words):

V.3. What other contributions you have made to the Academy this year ?
(under 150 words):

V.4. Did you prepare any lecture notes, tutorials, test/assignments etc.?
(under 100 words):

V.5. Please explain any other responsibility you have been assigned/undertaken including teaching PG/PhD students in 150 words:

V.6. No. of MS(Research), Ph.D. students guided (indicate whether in progress or completed/awarded):

V.7 Students guided for their project/M.E/ M.Tech. /MBA/MCA etc.:

Section VI

Provide salient details including the name of the organization and the year of award, on the following:

VI.1. Fellowships of professional societies (*restricted to **all India level selections** only, besides international selections, if any*):

VI.2. Prestigious award / recognition received (*restricted to **national & international level recognitions** only, kindly also indicate in monetary terms, wherever applicable*):

VI.3. Editorship in reputed journals:

Date

(Signature of Scientist)

NB: Correctness of the information provided as above, is crucial as the information may be used for performance review as and when required.

EVALUATION (Reporting)



Council of Scientific & Industrial Research

Name of the Laboratory/Institute _____

Reporting Year _____ to _____

Name of the Employee _____ Employee ID _____

Pen Picture (Behavioral Aspects)

A.	<u>PERSONAL ATTRIBUTES</u>	Excellent	Very Good	Good	Needs to be Improved
	1. Personality				
	2 Initiative, drive, networking ability				
	3. Leadership qualities				
B.	<u>PROFESSIONAL COMPETENCE</u>				
	1. Perception of organizational role				
	2. Ability to communicate (both in speech and writing)				
	3. Ability to think out of the box				
C.	<u>MANAGERIAL CAPABILITIES</u>				
	1. Willingness to accept responsibility				
	2. Decision making ability				
	3. Crisis handling				
	4. Qualities to leadership				
D.	<u>INTEGRITY AND ETHICS</u>	<input type="checkbox"/>	Impeccable	<input type="checkbox"/>	Beyond Doubt
		<input type="checkbox"/>	To be Monitored		
E.	<u>Any Adverse Comment</u> (if Yes, give details separately)	Yes/No			

(Signature of Committee Members)

Evaluation report of the Committee (in about 100 words) :

(Signature of Committee Members)

Review remarks/comments of the Director/DG, CSIR

(Signature of Director/DG, CSIR)