



## Performance Mapping Proforma of Director of CSIR Laboratory/Institute

**Name of the Director** :

**Substantive Position** :

**Name of the Lab./Instt.** :

**Date of Joining on the**

**Present position** :

**Date of completion of tenure/Superannuation** :



## Council of Scientific & Industrial Research

Name of Lab/Instt

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### BASIC INFORMATION

#### Identification Information

**(This information shall be provided by the laboratory/Institute's Administration)**

Name of the Director ... ..

Employee ID...

Substantive position: .....

Date of Birth .....

Whether permanent Council Servant: .....

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 DIRECTOR OF CSIR LAB./INSTT.

**EDUCATIONAL ATTAINMENT(S)**

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

**EMPLOYMENT DETAILS**

<b>Grade / Post</b>	<b>Estt./Lab/Instt.</b>	<b>Duration From</b>	<b>Duration To</b>	<b>Remarks</b>

**LEAVE RECORD**

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

<b>Type of leave</b>	<b>No. of days</b>

**Signature of Sr. CoA/CoA/AO**

**Date: .....**

# Questionnaire

**(Achievements as Director of the Laboratory/Institute)**

**A. Strategic Positioning of the Laboratory and benchmarking nationally and internationally:**

**1. Leadership role played for strategically positioning the Laboratory nationally and internationally including the Laboratory's / Institute's efforts towards becoming the global best in certain Scientific and technological domains (not more than 300 words) :**

**2. Roadmap created by the Laboratory/Institute in line with CSIR Vision 2030 and PAB Commitments for the next five years (in 150-200 words) :**

**3. Major role / Participation of the Laboratory/Institute in GOI National Missions/ /Programmes/ Projects during the reporting period (not more than 300 words) :**

**4. New Scientific and Technological domains introduced in the Laboratory/Institute :**

**5. S & T Facilities created to leverage cutting edge R&D activities in the Laboratory/Institute:**

**B. Benchmarking of Scientific and Technological performance of the Laboratory/Institute:**

**1. Top 10 scientific contributions of the Laboratory/Institute during the reporting period:**

**2. Top 10 technological contributions of the Laboratory/Institute during the reporting period, alongwith their socio-economic impact:**

**3. Top 5 initiatives/activities/achievements that exemplify your scientific and technological leadership :**

**C. Output / Outcome Matrix of Laboratory/Institute during the reporting period, in terms of:**

- i. Number of research papers in Web of Science indexed journals:**
- ii. Number of patents filed and unique patents granted:**
- iii. Number of MOUs signed:**
- iv. Number of Ph.D. produced:**
- v. Number of products/technologies/processes developed:**
- vi. Number of products/technologies/processes transferred to industry that have a value above Rs. 10 lakh :**
- vii. High value S&T services provided to the industry having a value above 5 lakh :**
- viii. Number of industries approached the Laboratory for consultancy, technological problem solving and S&T services:**
- ix. Total number of new projects initiated/started during the year:**
- x. Project money/budget realized/received during the year:**
- xi. No. of CSIR Projects initiated with total Project value:**
- xii. No. of Government Projects initiated with total Project value:**
- xiii. No. of Industry Projects initiated with total Project value:**
- xiv. No. of International (bilateral/multilateral) Projects initiated with total Project value :**
- xv. Projects foreclosed during the reporting period:**

**D. Societal Interventions along with the Socio- Economic Impact:**

**1. Top 5 new societal contributions along with the socio – economic impact during the reporting period (please do not repeat responses/information already given elsewhere in this format):**

**2. Skill development initiatives and their socio- economic impact:**

**E Administrative and Financial achievements during the reporting period:**

**i. 5 initiatives/activities/achievements during the reporting period that exemplify your administrative and financial leadership and acumen:**

**ii. Manpower: Status of vacancy positions in Group IV, III and II (as on start of the reporting period and end of the reporting period):**

**iii. Training of manpower in emerging and globally benchmarked domains:**

**IV. Allocation and utilization of budget in the last financial year of the Laboratory/Institute:**

**F. Challenges faced / Ease of doing business**



PERFORMANCE MAPPING OF DIRECTOR OF CSIR LAB./INSTT.

**Signature of the Director**

**Place:**

**Date:**

**Achievements of Director as a Scientist/Researcher**

*(It is not expected that all sections/sub-sections of Appendix-B will be relevant to the concerned Director and will be filled-in. ONLY those sections/sub-sections that are closely relevant to the concerned Director need to be responded to or filled-in.)*

**Section I**

**Kindly ensure that there is no repetition while providing information.**

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

S. No	Title of Project	Project Category	Participating Agencies	Role as defined in the Project

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

S.No	Title of the Project	Coordinating Agency	Specific Contribution

**I.3 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) SCI Journal (*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:** Person concerned is fully responsible for the accuracy of their references. All references must include

- Author/editor 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 (lower case)
- 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 during reporting 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 amount charged:**

**II.3.5 Software developed & delivered and 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. Budget handled and ECF catalyzed (CSIR & other Agencies):**
  
  
  
  
  
- III.2. New client addition to the organization:**
  
  
  
  
  
- III.3. Contribution to indigenous technology / product / device / component / engineering systems design & development:**
  
  
  
  
  
- III.4. S&T Cooperation established with other countries including regional collaboration:**
  
  
  
  
  
- III.5. Contribution for national / international institution building:**
  
  
  
  
  
- III.6. Contribution towards upliftment of science & technology in the country:**
  
  
  
  
  
- III.7. Any other point, not covered so far, to complete the spectrum of your achievements:**

**Section IV**

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

- IV.1. Policy formulation and / or decision making:**
- IV.2. Direction/Enablement for formulation/Amendment of 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 development/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:**
- 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**

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

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

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

**V.3. Editorship in reputed journals:**

**V.4. No. of Master's & Ph.D. students guided (indicate whether in progress or completed/awarded):**

**VI.5. Students guided for their project work/assignments for PG Courses like M.Sc. /M.E/ M.Tech. /MBA/MCA etc.:**

Date

(Signature)

**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 Period \_\_\_\_\_ to \_\_\_\_\_

Name of the Director \_\_\_\_\_ Employee ID \_\_\_\_\_

**Pen Picture (Behavioral Aspects)**

A.	<b><u>PERSONAL ATTRIBUTES</u></b>	Excellent	Very Good	Good	Needs to be Improved
	1. Personality				
	2. Innovation, creativity, initiative and drive				
B.	<b><u>PROFESSIONAL COMPETENCE</u></b>				
	1. Vision				
	2. Organizational Connect				
C.	<b><u>MANAGERIAL CAPABILITIES</u></b>				
	1. Leadership Quality				
	2. Crisis handling ability				
D.	<b><u>INTEGRITY AND ETHICS</u></b>	<input type="checkbox"/>	<b>Impeccable</b>	<input type="checkbox"/>	<b>Beyond Doubt</b>
		<input type="checkbox"/>	<b>To be Monitored</b>		
E.	<b><u>Any Adverse Comment</u></b> (if Yes, give details separately)	Yes/No			

(Signature of DG CSIR)



**Evaluation by DG, CSIR (in about 100 words):**

**(Signature of DG, CSIR)**

**Date:**