



Council of Scientific & Industrial Research

CSIR-Indian Institute of Toxicology Research

Performance Mapping of Scientists

Assessment Year _____ to _____

BASIC INFORMATION

Identification Information

Name of Employee

Employee ID

Group/ Grade



Date of Birth

Division/ Department

Date of Joining CSIR

Category (indicate if belonging to SC/ST/OBC)



Email ID

Mobile No

About the Evaluation Period (and other obligatory Information)

Status



part year or full year evaluation



Members-Collegiums

Members-Empowered Committee

Have you filled the annual return on immovable property during this evaluation period

Categories information (for the period under evaluation)

CSIR Core Subject Area



Further sub subject Specialization of the area under which the activities have been carried out during the assessment period (refer : This may be different from the functional divisions of the Lab)

LEAVE RECORD

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

Type of Leave	No. Of Days

Verified by COA/AO

Date:

Signature of the employee

Date:

Common to all (those in PB3 & PB4 scales)



Council of Scientific & Industrial Research

Enter your Lab Name

Indian Institute of Toxicology Research, Lucknow

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Please provide detailed/ additional relevant information at appropriate places as Annexure suitably marked/ identified as per 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).

2. 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.

(For only those in PB4 scale)

3. How has your contribution enhanced the prestige of the laboratory?

4. In light of your current capabilities, your performance against past objectives, and your future personal growth and/ or job aspirations, what activities and tasks would you like to focus on during the next 2-3 years. Again, also think of development and experiences outside of job skills- related to personal aims, fulfillment, passions, etc.

5. What sort of training/ experience would benefit you in the next year? Not just job-skills-also your natural strengths and personal passions you'd like to develop - you, your work and team can benefit from these.

Signature of the Employee

Place :

Date :

WORK REPORT FORMAT

(It is not expected that all sections/sub-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.)

Section I

Kindly ensure that there is no repetition while providing information.

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

Sl.No	Title of Project	Project Category	Participating Agencies	Your Role as defined

I.2 Participation in “major programmes” and/ or “facility creation” identified at the National level:

Sl.No	Title of the Project	Coordinating Agency	Contribution being made by you as representative of your organization*

I.3 Acquisition, operation and maintenance of “major facilities” of the Laboratory/Institute:

Sl.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)

I.5 Highlight the significance/impact of your work on industry/ society/environment/nation as a whole
(not more than 100 words)

**not more than ten words.*

Section II

II.1 Publications

II.1.1 Papers published in Journals (during the year)

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

(ii) In non peer reviewed Journal

(iii) Review papers (non SCI Journal)

Sl.No	Authors	Title of the Article	Year of Pubn	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 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/Year	Name of Conference	Venue	Vol No. Pages	Publisher

II.1.3 Contribution to Books

(*Indicate total number of chapters and pages*)

Sl.No	Editors	Title of the chapter	Year of Pubn	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 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 transferred:

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

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, total information being within 300 words

- III.1. Field work undertaken
 - a) Field data collection (including oceanic data) indicating the number of days involved per year
 - b) Field implementation / Technology diffusion
 - c) Technical guidance / Counseling
- III.2. ECF catalyzed and budget handled (CSIR & other Agencies)
- III.3. Participation and contributions made for strategic sector
- III.4. Have you been able to create / add new clients 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. Your contribution towards upliftment of science & technology in the country
- III.11. 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. 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 your organization.
- 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 work/assignments for PG Courses like M.Sc. /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 assessment is based fully on the Work Report forwarded to the Collegium for the purpose.



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Enter your Lab Name

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Employee Name

Employee ID

Pen Picture- Behavioral Aspects

(Please note that this is only a qualitative evaluation and therefore no marks are to be awarded)

	Excellent	Very Good	Good	Needs to be improved
A. PERSONAL ATTRIBUTES				
1. Personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maturity and logical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Level of selfconfidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Initiative and drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Mental alertness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. PROFESSIONAL COMPETENCE				
1. Perception of organizational role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Competence to handle the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ability to Communicate (both in speech and writing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Dedication and commitment to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Comprehension and appreciation of new development related to his job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. MANAGERIAL CAPABILITIES				
1. Ability to get along with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Willingness to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Decision making ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Crisis handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Qualities of Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. INTEGRITY AND ETHICS				
(Please refer Appendix E before filling this column)	<input type="checkbox"/> Impeccable	<input type="checkbox"/> Beyond Doubt		
	<input type="checkbox"/> To be Monitored			
E. Any Adverse Comment				
(if Yes give details separately)	Yes/ No			

Total Individual Score

(Member 1)

(Member 2)

(Member3)

Members – Collegium

Place :

Date :



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We concur with the individual score as assigned by the collegium

The individual score may be upgraded to

Give reasons justifying the upgradation of individual score

The score may be downgraded to

Give reasons justifying the downgradation of the individual score

Final score of the individual

General Comments on Appraisal

Grade

Assign equivalent score out of the corresponding range. Please refer adjoining table

Individual Score	Equivalent %
1.1	100
1.0	90-99
0.9	85-89
0.8	70-84
0.7	60-69
0.6	50-59
0.5	40-49

(Member1)

(Member2)

(Member3)

(Member4)

(Director/DG, Chairman, Empowered Committee)

Place:

Date: