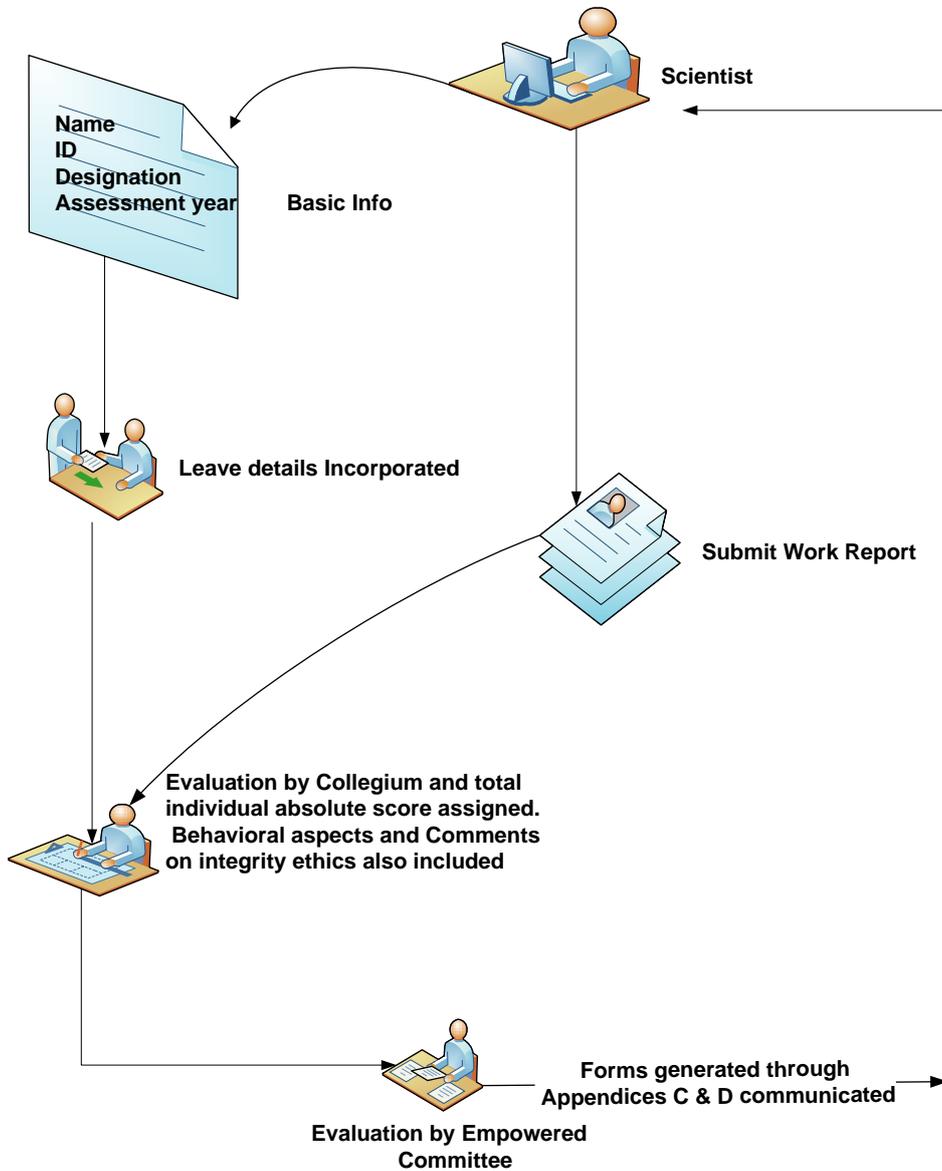


## Performance Mapping of Scientists General Instructions

The Appraisal of Scientists is as per the following workflow



The following three forms and the work report format file that can be downloaded from the website

1. Employee Self Appraisal Form: This form contains the basic information, educational qualifications, leave details etc. This form should be downloaded along with the work report format. At present, the basic information including leave details has to be filled in by the Administration of the respective labs and passed on to the concerned scientist.
2. The scientist then provides necessary information/details to the questions posed. The responses to these questions have to be provided in the appropriate sections/sub-sections of the work report form.

Completed self-appraisal of the scientist will then be passed on to the identified/relevant Collegium (constituted by the Director of the Lab).

3. Evaluation by the Collegium: The Collegium assesses the performance of the concerned scientist based on the self-appraisal form submitted. The behavioural aspects of the scientist are also qualitatively assessed by the Collegium. The Collegium evaluates the performance of the scientist with reference to the performance of the laboratory. This is then forwarded to the empowered committee.
4. Evaluation by the Empowered Committee: The evaluation by the Empowered Committee is done based on the inputs received from the Collegiums.

In order to facilitate the appraisal process, templates have been designed using Microsoft Word. These templates have list boxes and drop downs which can minimise data entry. In order to enable this feature, *the security feature has to be enabled.*

In Microsoft Word 2003 version/release, one can select Tools-Macro-**Security Level –low**. In Microsoft Word 2007 version/release, when prompted, check on the **enable content** option. Further **do not double-click** on the template files but **right click** on the file and select open from the drop-down. Please consult your IT/ICT personnel for any assistance on these issues.

Every form is provided with **submit** button. After filling-in the requisite details, click on the **submit** button. You will be prompted for the drive and folder information where the proposed/created file needs to be saved. On entering these details, the file is saved in the specified location. In order to maintain consistency, the file will be saved as a Microsoft Word (\*.doc/\*.docx) file with the name having a concatenation of the Employee ID and the Assessment year. For example, if the Employee ID is 34 and Assessment year is 2010-2011, then the file will be saved in the specified folder as 34\_2010\_2011.doc/docx (as the case may be).

*Since Microsoft Word is a ubiquitous application, the templates have been designed using Microsoft Word as a temporary measure. The entire self-appraisal process is being built into the CSIR ICT interventions project and this will simplify the process to a great extent and make it more efficient and effective wherein details regarding employee information etc. need not be filled-in every year as the information will already be available in the concerned database and can be obtained from the same.*