**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, LUCKNOW**

**ANNUAL PERFORMANCE APPRAISAL REPORT**

**(For Scientific Staff)**

**Period: From 1.1.2014 To 31.12.2014**

**PART-I**

**1-A: PARTICULARS OF THE EMPLOYEE**

**(TO BE FURNISHED BY THE EMPLOYEE AND VERIFIED BY THE ESTABLISHMENT SECTION)**

1. Name (in BLOCK LETTERS) :
2. Date of Birth :
3. Date of Joining BSIP :
4. Project(s)/Section/Unit :
5. Present Post :
	1. Designation :
	2. Date of appointment to :

 the present post

* 1. Group and Grade :
	2. Date of Joining the present
	3. Project(s)/Section/Unit :
1. Reporting Officer :
2. Reviewing Officer :
3. Qualification ( Academic/ Scientific/ Technical ) in the chronological order:

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Degree/Diploma/Certificate Year Subject(s) Specialization

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9. Leave Record (Other than casual leave)

 Verified

Signature of Employee Signature of SO (E)

Date: Date:

**I-B: SELF-ASSESSMENT BY THE EMPLOYEE**

Period: From: To:

1. Project(s)/Project Component(s) Activity(ies):
2. Status in the Project(s)/Project Component(s) Activity (ies):(Please tick the relevant one(s):

Project Leader……………………

Unit Head…………………………

Member of the Team…………….

1. Type of work engaged in and time devoted: Months

 1 2 3 Any other (Please specify)

* 1. Planning and coordination :
	2. Experimental work :
	3. Results interpretation and analyses :
	4. Electronic Data Processing :

 and documentation

* 1. Other Scientific and Technical :

 activities ( Give details)

1. Brief description of the work/task(s) assigned during the period as per the approved programme:
2. Details of the work/ task(s) completed during the period:
3. Inter-disciplinary/Inter-institutional/collaborative research activities during the period:
4. Field work undertaken during the period:
5. Any specialized scientific work done or distinguished professional service rendered during the period:
6. Publications ( During the period) :

a) Original Research Papers (Please mention Co-author( s), if any, title, journal, volume, year and page numbers):

b) Review Papers (Please mention Co-author(s), if any, title, journal, volume, year and page numbers):

c) Books/Monographs/ Catalogues (Please mention Co-author(s), if any, title year, edition and name of the publisher):

d) Edited Volumes (Please mention Co-editor(s), if any, name of the book/ journal, volume, year and publisher):

e) Chapters contributed in Edited Books (Please mention Co-author(s), if any title of the chapter, year, name of the book, editor( s), edition and name of the publisher):

f) Popular Scientific Articles/ Reports (Please mention Co-author(s), if any, title name of the magazine/periodical, year and page numbers):

g) Book Reviews (Please mention Co-author(s), if any, name of the book reviewed, name of the journal, volume, year and page numbers):

h) Papers presented in National/International Conferences/Seminars/ Symposia, etc. (Please mention Co-author(s), if any, title, name of the Conference/Seminar/ Symposium and year):

10. Training undertaken/ Short-term or Refresher Courses attended during the period:

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Name and type of training/ Duration Venue Relevance to the

Short-term or refresher course candidate’s research activities

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11. Lectures/ Seminars delivered or Training imparted during the period:

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Title Date Organisation where Lectures/ Seminars delivered or

 Training imparted (with the name (s) of trainee (s))

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12. Theses supervised during the period:

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Degree Name of student Name of University Title of Year Co –supervisor,

 Thesis completed if any

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13. Sponsored projects completed/ in progress during the period:

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Project Title Whether Duration Amount of Sponsoring Co-investigator(s) if any

 completed grant agency

 or in Progress

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14. Review/ Research/ Design/ Feasibility Reports prepared during the period:

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Title No. of pages Agency for which prepared Co-author, if any

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15. Consultancy/Contract Research/Contract Training Services rendered during the period:

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Name of client Type of service rendered Period Amount paid by the client to the Institute

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16. Conferences/Symposia/Seminars/Workshops attended during the period:

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Conference/Symposia/Seminar/Workshop Duration Venue

In India:

Abroad:

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17. Visit abroad, if any for availing Scholarship/Fellowship/Training or under any Exchange Programme during the period:

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 Name of Scholarship/Fellowship/ Laboratories / Duration

Training /Exchange Programme Countries visited

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18. Examinerships, Memberships of Selection/ Assessment Committees and other expertise, etc. rendered to other Organisations during the period:

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Academic/Professional expertise Name of the Organisation Year

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19. Memberships/ Fellowships of scientific/ professional bodies/ societies/ academies:

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Scientific/ professional Year of admission as Whether the Membership/

body/ society/ academy Member/ Fellow Fellowship in continuing

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20. Prizes / Honours/Medals / Awards/Distinctions, if any, received in recognition of the research work during the period:

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Prizes / Honours/Medals / Awards/Distinction Year

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21. Involvement in the administrative/ organizational activities of the Institute during the period:

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22. Any other information which is relevant for the assessment of the Employee’s performance during the period:

Date Signature of the Employee

**PART II**

**APPRAISAL BY THE REPORTING AND REVIEWING OFFICERS**

1. Name of the Reporting Officer (in block letters) :

Designation:

1. The period through which the Employee has worked under the Reporting Officer during the period of the report:
2. Remarks on the self-assessment report of the Employee and critical appraisal of his performance during the period viz-a-viz the work/task (s) assigned:
3. Evaluation of professional abilities and behavioural aspects of the Employee (Please tick against appropriate gradings in the columns below) :

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 Attributes Outstanding Very Good Good Average Poor

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1. Knowledge &

comprehension of the job

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1. Knowledge of allied Subjects

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1. Comprehension of assignments

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1. Skill in experimental/

practical work

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1. Originality

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1. Methodicalness in Work

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1. Output related to

assigned tasks

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1. Intelligence and Creativity

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1. Sense of Responsibility

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1. Administrative judgment

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1. Leadership qualities in getting

the best out of ones colleagues

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1. Discipline

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1. Ability to work in a Team

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1. Punctuality and attendance

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1. Expression (Written/Oral)

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1. Efforts made by the Employee to remedy the previous shortcomings, if any :
2. Integrity :
3. Overall Grade awarded by the Reporting Officer (Please encircle the relevant one) :

Outstanding (90-100 marks)

Very Good (80-90 marks)

Good (70-80 marks)

Average (40-70 marks)

Poor (< 40 marks)

Date : Signature of Reporting Officer

1. Name of the Reviewing Officer (in block letters) :

Designation :

1. Remarks on the self-assessment report of the Employee and appraisal by Reviewing Officer (after going through the appraisal by the Reporting Officer) :
2. Overall Grade awarded by the Reviewing Officer (Please encircle the relevant one) :

Outstanding (90-100 marks)

Very Good (80-90 marks)

Good (70-80 marks)

Average (40-70 marks)

Poor (< 40 marks)

Date: Signature of Reviewing Officer

**PART III**

**APPRAISAL BY THE COUNTERSIGNING OFFICER/DESIGNATED AUTHORITY**

1. Remarks by the Countersigning Officer/Designated Authority :
2. Grade Awarded (Please encircle the relevant one) :

Outstanding (90-100 marks)

Very Good (80-90 marks)

Good (70-80 marks)

Average (40-70 marks)

Poor (< 40 marks)

Date: Signature of the

Countersigning Officer/

Designated Authority