



भारतीय मानक बूरे
BUREAU OF INDIAN STANDARDS

Policy, Research and Training Department

Our Ref: PRT/R/:1

14.2.2020

Subject: Proforma for submission of proposals for Action Research

This has reference to DG Secretariat's note no. DG/ PRT dated 06.02.2020 regarding Action Research to be taken up by the Scientific Cadre Officers for development of evidence-based strategies and mechanisms for standards formulation, standards promotion, conformity assessment, registration and consumer outreach (copy enclosed for ready reference).

Proforma for "Proposal for Action Research" (PRTD/AR/PF:01) for submission through respective Heads/Activity Heads is attached herewith. To facilitate, filling the details, word file of the Proforma is also being sent through emails to all Deptts. at HQ/ROs/BOs/Labs/NITS.

Scientific Cadre Officers are requested to submit proposals in the above proforma latest by 20.02.2020 to their respective Heads/Activity Heads so as to reach DDG(PRT) latest by 25.02.2020.

Head (PRTD)

Circulated to To All Deptts. at HQ/ROs/BOs/Labs/NITS
(through BIS Intranet)



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BUREAU OF INDIAN STANDARDS

Doc. No. : PRTD/AR/PF:01	Issue No. : 1	Issue Date 11 Feb 2020	PROPOSAL FOR ACTION RESEARCH
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1.	Name & Designation of Officer	
2.	Qualification	
3.	Discipline with area of specialization, if any	
4.	Deptt./BO/RO & Place of Posting	
5.	Title of Action Research Project	
6.	Objective of the Project	
7.	Relevance of the Project to BIS	
8.	Background of the Project (Give current status, based on Literature Survey or any other means, in about 500 words)	<i>Attach separate sheet as Annex 1</i>
9.	Research Methodology (Any or combination of Desktop, Field, Laboratory work etc., with Sampling Plan for Data Collection/ Generation, Places to be visited with Purpose etc.)	<i>Attach separate sheet as Annex 2</i>
10.	Key Deliverables with Timelines	
11.	Support required from BIS (such as Funds for purchase of books & Technical journals, Cost of materials & consumables, etc.)	<i>Attach separate sheet as Annex 3, if required</i>
12.	Any other information relevant to the Project	

**Sign. of Officer
with Date**

Head of Deptt./BO

Activity Head (DDG)

DDG(PRT)

DG SECRETARIAT

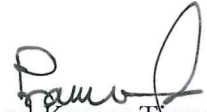
Our Ref: DG/PRT

6th February 2020

With a view to facilitating the development of evidence-based strategies and mechanisms for the standard formulation, standard promotion, conformity assessment, registration and consumer out-reach, it has been decided that Scientific Cadre Officers will be engaged to take up Action Research projects in the areas of their interest. Broad features of the Action Research Programme are as follows: -

- i) DDG (PRT) to circulate the proforma for intimating the area of interest by the scientific cadre officers - **15/2/2020**.
- ii) The proforma mentioned above should contain objective of the project, methodology to be followed, time frame, deliverable and support required from BIS.
- iii) Intimation of the area of interest to the Heads of Departments, ROs, BOs and Labs, as the case may be. - **20/2/2020**.
- iv) Heads of ROs/BOs/Labs/Department to forward the submissions to DDG (PR&T). - **25/2/2020**.
- v) The committee under the Chairpersonship of ADG with all the DDGs at Headquarters as Members and Head (PRTD) as Member Secretary to finalise the Action Research projects to be taken up in the first quarter of 2020-21. - **7/3/2020**.
- vi) Communication of the approval for the selected projects by DDG (PRT) - **15/3/2020**
- vii) One-day training programme to be organized for all the officers whose projects are approved.
- viii) The short-listed officers to submit the draft reports latest by **15th May 2020**.
- ix) One-day Sharing workshop will be held for the presentation on the draft reports. - **16-20 May, 2020**
- x) Final report, after making necessary modifications as per the feedback received in the Sharing workshop, to be submitted latest by **30 May 2020**.

It should be noted that successful completion of Action Research will be one of the criteria for grading the performance of the Scientific Cadre Officers as "Outstanding".


(Pramod Kumar Tiwari)
Director General

Copy to : ADG

All the DDG (Hqrs)

All the DDGRs

All the Head of Branch Offices

All the HoDs (Hqrs)