**ALL INDIA INSTITUTE OF SPEECH & HEARING, MYSORE**

Lr. Nos.: AIISH/DPE/AR/2013-14 26.03.2014

Submitted to Director:

Sub: Interim Report on Ongoing Program of Departmental Peer Evaluation – Reg.

Ref: SH/LIC/AR/2013-14, dated 18.03.2014

Enclosed please find the ‘Summary Quarterly Report on Ongoing Activity of Department Peer Evaluation’ being submitted for your perusal and necessary action.

Dr. S. Venkatesan

 Professor in Clinical Psychology

Member Secretary, Departmental Peer Evaluation

Enclosure:

1. Hard copy and
2. Soft copy : through email

**ALL INDIA INSTITUTE OF SPEECH & HEARING, MYSORE**

**SUMMARY QUARTERLY REPORT ON ONGOING ACTIVITY OF**

**DEPARTMENT PEER EVALUATION**

**1.0 BACKGROUND**

Consequent to submission of a proposal on the subject and following office note number: SH/Dir/Gen.68/2013-14; Dated 5.11.2013; a sequence and guidelines for presentation of the departmental activities for the year preceding the date of their reporting was prepared (Annexure 1 & 2).

**2.0 ACTIVITY**

The activity is proceeding as envisaged in the schedule of presentations by respective heads of centers/ departments. Each presentation covers the salient achievements of the given department usually under discrete headings, such as, human resource development, clinical activities, teaching training, public education, research, future plans or programs, SWOT analysis, special achievements (if any), revenue generation, etc.

**3.0 SCHEDULE**

The presentations are followed by clarifications from peer departments along with group discussion, brain storming, reflective practices, interactive discourses, suggestions and recommendations. The presentations are eventually deposited at the office of Member Secretary, Departmental Peer Evaluation for archiving. The departments which have completed their presentations and their dates are as follows:

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Departments** | **Date** |
| 1 | Audiology | 11.12.2013 |
| 2 | Clinical Psychology  | 08.01.2014 |
| 3 | Clinical Services | 12.02.2014 |
| 4 | CREDM | 12.03.2014 |

**4.0 OUTCOME**

The activity has resulted in the following benefits and outcomes:

1. Departments have become mutually aware of the plans, programs, procedures, activities, challenges and achievements of one another;
2. Interactive discussions have brought to light opportunities for inter-departmental collaborations and facilitated building of bridges between one another;
3. The presentations have also given an opportunity and occasion for individual departments to undertake introspect, self-observation and soul-searching towards their own improvement.

***Dr. S. Venkatesan***

 ***Professor in Clinical Psychology***

***Member Secretary, Departmental Peer Evaluation***

**Annexure 1**

**ALL INDIA INSTITUTE OF SPEECH & HEARING, MYSORE**

**DEPARTMENTAL PEER EVALUATION**

**GUIDELINES FOR PRESENTATION OF DEPARTMENTAL ACTIVITIES**

1. The Head of Department shall make a presentation about the activities completed in that respective department. The report should expectedly cover a period of one year preceding the date of presentation.
2. The contents should emphasize unique details on human resource development, research, clinical services, public education and/or any other routine activities undertaken during the period of reporting. In case of seminar, workshop, short term course, or conference activity completed, theme and target audience, dates and duration, short outline on proceedings, participants, resource persons, evaluation undertaken, unaudited statement of expenditure and/or publications related thereof must be highlighted. Research publications, extensity and intensity of clinical activities completed are also to be presented. The focus is to be on departmental rather than individual accomplishments.
3. A SWOT (Strengths-Weakness-Opportunities-Threats) analysis at the end of each presentation can be a useful approach for this internal evaluation process. Features like innovations, team work, problem focus, emerging themes, outcomes, cost-benefit analysis, inter-disciplinary initiatives, shortcomings, constraints, and response feedback maybe brought into focus. Sources of internal revenue building can be portrayed. A short note on proposed activities for the forthcoming year will not be deemed out of place in the presentation.
4. The presentation should be prepared as power point format preferably with facts, figures, photographs, videos, and/or graphs to enable ease of understanding for the participating audience. A final copy of the presentation is to be eventually deposited with Member Secretary, Departmental Peer Evaluation for archiving (psyconindia@aiishmysore.in or psyconindia@gmail.com).
5. Since the allotted time for each department is a maximum of 30 minutes, the presentation is to be restricted between 20-25 minutes which may be followed by comments and group discussion.
6. A peer evaluation format with Likert Scale format comprising of key performance parameters to be rated by other peer department will be likely used.
7. The roster for presentation follows an alphabetical order going by the titles of departments. It is to be noted that the second Wednesday of every month is earmarked for these presentations in the Seminar Block, Academic Block, between 9.00-10.00 AM. Swapping of dates is not permitted. In case a scheduled date falls on a holiday, the postponed presentation will be scheduled on the following Wednesday.
8. Attendance of all the faculty and presentation by Heads of the Department is mandatory. Exchange of dates, failure to present or participate in this important review activity is likely to be construed as performance lapse.

**Annexure 2**

**ALL INDIA INSTITUTE OF SPEECH & HEARING, MYSORE**

**DEPARTMENTAL PEER EVALUATION**

**PROPOSED ORDER OF PRESENTATIONS BY DEPARTMENTS**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Departments** | **Date** |
| 1 | Audiology | 11.12.2013 |
| 2 | Clinical Psychology  | 08.01.2014 |
| 3 | Clinical Services | 12.02.2014 |
| 4 | CREDM | 12.03.2014 |
| 5 | Electronics | 09.04.2014 |
| 6 | ENT | 14.05.2014 |
| 7 | Material Development  | 11.06.2014 |
| 8 | POCD | 09.07.2014 |
| 9 | Special Education | 13.08.2014 |
| 10 | Speech Language Pathology | 10.09.2014 |
| 11 | Speech Language Sciences | 08.10.2014 |

 (NOTE: In case a scheduled date falls on a holiday, the

presentation will be scheduled on the following Wednesday)