-अखिल भारतीय वाक् श्रवण संस्थान मैसूर - 570 006
ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE-570006

FORM FOR ANNUAL PERFORMANCE ASSESSMENT
(Group A – Scientific & Technical)

Report for the year 01st April, 2021 -31st March, 2022

SECTION – I

BASIC INFORMATION
(to be filled by the concerned Administration Section)

कर्मचारी संख्या/Employee Number:1197

1	Name of the Officer	Dr. C Shijith Kumar			
2	Designation / Post held	Library and Information Officer			
3	Pay in Pay Matrix - Level & Cell as on 31.03.2022	Level - 12, Pay ₹ 78,800 - 2,09,200/- ₹ 94,100/- (Cell - 7)			
4	Date of Birth	14-05-1973			
5	Educational Qualifications	Master of Lib. & Inf. Science, Ph.D. (L.I.Sc.) PG Diploma in Computer Application			
6	Whether belongs to SC / ST	No			
7	Date of continuous appointment to the present post	14.12.2010			
8	Whether permanent / Temporary / Officiating	Permanent			
9	Sections in which served during the year under report and period of service in each section	Library and Information Centre			
10	Period of absence from duty (On leave, training etc.,) during the year	EL	05.04.2021	07.04.2021	03
		EL	08.04.2021	-	01
		EL	11.08.2021	13.08.2021	03
		EL	06.09.2021	09.09.2021	04
		EL	10.09.2021	17.09.2021	08
		EL	08.11.2021	09.11.2021	02
		EL	31.03.2022	-	01
11	Reporting, Reviewing and Accepting Authorities:				

Authority	Name and Designation	Period Covered
Reporting Officer(s)	Dr. M. Pushpavathi, Director	01.04.2021 to
Reviewing Officer(s)	Dr. M. Pushpavathi, Director	31.03.2022

SECTION-II
SELF DECLARATION
(*To be made by the officer reported upon*)

I have filed my annual immovable property return for the preceding calendar year on

<u>06</u> Day <u>01</u> Month <u>2022</u> Year.

Date: Signature of the officer reported upon

OR

      I have not filed my annual immovable property return for the preceding calendar year due to the following reason(s):

Date: Signature of the officer reported
upon

SECTION-III

SELF APPRAISAL

(To be filled-in by the officer reported upon and verified by the reporting officer. All the entries may not be relevant to the concerned officer reported upon. Hence, only those which are relevant need to be responded to or filled-in. The particulars given should be pertaining __to the period 1st April, 2021 to 31st March, 2022 only).__

1. Academic/ technical qualifications (degree, diploma, certificate courses etc.)added (a*ppend proof*).

   Nil

2. Awards, fellowships, prizes etc. received during the year (*append proof*).

   Nil

3. Provide the details of the academic work assigned and completed during the reporting year

   a. Theory & Practical classes engaged: **Nil**

   b. Curriculum Development/ Student Mentorship Activities: **Nil**

   c. Refresher courses / orientation /training attended: **Nil**

   d. Guest lecturers delivered

Sl. No.	Name of the programme	Name of the organization conducted	Topic	Duration/Period
1	Workshop on Academic Integrity & Plagiarism	AIISH	Academic Integrity & Plagiarism	30.10.21

   e. Organization of scientific/ technical events

Sl. No	Name of the event	Venue & date	Whether local/national/ international
1	Workshop on Academic Integrity & Plagiarism	Library, AIISH 30.10.21	Local

   f. Details of any other academic engagements such as representation in academic bodies/committees etc.

   Member, NAAC Steering Committee, AIISH

4. Provide the details of the research works carried out during the reporting year

    i. Doctoral research (*May be filled by the officer doing doctoral research. Append the details such as topic of research, guide, present status of the research, affiliated University*): **Not applicable**

    ii. Extramural research projects (*Append the details such as title/topic of the project, role played by the officer, other investigators, funding agency, project amount and present status of the project*): **Nil**

    iii. Intramural research projects (*Append the details such as title/topic of the project, role played by the officer, other investigators, funding agency, project amount and present status of the project*): **Completed: 1 no.**

    iv. Scientific papers published in national journals. (*Append the details such as title of the article, co-author(s), name of the journal, volume & issue no., year, IF/SNIP/SJR* value of the journal, if any*): **Nil**

    v. Scientific papers published in international journals. (*Append the details such as title of the article, co-author(s), and name of the journal, volume & issue no., year, IF/SNIP/SJR value of the journal, if any*): **Nil**

    vi. Books or chapters in books written (*Append the details such as title of the book, publisher, place of publication, editor in case of edited books, co-author(s), mode of publication such as print/electronic*): **Nil**

    vii. Scientific papers published in In-house publications (*Append the details such as title, type of publication, co-authors*): **Nil**

    viii. Scientific papers presented in national conferences (*Append the details such as title of the paper, co-author(s), conference name, place and date*): **Nil**

    ix. Number of international conference papers presented/published (*Append the details such as title of the paper, co-author(s), conference name, place and date*).: **Nil**

    x. Editorship in reputed journals (*Append the details such as name of the journal and publisher*): **Nil**

    xi. Research papers reviewed for journals (*Append the details such as name of the journal and publisher*): **Nil**

    xii. Manuals/books edited/reviewed (*Append the details such as name of the publisher*): **Nil**

    xiii. Research projects reviewed (*Append the details such as project title, organization, category of project such as doctoral research, funded research*):**Nil**

xiv. Research guidance/ co- guidance at postgraduate/ doctoral / postdoctoral level (*Append the details such as name of the student, name of the programme, topic of research, status of research, affiliated University.*): **Nil**

*IF= Impact Factor; SNIP= Source Normalised Impact per Paper; SJR= SCImago Journal Rank

5. Provide the details of Clinical work assigned and completed during the reporting year
   a. Out Patient Service: **Not Applicable**
   b. Procedures/surgeries undertaken, if any: **Not applicable**
   c. Contribution towards design, development and standardisation of clinical/ rehabilitation/ special educational protocols/standards and other services provided such as consultancy/supervision etc. : **Nil**

6. Public / Outreach Services provided: **Nil**

7. Infrastructure development, maintenance and support service (engineering/ electronic/ IT related system design and development, and others like organization, management, and delivery of information resources and services).

   a) **Designed and developed an E-learning Platform for AIISH using Moodle, the world's most popular open-source learning management system at https://aiishpress.ac.in:81/**

   b) **Installed, customized, and integrated the BigBlueButton, an open-source video conferencing system with the E-learning Platform at https://aiishpress.ac.in**

   c) **Renewal of the COMDISDOME, LLBA, and J-Gate databases**

   d) **Renewal of journals and purchase of books**

   e) **NLIST, ERMED, Grammarly, Turnitin and ISBN services**

   f) **Printed and / sold 1638 institute publications generating an income of Rs. 4,91,107/-**

8. Provide the details of various administrative/corporate works carried out during the reporting year.

   a. Leadership roles (e.g. Head, Coordinator, etc. of a Department/ Section, Chairperson, Secretary etc of a Committee/Cell)

      i. Head, Library and Information Centre

      ii.In-charge, Product Development Cell

      iii. Nodal Officer, RTI-MIS Portal

      iv. Transparency Officer under RTI Act

      v. Member Secretary, Library Advisory Council

   b.Membership in Department/ Section level committees: **Nil**

   c. Membership in Institutional level committees
      i. Member, NAAC Steering Committee, AIISH
      ii. Member, Museum Committee, AIISH

   d.National or international committees/working groups/academic bodies which you serve either as chair or member: **Nil**

   e. Participation in any other way in any policy formulation and /or decision making with respect to the section/department or the institute as a whole.: **Nil**

   f. Any other administrative/ corporate activities performed: **Nil**

9. All other activities carried out during the reporting year, not specified under any of the above.: **Nil**

10. Do you believe that you have made any exceptional contribution (distinguished work) e.g. successful completion of an extraordinary challenging task or major systematic improvement (resulting in significant benefit to the user/stake holder and/ or reduction in time and costs) during the period under the report? Please give a description. (*In case such points have already reflected elsewhere in this report, reference to the serial number(s) of the entries may be given*)

Designed and developed an E-learning Platform for AIISH using Moodle, the world's most popular open-source learning management system at https://aiishpress.ac.in:81/ with integration of the BigBlueButton, the open-source video conferencing system https://aiishpress.ac.in.

Moodle with BigBlueButton integration may be customized for the DHLS program.

11. What sort of training do you propose for yourself in support of your official duties?

(*This may not be limited to the job skills*):**Nil**

PERFORMANCE ASSESSMENT

(To be filled-in by the reporting officer. The reviewing officer may fill-in the columns in this section only in case where he/she does not agree with the grading done by the reporting officer)

1. A Pen-picture (a *short description of the personal and professional characteristics)* of the officer reported upon indicating the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections. (*May also indicate the skill up gradation needs of the officer.*)

2. Comment on the integrity of the Officer (*Please read Para 3of Section IV of the Guidelines in filling-up APAR*).

Integrity (*Tick whatever is applicable*)	Reporting Officer	Reviewing Officer
Impeccable		
To be monitored		
Please provide remarks if any		

3. Assessment of Work Output (*This assessment should rate the officer vis-à-vis his peers in the similar cadre. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Any grading of 1 or 2 would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. A weightage of 40% may be assigned to the Assessment of Work Output*)

Sl. No.	Criteria	Grade	
		Reporting Officer	Reviewing Officer
1.	Accomplishment of assigned work		
2.	Accomplishment of distinguished work		
3.	Quality of wok output		
4.	Timeliness of wok output		
	Overall grade on wok Output		

4. Assessment of Personal Attributes (*This assessment should rate the officer vis-à-vis his peers in the similar cadre. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Any grading of 1 or 2 would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. A weightage of 30% may be assigned to the Assessment of Personal Attributes.*)

Sl. No.	Personal Attributes	Grade	
		Reporting Officer	Reviewing Officer
1.	Attitude to work		
2.	Sense of responsibility		
3.	Maintenance of discipline		
4.	Capacity to work in team spirit		
5.	Interpersonal relations		
6.	Honesty and commitment		
7.	Communication skills		
8.	Reliability		
9.	Punctuality		
10.	Respect and courtesy		
Overall grade on personal attributes			

5. Assessment of Functional Competency which describes the knowledge, skill, and/or abilities required to fulfil required job tasks, duties or responsibilities.

(*The functional competencies are specific to a specific department or type of job. Hence, all the criteria listed below for assessing the functional competency may not be applicable to all the categories of employees.*

This assessment should rate the officer vis-à-vis his peers in the similar cadre. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Any grading of 1 or 2 would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. A weightage of 30% may be assigned to the Assessment of Functional Competency.)

Sl. No.	Functional Competency	Grade	
		Reporting Officer	Reviewing Officer
1.	Theoretical subject knowledge		
2.	Practical subject knowledge		
3.	Ability to utilize job specific equipments/ machines and software		
4.	Knowledge of rules, regulations and procedures		
5.	Strategic planning ability		
6.	Teaching ability		
7.	Clinical/practical skills		
8.	Ability to organize professional events		
9.	Decision making ability		
10.	Human resources management ability		
11.	Ability to design, develop, and/or deliver training programs		
Overall grade on functional competency			

6. Overall Performance Assessment Grade. (*The overall grade may be calculated based on the addition of the mean value of grades obtained for the work output, personal attributes and functional competency in proportion to weightage assigned to each.*)

Overall Grading on Performance Assessment	Reporting Officer	Reviewing Officer

Signature of the Reporting Officer

1. Do you agree with the pen picture of the Officer Reported Upon given by the Reporting Officer in Section-IV?

Yes	No

2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and other attributes? (*In case you do not agree with any of the numerical assessments of attributes, please record your assessments in the columns provided for you in that section and initial your entries*).

Yes	No

3. In case of difference of opinion details and reasons for the same may be given.