

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, 2017 to 31st March, 2018 only.)

1. Academic/ technical qualifications (degree, diploma, certificate courses etc.)added
(append 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

Programme	Total no. of hours scheduled		Total hours actually engaged		Remarks
	Theory	Practical	Theory	Practical	
Diploma	-	-	-	-	-
UG	-	-	-	-	-
PG	28	-	25	-	Open Elective Course on Information Management

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

- c. Refresher courses / orientation /training attended:

- 1) **Workshop-cum-Training on Transparency Audit on Suo Moto Disclosure under Section-4 of RTI Act, 2005 for the Public Authorities, organized by NIHFV, Department of Health and Family Welfare, Govt. of India, New Delhi on 4th February 2020.**
- 2) **Five-day Faculty Development Program on Teaching, Learning and Assessment with MOOCs & Open Educational Resources: Hands on Approach, organized by the Teaching Learning Centre, Coimbatore Institute of Technology, Coimbatore, T.Nadu from 8th to 12th February 2020.**

d. Guest lecturers delivered

Sl. No.	Name of the programme	Name of the organization conducted	Topic	Duration/ Period
1	Workshop on Electronic Information Resources and Services for 1 st M.Sc. students	Library & Information Centre, AIISH	Types and Access Modes of Electronic Information Resources and Services	26 th July 2019
2	Workshop on Electronic Information Resources and Services for 1 st B.Sc. students	Library & Information Centre, AIISH	Types and Access Modes of Electronic Information Resources and Services	1 st August 2019
3	Three-day workshop with the experts on "Developing Training manual on Modernisation of Library Services of Teacher Education Institutions"	Inter University Centre for Teacher Education, RIE, NCERT, Mysuru.	Development of module for website development and social media tools for libraries	23 rd to 25 th October 2019
4	Three-day workshop with the experts on "Developing Training manual on Modernisation of Library Services of Teacher Education Institutions"	Inter University Centre for Teacher Education, RIE, NCERT, Mysuru.	Development of module for website development and social media tools for libraries	18 th to 20 th December 2019
5	National Workshop on Research Methodology	Department of Clinical Psychology, AIISH	Plagiarism and the use of plagiarism detection software	28 th February 2020

e. Organization of scientific/ technical events

Sl. No	Name of the event	Venue & date	Whether local/national/international
1	Workshop on Electronic Information Resources and Services for 1 st M.Sc. students	Library & Information Centre, AIISH on 26 th July 2019	Local
2	Workshop on Electronic Information Resources and Services for 1 st B.Sc. students	Library & Information Centre, AIISH on 1 st August 2019	Local

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

- 1) Member, NAAC Steering Committee, AIISH
- 2) Member, Board of Studies in Library Science, University of Mysore (Till December 2019)

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.; Ongoing: 2 nos. (Details enclosed)
 - 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.*)

(*IF= Impact Factor; SNIP= Source Normalised Impact per Paper; SJR= SCImago Journal Rank) : **Nil**

5. Provide the details of Clinical work assigned and completed during the reporting year: **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 e-journal platform for the Journal of All India Institute of Speech and Hearing (JAIISH)**
 - b. **Designed and developed web-based platform for the Suo Motu Disclosure of the Institute under RTI Act and successfully facilitated the 3rd Party auditing of the Suo-motu disclosure**
 - c. **Obtained e-ISSN for the Journal of All India Institute of Speech and Hearing (JAIISH)**
 - d. **Implemented personalized information service (remote access) for the library users. Developed guidelines, procedures and designed online forms for the service.**
 - e. **Implemented author solution to facilitate automatic manuscript formatting for scientific journals**
 - f. **Implemented publisher solution to facilitate automatic manuscript formatting for JAIISH articles, ARF projects, PhD theses and PG Dissertations**
 - g. **Purchased 467 no. of library books spending an amount of Rs. 20,45,384/-**
 - h. **Submitted the proposal for the renewal of the COMDISDOME, LLBA, MedComSCi, PsycARTICLES and J-Gate databases for the year 2020**
 - i. **Submitted the proposal for the renewal of 99 journals including five new ones**
 - j. **Continued the NLIST, ERMED, Grammarly, Turnitin and ISBN services**
 - k. **Developed three public education and three test/therapy materials in 20 and 40 copies, respectively, inhouse using the printing and binding equipment purchased by the Product Development Cell**
 - l. **Sold more than 2,800 product development materials generating an income of Rs. 3,89,000/-**
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)

- a. **Head, Library and Information Centre**
- b. **Head, Product Development Cell**
- c. **In-charge, Guesthouses (till 14th January 2020)**
- d. **Nodal Officer, RTI-MIS Portal**
- e. **Transparency Officer**
- f. **JAIISH, Technical assistance (Plagiarism checking)**
- g. **Member Secretary, Library Advisory Council**

Ad hoc Committees

- a. **Member Secretary, Accommodation Committee, Official language conference**
 - b. **Membership in Department/ Section level committees: Nil**
 - c. **Membership in Institutional level committees**
 - a. **Member, NAAC Steering Committee, AIISH**
 - b. **Member, Museum Committee, AIISH**
 - d. **National or international committees/working groups/academic bodies which you serve either as chair or member:**
 - a. **Member, Board of Studies in Library Science, University of Mysore (term over in December 2019)**
 - 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**
 - a. **Preparation of Annual Report 2018-19**
 - b. **Preparation of Half-Yearly Report of the Institute for the Ministry Annual Report**
 - c. **Preparation of Outcome Budget**
 - d. **Preparation of Gender Budget**
 - e. **Served as Internal Auditor of ISO 9001-2015**
9. **All other activities carried out during the reporting year, not specified under any of the above.**
- a. **Served as Deputy Superintendent of AIISH UG & PG Entrance Examinations, 2019 at Kozhikode, Kerala**
 - b. **Coordinated the written test and skill test for the post of Library and Information Assistant on 22nd May 2019**
 - c. **Coordinated the written test and skill test for the post of LDC on 28th May 2019**

- d. **Invigilator for the Written test for the post of Assistant Professors at AIISH on 22nd October 2019**
- e. **Coordinated the written test and skill test for the post of Executive Assistant and Stenographer on 29th October 2019**
- f. **Conducted orientation programme for the JAIISH committee members on editorial workflow on 5th November 2019 and prepared manuals for each role**
- g. **Prepared one set of question paper for the written test of LDC, AIISH**
- h. **Prepared the syllabus for the written test of Library and Information Assistant, AIISH**
- i. **Prepared one set of question paper for the written test for Library and Information Assistant, AIISH**
- j. **Served as Paper Setter for the M.Sc. Open Elective Course of the University of Mysore titled Information Management in Speech, Language and Hearing, 2019**
- k. **Served as Paper Evaluator for the M.Sc. Open Elective Course of the University of Mysore titled Information Management in Speech, Language and Hearing, 2019**

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)*

Major systematic improvement (resulting in significant benefit to the user/stake holder and/or reduction in time and costs)

- a. **Conversion of the print journal JAIISH into electronic (Sl. No. 7 a) with all the previous volumes digitized and making available for searching. The work was completely carried out in-house using open source software and the expertise of own staff members (Sl. No. 7 a)**
- b. **Designed and developed a web-based platform for the Suo Motu Disclosure of the Institute under RTI Act. Earlier we were making the suo motu disclosure on a single pdf which was inconvenient and non-transparent. The work was completely carried out in-house using open source software and the expertise of own staff members. Only a few central govt. organizations have such an exclusive web platform for Sup Motu disclosure (Sl. No. 7 b)**

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)

Advanced IT management

**SECTION-IV
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 3 of Section IV of the Guidelines in filling-up APAR).*

Integrity <i>(Tick whatever is applicable)</i>	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

SECTION-V
PERFORMANCE REVIEW
(To be filled-in by the Reviewing Officer)

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

Yes	No
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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
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3. In case of difference of opinion details and reasons for the same may be given.