

### 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 1<sup>st</sup> April, 2020 to 31<sup>st</sup> March, 2021 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: **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	Induction Programme for the newly recruited staff	AIISH	Library and Information Resources & Services at AIISH	5 <sup>th</sup> August 2020
2	3-day Faculty Development Program on Research Pedagogy: Tools and Skills ( <i>virtual mode</i> )	Dept. of Electronics and Communication Engineering, Maharaja Institute of Technology, Mysuru	Handling plagiarism	25 <sup>th</sup> August 2020
3	Webinar on Academic Integrity & Plagiarism	AIISH	Academic integrity and plagiarism	17 <sup>th</sup> September 2020
4	Webinar on Academic Integrity & Plagiarism	AIISH	How to use Turnitin	18 <sup>th</sup> to 20 <sup>th</sup> December 2019

e. Organization of scientific/ technical events

Sl. No	Name of the event	Venue & date	Whether local/national/international
1	Webinar on auto-formatting of research manuscripts using the typeset solution	22 <sup>nd</sup> May 2020	Local
2	Webinar on Web of Science	28 <sup>th</sup> August 2020	Local
3	Webinar on Academic Integrity & Plagiarism	17 <sup>th</sup> & 18 <sup>th</sup> September 2020	Local
4	Webinar on Writing support tool	24 <sup>th</sup> September 2020	Local
5	Webinar on Bibliographic databases	25 <sup>th</sup> September 2020	Local

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

- 1) 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: 3 nos.**
  - 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 an Indian Literature Database on Communication Disorders**  
<http://203.129.241.91:8080/>
  - b. **Redesigned and developed an Institutional Repository (Digital repository) and Online Public Access Catalogue (OPAC) including Integrated Library Management System for AIISH**  
<http://192.168.102.42:8080/jspui/>
  - c. **Renewed the COMDISDOME, LLBA, and J-Gate databases**
  - d. **Submitted the proposal for the renewal of journals and purchase of books**
  - e. **Continued the NLIST, ERMED, Grammarly, Turnitin and ISBN services**
  - f. **Sold more than 400 product development materials generating an income of Rs. 82735/-**
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**
    - V. **JAIISH, Technical assistance (Plagiarism checking)**
    - VI. **Member Secretary, Library Advisory Council**
  - 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: **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
- a. **Preparation of Annual Report 2019-20**
  - b. **Preparation of Half-Yearly Report of the Institute for the Ministry Annual Report**
  - c. **Preparation of Outcome Budget**
  - d. **Preparation of Gender Budget**
9. All other activities carried out during the reporting year, not specified under any of the above.

**Formulated an Academic Integrity and Anti-Plagiarism Policy for the Institute in compliance with the University Grants Commission (Promotion Of Academic Integrity And Prevention Of Plagiarism In Higher Educational Institutions) Regulations, 2018.** (The draft policy document was submitted to the Director on 5th May 2020 by email)

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. [ Serial No.7.a]  
**Development of Indian Literature Database on Communication Disorders covering various types of Indian scientific publications in the field. Coverage of Indian publications on Communication Disorders are highly inadequate in international databases. We collected 2600 + Indian published scientific materials in the field which were scattered across different print and electronic media and brought under a common platform. This will be highly beneficial for the researchers in the field.**
- b. [ Serial No.7.b]  
**Redesigned and developed an Online Public Access Catalogue and Institutional Repository for AIISH using open source technologies. The work was carried out as a non-funded project. The newly developed system can replace our existing system based on an proprietary software and maintained by third party. The new platform facilitates a common search interface for identifying all the print books of the library and faculty publications in the last five years thereby saving the time of users. It will also alert the library users on book return due date, late fee etc. and display table of content of library books.**
- c. [Serial No. 9]  
**Formulation of Institutional Policy on Academic Integrity and Plagiarism in compliance with the UGC regulations on the matter. According to the UGC regulations 2018, all the Higher Education Institutions must have an Academic Integrity and Plagiarism Policy and display on the homepage of the official website of the Institute. Only a few Institutions in the country have own Academic Integrity and Plagiarism Policy. The new policy will help AIISH to maintain quality and integrity in research and education.**

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

**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).*

<b>Integrity</b> <i>(Tick whatever is applicable)</i>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>
Impeccable		
To be monitored		
<b>Please provide remarks if any</b>		

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		
<b>Overall grade on wok Output</b>			

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		
<b>Overall grade on personal attributes</b>			

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		
<b>Overall grade on functional competency</b>			



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.)*

<b>Overall Grading on Performance Assessment</b>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>

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.