**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

......... Day ..............Month...............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, 2017 to 31st March, 2018 only)*

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

**Nil**

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

**Nil**

1. Provide the details of the academic work assigned and completed during the reporting year
2. Theory& Practical classes engaged

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Programme** | **Total no. of hours scheduled** | | **Total hours actually engaged** | | **Remarks** |
| **Theory** | **Practical** | **Theory** | **Practical** |
| Diploma |  |  |  |  |  |
| UG |  |  |  |  |  |
| PG | 27 | 5 |  |  | 60 hours are scheduled as per the syllabus. The practical classes were held as a part of workshop organized on e-resources |
| Doctoral |  |  |  |  |  |

1. Curriculum Development/ Student Mentorship Activities

|  |  |  |
| --- | --- | --- |
| P**rogramme** | **Details of Curriculum developed/revised** | **Student Mentorship** |
| Diploma | **Nil** | |
| UG |
| PG |
| Doctoral |

1. Refresher courses / orientation /training attended

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name of the programme** | **Name of the organization conducted** | **Topic** | **Duration/Period** |
|  | **Nil** | | | |

1. Guest lecturers delivered

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name of the programme** | **Name of the organization conducted** | **Topic** | **Duration/Period** |
| 1 | Workshop on Electronic Information Sources and Services | Library & Inf. Centre,AIISH | Academic Integrity and Plagiarism Detection | 25th November 2017  (One day) |
| 2 | Workshop on Electronic Information Sources and Services | Library & Inf. Centre,AIISH | Types and Access Modes of Electronic Information Resources and Services | 25th November 2017  (One day) |
| 3 | Workshop on Electronic Information Sources and Services | Library & Inf. Centre,AIISH | Academic Publication Process and Scientific Productivity | 25th November 2017  (One day) |

1. Organization of scientific/ technical events

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.  No | Name of the event | Venue & date | Whether local/national/  international |
| 1 | Workshop on Electronic Information Sources and Services | Library & Inf. Centre, AIISH | Local |

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

**Member, Board of Studies in Library and Information Science, University of Mysore**

1. Provide the details of the research works carried out during the reporting year
2. 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*)
3. 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*)
4. 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*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | Role | Other investigators | Funding | Amount  (Rs.) | Status |
| Database on Communication Disorders Published in India | P.I. | Nanjunda Swamy, M  Nandeesha, B | AIISH | 4.20 lakhs | Started on 6th February, 2017 Database design completed. |
| Design and Development of Open Source Platform for AIISH Digital Repository and Online Public Access Catalogue | P.I. | Nanjunda Swamy, M  Nidheesh D. Kuruvila  Raghavendra G.N. | AIISH | 3 lakhs | Started on 12th February 2018. |
| Product development of useful products of research carried out at AIISH | C.I | Mr. Prashanth Prabhu P (P.I);Ms. Priya M.B, (P.I) | AIISH | 4, 93,000/- | Started on 1st November 2017. Ten materials have been prepared |

1. 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

1. 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*)
2. 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*)
3. Scientific papers published in In-house publications (*Append the details such as title, type of publication, co-authors*)
4. Scientific papers presented in national conferences (*Append the details such as title of the paper, co-author(s), conference name, place and date*)

Design and Development of a National Literature Database on Communication Disorders: A Study. Paper presented at the National Conference on Libraries and Transformation: Issues and Challenges, organized by the Department of Studies and Research in Library and Information Science, Tumkur University, Karnataka on 30th December, 2017.

1. 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

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

Nil

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

Nil

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

Nil

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

Nil

1. 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

1. Provide the details of Clinical work assigned and completed during the reporting year
   1. Out Patient Service

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Name of Outpatient Unit | No. of hours assigned per week | Total hours  actually engaged | Remarks |
|  | **Nil** | | | |

* 1. Procedures/surgeries undertaken, if any

Nil

* 1. Contribution towards design, development and standardisation of clinical/ rehabilitation/ special educational protocols/standards and other services provided such as consultancy/supervision etc.

Nil

1. Public / Outreach Services provided

**Printing of Institute Publications**

1. 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).

**Management of Library and Information Services of the Institute**

1. Provide the details of various administrative/corporate works carried out during the reporting year.
2. Leadership roles (e.g. Head, Coordinator, etc. of a Department/ Section, Chairperson, Secretary etc of a Committee/Cell)
   * 1. **Head, Library and Information Centre**
     2. **Chairperson, Product Development Cell**
     3. **Nodal Officer, RTI-MIS Portal, AIISH**
     4. **Transparency Officer, RTI, AIISH**
     5. **In-charge, AIISH Guesthouse**
     6. **In-charge, Ashoka International Guesthouse**
     7. **In-charge, Anti-plagiarism Software**
     8. **Chairperson, Hospitality & Transportation Committee, AWAAZ,2018**
     9. **Member Secretary, Library Advisory Council**
     10. **Deputy Chief Superintendent for AIISH Entrance Examinations-2017 at Thrissur Centre**
3. Membership in Department/ Section level committees
4. Membership in Institutional level committees

**Journal (JAIISH) Committee**

1. National or international committees/working groups/academic bodies which you serve either as chair or member

Nil

1. 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.
2. Any other administrative/ corporate activities performed
3. **Preparation of Institute Annual Report**
4. **Preparation of Institute Outcome Budget**
5. **Preparation of Institute Half-Yearly Report**
6. **Management of Monthly Reports of the Institute**
7. **Management of Research Data of the Institute**
8. **Internal Auditing (ISO 9001-2015) of the Academic Section**
9. All other activities carried out during the reporting year, not specified under any of the above.
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*)
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*)

**IT Applications in Information services**

**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 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** | | |

1. 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 |
|  | Accomplishment of assigned work |  |  |
|  | Accomplishment of distinguished work |  |  |
|  | Quality of wok output |  |  |
|  | Timeliness of wok output |  |  |
| **Overall grade on wok Output** | |  |  |

1. 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** |
|  | Attitude to work |  |  |
|  | Sense of responsibility |  |  |
|  | Maintenance of discipline |  |  |
|  | Capacity to work in team spirit |  |  |
|  | Interpersonal relations |  |  |
|  | Honesty and commitment |  |  |
|  | Communication skills |  |  |
|  | Reliability |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Punctuality |  |  |
|  |  |  |  |
|  | Respect and courtesy |  |  |
| **Overall grade on personal attributes** | |  |  |

1. 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** |
|  | Theoretical subject knowledge |  |  |
|  | Practical subject knowledge |  |  |
|  | Ability to utilize job specific equipments/ machines and software |  |  |
|  | Knowledge of rules, regulations and procedures |  |  |
|  | Strategic planning ability |  |  |
|  | Teaching ability |  |  |
|  | Clinical/practical skills |  |  |
|  | Ability to organize professional events |  |  |
|  | Decision making ability |  |  |
|  | Human resources management ability |  |  |
|  | Ability to design, develop, and/or deliver training programs |  |  |
| **Overall grade on functional competency** | |  |  |

1. 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 |

1. 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 |

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

Signature of the Reviewing Officer