ANNUAL APPRAISAL FORM
(Clinical Supervisor)

Name of the Employee : ~~[redacted]~~

Designation : CLINICAL SUPERVISOR GRADE-II

Qualification : BSLPA

Additional qualification/
Certification :

Reporting to : Ms. MEGHA SASIDHARAN

Department : OF HEARING STUDIES

Date of joining service : 04|02|2019

Length of service : 2 YEARS, 4 MONTHS

Appraisal Period
1st April to 31st March of next year: 2020 - 2021

1. Nature of Work

ROUTINE WORK	CLASS	NO. OF HOURS	NO OF STUDENTS
CLINICAL TEACHING	I B.Sc	2 HOURS PER WEEK	42 STUDENTS.
	II B.Sc		
	III B.Sc		
	I M.Sc/MASLP		
	II M.Sc/MASLP		
CASE DISCUSSIONS	All Batches	11 HOURS PER WEEK	20-25 students each Batch
CASES SUPERVISIED	All Batches	15 HOURS PER WEEK	20-25 students each Batch.
	↳ NHS	8 HOURS PER WEEK.	

Employee Sign

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HOD   DDC   '   DDA Rashmi. g. Bhat

STUDENT SUPERVISION SKILLS
Rating - Excellent = 4, Above average = 3, Average = 2, Poor = 1

		SELF RATING	HOD
KNOWLEDGE	1. Knowledge of various Speech, Language, Swallowing, Hearing and Balance disorders.	4	4
	2. Familiarity with test materials (national and international)	4	4
	3. Knowledge of Evidence Based Practices	4	3
SKILLS	1. Leadership skills	4	3
	2. Clinical Competency	4	4
	4. Knowledge of various Speech, Language, Swallowing, Hearing and Balance disorders.	4	3
	3. Updating supervisees on Evidence Based Practices	4	3
	4. Material development for educational purposes	3	3
	5. Report evaluation skills	4	4
	6. Evaluating the student's clinical skills	4	4
	7. Clinical teaching skills	4	4
	8. Guiding student interaction with clients	4	4
	9. Assisting supervisee with research forums and case conferences	3	3
	10. Assisting the supervisee in selecting the appropriate assessment tool and Management goals	4	3

HOD

DDC

Duplicate Sign

Rashmi J Bhat
ODA

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CLIENT SUPERVISION SKILLS
Rating =Excellent = 4, Above average = 3, Average = 2, Poor = 1

		SELF RATING	HOD
SKILLS	1. Communication	4	4
	2. Demonstrating empathy through active listening	4	4
	3. Client interviews	4	4
	4. Report writing	4	4
	5. Clinical decision making	4	3
	6. Counseling	4	4
	7. Making appropriate referrals to improve team management	4	4
	8. Execution of evidence based practices	4	3
	9. Considering cross cultural and language differences during management of clients	4	4

ADMINISTRATIVE WORK
Please tick if Clinical Supervisor performs the following

1	Maintaining clinical attendance of students	✓
2	Developing Clinical Practicum Certificate (CPC)	
3	Clinical rating of students	✓
4	Maintaining Clinical IA (Internal Assessment) and CPC	✓
5	Maintaining Statistics and Revenue details of the department	✓
6	Instrument Maintenance /Indent Procedure	✓
7	Stock Maintenance and Indent procedure	✓
8	Documentation for Institute purposes. (Meeting Agenda, Minutes of the Meeting, Trust documents, MOU, letters etc.	✓

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Employee Sign

3

Rashmi Jikhal

DOCUMENT MAINTENANCE SKILLS:

Please tick if Clinical Supervisor performs the following

1. Familiarity with clinical documentation procedures	✓
2. Documentation for accreditation purposes (NAAC, RCI, LIC ,General, Bangalore North University Documentation)	✓

SOFT SKILLS

Rating
Excellent = 4, Above average = 3, Average = 2, Poor = 1

Soft Skills	Self rating	HOD
1. Assertiveness	4	3
2. Decision making	4	4
3. Lateral thinking	4	4
4. Problem solving	4	4

3) A brief summary of achievements outside the purview of your routine official duty such as service to the cause of education, community welfare etc may be listed below.

Have Helped to provide education funds, art kits and Essentials for homes during lockdown.

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Rashmi J. Bhat
DDA

4) Representation & papers if any presented in National and International conference, Committee etc.

5) Participation in organizing seminars, symposiums, workshops etc.

Helped in Organizing AUDISHCON 2020 webinar in the month of December 2020.

6) Any other additional responsibility apart from regular designated work.

1. Participation in workshops/seminars/webinars(Please mention details)

   AUDISHCON 2020
   From Experienced Parents to Novices.

2. Participation in awareness programs and school screening(Please mention details)

   → "SAY 'YES' To QUIET" — DIWALI NOISE AWARNESS PROGRAM.
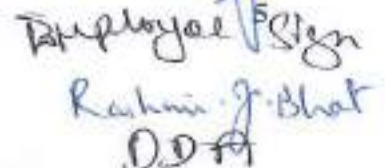   → WORLD HEARING DAY — 2021
   → WORLD CI DAY — 2021

3. Developing materials to build awareness on Speech, Hearing, Balance and Language disorders(Please mention details)

   Brochure for Neonatal hearing screening, along with speech, language auditory milestones.

   Employee Sign
   Rashmi. J. Bhat

   DDA

   DDC

   DD

ii) Research :

a) Related to regular academic duties- *Neonatal Hearing Screening program.*

b) Participation in funded project- NIL

c) Your contribution to the project – NIL

d) Actual time spent in funded project both during working hours and outside working hours.

NIL

e) Academic distinction – recognition (during the period of review).

iii) Membership of Professional / Academic Institutions

RCI.

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Rashmi g. Bhat
DDA

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SUMMARY

Sum up your contribution. Work done during the review period. Include clinical, administrative and any other work (do not exceed more than 300 words). State what you think to be your most significant and purposeful contribution.

Note: Kindly attach an extra sheet, if required.

During the period of 2020 to 2021, I have actively participated in all clinical activities and in some academic aspects too. I have been supervising cases and have personally attended to many. Along with the clinical activities in the institute, I have been a part of the NHS teams and have helped with the collaboration with K.C. General Hospital. I have a role in the administrative tasks such as documentation, instrument and stock inventories. I also being the clinical incharge for I Bsc students, dedicate a

HOD comments: in training upcoming professionals.   continued...

→ She is having strong ability to carry out given responsibility, contribute ideas & great demonstration of team work skills

→ She builds positive relationships with clients & team members & students

→ She also has good ability to turn problems into learning opportunities.

— the ability to prioritise needs by importance
[P.T.O]

DDC comments:

Cynthia has been a keen worker and a quick learner. She has good interpersonal skills and professional knowledge. Her enthusiasm and willingness to participate in clinical and out-reach activities makes her an asset to the team. As per the reports of her supervisors and colleagues, she is sincere and hard working.

5/7/21

DDC

contd:

During various workshops, conferences or webinars, I have a active role in organizing along with my collegues. Even during institute organised events, I have been forthcoming in all roles.

I personally, value my relationship with all in the institute and is always willing to do more and thrive here.

By H.O.D

- and make the best of the time is exceptional.

→ She is also updated with latest technologies & applies for departmental activities.

→ Her documentation & organising skills are good.

for HOD [Nitish]
2/07/21

Principal/ DDA comments : _____ has contributed very much to all the organized webinars during lockdown. She actively participated & organized internship clinical session for students. She is hardworking & is an asset to the team. Recommended for confirmation.

Rashmi. J. Bhat
5/7/2021.

Administrator Comments :

Current salary
(Increment scale of pay)
: 23,860/-
15000 - 350 - 17100 - 425 - 19225 - 500 - 21225 - 625 - 23100 - 775 - 24650 - 975 - 25625

Leave applied- Casual Leave : 12
Earned Leave : NILL
Leave Without Pay : 105·5
Maternity Leave : NILL

_____ is very active and good at work. She has 105.5 LWOP due to late reporting to duty after 2020 covid lockdown. Her request for confirmation May be considered

27/07/21

MCM comments:

Recommend

16/8

To
mcm

17/8/21

SIGNATURE

8

Report of the Academic Audit done on 24.06.2022 at
Dr S. R Chandrashekhar Institute of Speech and Hearing, Bangalore

This evaluation aimed to serve as an opportunity for self-reflection and provide feedback to faculty/teaches related to their teaching. The evaluation involved a two-pronged approach. Teachers filled self-evaluation forms related to different attributes of teaching. Teachers conducted short teaching sessions of about 15-20 minutes which were observed by a two-member team, who provided ratings and comments on different aspects of the teaching session.

The following faculty members were observed by Dr. Lakshmi Venkatesh (external member) and Dr Premalatha/ Dr Anitha (Internal member).
1. Ms. Mereen, Assistant Professor
2. Ms. Prajna, Assistant Professor
3. Mr. Nithin, Assistant Professor
4. Ms. Nisha, Clinical Supervisor
5. Ms. Nikitha, Clinical Supervisor
6. Ms. Arunima, Clinical Supervisor
7. Ms. Shiji, Clinical Supervisor
8. Ms. Sreelakshmi, Assistant Professor
9. Ms. Aishwarya Dinesh, Assistant Professor
10. Ms. Sara, Clinical Supervisor
11. Ms. Sheron, Clinical Supervisor
12. Ms. Shweba, Clinical Supervisor

Teacher assessment or evaluation should be integrated, reflective, and go beyond a singular class observation. The individual teacher ratings/scores filled during the observation of teaching must be interpreted within this context.

The observations of teaching sessions were shared during the debriefing. The key strengths and suggestions for improvement are summarised below. These are based on the observations of the microteaching sessions, self-evaluations by the faculty and the discussions during the debriefing session.

Strengths observed

- Overall, all the teachers demonstrated rapport and were comfortable with the learners irrespective of their years of teaching experience.

- They demonstrated good understanding of the topics they were teaching.

- The teachers used slides, whiteboard, and other visual aids like videos appropriately.

- They facilitated interactive learning by asking questions to the learners, pausing, and checking for comprehension.

- The delivery of content was impressive with appropriate use of voice and pronunciation. The body language was appropriate and indicated confidence and enthusiasm in the delivery of the classes.

- Teachers reviewed students' prior knowledge at the beginning of the class in some form and summarized the lesson content at the end of the session.

Specific suggestions for improvement at an individual level

- An area of improvement may be to elicit participation from and involve the less active group of students in a classroom. Teachers were encouraged to explore small group activities and use online interaction tools within the classroom for ensuring participation from all the students in the class. Examples of tools such as kahoot, menti ment, Socrative, and poll everyone were discussed during the feedback session.

- Teachers may ensure that the content on the slides is visible till the last row of the class. Smaller fonts were not visible in a few sessions.

- Specific reading materials and references which are accessible to the students and relevant to the topic being discussed in the session may be provided at the beginning of the classes (both UG and PG classes). The PG classes incorporated the reference readings appropriately in the slides.

General suggestions

The following areas for improvement were identified based on gaps identified by faculty in the self-reflections provided by them as emerging areas of skills and the discussions during the debriefing. Faculty development programs may address some of these topics.

- *Writing specific learning outcomes*
  A general observation in all classes except one was the need to state specific learning outcomes for each session. The classes would benefit from an increased structure by stating and communicating learning outcomes at the outset of the class. The specific learning outcomes written for each session using measurable verbs would help us describe observable knowledge, skills and attitudes (Bloom's taxonomy, 1956).

- *Selection of a variety of teaching-learning methods*
- *Matching teaching-learning methods and assessment to specific learning outcomes*
  Discussions with the faculty indicated that while some of the clinical supervisors were aiming to focus on the development of skills as outcomes in their teaching sessions, their teaching content and teaching methods were largely focused on the knowledge level. In contrast, the use of demonstrations, viewing video demonstrations, role-play and simulations would have been more effective teaching strategies for developing skills. Effective lesson planning will help match the specific learning outcomes with the teaching-learning method and appropriate assessment methods.

The majority of the faculty members have identified the following areas as emerging skills and will benefit from additional inputs through a faculty development program.

- *Online/digital teaching-learning tools to encourage blended learning and encourage participation from all students.*

- *Evaluation methods: Planning both formative and summative evaluation activities to monitor student progress; provide feedback as quickly as possible; establishing expectations for students based on their ability levels*

- *Provide opportunities for individual differences/learning styles – Use knowledge of individual students to design educational experiences; Provide multimodal instruction to accommodate a variety of learning styles; Use grouping to encourage peer group interaction*

The individual rating forms and this report may be shared with the respective faculty members as per the decision of the institute.

Lakshmi Venkatesh

Dr Lakshmi Venkatesh
Associate Professor
Sri Ramachandra Faculty of
Audiology and Speech-Language Pathology
Sri Ramachandra Institute of
Higher Education and Research (Deemed to be University)
Chennai

Academic Audit - 24th June 2022

sl no	Name	Designation	Class	Topic	Time	Supervisor Internal	Supervisor External
1	Dr. Mereen	Asst. Professor	Msc 2nd year	Assessment of Swallowing	9.00 - 1.00	Dr. Anita	Dr. Lakshmi Venkatesh
2	Ms. Prajna	Asst. Professor	Msc 2nd year	Management in NSD			
3	Mr. Nitin	Asst. Professor	3rd year BSc	Implant candidacy			
4	Ms. Nisha	CS	1st year BSc	Assessment of Autism			
5	Ms. Nikitha	CS	1st year BSc	Articulation assessment & its significance			
6	Ms. Arunima	CS	1st year BSc	Assessment of NNF			
7	Ms. Shiji	CS	1st year BSc	Assessment procedure of Comdell			
8	Ms. Sreelakshmi	Asst. Professor	3rd year BSc	Cluttering VS Stuttering		Dr. Premalatha	
9	Ms. Aishwarya	Asst. Professor	3rd year BSc	Metaphonic therapy for phonological disorders			
10	Ms. Sara	CS	2nd year BSc	Significance of OPME in children with Autism/ASD	2.00 - 3.00		
11	Ms. Sheron	CS	2nd year BSc	Different approaches in Autism			
12	Ms. Priyanka	CS	2nd year BSc	Different diagnosis between ADHD and ASD	Leave		
13	Ms. Shweba	CS	2nd year BSc	Cleft proforma and universal parameters			

Dr.S.R.Chandrasekhar Institute of Speech and Hearing
Lingarajapuram, Bangalore, India

Evaluation/Calibration of teaching staff by external expert

Name and designation of the staff: ~~_____~~ , Assistant Professor.

Qualification: Course: Dysphagia

Class/ semester: Msc 2nd year.   Date: 24/6/2022

Topic being taught at evaluation hour: Subjective assessment of swallowing.

S.No.	Instructional dimension	Dimension being assessed	Opinion on depth and method	Rating 1-5 (1-least effective, 5-most effective)
1.	Teacher's knowledge of the subject*	• Knowledge of the teacher on the basis of what is being taught on that day	Whether interactive class/ asks questions/ gets answers etc.	5
2.	Communication and elocution skills	• communication clarity • Presentation style • Course material used • Ability to explain	Curriculum focus present/absent	5
3.	Teacher's ability to motivate and keep learning interest of students	• Rapport with students • Encouraging students to ask questions • Motivate them to learn	May collect feedback from students in absence of teacher	4
4. **	Teacher's concern, respect and approachability	• How the interaction with students especially who are not star performers	May collect feedback from students in absence of teacher	4
5.	Appearance and personality	• Formal dressing • Body language	Can be observed	5

*   By qualification/By number of years of teaching /By number of years of teaching the same subject

** from students' feedback

Remarks/ suggestions if any: Loved the class; Prereadings given.   _signature_

                                                      Signature

? Plan objectives that can be met in the class.

Verb- perform independently - skill level
                              Class at knowledge level.
  ⌐ Demonstrations performed

Readings provided in each slide / A-V resources given

Dr.S.R.Chandrasekhar Institute of Speech and Hearing
Lingarajapuram, Bangalore, India

Evaluation/Calibration of teaching staff by external expert

Name and designation of the staff:

Qualification:

Course: MSD.

Class/ semester: Msc 2nd Year.

Date: 24/8/2022

Topic being taught at evaluation hour: Neurophysiology

S.No.	Instructional dimension	Dimension being assessed	Opinion on depth and method	Rating 1-5 (1-least effective, 5-most effective)
1.	Teacher's knowledge of the subject*	• Knowledge of the teacher on the basis of what is being taught on that day	Whether interactive class/ asks questions/ gets answers etc.	5
2.	Communication and elocution skills	• communication clarity • Presentation style • Course material used • Ability to explain	Curriculum focus present/absent	4
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* By qualification/By number of years of teaching /By number of years of teaching the same subject
** from students' feedback

Remarks/ suggestions if any: Great energy.
Passionate about topic.
Acronyms helped. / Slide images helpful
and animations

Signature

\# Presented contents for presentation - suggest mentiong learning objectives.

- Used board and slides very effectively.
- Used analogies to explain concept.