

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute, Affiliated to RGPV, Bhopal)

API based on 360 degree feedback mechanism as proposed in AICTE Gazette Notification dated 1st March 2019

CALCULATION OF 360⁰ FEEDBACK SCORE

[Each faculty member shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale]

The 360 degree feedback score is proposed to be based on the following criteria:

	Maximum point
a. Teaching Process	25
b. Students' Feedback	25
c. Departmental Activities	20
d. Institute Activity	10
e. Annual Confidential Report(ACR) (Format in Annexure –I)	10
f. Contribution to Society	10
Total	100

A. Teaching Process (Max Point 25)

S.No	Semester	Course Code/Name	Classes Scheduled(S)	Classes held(H)	Points (S/H)*25	Enclosure No (Attendance records)
1	First					
2	First					
					
1	Second					
2	Second					
TOTAL						

B. Students' Feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Faculty feedback index (FFI scored)	Enclosure No. (feedback report signed by faculty, HoD & Director)
1	First			
2	First			
			
1	Second			
2	Second			
Annual Average FFI				
TOTAL SCORE (Annual Average FFI*5) rounded to two decimal places				

C. Departmental Activities (Maximum Points 20)

[This section summarizes all the responsibilities assigned by Head of the Department[#] to a teacher during academic year under consideration through a proper office order. This may include initiatives shown towards responsibilities as various departmental coordinators, Lab I/C, Time Table I/C, accreditation work, sponsored projects related work, other development work, departmental activities, submission of APR, compilation of departmental newsletter etc. The faculty member will earn 3 points per semester for each activity up to a maximum of 20.]

In case of Professors this part can include work assigned by Head of the Institution also.

S. No.	Semester	Activity	Points	Order copy & other file records (Numbered Annexures neatly arranged)	Points by HoD
1	First		3		
2	First		3		
.....				
1	Second		3		
2	Second		3		
.....				
		Total (Maximum 20)			

D. Institute Activity (Maximum Points 10)

[This section summaries all the responsibilities assigned by Head of the institute to the faculty member during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Dean, Coordinator, Warden, etc. The faculty member will earn points per semester for each activity up to a maximum of 10 as specified below]

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		HoD /Dean/ Examination Controller/Proctor	4	4 Point/semester	
2		I/c or Coordinator appointed by Head of Institute (SWAYAM, OBE, remedial classes, QIP, Nodal Centre, purchase committee etc)	3	3 Point/semester	
3		Organized Conference/FDP/Workshop	3	3 Point/event	
		TOTAL			

E. Annual Confidential Report (ACR) (Maximum points 10)

{Format for evaluation enclosed as Annexure-I}

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

Numeric points attained (on the basis of Annexure I) :

F. Contribution to Society (Maximum Points 10)

[The faculty member will earn 5 points per semester for different initiatives by AICTE (Induction programme, NSS activities, Unnat Bharat Abhiyaan, Yoga Classes, Blood donation, awareness activities for environment protection/ethics and other similar activities having a direct impact on society. The claim should be supported by an office order/ official communication from Head of Institute.]

S. No.	Semester	Activity	Credit Point	Details	Enclosure No.
1			5		
2			5		
3			5		
4			5		

Summary

Name:	Department:
Designation:	Academic Year:
Appointment (Regular/Contractual):	

S.No.	Criteria	Max Points	Scored points
	Teaching Process	25	
	Students' feedback	25	
	Departmental Activities	20	
	Institute Activities	10	
	ACR	10	
	Contribution to Society	10	
	Total (Out of 100)		

Annual Confidential Report (ACR)

Name:	Department:
Designation:	Academic Year:

Part A (To be filled by faculty member)

(Use extra sheets if necessary)

S.No.	Activities & Achievements <i>(Other than those already mentioned in points a, c, d and f above)</i>	Comments/Description
1.	Initiatives taken during the year/Innovations carried out in teaching learning and other practices etc.	
2.	Work done during the year which deserves a special mention	
3.	Other achievements (if any)	
4	Suggestions for improvement of academic and other practices in the Institute	

Part B (To be filled by the Head of the department)

S.No.	Parameters	Comments
1	Quality of work/performance	
2	Professional knowledge	
3	Attitude & ownership towards work	
4	Decision making capability	
5	Initiative	
6	Written & verbal power of expression	
7	Team work (relationship with seniors, juniors, colleagues)	
8	Organizing capability	
9	Loyalty towards work and organization	
10	Any special quality	
11	Overall remark <i>(Extraordinary, Excellent, Very good, Good, satisfactory)</i>	

Name & Signature of the Head of the Department

Comments by Head of Institution	Grading by Head of the Institution

Name & Signature of the Head of the Institution

(Note: Additional information can be provided by attaching additional sheets.)