

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 score on a 10- point scale]

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

Summary**(To be filled by HoD for Assistant Professor & Associate Professor & Director for Professor)**

S.No.	Criteria	Maximum point	Scored Points
1.	A. Teaching Process	25	
2.	B. Students' Feedback	25	
3.	C. Departmental Activities	20	
4.	D. Institute Activity	10	
5.	E. Annual Confidential Report(ACR) (Format in Annexure –I)	10	
6.	F. Contribution to Society	10	
	Total	100	

(To be filled by Faculty)**A. Teaching Process (Max Point 25)**

S.No	Semester	Course Code/Name	Classes Scheduled(S)	Classes held(H)	Points (H/S)*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		

Name of Faculty:

Department:

Year: July 2022-June 2023

Faculty Signature

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)

[These 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/Admission In-charge/Proctor/Registrar	4	4 Point/semester	
2		Section In-charge appointed by Head of Institute (SWAYAM,OBE, remedial classes, QIP, Examination Conduction, Admission Committee, Nodal Centre, Gender Cell etc.)	3	3 Point/semester	
3		Organized Conference/FDP/Workshop {sponsored by external agency/industry or conducted in collaboration with other higher educational institutes}	3	3 Point/event	
		TOTAL (Maximum 10)			

E.

Sum of points scored from A to D	Points Scored	Out of the total(maximum)
		80

Name of Faculty:

Department:

Year: July 2022-June 2023

Faculty Signature

F. Contribution to Society through extension activities (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 or the under privileged sections of the 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		
		TOTAL (Out of 10)			

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

{*Assessment based on information enclosed in Annexure-I & Annexure-II*}

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

Numeric points attained out of 10: (To be awarded by Director)

Total Score (E+F+G)		Out of 100
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Any Specific Comments by HoD or Director

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 Institutions	Grading by Head of the Institutions

Name & Signature of the Head of the Institution

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

Name of Faculty:

Department:

Year: July 2022-June 2023

Faculty Signature

Madhav Institute of Technology and Science, Gwalior-474 005

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Annexure-II

Datasheet for Contribution Appraisal

Year: 2022-2023

Name		Designation		Department	
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Activity	Yes/No (Y/N)	Contribution/Role	Specific Details/Remarks	Assessment by Director
Conduction of events such as conferences, workshops, FDPs, extension activities etc.				
Submitted proposals to funding agencies for receiving grants for institute/lab development OR R&Dwork				
Role played in developing new laboratories /enhancing the existing ones				
Developing/recording MOOCs in upcoming fields				
Developing modules for In-house internship or Value Added Courses				
Participation in Testing /consultancy activities				
Publication of research papers, books & book chapters (if yes, mention indexing also)				

Name of Faculty:

Department:

Year: July 2022-June 2023

Faculty Signature

Activity	Yes/No (Y/N)	Contribution/Role	Specific Details/Remarks	Assessment by Director
Research guidance to PhD students (ongoing/submitted/awarded during the assessment period)				
Administrative responsibilities, if any				
Networking with industries resulting in signing of MoUs/meaningful collaborations				
Networking with other prestigious institutions/universities in India resulting in publication/joint projects etc.				
Establishing collaboration with foreign universities				
Improving the 'alumni connect' of the institute ,enhancing the alumni database & activities at department or institute level such as internship or placement of students				
Institution development work assigned by the Head of the Department/Institution				
Chairman/Member of important Institute Level Committee(s)				
Any other contribution				

Name of Faculty:

Department:

Year: July 2022-June 2023

Faculty Signature