



API Format

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)

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

(To be filled by Assist Prof. / Assoc. Prof.)

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 & Vice Chancellor)
1	First			
2	First			
			
1	Second			
2	Second			
		Annual Average FFI		
		TOTAL SCORE (Annual Average FFI*5) Rounded to two decimal places		

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Name of Faculty

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Department

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Year:

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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 3points per semester for each activity up to a maximum of 20.]

In case of Professors this part can include work assigned by Vice Chancellor 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		
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Total (Maximum 20)					

D. Activity at the Level of MITS-Deemed University (Maximum Points 10)

[These section summaries all the responsibilities assigned by Vice Chancellor 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.
		HoD/Dean/ Examination Controller/Admission In-charge/Proctor/Registrar	4	4 Point/semester	
		Section In-charge appointed by Vice Chancellor (SWAYAM, OBE, remedial classes, QIP, Examination Conduction, Nodal Centre, Gender Cell etc.)	3	3 Point/semester	
		Organized Conference/FDP/Workshop {sponsored by external agency as AICTE/UGC etc./industry or conducted in collaboration with other higher educational institutes}	3	3 Point/ event	
		TOTAL (Maximum 10)			

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

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Name of Faculty

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Department

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Year:

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Faculty Signature

E. Contribution to Society through extension activities (Maximum Points 10)

[The faculty member will earn 5 points per semester for different initiatives by AICTE (NSS activities, Unnat Bharat Abhiyaan, Yoga Classes, Blood donation camp outside campus, awareness activities for environment protection/ethics and other similar activities having a direct impact on society outside campus or the under privileged sections of the society, Outreach Program for Schools at campus or outside campus. The claim should be supported by an office order/official communication from Vice Chancellor.]

S. No	Semester	Activity	Credit Point	Details	Enclosure No.
1			5		
2			5		
3			5		
4			5		
		TOTAL (Out of 10)			

Any Specific Comments by HoD

Name & Signature of Head of the Department

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

{Assessment based on information enclosed in Annexure-I & Annexure-II to be given by the Committee}

Extraordinary	Excellent	Very Good	Good	Satisfactory	Average
10	9	8	7	6	5

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

Total Score (A to F)		Out of 100
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Any Specific Comments by Committee Members

Signature of Committee Member Signature of Committee Member Signature of Committee Member Signature of Committee Member

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Name of Faculty

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Department

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Year:

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Faculty Signature

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 (Other than those already mentioned in points a, c, d and f above)	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 MITS-Deemed University	

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 (Extraordinary, Excellent, very good, Good, satisfactory)	

Name & Signature of the Head of the Department

Comments by Vice Chancellor	Grading by Vice Chancellor					
	Extraordinary	Excellent	Very Good	Good	Satisfactory	Average
	10	9	8	7	6	5

Name & Signature of Vice Chancellor

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

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Name of Faculty

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Department

Year:

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Faculty Signature



Datasheet for Contribution Appraisal

Year :

Name	Designation	Department
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Activity	Yes/No (Y/N)	Contribution/Role	Specific Details/ Remarks	Assessment by Vice Chancellor
Conduction of events such as conferences, workshops, FDPs, extension activities etc.				
Submitted proposals to funding agencies for receiving grants for MITS-Deemed University /lab developmentOR R&D Work				
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)				

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Name of Faculty

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Department

Year:

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Faculty Signature



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
Deemed to be University

(Declared under Distinct Category by Ministry of Education, Government of India)

NAAC ACCREDITED WITH A++ Grade

Gola Ka Mandir, Gwalior (M.P.)- 474005, INDIA

Ph.:+91-751-2409300, E-mail: vicechancellor@mitsgwalior.in, Website: www.mitsgwalior.in



MITS

Activity	Yes/No (Y/N)	Contribution/Role	Specific Details/ Remarks	Assessment by Vice Chancellor
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 MITS- Deemed University, enhancing the alumni database & activities at department or MITS- Deemed University level such as internship or placement of students				
Institution development work assigned by the Head of the Department/ Institution				
Chairman/ Member of important MITS-Deemed University Level Committee(s)				
Any other contribution				

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Name of Faculty

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Department

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Year:

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Faculty Signature