

**APPRAISAL AND 360° FEEDBACK FORM**  
(As per AICTE recommendations effective from assessment year 2019-2020)

**SECTION A**

Name	
Designation	
Department	
Academic Year	

**A. Teaching Process (Max Point 20) Note: 10 Credit point for each semester**

S. No.	Semester	Subject Code	Subject Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Supporting Document Index No.
Average Weightage out of 20 Points							

**B. Students' feedback (Max Point 20) Note: 10 Credit point for each sem. & min.70% students data**

S. No.	Semester	Subject Code	Subject Name	Average Student feedback on the scale of 20	Points earned	Supporting Document Index No.
Average Weightage out of 20 Points						

**C. Departmental Activities (Max credit 20) Note: 10 Credit point for each semester**

S. No.	Semester	Activity	Credit Point	Title of Event (Pls. Mention your involvement)	Supporting Document Index No

**D. Institute Activities (Max Credit 10) Note: 5 Credit point for each semester**

S. No.	Semester	Activity	Credit Point	Title of Event (Pls. Mention your involvement)	Supporting Document Index No

**E. Annual Confidential Report maintained at institute level for (sem I + sem II) (Max Credit 20)**

**Result (Max 10 Credit Point) Create as per below table.**

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	5	0
100-96%	95-90%	89-80%	79-70%	69-55%	Below 55%

**Result Summary**

S. No.	Semester	Subject Code	Subject Name	No. of Students Registered	No. of Students Passed	Result %
<b>Average Weightage out of 10 Points</b>						

**Research (Max 10 Credit Point)**

**Research Publication Summary (Weightage period: 1 July to 30 June of every academic year)**

Category	SCI	SCI-Extended	Scopus	Scopus Indexed / WOS	Other
Marks (per unit)	4	3	2	1.5	1
No. of Papers					
Total marks earned					
<b>Average Weightage out of 10 Points</b>					

**F. Contribution to Society (Max Credit 10)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.

**Summary**

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 20)			
B. Students' feedback (Max Points 20)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 20)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
<b>Total on 10 Point scale</b>			

Date : .....

Signature of Faculty Member

**SECTION B**

**Observations, Recommendation and Suggestions of Head of Department**

Name	
Designation	
Department	
Academic Year	
Appraisal Score in 10 Point Scale	

**Observations:** (In respect of the weightage of activities claimed):

.....  
.....  
.....

**Recommendations/Remedial Measures suggested:**

.....  
.....  
.....

Date : .....

SEAL

Signature of Head of Department

---

**SECTION C**

**Recommendations / Approval of Principal**

.....  
.....

Date : .....

SEAL Signature of Principal

## **Calculation of Credit Points**

(As per AICTE recommendations effective from assessment year 2019-2020)

The 360 Degree Score shall be determined on the basis of following parameters.'

- a. Teaching Process (Maximum Point 20),
- b. Students' Feedback (Maximum Point 20)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 20)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

**a. Teaching - Process (Maximum Points 20)**

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 20 point scale.

**b. Students' Feedback (Maximum Points 20)**

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 20. The average of total of all such score shall be used.

**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 responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, consultancy work, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

**d. Institute Activity (Maximum Points 10)**

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

**e. ACR (Maximum points 20)**

ACR maintained at institute level shall have 20 points based on grading of academic result and research publication contribution during academic/assessment year.

**f. Contribution to Society (Maximum Points 10)**

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for shall be converted to a 10 points scale.

The grand total (out of 100 credits) =a+b+c+d+e+f

On 10 point scale= (The grand total/100) \*10