

**Directorate of Technical Education,
Maharashtra State, Mumbai.**

360⁰FEEDBACK SCORE CALCULATION SHEET FOR THE YEAR 2019 -2020

Ref.: Government Resolution No.:सावेआ-११११/प्र.क्र.४४/१९/तां.शि.-२, Dated: 11-09-2019

As per directives vide Annexure – IV (Degree)/Annexure - III (Diploma) of Government Resolution dated 11-09-2019, the 360⁰feedback score of every teacher shall be determined every year on the basis of following parameters –

a. Teaching - Process (Maximum Points25)

The calculation shall be presented in a table which 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 etc. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points25)

The teacher shall submit feedback score for each course taught during academic year under consideration on a scale of 25. The average of total of all such scores shall be used.

c. Departmental Activities (Maximum Points20)

This section will summarize 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. incharge, Time Table incharge, NBA/AICTE work, sponsored projects, departmental newsletter etc. The teacher will earn maximum 3 points per semester for each activity, totaling up to a maximum of 20 points.

d. Institute Activities (Maximum Points10)

This section will summarize all the responsibilities assigned by Head of the institute to the teacher during academic year under consideration through a proper Office Order. This may include responsibilities like Dean, Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The teacher will earn maximum 4 points per semester for each activity, totaling up to a maximum of 10 points.

e. Contribution to Society (Maximum Points10)

This section will summarize all activities carried out by the teacher as a contribution to society. The teacher will earn maximum 5 points per semester for each activity, totaling up to a maximum of 10 points. The claim should be supported by an Office Order / official communication from Head of Institute / Competent Authority.

f. ACR (Maximum Points10)

ACR maintained at institute level shall have 10 points based on grading.

The grand total of points for all the above parameters shall be converted to a 10 points scale. Accordingly, every teacher under the Directorate of Technical Education, Maharashtra State, Mumbai is required to fill up and submit his / her information in the format stipulated herein. **Faculty should not repeat same activity/responsibility among the parameters of 'a' to 'e' of the FORMAT.PART-A of the format is to be filled by the teacher, and assessed by his/her Reporting Officer as well as Reviewing Officer. PARTB of the format is to be filled by Confidential Section of the institute and then summarized as well as endorsed by the Head of Institute.**

Calculation of Credit Points for the period 01-04-2020 to 31-03-2021

Name of Institute	
Name of staff member	
Present Position / Designation	
Department in which working	

PART-A (To be filled by the Teacher and assessed by Reporting Officer as well as Reviewing Officer)

a. Teaching Process (Maximum Points 25)

Teacher should furnish details in the table below, about his / her teaching activity during the period 1st April to 31st March. A self-attested Xerox copy of Student's Cumulative Attendance Summary/ Attendance Record for the concerned semester/s should be attached with this format as a proof for actual conduct of the claimed Lectures/ Practical's/Tutorials.

S. No.	Semester (I or II)	Class and subject taught (Please write clearly the Class, Name of subject and whether taught Theory or Practical)	No. of Theory/ Practical/ Tutorial hours scheduled	No. of Theory/ Practical/ Tutorial hours conducted	Points claimed by Teacher	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					= ((Y ÷ X) × 25), to be rounded to 2 digits		
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Grand Total (Total of S. No. 1 to 12)							
<p>Remarks of Reporting Officer (Applicable only if the points assessed by him / her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)</p> <p style="text-align: center;">∥</p> <p style="text-align: center;">Name and signature of Reporting Officer</p>					<p>Remarks of Reviewing Officer (Applicable only if the points assessed by him / her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)</p> <p style="text-align: center;">∥</p> <p style="text-align: center;">Name and signature of Reviewing Officer</p>		

b. Student's feedback (Maximum Points 25)

Teacher should furnish the details of student's feedback about him /her, in the table below, for the period 1st April to 31st March. The Student feedback form given in the Maharashtra state H&T.E. G.R. dated 11-09-2019 (7th Pay GR) is to be used. A self-attested Xerox copy of communication from Head of Institute / HoD to the teacher about the student's feedback score should be attached with this format to substantiate the points claimed by the teacher.

S. No.	Semester (I or II)	Class and subject taught (Please write the Class and Name of subject taught)	Whether Mid semester or End semester feedback	Student's feedback score on a scale of 25	Points claimed by Teacher	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					= (Average of student's feedback score), to be rounded to 2 digits		
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Grand Total (Total of S. No. 1 to 12)							
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write there as on for the difference here)				Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)			
Name and signature of Reporting Officer				Name and signature of Reviewing Officer			

c. Departmental Activities (Maximum points 20)

Teacher should furnish information of different departmental responsibilities and / or departmental activities handled by him/her during the period 1st April to 31st March in the table below. This may include information such as Laboratory incharge, consultancy, time table incharge, NBA coordinator, class teacher, student registration incharge, student detention incharge, Project guide, guest lecture organization, industrial visit organization, Project / Seminar Coordinator, departmental library incharge, Student Association / Chapter coordinator, cleanliness incharge, Practical / Examination time table incharge, departmental store / purchase incharge, Academic monitoring coordinator, CSR activities coordinator, Project Mentoring for project Competition, student feedback incharge, student counseling, initiative for CEP/STTP/Testing/Consultancy, organization of MOOCS/NPTEL/Spoken Tutorials/IUCEE webinars etc. and / or any other departmental activity. A self-attested xerox copy of HoD's Office Order / Departmental Order for handling the responsibility / activity should be attached with this format to substantiate points claimed by the teacher.

S. No.	Period of handling the responsibility / activity	Details of responsibility / activity handled	Points claimed by teacher (Min. 0 and Max. 3 points per activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
Grand Total (Total of S. No. 1 to 11) (Limited to maximum 20 points)					

Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)

(Name and signature of Reporting Officer)

Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)

Name and signature of Reviewing Officer

d. Institute Activities (Maximum Points10)

Teacher should furnish information of different institute level responsibilities and / or institute level activities handled by him/her during the period 1st April to 31st March in the table below. This may include information such as Internship incharge, institute website management incharge, institute level networking and maintenance incharge, building / electrical maintenance incharge, EPBX incharge, Hardware and Software installation and maintenance incharge, institute MIS incharge, DTE MIS incharge, organization of FDP/Conference/Training/Workshop, Examination duty/activity/incharge, AICTE/DTE/RO/University/MSBTE/RBTE assigned duty, Sports in-charge and co-ordinator, In-charge/ Member of AICTE/ State Govt./University Statutory committee, NBA / NACC coordinator, garden maintenance/tree plantation at institute level, AICTE/ University/DTE/AISHE/ NIRF/ARIIA/ CII/ RUSA/ TEQIP/ PCI/ COA/ etc. Activity in-charge, PRO/Gymkhana/Gathering/Publicity/student club activity incharge, HoD/Dean /Associate Dean /Library incharge, hostel rector/ warden, canteen incharge, Earn & Learn scheme / Scholarship incharge, AQAC incharge, Innovation/Incubation/Invention cell incharge etc. and / or any other institute level activity. A self-attested xerox copy of institute level Office Order issued by Head of Institute for handling the responsibility / activity should be attached with this format to substantiate points claimed by the teacher

S. No.	Period of handling responsibility / activity	Details of responsibility / activity handled	Points claimed by teacher (Min. 0 and Max. 4 points per activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
1					
2					
Grand Total (Total of S. No. 1 to 11) (Limited to maximum 10 points)					
Remark of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here) Name and signature of Reporting Officer			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here) Name and signature of Reviewing Officer		

e. Contribution to society (Maximum Points10)

Teacher should furnish information of any responsibilities and / or activities handled by him /her, towards society at large during the period 1st April to 31st March in the table below. This may include information such as blood donation camp organization, yoga classes organization, student induction programme incharge, health/ medical camp organization, literacy camp organization, tree plantation outside the institute campus, environmental awareness incharge, Swatchh Bharat Mission/Unnat Bharat Abhiyan/Unnat Maharashtra Abhiyan/NCC/NSS/Mahatma Gandhi Swatchhta Abhiyan etc. and any other such activity. A self-attested xerox copy of Office Order issued by Head of Institute / Competent Authority should be attached with this format to substantiate points claimed by the teacher.

S. No.	Period of handling responsibility / activity	Details of responsibility / activity handled	Points claimed by teacher (Min. 0 and Max. 5 points per activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					
2					
3					
4					
5					
6					
Grand Total (Total of S. No. 1 to 6) (Limited to maximum 10 points)					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here) Name and signature of Reporting Officer			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here) Name and signature of Reviewing Officer		

Place-

Date-

Signature, Name and Designation of Teacher

I hereby declare that I have satisfied myself about correctness of the points claimed by the teacher and corrected them wherever required.

Place- _____

Date- ____ / ____ / ____

Signature, Name and Designation of Reporting Officer

I hereby declare that I have satisfied myself about correctness of the points claimed by the teacher as well as assessment done by reporting officer and corrected them wherever required.

Place- _____

Date- ____ / ____ / ____

Signature, Name and Designation of Reviewing Officer

PART-B

(To be filled by Confidential Section of the institute and then summarized as well as endorsed by the Head of Institute)

f. ACR (Annual Confidential Report) (Maximum Points 10)

The ACR maintained at institute level shall have maximum 10 points based on grading. At present, the ACR format prescribed for teachers under the Directorate of Technical Education, Maharashtra State, Mumbai uses an overall gradation of Minimum 0 points to Maximum 10 points. Therefore, the same gradation is to be directly used as the ACR points earned by the concerned teacher out of 10.

To be filled by Confidential Section of the institute -

Overall ACR gradation of the teacher for the period 01-04-2019 to 31-03-2020 _____ is (____) out of 10.

Summary and Endorsement by Head of Institute

S. No.	Parameter	Points assessed by the Reviewing Officer
1	Teaching process (Max. Points 25)	
2	Student's feedback (Max. Points 25)	
3	Departmental Activities (Max. Points 20)	
4	Institute activities (Max. Points 10)	
5	Contribution to society (Max. Points 10)	
6	ACR (Max. Points 10)	
	Total of S. No. 1 to 6 (Max. Points 100)	
	Total on 10 point scale (To be rounded to 2 digits)	

Place- _____
Date- / /

Signature, Name and Designation of Head of Institute