



**Late Purushottam Hari (Ganesh) Patil Shikshan Sanstha's
Mauli Group of Institution's College of Engineering and Technology
Shegaon (MS) – 444 203**



APPRAISAL AND 360° FEEDBACK FORM

(As per AICTE recommendations - Gazette Notification dated 1st March 2019)

Academic Year: to

PART – A

(To be filled by the teacher and assessed by the Reviewing officer)

Name:	Department:
Designation:	Appointment (Regular/Ad-hoc):

A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/Name	No. of Classes Scheduled (S)	Actual Classes Held (H)	Points earned (H/S)*25	Points assessed by Reviewing officer
Total						

B. Students' Feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Student's feedback score on a scale of 25	Points earned	Points assessed by Reviewing officer
Total Score					

C. Departmental Activities (Maximum Points 20)*(The faculty member will earn maximum 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/Responsibility	Points earned	Points assessed by Reviewing officer
		Total (Maximum 20)		

D. Institute Activity (Maximum Points 10)*(The faculty member will earn maximum 4 points per semester for each activity up to a maximum of 10.)*

S. No.	Semester	Activity/Responsibility	Points earned	Points assessed by Reviewing officer
		Total (Maximum 10)		

E. Contribution to Society (Maximum Points 10)*(The faculty member will earn maximum 5 points per semester for different initiatives by AICTE)*

S. No.	Semester	Activity	Points earned	Points assessed by Reviewing officer
		Total (Maximum 10)		

Date:**Signature, Name and Designation of the Faculty**

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

Date:**Signature and Name of the Reviewing Officer**

PART –B

(To be filled by the confidential section of the Institute and then summarized as well as endorsed by the Head of the Institute)

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

Overall ACR gradation of Prof. _____ for

the period _____ to _____ is _____ out of 10.

Summary and Endorsement by the Head of Institute

S. No.	Criteria	Max Points	Scored points
A.	Teaching Process	25	
B.	Students' feedback	25	
C.	Departmental Activities	20	
D.	Institute Activities	10	
E.	Contribution to Society	10	
F.	ACR	10	
	Total	100	
	Total on 10 point scale (to be rounded to two digits)		

Date:

Name & Signature of Head of Institute



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Shegaon (MS) – 444 203**



Annual Confidential Report (ACR)

Name:	Department:
Designation:	Academic Year:

GENERAL ATTRIBUTES:

Assessment on the five point scale in respect of the following parameters (Weightage 50).

Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
5	4	3	2	1

S. N.	Parameter (Max. 5 Points for each parameter)	HOD/ In-charge	Head of the Institution
1	Professional knowledge		
2	Punctuality and Quality of work/performance		
3	Communication skill (oral and written)		
4	Decision making capability		
5	Initiative and Adaptability (willingness to take responsibilities and resourcefulness in handling normal and unforeseen problems)		
6	Encouragement and Respect to Students		
7	Supervisory ability		
8	Interpersonal relations and team work		
9	Integrity and Trustworthiness		
10	General conduct and attitude		
	Total Score out of 50		
	% Score		

Remarks (If any): _____

Date: _____ **Name & Signature of HOD /In-Charge/ Head of the Institution**

Annual Confidential Report (ACR) gradation by Head of Institution (Maximum points 10)

Comments by Head of Institution	Overall ACR gradation of the teacher out of 10

Date: _____ **Name & Signature of the Head of the Institution**

Guidelines

[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 Score shall be determined on the basis of following parameters.

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

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 25)

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 25 point scale. A self-attested Xerox copy of Students' Cumulative Attendance Summary/Attendance Record for the concerned Semester(s) should be attached with this form as a proof for actual conduct of the claimed Lectures/Practicals/Tutorials.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score to be rounded to two digits shall be used. A self-attested copy of communication from Head of the institute/HOD to the teacher about the student's feedback score should be attached with this form to substantiate the points claimed by the teacher.

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, NAAC work, class counselor, project guide, project/seminar coordinator, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

A self-attested Xerox copy of HoD's office order for handling the responsibility/activity should be attached with this format to substantiate points claimed by the teacher.

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

d. Institute Activities (Maximum Points 10)

This section summarizes 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, Dean, Coordinator, Warden, Training and Placement officer, Estate Officer, etc. The candidate will earn 4 points per semester for each activity up to a maximum of 10. A self-attested Xerox copy of institute level office order issued by Head of the institute for handling the responsibility/activity should be attached with this format to substantiate points claimed by the teacher.

e. Contribution to Society (Maximum Points 10)

Teacher should furnish information of any responsibilities and/or activities handled by him/her towards society at large during the academic year. This may include information such as blood donation camp organization, yoga class, student induction programme in-charge, health/medical camp organization, literacy camp organization, plantation, environment awareness in-charge, Swatchh Bharat Mission, Unnat Bharat Abhiyan/NCC/NSS, etc, and any other such activity. 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 all academic years shall be converted to a 10 points scale.

f. ACR (Maximum points 10)

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

Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute.



Annual Performance Appraisal Report of Staff

(To be completed and submitted at the end of each academic year)

For Period: 1st June _____ to 31st May _____

PART A: GENERAL INFORMATION

(To be filled by the supporting staff)

1. Name : _____
2. Father's/Husband's Name : _____
3. Department : _____
4. Current Designation & Pay : _____
5. Date of Last Promotion : _____
6. Address (Residential) : _____

- Mobile Number : _____
- Email ID : _____
7. Date of joining this Institute : _____ Experience in years _____
8. Whether acquired any degree or fresh academic qualifications during the year: _____
9. Whether attended any Skill up gradation/Training programme during the year: _____
If yes, please give the details of the programme (title, duration, etc.) _____
10. Summary of Staff Member's Job Responsibilities (Brief Job Description)

Date:

Signature of the Staff

PART B: ASSESSMENT OF THE REPORTING OFFICER

Name & Designation of Reporting Officer: _____

Kindly provide your assessment on the five point scale in respect of the following parameters (Weightage 50).

Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
5	4	3	2	1

S. N.	Parameter	HOD/ In-charge	Principal
1	Regularity in attending duties and discipline		
2	Job knowledge and talent		
3	Punctuality and Quality of work output		
4	Communication skill (Ability and ease in expressing ideas, opinions and information clearly and accurately, both orally and in writing)		
5	Self-driven initiatives to improve work practices and Adaptability (Willingness to take responsibilities)		
6	Response to any instruction, guidance, correction and discipline from superiors		
7	Supervisory ability		
8	Interpersonal relations and team work		
9	Integrity and Trustworthiness		
10	General conduct and attitude towards colleagues and superiors		
	Total Score out of 50		

Remarks of HOD/In-charge (If any): _____

Date: _____ **Signature of HOD/In-charge**

Remarks of Registrar (If any): _____

Date: _____ **Signature of Registrar**

Remarks (If any): _____

Date: _____ **Signature of Principal**