**ARMY INSTITUTE OF TECHNOLOGY**

**CALCULATION OF WEIGHTAGES FOR 360 DEGREE FEEDBACK**

**1. Teaching Process (Maximum Points 25)**

(a) In this process New ACR format (Notice No. AIT/0323/CNO/Princ dated 8th Feb. 2021) is consideration. Calculations are done as follows:

(i) For conduction of the classes $=\frac{No. of classes Taught}{Total No. of classes assigned} x 100$

(aa) Points will be calculated based on followings :-

(aa.1) if % is >= 100% 8 Marks /Semester

 (aa.2) % is 90 to 99.99 7 Marks /Semester

(aa.3) % 80 to 89.99 6 Marks/ Semester

(aa.4) % 70 to 79.99 5 Marks /Semester

(aa.5) % less than 60 0 Marks /Semester

ii) Allied activity for teaching process (involvement in university activities, preparation teaching material, Additional assignments, creativity in teaching learning etc..) - 2 marks/Semester

(iii) Total is calculated on the scale of 25.

(iv) In case if faculty teaching more than one subjects in semester his/her Average Score of these subjects to be consider.

**TABLE 1**

| **Ser No** | **Parameter** | **Credit** | **Self-Assessment** | **Verified Assessment** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| 1. | **Sem I** |
| (a) | (Number of classes taught/Total number of classes assigned)/100 | 8 |  |  | Ref: New ACR section B Table I: Good =8, satisfactory=6 Not satisfactory=4 |
| (b) | Allied teaching-learning activities1. Involvement in University activities like paper setting /Assessment conduct of Oral/Practical/Seminar/Project exam (1/2 credit)
2. Preparation of teaching material and uploading on AIT’s LMS system (1/2 Credit)
3. Creativity in teaching learning like creating Videos/ Moodle/ designing additional practical/ Lab setting
4. (other than university list) (1/2 Credit)
5. Creating additional assignments for Theory/ Lab/ Tutorial session (Minimum 2 per subject or tutorial) (1/2 Credit)
 | 2 |  |  | Ref: New ACR Section B Table I: at least 2 activities =2 else 0 |
| 2. | **Sem II** |
| (a) | (Number of classes taught/Total number of classes assigned)/100 | 8 |  |  | Ref: New ACR section B Table I: Good =8, satisfactory=6 Not satisfactory=4 |
| (b) | Allied teaching-learning activities1. Involvement in University activities like paper setting / Assessment conduct of Oral/ Practical/ Seminar/ Project exam (1/2 credit)
2. Preparation of teaching material and uploading on AIT’s LMS system (1/2 Credit)
3. Creativity in teaching learning like creating Videos/ Moodle/ designing additional practical/ Lab setting ( other than university list) (1/2 Credit)
4. Creating additional assignments for Theory/ Lab/ Tutorial session (Minimum 2 per subject or tutorial) (1/2 Credit
 | 2 |  |  | Ref: New ACR Section B Table I: at least 2 activities =2 else 0 |
| **Total (Upper Ceiling)** | **20** |  |  |   |

Points on the scale of 25 : \_\_\_\_\_\_

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

(a) We have identified few activities under this criterion and are as follows:

**TABLE 2**

| **Ser No** | **Parameter** | **Credit** | **Self-Assessment** | **Verified Assessment** |
| --- | --- | --- | --- | --- |
| 1. | Donation to Orphanage/ Meals/ save the life/ Old age Home/ Charitable Trust which runs hospitals, schools, langars etc for needy people. | 2 |   |  |
| 2. | Help to NGO or Trust working for child, women, poor people  | 2 |  |  |
| 3. | Online or offline help in Nation building activities like Family Planning, Tree Plantation, Technical education Awareness among school students, Fuel saving approach | 2 |  |  |
| 4. | Monetary or other teaching education purpose donation or help for school equipment donation to village school etc. | *2* |  |  |
| 5. | Induction Program / Unnat Bharat Abhiyan / Yoga Classes/ Promoting Vocal for Local | 2 |  |  |
| 6. | Blood Donation  | 3 |  |  |
| 7 | Involvement in Unemployment benefit programs (Awareness and guidance or help to such candidate in getting job) | 2 |  |  |
| 8. | Involvement Women Empowerment programs / Involvement in Anti-Corruption related activities or awareness program for people for the same | 2 |  |  |
| 9. | Involvement in Swach Bharat Abhiyan at College level or at your living place | 2 |  |  |
| 10. | Any other relevant activities lead to contribution to society.(can use separate row if more than one activity performed with 2 credits each).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 |  |  |
| **Total (Upper Ceiling)** | **10** |  |  |

 **Note**: Proofs are to be attached

**3. Departmental Activities (Maximum Points 20)**

(a) This criterion will be evaluated by HOD. We are expecting candidate must contribute in various activities in the department during the academic year.

**TABLE 3**

| **Ser No** | **Parameter** | **Credit** | **Self-Assessment** | **Verified Assessment** |
| --- | --- | --- | --- | --- |
|  | Time Table Coordinator | 5 |  |  |
|  | Industry Institute Interaction Cell / MOU Initiatives | 3 |   |  |
|  | Online Exam  | 2 |  |  |
|  | Term Work and Practical Exam  | 2 |  |  |
|  | Mid Semester and In-semester examination  | 2 |  |  |
|  | Seminar In-charge | 2 |  |  |
|  | Dept Project Coordinator for final year | 2 |  |  |
|  | Placement Cell Member/ Alumni Information | 3 |  |  |
|  | Member of Library Committee / Dept Library In-charge | 1 |  |  |
|  | Maintenance Cell / Server Room | 3 |  |  |
|  | Dept Level Annual Inspection In-charge | 2 |  |  |
|  | NBA/ NACC Committee Member | 2 |  |  |
|  | Scholarship Rep. of Dept | 2 |   |  |
|  | Moodle/SIS Data /ERP | 5 |   |  |
|  | R&D and Consultancy Cell/R&D Proposals / Patents and Copyrights (Dept I/C) | 2 |   |  |
|  | Counselor | 3 |   |  |
|  | Lab Incharge/ Lab Development/ Lab Monitoring Committee: | 3 |   |  |
|  | Class Room Maintenance, Class Room Projector, PC/ Classroom/ Staffroom I/C/ Infrastructure Development Coordinator | 3 |   |  |
|  | Professional Body Chapter Activities | 2 |   |  |
|  | Coordinator for Dept Level Workshop/ Dept Level FDP/ Guest lecture | 2 |   |  |
|  | Industrial Visit | 2 |   |  |
|  | MOU Initiatives and execution | 2 |   |  |
|  | Class Teacher | 5 |   |  |
|  | Result Analysis | 1 |   |  |
|  | Dept level Student Activity Incharge | 3 |   |  |
|  | Dept level coordinator for Internship and Industrial Training | 3 |   |  |
|  | Departmental Magazine & e-magazine | 2 |   |  |
|  | Value Added Courses, MOOCs- Coordinator | 2 |   |  |
|  | NPTEL Chapter Coordinator | 2 |   |  |
|  | Coordinator for Conduct of NCAT exam  | 2 |   |  |
|  | Co-ordinator for Regular Website Updation Involvement | 3 |   |  |
|  | PG Coordination | 3 |   |  |
|  | Dept level co-ordinator for Parent-Faculty Interaction | 2 |   |  |
|  | Co-curricular & Extra-curricular Committee Member | 2 |   |  |
|  | Competitive Exams (like GATE/ IAS/ IEC) | 2 |   |  |
|  | FE Induction Program | 3 |  |  |
|  | Any other Relevant activity by HOD (with justification)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 |   |  |
| **Total (Upper Ceiling)** | **20** |  |  |

 **Note** : Proofs are to be attached

**4. Institute Level Activities (Maximum Points 10)**

(a) This criterion will be evaluated by Principal.

**TABLE 4**

| **Ser No** | **Parameter** | **Credit** | **Self-Assessment** | **Verified Assessment** |
| --- | --- | --- | --- | --- |
|  | Institute Level NBA/ NAAC Coordinator | In-charge - 05, Member-03 |   |  |
|  | Akriti – Coordinator | In-charge - 05, Member-03  |   |  |
|  | TEC/PNC/Market Survey/LPC | In-charge - 03, Member-1.5  |  |  |
|  | OIC Library | In-charge – 05 |  |  |
|  | Cultural and music board | In-charge - 03, Member-01  |  |  |
|  | OSS Club | In-charge - 05, Member-02  |  |  |
|  | Technical Board | In-charge - 05, Member-02  |  |  |
|  | Maths Club | In-charge - 02, Member-01  |  |  |
|  | Debating and Dramatics club | In-charge - 02, Member-01  |  |  |
|  | Nature's Club | In-charge - 02, Member-01  |  |  |
|  | Supra/ Baja Club | In-charge - 03, Member-01  |   |  |
|  | Fine Arts Club | In-charge - 02, Member-01 |   |  |
|  | Scholarship Committee In-charge | In-charge - 05 |   |  |
|  | Various Chapter at college level like CSI, IEEE,NPTEL etc… | In-charge - 02, Member-01  |  |  |
|  | Radio Club | In-charge - 02, Member-01  |  |  |
|  | ME Coordinator | In-charge - 03 |  |  |
|  | Cycling Club | In-charge – 02, Member-01  |  |  |
|  | OBE Committee | In-charge - 05, Member-03  |  |  |
|  | Internet and IT infra-structure Committee | In-charge - 03, Member-02  |   |  |
|  | LMS development Cell | In-charge - 03, Member-02  |   |  |
|  | Industry Institution Interaction Cell | In-charge - 03, Member-1.5  |   |  |
|  | Remote Centre(IIT) | In-charge - 02, Member-01 |   |  |
|  | ERP Committee | In-charge - 05, Member-03  |   |  |
|  | Competitive Coding Club | In-charge - 03, Member-01 |   |  |
|  | Student Development Committee | In-charge - 03, Member-01 |   |  |
|  | PMSSS/ J&K Nodal Officer Only One | In-charge - 03, Member-01 |   |  |
|  | Innovation & Entrepreneurship cell | In-charge - 05, Member-02 |   |  |
|  | Magazine | In-charge - 03, Member-02 |   |  |
|  | Spiritual Club | In-charge - 02, Member-01 |   |  |
|  | NSS Club | In-charge - 05, Member-02  |   |  |
|  | Sports Club | In-charge - 05, Member-02  |   |  |
|  | Students disciplinary enquiry committee | In-charge - 02, Member-01 |   |  |
|  | Internal complaints committee | In-charge - 02, Member-01 |   |  |
|  | AIT Grievance Redressal committee | In-charge - 02, Member-01 |   |  |
|  | Video/photography/Press | In-charge - 02, Member-01 |   |  |
|  | Institute Level Time table coordinator | In-charge – 03 |   |  |
|  | R&D cell | In-charge - 05, Member-02  |   |  |
|  | IIC | In-charge - 05, Member-03  |   |  |
|  | Centre of excellence for AI and Robotics | In-charge - 05, Member-02 |   |  |
|  | Anti-ragging squad | In-charge - 02, Member-01  |   |  |
|  | Central ranking agency NIRF, ARIIA etc.. | In-charge - 05, Member-02 |   |  |
|  | Member of Placement Cell / Social Media | Member 03 |  |  |
|  | FE Admission | In-charge - 05, Member-03 |  |  |
|  | Any other activity at college level by Principal (with Justification)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | In-charge - 02, Member-01 |   |  |
| **Total (Upper Ceiling)** | **10** |  |   |

 **Note** : Proofs are to be attached

(b) In the criteria c and d some of the activities are common, so candidate has to award point at only once in such situations it is advisable to finalize such marks by Principal and HOD together.

(c) Necessary proofs to be attached for points which are awarded.

**5. Students Feedback (Maximum Points 25)**

(a) Existing student’s feedback is the input for evaluation of this criterion based on feedback index marks may be allotted (In case if faculty teaching more than one subject in semester his/her average scoring subject need to be consider.)

**TABLE 6**

| **Ser No** | **Parameter** | **Credit** | **Self-Assessment** | **Verified Assessment** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| 1. | **Sem-I**Students Feedback | 10 |  |  | Average Feedback more than 9= 10, More Than 8 less than 9 =8, More than 7 less than 8=6, more than 6 less than 7 = 4, more than 5 less than 6=2, more than 4 less than 5 =1, less than 04 =0 |
| 2. | **Sem-II**Student Feedback | 10 |  |  |
| **Total (Upper Ceiling)** | **20** |  |  |   |

Points on the scale of 25 : \_\_\_\_\_\_

**Signature of Faculty Signature of HOD**

**6. Annual Confidential Report (ACR) (Maximum Points 10)**

(a) Existing ACR of the college to be followed while awarding these marks. Director/ Principal will award these marks after final evaluation by Director/ Principal.

**TABLE 5**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ser No** | **Parameter** | **Credit** | **Verified Assessment** | **Remarks** |
| 1. | Overall Grade | 10 |  | (Extraordinary=10, Excellent=9, Very good=8, Good=6, satisfactory=4) |
| **Total (Upper Ceiling)** | **10** |  |  |

**7. Disciplinary Award.** Any faculty receiving major / minor disciplinary award will penalized as follows :-

 (a) Major Punishment (-) 20

 (b) Minor Punishment (-) 10

**8.** **Summary of Points Obtained (To be filled by Principal)**

| **Ser No** | **Parameters** | **Max Points** | **Obtained Points** |
| --- | --- | --- | --- |
|  | Teaching Process | 25 |  |
|  | Contribution to Society | 10 |  |
|  | Departmental Activities | 20 |  |
|  | Institute Level Activities | 10 |  |
|  | Annual Confidential Report (ACR) | 10 |  |
|  | Student Feedback | 25 |  |
|  | Disciplinary Award | (-) 20 |  |
|  | **Total** | **100** |  |
|  | **Score on the Scale of 10**  |  |

**Signature of Principal**

9. **Instructions to Faculty**

 (a) While claiming points all necessary proofs are to be attached.

 (b) Activity which falls in 1st Jul to 30 Jun to be counted in that academic year.

 (c) False data will lead to serious action against individual.

 (d) Activity which is over lapping or similar in nature, points should be claimed only once.