

**STANDARD OPERATION PROCEDURE (SOP) FOR CALCULATION OF 360 DEGREE  
FEEDBACK SCORE APPLICABLE FOR TEACHING STAFF OF ARMY INSTITUTE OF  
TECHNOLOGY, PUNE**

**INTRODUCTION**

1. With reference of The Gazette of India published on 01 Mar 2019 regarding AICTE Regulations for pay scales, service conditions and minimum qualification for the appointment of teachers and other academic staff such as Library, Physical Education and Training & Placement personnel in technical institute and measure for the maintenance of standards in technical education (Degree) regulation, 2019.

**AIM/ OBJECTIVE**

2. For the promotion of incumbents in the various Teaching post, the 360 degree feedback score is required.

**DETAILS**

3. As per the guidelines we have to consider following six processes with their weightages :-

(a) **Teaching Process (Maximum Points 25).** The calculation is presented in Ser No. 01 & Table 1 as presented in this Appendix. The table contains 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 a 25 points scale.

(b) **Contribution to Society (Maximum Points 10).** These points related to different social initiatives approved by AICTE. The faculty will earn 05 points per semester for each activity. The claim should be supported by an office order / official communication from Head of Institute. Refer Table 2 of Appendix for calculation.

(c) **Departmental Activities (Maximum Points 20).** This section summarizes all the responsibilities assigned by Head of Department to the faculty during academic year under consideration through a proper office order. This may include responsibilities like Lab IC, Time Table IC, NBA – AICTE work, sponsored project departmental newsletter etc. Details are at Table 03 of Appendix.

(d) **Institute Level Activities (Maximum Points 10).** This section summarizes all the responsibilities assigned by Head of Institute to the faculty during academic year under consideration through a proper office order. The faculty earns 05 points per semester for each activity up to maximum of 10, refer Table 04 of Appendix.

(e) **Students Feedback (Maximum Points 25).** The faculty will 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 shall be used. Table 05 of Appendix use for calculation.

(f) **Annual Confidential Report (ACR) (Maximum Points 10).** ACR maintained at Institute level shall have 10 points based on grading. Table 06 of Appendix for reference.

(g) **Discipline (Maximum Points -20 points).** Faculty with major / minor punishment will be penalized.



**SUMMARY**

4. The grand total of points for all academic years shall be converted to a 10 point scale. This policy will be effective from AY 2020 – 21.

File No : AIT/00351/SOP/PRIN

Army Institute of Technology  
Dighi Hills, Pune - 411015

Date: 07 Jul 2021

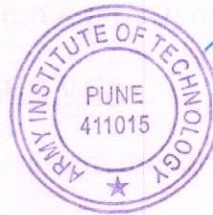
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Please upload the SOP on AIT website.



(Abhay A Bhat)

Brig  
Director

**Appendix**  
(SOP For Calculation  
Of Weightages For 360  
Degree Feedback)

**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 8<sup>th</sup> Feb. 2021) is consideration. Calculations are done as follows:

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

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

(aa.1)	if % is $\geq 100\%$	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

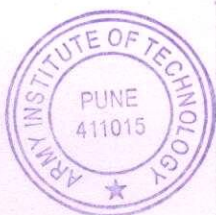
ii) Allied activity for teaching process (involvement in university activities, preparation teaching material, Additional assignments, creativity in teaching learning etc..) - 2 marks/Semester

(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-Assessm ent	Verified Assessm ent	Remarks
1.	<b>Sem I</b>				
(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 activities (i) Involvement in University activities like paper setting /Assessment conduct of Oral/Practical/Seminar/Pr oject exam (1/2 credit) (ii) Preparation of	2			Ref: New ACR Section B Table I: at least 2 activities =2 else 0



Ser No	Parameter	Credit	Self-Assessment	Verified Assessment	Remarks
	teaching material and uploading on AIT's LMS system (1/2 Credit) (iii) Creativity in teaching learning like creating Videos/ Moodle/ designing additional practical/ Lab setting (other than university list) (1/2 Credit) (iv) Creating additional assignments for Theory/ Lab/ Tutorial session (Minimum 2 per subject or tutorial) (1/2 Credit)				
2.	<b>Sem II</b>				
(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 activities (i) Involvement in University activities like paper setting / Assessment conduct of Oral/ Practical/ Seminar/ Project exam (1/2 credit) (ii) Preparation of teaching material and uploading on AIT's LMS system (1/2 Credit) (iii) Creativity in teaching learning like creating Videos/ Moodle/ designing additional practical/ Lab setting (other than university list) (1/2 Credit) (iv) 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
<b>Total (Upper Ceiling)</b>		<b>20</b>			



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

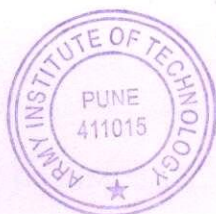
2. **Contribution to Society (Maximum Points 10)**

(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		
<b>Total (Upper Ceiling)</b>		<b>10</b>		

**Note :** Proofs are to be attached

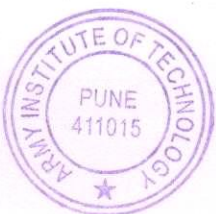


3. **Departmental Activities (Maximum Points 20)**

(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
1.	Time Table Coordinator	5		
2.	Industry Institute Interaction Cell / MOU Initiatives	3		
3.	Online Exam	2		
4.	Term Work and Practical Exam	2		
5.	Mid Semester and In-semester examination	2		
6.	Seminar In-charge	2		
7.	Dept Project Coordinator for final year	2		
8.	Placement Cell Member/ Alumni Information	3		
9.	Member of Library Committee / Dept Library In-charge	1		
10.	Maintenance Cell / Server Room	3		
11.	Dept Level Annual Inspection In-charge	2		
12.	NBA/ NACC Committee Member	2		
13.	Scholarship Rep. of Dept	2		
14.	Moodle/SIS Data /ERP	5		
15.	R&D and Consultancy Cell/R&D Proposals / Patents and Copyrights (Dept I/C)	2		
16.	Counselor	3		
17.	Lab Incharge/ Lab Development/ Lab Monitoring Committee:	3		
18.	Class Room Maintenance, Class Room Projector, PC/ Classroom/ Staffroom I/C/ Infrastructure Development Coordinator	3		
19.	Professional Body Chapter Activities	2		
20.	Coordinator for Dept Level Workshop/ Dept Level FDP/ Guest lecture	2		
21.	Industrial Visit	2		
22.	MOU Initiatives and execution	2		
23.	Class Teacher	5		
24.	Result Analysis	1		
25.	Dept level Student Activity Incharge	3		



Ser No	Parameter	Credit	Self-Assessment	Verified Assessment
26.	Dept level coordinator for Internship and Industrial Training	3		
27.	Departmental Magazine & e-magazine	2		
28.	Value Added Courses, MOOCs-Coordinator	2		
29.	NPTEL Chapter Coordinator	2		
30.	Coordinator for Conduct of NCAT exam	2		
31.	Co-ordinator for Regular Website Updation Involvement	3		
32.	PG Coordination	3		
33.	Dept level co-ordinator for Parent-Faculty Interaction	2		
34.	Co-curricular & Extra-curricular Committee Member	2		
35.	Competitive Exams (like GATE/ IAS/ IEC)	2		
36.	Any other Relevant activity by HOD (with justification) _____ _____ _____	2		
<b>Total (Upper Ceiling)</b>		<b>20</b>		

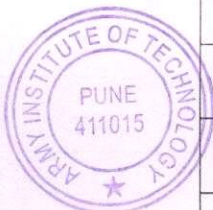
Note : Proofs are to be attached

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
1.	Institute Level NBA/ NAAC Coordinator	In-charge - 05, Member-03		
2.	Akriti – Coordinator	In-charge - 05, Member-03		
3.	TEC/PNC/Market Survey/LPC	In-charge - 03, Member-1.5		
4.	OIC Library	In-charge – 05		
5.	Cultural and music board	In-charge - 03, Member-01		
6.	OSS Club	In-charge - 05, Member-02		
7.	Technical Board	In-charge - 05, Member-02		
8.	Maths Club	In-charge - 02, Member-01		
9.	Debating and Dramatics	In-charge - 02,		



Ser No	Parameter	Credit	Self-Assessment	Verified Assessment
	club	Member-01		
10.	Nature's Club	In-charge - 02, Member-01		
11.	Supra/ Baja Club	In-charge - 03, Member-01		
12.	Fine Arts Club	In-charge - 02, Member-01		
13.	Scholarship Committee In-charge	In-charge - 05		
14.	Various Chapter at college level like CSI, IEEE, NPTEL etc...	In-charge - 02, Member-01		
15.	Radio Club	In-charge - 02, Member-01		
16.	ME Coordinator	In-charge - 03		
17.	Cycling Club	In-charge - 02, Member-01		
18.	OBE Committee	In-charge - 05, Member-03		
19.	Internet and IT infrastructure Committee	In-charge - 03, Member-02		
20.	LMS development Cell	In-charge - 03, Member-02		
21.	Industry Institution Interaction Cell	In-charge - 03, Member-1.5		
22.	Remote Centre(IIT)	In-charge - 02, Member-01		
23.	ERP Committee	In-charge - 05, Member-03		
24.	Competitive Coding Club	In-charge - 03, Member-01		
25.	Student Development Committee	In-charge - 03, Member-01		
26.	PMSSS/ J&K Nodal Officer Only One	In-charge - 03, Member-01		
27.	Innovation & Entrepreneurship cell	In-charge - 05, Member-02		
28.	Magazine	In-charge - 03, Member-02		
29.	Spiritual Club	In-charge - 02, Member-01		
30.	NSS Club	In-charge - 05, Member-02		
31.	Sports Club	In-charge - 05, Member-02		
32.	Students disciplinary enquiry committee	In-charge - 02, Member-01		
33.	Internal complaints committee	In-charge - 02, Member-01		
34.	AIT Grievance Redressal committee	In-charge - 02, Member-01		





Ser No	Parameter	Credit	Self-Assessment	Verified Assessment
35.	Video/photography/Press	In-charge - 02, Member-01		
36.	Institute Level Time table coordinator	In-charge - 03		
37.	R&D cell	In-charge - 05, Member-02		
38.	IIC	In-charge - 05, Member-03		
39.	Centre of excellence for AI and Robotics	In-charge - 05, Member-02		
40.	Anti-ragging squad	In-charge - 02, Member-01		
41.	Central ranking agency NIRF, ARIIA etc..	In-charge - 05, Member-02		
42.	Member of Placement Cell / Social Media	Member 03		
43.	Any other activity at college level by Principal (with Justification) _____ _____ _____	In-charge - 02, Member-01		
<b>Total (Upper Ceiling)</b>		<b>10</b>		

**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.

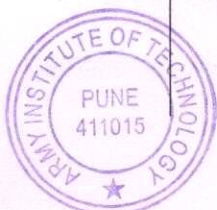
(c) Necessary proofs to be attached for points which are awarded.

#### 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.	<b>Sem-I</b> 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.	<b>Sem-II</b> Student Feedback	10			



Ser No	Parameter	Credit	Self-Assessment	Verified Assessment	Remarks
<b>Total (Upper Ceiling)</b>		<b>20</b>			

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)
<b>Total (Upper Ceiling)</b>		<b>10</b>		

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
1.	Teaching Process	25	
2.	Contribution to Society	10	
3.	Departmental Activities	20	
4.	Institute Level Activities	10	
5.	Annual Confidential Report (ACR)	10	
6.	Student Feedback	25	
7.	Disciplinary Award	(-) 20	
8.	<b>Total</b>	<b>100</b>	
9.	<b>Score on the Scale of 10</b>		

Signature of Principal

9. **Instructions to Faculty**

- (a) While claiming points all necessary proofs are to be attached.  
 (b) Activity which falls in 1<sup>st</sup> 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.

