MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
(UGC-AUTONOMOUS INSTITUTION)
Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi
NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH, CST), MBA & MCA

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

PART A (To be filled by a faculty member)
(Use extra sheets if necessary)

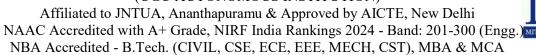|	
Name	
Employee ID	
Designation	
Department	
Academic Year	

A. Teaching Process (Maximum Points: 25)

S. No	Semester	Course Code / Name	No. of Scheduled Classes	No. of Actually Held Classes	Points Earned	Enclosure No.
1						
2						
3						
4						
Total						
Average Weightage out of 25 points						

B. Students' feedback (Maximum Points: 25)

S. No	Semester	Course Code / Name	Average Studentfeedback on the scale of 25	Points Earned	Enclosure No.
1					
2					
3					
4					
Total					

C. Departmental Activities (Maximum Credit: 20)
Note: 10 Credit point for each semester

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1					
2					
3					
4					
5					
6					

7					
8					
Total					

D. Institute Activities (Maximum Credit: 10)

Note: 5 Credit point for each semester

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1					
2					
3					
4					
Total					

E. Annual Confidential Report (ACR) / Performance Based Appraisal System (PBAS) (PBAS) maintained at Institute Level (Maximum Credit: 10)					
Guidelines regarding filling up of PBAS with numerical grading					
Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	6	0
100-95 points	94-90 points	89-80 points	79-70 points	69-55 points	Below 55

S. No	Year	Activity	Credit Point	Criteria	Enclosure No.
1					
2					
3					
4					
Average					

F. Contribution to Society (Maximum Credit: 10)					
S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1					
2					
3					
4					
Total					

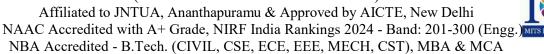| **Activities & Achievements**		
S No	**Activities & Achievements *other than those already mentioned in points a, c, d and f above***	**Comments / Description**
1	Initiatives taken during the year / Innovations carried out in teaching learning and other practices etc.	
2	Work done during the year which deserves a special mention	
3	Other achievements (if any)	
4	Suggestions for improvement of academic and other practices in the Institute	

Summary

Summary	Academic Year 1	Academic Year 2	Academic Year 3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max. Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

Date:

Signature of the applicant

PART B
Observations, Recommendation and Suggestions of Head of the 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: …………

PART C

Recommendations / Approval of Principal

………………………………………………………………………………………
………………………………………………………………………………………

Date: …………..

Vice Principal Academics   **Principal**

Calculation of Credit Points*

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

*https://www.aicte-india.org/sites/default/files/AICTE%20Degree%20Pay%2C%20Qualifications%20and%20Promotions.pdf

The 360 Degree Score shall be determined on the basis of following parameters.
   a. **Teaching Process (Maximum Point 25)**
   b. **Students' Feedback (Maximum Point 25)**
   c. **Departmental Activities (Maximum Point 20)**
   d. **Institute Activity (Maximum Point 10)**
   e. **ACR (Maximum Point 10)**
   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 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.

   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 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, 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 10)**

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

   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 all academic years shall be converted to a 10 points scale.