
		Commissionerate of Technical Education, Gujarat State કમિશનરશ્રી રાજ્ય ગુજરાત ,કચેરી શિક્ષણની ટેકનિકલ ,	
છજા માળે, બ્લોક નં. ૨, કર્મયોગી ભવન, સેક્ટર ૧૦-એ, ગાંધીનગર-૩૮૨૦૧૦		6 th Floor, Block No. 2, Karmayogi Bhavan, Sector 10-A, Gandhinagar-382010	
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No. :CTE /ESTA/360Feedback/2023/GH-15

Date.

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18 OCT 2023

Circular

- Ref:
- (1) All India Council for Technical Education Notification F. No. 61-1 / RIFD /7th CPC/2016-17, dated : 01-03-2019. (Degree)
 - (2) All India Council for Technical Education Notification F. No. 61-1 / RIFD /7th CPC/2016-17, dated : 01-03-2019. (Diploma)
 - (3) Education Department Resolution No. SCT-10-2019-305-GH, dated 20-03-2020.
 - (4) Education Department Resolution No. SCT-10-2019-302-GH, dated 20-03-2020.

Sub: Implementation of 360⁰ Feedback for teaching staff of Government and Grant-in-Aid degree/diploma engineering & pharmacy colleges in the state of Gujarat. - Standard Operating Procedure (SOP) for Calculation of 360⁰ Feedback Score - Certain Guidelines-Issued – Regarding

Vide reference cited (3) and (4), Seventh Pay for the teaching faculty of Government and Grant-in-Aid degree/diploma engineering & pharmacy colleges of State was implemented. As per the cited (1) and (2) AICTE resolution, an implementation of 360° Feedback systems is necessary and mandatory for Teaching faculty of Government and Grant-in-Aid degree/diploma engineering & pharmacy colleges. This system provides a holistic view of an individual strengths and weaknesses, and helps to identify the areas for improvement.

360° feedback is one of the criteria for screening the proposals for promotion under CAS. 360° feedback system is a shift from the conventional performance appraisal process. It is a self-reporting of the faculty in their teaching process, contribution to the department, institute and society.

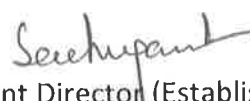
In this connection, to ensure an efficient evaluation process and provide valuable

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feedback to teaching faculty of Government and Grant-in-Aid degree/diploma engineering & pharmacy colleges across the state of Gujarat, a comprehensive Standard Operating Procedure (SOP) has been developed and issued herewith (Annexure). This SOP outlines the step-by-step process for calculating the 360° feedback score. Additionally, accompanying guidelines are provided to assist in the implementation of this procedure effectively.

Therefore, it is imperative for the principal of Government and Grant-in-Aid degree/diploma engineering & pharmacy colleges in the State of Gujarat to implement this Standard Operating Procedure (SOP) and guidelines diligently and report compliance.

(Note is approved by Hon. Commissioner)


Joint Director (Establishment)

To,

The Principals of Government and Grant-in-Aid degree/diploma engineering & pharmacy colleges

Copy Forwarded with respect to :

The Principal Secretary, Education Dept. (Higher & Technical Education), New Sachivalay, 8th Floor, Block No. 5, Gandhinagar., for information.

The faculty earns maximum point defined against the activities in Table-4 per semester and the total point earn for institute up to maximum of 20.

- 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 maximum point defined against the activities in Table-6 per semester and the total point earn for institute up to maximum of 10.
- E. Annual Confidential Report (ACR) (Maximum Points 10). Marks obtained in the ACR maintained at Directorate Technical Education / Institute level shall convert in 10 points scale.
- F. Contribution to Society (Maximum Points 10). These points related to different social initiatives approved by AICTE or State Government. 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/ CTE.
- G. Instructions to Faculty
- All necessary proofs should be submitted while claiming marks.
 - Activities for the respective academic year should be considered from 1st July to 30th June.
 - Claim based on false data will lead to serious action against individual.
 - Activity which is over lapping or similar in nature, points should be claimed only once at appropriate parameters/ criteria.
- H. Faculty Members on deputation to CTE/ACPC/ACPDC/Any other non-teaching position:
Any Faculty Member on deputation to Government Organization such as DTE /AICTE / UGC /MHRD /DST / Universities / Admission Committee etc. on administrative positions shall be deemed to have an experience of academics and academic administration to be exempted from the requirement of 360° feedback but the faculty has secured at least Very Good rating in Performance Appraisal Report shall be considered equivalent to 8 points on a 10 point scale of 360° feedback in reference to this notification for the period of deputation.
- I. Faculty Members Deputation on Higher study: He/She exempted from 360-degree feedback for the period of deputation / study Leave, if he/she is awarded PG Degree or PhD Degree.

SUMMARY

3. The grand total points for each academic year and all academic years applicable under CAS shall be converted to a 10-point scale. This SOP and Guideline will be effective from AY 2023-24.


Joint Director (Establishment)

STANDARD OPERATING PROCEDURE (SOP) AND GUIDELINES FOR CALCULATION OF 360 DEGREE FEEDBACK SCORE APPLICABLE FOR TEACHING FACULTY OF GOVERNMENT AND GRANT-IN-AID DEGREE/DIPLOMA ENGINEERING & PHARMACY COLLEGES, GUJARAT STATE

INTRODUCTION

1. With reference to the Notification issued by ALL INDIA COUNCIL FOR TECHNICAL EDUCATION New Delhi, on 1st March, 2019, AICTE Regulations on pay scales, service conditions and minimum qualification for the appointment of teachers in technical institutions and measure for the maintenance of standards in technical education.

The 360-degree feedback system is a comprehensive approach to performance evaluation of faculty members that involves feedback from multiple sources. This system provides a holistic view of an individual strengths and weaknesses, and helps to identify the areas for improvement.

360° feedback is one of the criteria for screening/promotion/CAS laid down by AICTE through this Notification. 360° feedback system is a shift from the conventional performance appraisal process. It is a self-reporting of the faculty in their teaching process, contribution to the department, institute and society.

- a. It is useful for the continuous improvement in the teaching-learning process.
 - b. It gives a proper direction to enhance the teaching skills of the faculty.
 - c. It is a guide to achieve their teaching goals
 - d. Making the student a part of the appraisal system
 - e. Useful to increase the accountability of the faculty
2. As per the guidelines the following five parameters with their weight age are considered.
 - A. Teaching Process (Maximum Points 25). The calculation is presented in Appendix. The Table-1 contains details of courses taught in the concerned academic year in consideration, like semester, course code/name, No. of scheduled classes, actually held classes. The total shall be reduced on a 25-pointscale.
 - B. Students Feedback (Maximum Points 25). From the student feedback the average score for each course taught during academic year/semester under consideration will be computed on a scale of 25. The average of all such scores shall be used for finding the points for student feedback.
 - 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.

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ANNEXURE

CALCULATION OF POINTS FOR 360 DEGREES FEEDBACK (SOP for Calculation of points for 360° Feedback)

A. Teaching Process (Max 25 Points)

The teaching load of a faculty member is an important factor in 360° feedback system to evaluate effectiveness in the teaching process.

This process starts from preparation of time-table, which gives an overall picture of teaching load. This provides the data on

- Subjects allotted to the individual faculty
- Number of contact hours in theory, practical and tutorial subjects
- The teaching load per week is as per the teaching norms defined vide Education Department Resolution No. 424/102022//3 12/24 Dated: 15/06/2023.

The maximum points for teaching process are 25. The Model calculation is as given below:

Table - 1

Sr. No.	Semester	Subject Code	Subject Name	No. of Scheduled Classes	No. of actually held classes	Points earned
1	Sem-1	C4300018	FEE	42	40	23.81
2	Sem-1	C4310702	BCP	28	30	25
3	Sem-2	C4320702	BOOP	56	50	22.32
4	Sem-2	C4320703	BDE	40	35	21.88
Average Points out of 25 Points				166	155	23.25

Points Earned is Calculated = $(40 \times 25) / 42 = 23.81$

The points scored in Teaching Process = Average points out of 25 Points = 23.25

The following documents are to be submitted in support of his teaching activity during the academic year/semester.

- Self-attested copies of individual time table.
- Students' attendance sheets.

B. Students' Feedback (Max 25 Points)

Student's feedback is considered as the most effective and reliable method in 360-degree feedback process for faculty to improve the quality of teaching. As the primary beneficiaries of the teaching process, students are well-positioned to provide valuable insights into the effectiveness of their faculty and the impact of their instruction.

Key elements of the teaching process that can be evaluated through student feedback include

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Classroom management, Instructional design, Instructional delivery Assessment and teacher's ability to assess student learning. Students will grade the teaching performance based on their personal experience. If the student attendance is less than 75% he/she is not allowed to submit the feedback. Minimum 75% of the eligible students shall submit the feedback as per the questionnaire given below in Table-2:

Table - 2

Sr. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Satisfaction level according to the syllabus covered by the teacher.				4	
2	Satisfaction level according to the topics covered beyond syllabus by the teacher.				4	
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content			3		
	(b) Communication skills					5
	(c) Use of teaching aids				4	
4	Pace of contents covering.				4	
5	Motivation and inspiration for academic and overall growth.		2			
6	Support for the development of Students' skill.					
	(i) Practical demonstration					5
	(ii) Hands on training				4	
7	Clarity on expectations of students.			3		
8	Reviewed the progress of the student.				4	
9	Willingness to help and advice to student.					5
Total		0	2	6	24	15
Net Total						
Average		(Net Total/60)*25				

No. of points obtained per subject/student = $[(2+6+24+15) / (12 * 5)] * 25 = 19.58$

The feedback of all the students for a subject wise is to be obtained an average of all subjects handled by the faculty is to be computed as under:

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Table - 3

Sr. No.	Semester	Subject Code	Subject Name	Average Student feedback on the scale of 25
1	Sem-1	C4300018	FEE	19.58
2	Sem-1	C4310702	BCP	21.8
3	Sem-2	C4320702	BOOP	19.6
4	Sem-2	C4320703	BDE	22.8
Average Points out of 25 Points				20.95

C. Departmental Activities (Max 20 Points)

Faculty involvement in departmental activities other than teaching process is essential for the overall development and achieves overall excellence of the Department. The coordinated efforts of the faculty will provide clarity and direction, improves accountability, enhances quality, and supports accreditation.

The Head of Department can assign different departmental activities in addition to teaching. The faculty work as a coordinator/convener/nodal/in-charge will earn maximum points as given in the Table-4 up to a maximum of 20. If faculty work as a co-coordinator/co-convener/member can earn 2 points per semester for each activity up to a maximum of 20. The In-charge Principal is look after institute and HOD/In-charge HOD is look after the department level activities so they obtain 10 points per semester.

The activities are enlisted below:

Table - 4

Sr. No.	Activities	Max. Points
1	Time Table, alternate arrangement and related work	03
2	Industrial Visit/Seminar/expert lecture/workshop arrangement for students	03
3	Student's mentor/councilors (01 faculty per 30 students)	03
4	Industry Institute Interaction Cell/ MOU Initiatives	03
5	Project Coordinator for final year/Final year student internship work	03
6	Faculty and Supporting staff related data	03
7	Mid/Viva/Practical examinations conduct and GTU related work	03
8	Mid examination senior/ junior supervisor per session 0.5 marks	03
9	Practical examination as Internal examiner per session 01 marks	03
10	Answer book assessment of GTU 01 marks per 50 answer book	03
11	Course coordinator (prepare/update course file as per NBA requirement, assessment and question paper set)	03
12	Student feedback/Attendance collect and result analysis	03
13	NBA coordinator of department-03 marks,	03

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	Criterion coordinator/member-01 marks	
14	Departmental Library In-charge (01 marks per 100 book transactions)	03
15	Academic Inspection/IQAC	03
16	Lab In charge (maintenance, cleanliness and utilization register, etc)	03
17	Scholarship related work	03
18	Web site design and maintain/COGENT/wi-fi/LAN/CWAN/CCTV, etc	03
19	Professional Body Chapter Activities	03
20	IRG work 01 marks per activity	03
21	LLCC/Cleanliness of department's area	03
22	Purchase/written-off and GEM related work	03
23	Organize Faculty development program	03
24	Newsletter/E-magazine/Media	03
25	Day celebration 01 marks per day	03
26	Research paper published in UGC/AICTE approved journals or other referred journals listed in SCI/Scopus/WoS, Reputed conference paper, Patent, Research grant.	03
Any other relevant activity allotted by HOD(with Justification)		
27		03
28		03
29		03

Based on activities given in above Table-4, calculation of faculty points for departmental activities is as given in Table-5. If total of assessment points given by HOD is greater than 20, it will be considered as 20 points.

Table - 5

Sr. No.	Semester	Activity	Credit Point	Self-Assessment Points (To be Claimed by Faculty)	Assessment Points by HOD
1	Sem-1	Academic Inspection/IQAC	03	03	2.5
2	Sem-1	Scholarship related work	03	02	2.0
3	Sem-1	Project Coordinator for final year	03	03	3.0
4	Sem-2	Academic Inspection/IQAC	03	03	3.0
5	Sem-2	Scholarship related work	03	02	2.0
6	Sem-2	Project Coordinator for final year	03	03	2.0
7	Sem-2	NBA coordinator of department	03	03	3.0
Total			21	19	17.5

Signature of Faculty

Signature of HOD

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D. Institute Activities (Max 10 Points)

Faculty involvement in institutional activities is essential for the overall development of the Government and grant-in aid degree/diploma engineering and pharmacy colleges. The coordinated efforts of the faculty will provide clarity and direction, improves accountability, enhances quality, and supports accreditation. The principal can assign different institutional activities in addition to teaching and departmental activities. The faculty as coordinator/convener/nodal/in-charge will earn maximum points as given in Table-6 up to a maximum of 10. If faculty works as co-coordinator/co convener/member can earn 50% Points per Year for each activity up to a maximum of 10. The In-charge Principal is look after the Institute level activities so they obtain 05 points per semester. The activities are enlisted below:

Table - 6

Sr. No.	Activities	Max. Points
1	Establishment in-charge	05
2	Account in-charge	05
3	Student Section in-charge(scholarship, fee, exam form, I-card, etc)	05
4	GTU Coordinator	05
5	ACPC/ACPDC help center nodal	05
6	Store/ Write-off in-charge	05
7	Purchase committee	03
8	Legal matters	03
9	RTI and pre-discloser update every year	05
10	IQAC/CAS	05
11	COGENT Portal	05
12	State government related activities like RTO learning license ,etc	05
13	Women Development cell	03
14	Grievance redressal	03
15	SC-ST Cell	03
16	Specially abled cell	03
17	Innovation & Entrepreneurship cell	05
18	SSIP cell	03
19	AISHE/RUSA/MERITE,etc	05
20	MYSY	03
21	Anti Ragging squad/committee/anti ragging awareness program	03
22	Vishwa karma Yojana	03

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23	Time table/Over load coordinator	05
24	AICTE/GTU affiliation	05
25	NBA Coordinator	05
26	House keeping	05
27	Civil ,Electrical R & B related work	05
28	Quarter allotment	03
29	Security	05
30	CWAN/Wi-fi/lease line	05
31	Institute website	05
32	Finishing school/SCOPE/STTP/Skill development, etc	05
33	Training and Placement Cell, Industry Linkages ,MOU	05
34	Canteen	03
35	Hostel-Rector/Warden	05
36	Library in-charge	05
37	Community Development scheme like CDTP, etc	03
38	NCC/NSS	05
39	Auditorium	03
40	Alumni Association	05
41	Fire Safety	05
42	Sports/Gymkhana	05
43	NBA mentor of other institute	05
44	GTU viva Exam Coordinator	05
45	GTU Zonal officer Duty	05
46	LIC/FRC/academic Inspection 02 marks per event	04
47	GTU observer/examiner/squad 01 marks per day	04
48	Tablet/Laptop/etc distribution	05
49	Electrical energy utilization Bill verification	03
50	Solar power system operation and maintenance	03
51	Institute ranking framework	05
Any other relevant activity allotted by Principal(with Justification)		
52		03
53		03

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Based on activities given in above Table-6, calculation of faculty points for institute activities is as given in Table-7. If total of assessment points given by principal are greater than 10, it will be considered as 10 points.

Table - 7

Sr. No.	Year	Activity	Credit Point	Self-Assessment Points (To be Claimed by Faculty)	Assessment points by Principal
1	Sem-1 & 2	NBA Coordinator	05	04	04
2	Sem-1 & 2	Purchase committee	03	03	03
3	Sem-1 & 2	Alumni Association	05	05	04
Total			13	10	10

Signature of Faculty

Signature of Principal

E. Annual Confidential Report (ACR) (Max 10 Points)

The faculty ACR maintained at CTE/institute level have maximum 10 points based on marks obtained by the faculty in their ACR/PAR. The ACR format and classification of officer based on marks is followed as per General Administrative Department (GAD) resolution No.456/102013/452268/8, dated: 04/03/2014 and GAD circular No.456/102013/452268/8, dated: 23/06/2014.

Based on above the Point Calculation can be done as given in Table-8.

Table - 8

Sr. No.	Year	Marks Obtained in ACR/PAR from 100 Marks	Point (Max 10) based on ACR
1	2022-23	81	8.1

F. Contribution to Society (Max 10 Points)

Faculty contribution to society is very subjective. Faculty might have their own ways and means in which they serve society. For eg: Faculty might teach underprivileged children free of cost, pay fees for needy children, serve free food once or twice to destitute, volunteer in taluka/district/state/national driven projects, Contribution of one day salary to flood-stricken areas, As volunteer in self-help groups etc. Evaluation of contribution to society is subjective and quantifying the societal contribution is very difficult. Any contribution done to society is to be considered as equally important.

Evaluating the faculty in respect of contribution to society in the 360-degree feedback process of Government and grant-in aid degree/diploma engineering and pharmacy colleges is important for promoting social responsibility, enhancing the institution's reputation, fostering community engagement, aligning with the institution's mission, and promoting student learning of real-world situations. Various activities identified are given in Table-9.

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Table - 9

Sr. No.	Activities	Max. Points
1	Blood Donation or Activity Organization	05
2	Ride checking per event	05
3	Election duty per event	05
4	Exam duty performed by faculty in UPSC/GPSC/central & state government/NEET/JEE/etc (02 marks for exam duty)	05
5	Yoga Classes/day celebration conduct and participate 01 marks per event	05
6	Working as a member of committee form by Central/state Government/CTE/University/KCG etc level	05
7	Medical Camp/Health Camp/Thalassemia test Arrangement	05
8	Literacy Camp Organization	05
9	Tree Plantation and Garden Maintenance (more than 10 Trees)	05
10	Environmental Awareness Camp	05
11	Swachh Bharat Mission, Unnat Bharat Abhiyan/NCC/NSS/Mahatma Gandhi Swachhata Abhiyan	05
12	Tree Plantation/ Technical education Awareness/Fuel saving approach /SSIP awareness among school students.	05
13	Donation in PM/CM relief fund (More than Rs. 10000)	05
14	AICTE text book writing/Translation	05
15	Educational Video lecture preparation for students telecast in BISAG/GTU/AICTE	05
Any other relevant activity permitted by Principal (with Justification)		
16		05
17		05

Based on activities given in above Table-9, calculation of faculty points for Contribution to Society is as given in Table-10. If total of assessment points given by principal are greater than 10, it will be considered as 10 points.

Table - 10

Sr. No.	Academic During the Term	Activity	Credit Point	Self-Assessment Points (To be Claimed by Faculty)	Assessment points by Principal	Supporting Document Index No
1	2020-21	NSS	05	05	04	
2	2021-22	AICTE text book writing/Translation	05	05	05	
		Total	10	10	09	

Signature of Faculty

Signature of Principal



G. Disciplinary Action Disclosure

Any Faculty member receiving Major/minor disciplinary action taken or pending inquiry will be mandatory disclosing here.

Based on all details of all the criteria given above, the principal of the institute has to prepare a summary sheet for individual faculty members as per given in Table-11.

Summary of Points filled by the principal

Table - 11

S.no	FPAD Parameters	Maximum Points	Obtained Points	Remarks
1	Teaching Process	25	23.25	
2	Student feedback	25	20.95	
3	Department Level Activities	20	17.50	
4	Institution Level Activities	10	10.00	
5	Annual Confidential Report	10	08.10	
6	Contribution to Society	10	09.00	
8	Total	100	88.80	
<i>Score point on scale of 10-point.</i>			08.90	

Signature of Principal

