

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

Office of the Commissioner
of Technical Education,
Vidya Bhavan, Hyderabad

CIRCULAR MEMO

Sub:- Academic - Technical Education - AICTE Scales of Pay, 2016 for Teachers and other Academic Staff such as Library and Physical Education Personnel working in Government Polytechnics - Calculation of 360° Feedback Score - Certain guidelines - Issued - Reg.

Ref:- G.O.Ms.No.26, Higher Education (TE) Dept., dt:30-07-2021

In the G.O. cited, AICTE Scales of Pay, 2016 have been extended for Teachers and other Academic Staff such as Library and Physical Education Personnel working in Government Polytechnics, wherein 360° Feedback Score has been prescribed.

In this connection, certain guidelines for calculation of 360° Feedback Score in respect of Teachers and other Academic Staff such as Library and Physical Education Personnel working in Government Polytechnics are issued herewith, as shown in the Annexure.

Therefore, the Principals of Government Polytechnics in the State are informed to adhere to above guidelines and report compliance.

The receipt of this memo shall be acknowledged.

Signed by Akuti Pullaiah
Date: 20-09-2022 17:56:44
Reason: Approved
For Commissioner

To

The Principals of Government Polytechnics in the State
Copy to: 1. The Assistant Directors, Estt-I, II, O/o CTE, Hyderabad
2. The Secretary, SBTET, Hyderabad

ANNEXURE**360° FEEDBACK SCORE CALCULATION SHEET**

In terms of Annexure - III of G.O.Ms.No.26 Higher Education (TE) Department, dated: 30-07-2021, the 360° feedback score of every faculty shall be determined every year on the basis of following parameters:-

a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table which will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, classes actually held etc. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The faculty shall submit feedback score for each course taught during academic year under consideration on a scale of 25. The average of total of all such scores shall be used.

c. Departmental Activities (Maximum Points 20)

This section will summarize all the responsibilities assigned by Head of the Department to a faculty during academic year under consideration through a proper Office Order. This may include responsibilities like Lab incharge, Time Table incharge, NBA/AICTE work, sponsored projects, departmental newsletter etc. The Faculty will earn maximum 3 points per semester for each activity, totaling up to a Maximum of 20 points.

d. Institute Activities (Maximum Points 10)

This section will summarize all the responsibilities assigned by Head of the Institute to the faculty during academic year under consideration through a proper Office Order. This may include responsibilities like Dean, Head of department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The faculty will earn maximum 4 points per semester for each activity, totaling up to a maximum of 10 points.

e. Contribution to Society (Maximum Points 10)

This section will summarize all activities carried out by the faculty as a contribution to society. The faculty will earn maximum 5 points per semester for each activity totaling up to maximum of 10 points. The claim should be supported by an Office Order / official communication from Head of Institute / Competent Authority.

f. ACR (Maximum points 10)

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

The grand total of points for all the above parameters shall be converted to a 10 points scale. Accordingly, every faculty under the control of O/o Commissioner of Technical Education, Telangana State, Hyderabad is required to fill up and submit his / her information in the format stipulated herein. **Faculty should not repeat same activity/responsibility among the parameters of 'a' to 'e' of the FO R MAT. PART A of the format is to be filled by the faculty, and assessed by his/her Reporting Officer as well as Reviewing Officer. PART B of the format is to be filled by Confidential Section of the institute and then summarized as well as endorsed by the Head of Institute.**

Calculation of 360° feedback Credit Points for the Academic Year ____

Name of Institute & Code	
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Name of staff member	
Present Position / Designation	
Employee ID of staff member	
Branch/Dept in which working	

PART-A

(To be filled by the faculty and assessed by Reporting Officer as well as Reviewing Officer)

a. Teaching Process (Maximum Points 25)

Faculty should furnish details in the table below, about his / her teaching activity during the respective academic year. A self attested xerox copy of the faculty Log Book for the concerned semester/s should be attached with this format as a proof for actual conduct of the claimed Lectures/ Practicals/ Tutorials.

S. No.	Semester (Odd/Even)	Class and subject taught (Please write clearly the Class, Name of subject and whether taught Theory or practical)	No. of Theory/Practical/Tutorial hours scheduled	No. of Theory/Practical/Tutorial hours actually conducted	Points claimed by faculty	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					= ((Y/X)*25, to be rounded to 2 digits		
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Grand Total (Total of S. No. 1 to 12)			X=	Y=			

Remarks of Reporting Officer (Applicable only if the points assessed by him/her different than the points claimed by the Faculty. The reporting officer shall write the reason for the difference here)			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the Faculty or reporting Officer. The reviewing Officer shall write the reason for the difference here)				
Name and signature of Reporting Officer			Name and signature of Reviewing Officer				

b. Student's feedback (Maximum Points 25)

Faculty should furnish the details of student's feedback about him /her, in the table below, for the respective academic year. The Online Student feedback form given in the SBTET, Hyderabad is to be used. A self attested xerox copy of communication from Head of Institute / HoD to the faculty about the student's feedback score should be attached with this format to substantiate the points claimed by the faculty. Head of Institute / HoD should take student's feedback report for each faculty for each semester from SBTET Portal and its should communicate to the staff concerned.

S.No.	Semester (Odd/ Even)	Class and subject taught (Please write the Class and Name of subject taught)	Whether the mid semester or end semester feedback	Student feedback score on a scale of 25	Point claimed by Faculty	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					=(Average of student's feedback score) to be rounded to 2 digits		
2							
3							
4							
5							
6							
7							

8							
9							
10							
11							
12							
Grand Total (Total of S. No. 1 to 12)							
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the faculty. The Reporting Officer shall write the reason for the difference here)					Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by faculty or Reporting Officer. The Reviewing Officer shall write the reason for difference here)		
Name and signature of Reporting Officer					Name and signature of Reviewing Officer		

c. Departmental Activities (Maximum point. 20)

Faculty should furnish the information of different departmental responsibilities and / or departmental activities handled by him/her during the respective academic year in the table below. This may include information such as Laboratory incharge, consultancy, time table incharge, NBA coordinator, class teacher, student registration incharge, student detention incharge, Project guide, guest lecturer organization, industrial visit organization, project / Seminar Coordinator, departmental library incharge, Student Association / Chapter coordinator, cleanliness incharge, practical/ Examination time table incharge, departmental store / purchase incharge. Academic monitoring coordinator, CSR activities coordinator, Project Mentoring for project Competition, student feedback incharge, student counseling, initiative for CEP/STTP/Testing /Consultancy, organization of MOOCS/NPTEL/Spoken Tutorials/IUCEE webinar, Question bank preparation, Curriculum design Sujana Techfest incharge, e-content/ e- Lessons preparation etc., and / or any other departmental activity. A self attested xerox copy of HoD's Office Order / Departmental Order for handling the responsibility /activity should be attached with this format to substantiate points claimed by the faculty

S. No.	Period of handling the responsibility /activity	Details of responsibility/activity handled	Points claimed by faculty (Min. 0 and Max. 3 points per activity)	Points assessed by Reporting Officer	Points assessed Reviewing Officer
1					
2					
3					

File No.CTE-ACD2/ACAD/121/2019-ACADEMIC-II

4					
5					
6					
7					
8					
9					
10					
11					
12					
Grand Total(Total of S.No.1 to 12) (Limited to Maximum 20 Points)					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the faculty. The Reporting Officer shall write the reason for the difference here)			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her different than the points claimed by the faculty or Reporting Officer. The Reviewing Officer shall write the reason here)		
Name and signature of Reporting Officer			Name and signature of Reviewing Officer		

d. Institute Activities (Maximum Point 10)

Faculty should furnish information of different institute level responsibilities and / or institute level activities handled by him/her during the respective academic year in the table below. This may include information such as internship incharge, institute website management incharge, institute level networking and maintenance incharge, building/electrical maintenance incharge, EPBX incharge, hardware and Software installation and maintenance incharge, institute MIS incharge, DTE MIS incharge, organization of FDP/Conference/Training/Workshop, Examination duty/activity/ incharge, AICTE/DTE/RO/University statutory committee, NBA/SDC/TASK coordinator, garden maintenance/tree plantation/THKK at institute level. AICTE/DTE/AISHE/NIRF/ARHA/CII/RUSA/TEQIP/PCI/COA/etc., activity in-charge, e-class room incharge PRO/ Gymkhana/ gathering /Publicity/ student club activity incharge, HoD/Library incharge/Hostel Warden/Dy.Warden, Canteen incharge, earn & learner scheme/ Scholarship incharge aqua incharge Innovation /Incubation/ Invention cell incharge etc., TPO, Srujana Tech fest incharge, IPSGM incharge, CET counseling incharge and/or any other institute level activity. A self attested xerox copy of Institute level Office Order issued by Head of Institute for handling the responsibility /activity should be attached with this format to substantiate points claimed by the faculty

S. No.	Period of handling the responsibility /activity	Details of responsibility/activity handled	Points claimed by faculty (Min. 0 and Max. 4 points per activity)	Points assessed by Reporting Officer	Points assessed Reviewing Officer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Grand Total(Total of S.No.1 to 12) (Limited to Maximum 10 Points)					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the faculty. The Reporting Officer shall write the reason for the difference here)			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her different than the points claimed by the faculty or Reporting Officer. The Reviewingg Officer shall write the reason here)		
Name and signature of Reporting Officer			Name and signature of Reviewing Officer		

e. Contribution to society (Maximum Points 10)

Faculty should furnish information of any responsibilities and / or activities handled by him/her, towards society at large during the respective academic year in the table below. This may include information such as blood donation camp organization, yoga classes organization, student induction programme incharge, health/medical camp organization, literacy camp organization, tree plantation outside the institute campus, environmental awareness incharge, CDTP incharge, Voter's day camp organization, legal cell incharge, She teams incharge, Swatchh Bharat Mission/Unnat Bharat Abhiyan/NCC/NSS/Mahatma Gandhi Swatchhta Abhiyan etc. and any other such activity. A self attested Xerox copy of Officer Order issued by Head or Institute / Competent Authority should be attached with this format to substantiate points claimed by the Faculty.

S. No.	Period of handling responsibility / activity	Details of responsibility / activity handled	Points claimed by faculty (Min. 0 and Max 5 points per activity)	Points assessed by Reporting Officer	Points assessed Reviewing Officer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Grand Total(Total of S.No.1 to 12) (Limited to Maximum 10 Points)					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the faculty. The Reporting Officer shall write the reason for the difference here)			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her different than the points claimed by the faculty or Reporting Officer. The Reviewing Officer shall write the reason here)		
Name and signature of Reporting Officer			Name and signature of Reviewing Officer		

Place:

Date:

Signature, Name & Designation of faculty

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

Place:

Date:

Signature, Name & Designation of
Reporting Officer

I hereby declare that I have satisfied myself about correctness of the points claimed by the Faculty as well as assessment done by reporting officer and corrected them wherever required.

Place:

Date:

Signature, Name and Designation of
Reviewing Officer

PART-B

(To be filled by Confidential Section of the institute and then summarized as well as endorsed by the Head of Institute)

f. ACR (Annual Confidential Report) (Maximum Points 10)

The ACR maintained at institute level shall have maximum 10 points based on grading. At present, the ACR format prescribed for faculty under the control of O/o Commissioner of Technical Education, Telangana State, Hyderabad uses an overall gradation of Minimum 0 points to Maximum 10 points as follows:

Outstanding	Very Good	Good	Satisfactory	Poor
10	8	6	4	0

To be filled by Confidential Section of the institute

Overall ACR gradation of the faculty for the academic year _____ is (____) out of 10.

Summary and Endorsement by Head of Institute

S. No.	Parameter	Points assessed by the reviewing Officer
1	Teaching process (Max. Points 25)	
2	Student's Feedback (Max. Points 25)	
3	Departmental Activities (Max. Points 20)	
4	Institute Activities (Max. Points 10)	
5	Contribution to society (Max. Points 10)	
6	ACR's (Max. Points 10)	
Total of S.No. 1 to 6 (Max. Points 100)		
Total on 10 point scale (To be rounded to 2 digits)		

Place:

Date:

Signature, Name and Designation of Head of Institute

Signed by Akuti Pullaiah

Date: 20-09-2022 17:57:27

Reason: Approved