

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION

OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION,
ANDHRA PRADESH, MANGALAGIRI

Memo. No. H/1080/AICTE/2021

Dated:18-07-2023

Sub: Technical Education - Academic - Implementation of 360° Feedback for All Teaching staff, Librarians and Physical Directors of Government Polytechnics in the state of Andhra Pradesh - Standard Operating Procedure (SOP) for Calculation of 360° Feedback Score - Certain Guidelines - Issued - Regarding
Ref: G.O.Ms.No.10, SKILLS DEVELOPMENT & TRAINING (TE-A2) DEPARTMENT Dated:12.07.2022

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Vide reference cited, implementation of 360° Feedback systems is necessary and mandatory for Teaching faculty, Librarians and Physical Directors of Government Polytechnics. 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 and 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 feedback to teaching faculty, librarians, and physical directors in Government Polytechnics across Andhra Pradesh, 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 Principals of Government Polytechnics in the State Andhra Pradesh to implement this Standard Operating Procedure (SOP) and guidelines diligently and report compliance.

The receipt of this memo shall be acknowledged

Sd/-C. NAGA RANI
DIRECTOR

To
The Principal Secretary, Dept. Skills Development and Training, for information
The Principals of Government Polytechnics

Copy to Regional Joint Directors S.V.U. and A.U. regions
//F.B.O//

B. Ramakrishna
SUPERINTENDENT

Guidelines for 360° Feedback

Teaching Load:

- One Practical hour is equivalent to one Theory hour
- For drawing subject one faculty is to be allotted for every 25 students and limited to a maximum of 3 faculty members and one faculty is the main and the other faculties are assistants. No. of faculty can be engaged = No. of students in the class/25. If it is a fraction it is to be rounded to next integer if the fraction is ≥ 0.5 (Considering SFR as 25:1)
- For a Practical subject two faculty can be assigned if the number of students are more than 25
- If the maximum possible allotted load is less than the specified load the load factor will be considered as 1

Student feedback:

- Online feedback system will be introduced to eliminate the calculation of points obtained by the faculty
- A system will be built so as to communicate the login credentials for the student to submit his/her feedback
- If the student attendance is $< 65\%$, he is not allowed to submit the feedback as he/she is not eligible for promotion next semester.
- Minimum 75% of the eligible students shall submit the feedback
- When the application is opened for trial, a session is to be conducted to the students on how to submit the feedback

Departmental Activities

1. Minimum two industrial visits are to be organized (May be one industrial visit per semester)
2. A minimum of Rs. 50,000/- is to be earned for the Polytechnic for each semester towards Consultancy and Testing.
3. Student counselor has to take the responsibility of the students pertaining to the branch. He must interact with the students on continuous basis and to know their academic difficulties and to find a solution in consultation with the concerned HoS. His/her involvement will decide the pass percentage and perception level of the students and the HoS can make a decision regarding Remedial classes-
4. Project Guide must direct a project that contributes to the actual world. At the end of the project, the student must learn how to implement/apply the theoretical knowledge acquired during the project to create a practical product.
5. As CSR initiative, the faculty has to obtain a minimum of Rs. 1,00,000/-worth as CSR contribution
6. Mechanical Head of Section is the Stores officer in default. If Mechanical branch is not available, the Principal can appoint any other senior faculty as stores officer.
7. ISTE/IE student chapter coordinator has to guide the students to participate in the activities conducted by the respective societies. (Minimum one activity need to be conducted)
8. Department Library incharge has to maintain minimum of 100 books and are to be maintained in the department for which the library records are to be maintained i.e. Accession register, stock register etc.

9. The guest lecture must be with Industrialists or the persons having proficiency in personality development, Industry culture, work ethics, soft skills etc. The incharge has to organize a minimum of 1 lectures per semester
10. The HoS can assign the duties of class teacher to any of the faculty taking classes to that batch of students. The class teacher has to take care of attendance, syllabus completion in all the subjects of that semester, Practical classes, if laboratories are not available arranging the practical classes in nearby Polytechnics or Engineering Colleges etc in consultation with HoS and other faculty.
11. Lab incharge has to take care of the development and maintenance of the laboratory. He has to make the arrangements to keep the equipment in good working condition. Repair of equipment if any or sending the request for procurement of new equipment to the Principal through HoS etc.
12. Time table incharge has to prepare the time table by keeping the availability of classrooms/drawing classes and laboratories. Making some dynamic adjustments basing on the requirement.
13. NBA program coordinator has to guide the faculty in preparation of course files and he is the incharge of all the previous records i.e. Unit test papers/Drawing sheets/Lab records etc. He has to play a pivotal role in taking the department for NBA by participating in departmental activities pertaining to NBA
14. Departmental Examination Coordinator has to help the HoS in all the matters pertaining to conduct of Internal and External Examinations, uploading of Marks to SBTET portal etc.
15. Maintenance incharge is responsible for the maintenance of Class rooms, drawing halls, classroom/Drawing hall furniture, fans, lights etc. He/She has to take the responsibility of repairing works, if any, in consultation with the Principal.
16. Placement Coordinator has to assist the Training and Placement Officer of the Polytechnic and has to act as a liaison between the students and industry while conducting the campus interviews for the respective branch in the Polytechnic.
17. Industrial Assessment/Training incharge has to fix the industries for sending the students for Industrial training and monitor the assessment of the students during Industrial training and maintain the relevant records and help the HoS in monitoring the Industrial Training.
18. Faculty who set a minimum of two subjects is eligible for obtaining points
19. Faculty who evaluated more than 600 papers is eligible
20. Preparation of Teaching Material – Any teaching material/Lab Manual prepared by the faculty and is vetted by SBTET is only eligible for obtaining the points.
21. Development of Laboratory – Establishment of New Labs in the Polytechnic will get the points
22. Faculty involved in conduct of Remedial Classes for weak students. He/she has to engage a minimum of 30 hours is eligible for points.
23. The faculty who guided the student in an innovative project for TECHFEST is eligible.
24. MOOCS/NPTEL incharge where a minimum of 10 students participated in a certificate course in any of the above two modules is eligible.
25. Any Teaching/Learning initiative taken up by the faculty in concurrence with SBTET is eligible.
26. Scholarship incharge – The faculty acting as incharge for guiding the students in uploading the required data/documents to the portal and taking responsibility of guiding the student and resolving any issues arising during submitting the applications for scholarships. The class teacher has to assist the scholarship incharge.
27. Involvement in curriculum preparation – The faculty participated in curriculum development as per the orders of the Secretary, SBTET is eligible

Institutional Activities

1. Deputy Warden – Appointed by the Principal – Boys and Girls Hostels will have different Deputy Wardens. If the Hostel strength exceeds 50, there may be two deputy wardens
2. AICTE & AISHE In-charge – Faculty nominated by the Principal for the above two works is eligible. Only one faculty has to take the responsibility of both the activities.
3. Library Incharge – The faculty acting as Library incharge will be compensated with 9 hours of teaching load in addition to these points. The faculty has to stay one hour after the closing hours of the Polytechnic and has to perform all the duties of Librarian.
4. Sports/IPSGM Incharge – Faculty acting as incharge Physical Director has to stay one hour after the closing hours of the Polytechnic and has to look into the Sports and IPSGM activities.
5. TPO – Training and Placement Officer has to connect the Polytechnic with the Industry and invite the companies for campus interviews and he/she will be assisted by Placement coordinators of each branch. He/she has to follow the instructions issued by the Training and Placement Officer of the Commissionerate in organizing the placement drives in addition to the placement activities planned by him/her.
6. Polycet Assistant Coordinator – The faculty member appointed as Polycet Assistant Coordinator by the concerned Principal has to assist the Principal in conduct of POLYCET
7. Working on additional duty as HoS/OSD - The faculty working as incharge for Head of Section or Officer on Special Duty has to perform the activities related to the post as per the instructions of Principal/Head Office
8. Skill Hub Incharge – The Skill Hub incharge has to identify the new courses which can be conducted with the available facilities of the Polytechnic by considering the local needs. He has to act as a liaison officer between the employees of APSSDC and Polytechnic.
9. Innovation and Entrepreneurship cell - The faculty incharge of Innovation and Entrepreneurship cell has to encourage the students towards innovation while they are doing their Project work or a Project for TECHFEST. He/she has to conduct a minimum of one program on entrepreneurship from the local industrialist or professionals from MSME.
10. Involvement in TECHFEST as per the orders of the Principal: The faculty who guided the students to develop an innovative project exhibited/showcased in Regional/State Competition is eligible.
11. Polycet Campaigning – The Faculty who involved in Polycet Campaigning and visited a minimum of 3 schools is eligible
12. Preparation of Lab Manual for SBTET – Faculty involved in preparation of Lab Manual for practical subject as per the instructions of SBTET is eligible
13. Writing of Text Book for SBTET - – Faculty involved in preparation of Text Book for Theory subject as per the instructions of SBTET is eligible.
14. Polycet HLC coordinator – Faculty appointed as HLC coordinator by the Principal is eligible
15. Taking Classes for Polycet free coaching – All the faculty involved in taking classes for Polycet free coaching as per the orders of the Principal are eligible
16. MIS Incharge – Faculty appointed as MIS Incharge by the Principal - He has to do all the activities pertaining to MIS as per the instructions of Commissionerate
17. Hardware and Software installation and Maintenance – The faculty appointed as incharge for Hardware and Software installation and Maintenance has to carry out the minor hardware repairs, replacement of parts and software installation. He can train a group of students and use them for this purpose.
18. Institute web site maintenance: The faculty made as incharge for this activity has to regularly updating the website.
19. Online Counseling in-charge – The faculty has to monitor the online counseling activity as per the instructions of the Principal

20. EDEP in-charge – The faculty has to download the papers as and when release by SBTET and completing the phase 1 and phase 2 decryption and decryption using password on the day of examination. This activity must be done only in the system identified by this purpose in the Principal's room.
21. Assistant Camp Officer for valuation – The faculty has to receive the question papers dispatched by SBTET and distributing the QPs to faculty/HoS and maintain all the records as mentioned by SBTET.
22. Video Conference Incharge – The faculty nominated by the Principal for this purpose has to see that the Video conferencing equipment is in working condition and has to keep the system ready as per instructions of the Principal/Head office
23. Campus Maintenance (Look and Ambience)/ Electrical/ Civil/ Mechanical Maintenance – The faculties identified for this purpose from the respective branch have to take necessary steps to attend the maintenance works immediately as and when required with the help of the lab faculty/workshop instructors
24. NBA Coordinator – The faculty acting as NBA coordinator has to guide the faculty of all the branches in maintenance of records and preparation of Course files etc. with the help of branch level coordinators
25. Member in designated committees by AICTE – The Principal is the chairman of all committees as default. Involving all faculty across the different committees is appreciated.
26. Involved in IRG activities – The faculty involved in IRG activity pertaining to any lab and earn not less than one lakh rupees per year is eligible.
27. Handled CSR Initiative/Sponsored Projects – The faculty dealing with the companies for CSR initiative and Sponsored Projects by DST/MODROB/CAFES etc.
28. Alumni Association Coordinator – Alumni Association Coordinator has to act as a liaison between the Alumni and the Principal. He has to interact with the Alumni frequently and conduct a minimum one Alumni meeting in a year.

Contribution to Society:

1. NCC/NSS activities involvement – The incharge of NCC/NSS incharge where the respective units are active and conduct minimum one activity.
2. Blood Donation Camp – Conducted a minimum one Blood donation camp supported by RED CROSS/Lions Club etc. are to be organized
3. Medical/Health Camp Organization – Medical camp for blood group mapping and free health camps are to be organized
4. Conduct of Yoga Classes - Minimum One Yoga Camps with a minimum of 50 students is to be organized.
5. Unnat Bharat Abhiyan - Identify/select /devise innovative technological interventions for the development of rural people as per the requirement by engaging the students
6. Working with NGO – Minimum of two Personality Development /workshop on any Technical Activity/live skills programs are to be conducted for students in a year. A minimum of 50 students' involvement is required.
7. Involvement in nation Building Activities
8. Involvement in Women Empowerment Programmes
9. Donation to orphanage/old age home/Hospitals/Schools: The faculty is eligible to get the points if he/she donates not less than two days gross salary and submit the receipt.
10. Involvement in Unemployment benefit programs (Awareness and guidance or help to such candidate in getting job) - Providing employment for unemployed youth by conducting trainings i.e. Skill Hubs
11. Tree Plantation – Tree Plantation program is to be conducted and a minimum of 20 trees are to be alive at the end of the year.

12. Technical education Awareness among school students - Seminars and workshops are to be conducted to the School students about Technological Advancements and Development of Technology in their regular use. Awareness about Polytechnics and Technical Education during the academic year. Polycet campaign doesn't come under this.
13. Any other activity leads to development of the Society

Each activity carries 5 marks subject to maximum of 10 marks.

Sd/-C. NAGA RANI
DIRECTOR

**STANDARD OPERATING PROCEDURE (SOP) FOR CALCULATION OF 360 DEGREE
FEEDBACK SCORE APPLICABLE FOR PRINCIPALS OF GOVERNMENT POLYTECHNICS,
ANDHRA PRADESH**

INTRODUCTION

1. With reference to the Notification issued by ALL INDIA COUNCIL FOR TECHNICAL EDUCATION New Delhi, on 1st March, 2019, AICTE Regulations on payscales, 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 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

DETAILS

2. As per the guidelines the following five parameters with their weightage are considered.
 - (a) Teaching Process (Maximum Points 25). The calculation is presented in SerNo. 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 point scale.
 - (b) Students Feedback (Maximum Points 35). 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) Institute Level Activities (Maximum Points 20). 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.
 - (d) Annual Confidential Report (ACR) (Maximum Points 10). ACR maintained at Institute level shall have 10 points based on grading.

- (e) Contribution to Society(MaximumPoints10). 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.

SUMMARY

3. The grand total of points for all academic years shall be converted to a 10 point scale. This policy will be effective from AY2023-24.

Sd/- C.NAGA RANI
DIRECTOR

APPENDIX

(SOP For Calculation of Weightage for 360DegreeFeedback)

CALCULATION OF WEIGHTAGES FOR 360 DEGREES FEEDBACK

1. 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 and practical subjects
- The teaching load per week

Table 1: Teaching Load as per AICTE

Designation	Teaching/Laboratoryhours /week (Minimum)
Lecturer/Sr. Lecturer	18 hrs
HoS	16 hrs
Principal	6 hrs

* One theory hour is equivalent to One Practical hours

* Drawing subject will be treated as Practical

From the above Load factor is to be calculated

Load factor = (Actual Teaching Load/week)/(Teaching Load/week as per AICTE)

Load factor is to be limited to 1

Table 2: Example calculation on Load factor

Designation	Teaching Load handled/week	Teaching Load/week as per AICTE	Load Factor
Principal	4	6	4/6= 0.67

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

% Completion of syllabus is calculated as below:

(No of periods Taught/ No of periods assigned) * 100

- $\geq 100\%$: 25points
- 90% to 99%: 22points
- 80% to 89%: 15points
- 70% to 79%: 11points
- 60% to 70%: 07 points
- $< 60\%$: 0 points

Ex: For a subject No. of classes taught is 85 and No. of classes assigned is 90.
Then % Completion = $85/90 * 100 = 94.4\%$.
Points obtained for this subject is 22

The Average points obtained for all the subjected allotted is to be computed.

Ex:

Subject	No. of periods taught	No. of periods Assigned	%	Points scored
Sub1	85	90	94.44	22
Sub2	95	90	105.56	25

The points scored in Teaching Process = $(22 + 25)/2 * \text{Load Factor}$

In the above calculation, if the load factor is 0.67, the points scored in Teaching process = $23.5 * 0.67 = 15.75$

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 and Log book

2. Students' Feedback (Max 35 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 Classroom management, Instructional design, Instructional delivery Assessment and teacher's ability to assess student learning

Students will grade the teaching performance based on the student's personal experience. Every student will give feedback on every subject and on every faculty as per the questionnaire give below:

S.No	Description	Very Poor	Poor	Good	Very Good	Excellent
		1	2	3	4	5
1	Whether Discipline is maintained in the institute?		2			
2	Whether staff members/ HOS attending the classes on time and regularly?			3		
3	Whether the Office staff and Class-IV staff treating the students properly and attending student needs?				4	
4	Overall environment of the Institute			3		
5	Facilities offered by the Library					5
6	Co-curricular and extracurricular activities offered by the institute		2			
7	Training programs offered by Training and placement cell , ex: training on employability skills, GD, JAM, mock interviews, life skills etc.				4	
8	Response on any complaint given by the student		2			

9	Sports facilities in the institute					5
10	General amenities like toilets, Drinking water , Internet etc.				4	
11	Conduct of Free coaching camps, blood donation camps and other activities of central and state government			3		
12	How willing is the PRINCIPAL to offer help and advice to students when needed?					5
			6	9	20	15

No. of points obtained per subject/student = $[(6+9+20+15) / (12 * 5)] * 35$
= 29.16

The feedback of all the students for a subject is to be obtained and the average is to be computed

Average of all subjects handled by the faculty is to be computed

- **Feedback from a minimum of 75% of the students shall be obtained**

3. Institute Activities (Max 20 Points)

Faculty involvement in institutional activities is essential for the overall development of the Polytechnic. 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 activities are enlisted below:

S. No	INSTITUTION LEVEL ACTIVITY	NAME OF THE ITEM OF THE ACTIVITY
1	STUDENT SUPPORT SERVICES	Warden
		Student Club activity in charge
		Sports/ IPSGM
		Training and Placement
		Polycet Coordinator
		Skill Hub
2	ACADEMIC PLANNING & DEVELOPMENT	Innovation and Entrepreneurship cell
		TECHFest
		Polycet Campaigning
		HLC coordinator
3	IT RELATED ACTIVITIES	Camp Officer for valuation
		MIS Monitoring
		Institute web site
		Online Counseling
4	INSTITUTIONAL DEVELOPMENT	Campus Maintenance
		NBA
		IRG
		CSR Initiative/Sponsored Projects
		Alumni Association

Each activity carries 5 marks subject to maximum of 10 marks. The faculty has to select one activity from each of the group

Principal should furnish the information on different responsibilities handled during the academic year/semester along with the self-attested copy of Office Order for handling the responsibility/activity.

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

The ACR maintained at institute level shall have maximum 10 points based on grading. At present the ACR format prescribed for the faculty member under the control of O/o CTE, AP uses an overall gradation as shown below

Outstanding	Very Good	Good	Satisfactory	Poor
10	8	6	4	0

Format for Annual Confidential Report(ACR)

Name:	Department:
Designation:	AcademicYear:

Part A(To be filled by the Principal)

(Use extra sheets if necessary)

S.No	Activities&Achievements	Comments/Description
1.	Initiatives taken during the year/semester 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	

Part B(To be filled by the RJD)

S.No	Parameters	Comments
1	Quality of work/performance	
2	Professional knowledge	
3	Attitude & ownership towards work	
4	Decision making capability	
5	Initiative	
6	Written & verbal power of expression	
7	Teamwork(relationship with seniors, juniors, colleagues)	
8	Organizing capability	
9	Loyalty towards work and organization	
10	Any special quality	
11	Overall remark <i>(Outstanding, Verygood, Good, satisfactory, Poor)</i>	

Grading by RJD

Name & Signature of the RJD

(Note: Additional information can be provided by attaching additional sheets)

- The RJD has to award the grade point to each parameter and has to post the average in overall remark column

5. 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 taluk/ 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 polytechnics 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 below.

- NCC/NSS activities involvement
- Swachh Bharat Mission
- Blood Donation Programmes
- Medical/Health Camp Organization
- Conduct of Yoga Classes
- Unnat Bharat Abhiyan
- Nation Building Activities
- Women Empowerment Programmes
- Donation to orphanage/old age home/Hospitals/Schools not less than two days gross salary
- Tree Plantation
- Technical education Awareness
- Any other activity leads to development of the Society

Each activity carries 5 marks subject to maximum of 10 marks.

6. Disciplinary Award: Any Faculty member receiving Major/minor disciplinary action will be penalized as below.

Major Punishment: (-20); Minor Punishment: (-10)

7. Summary of Points filled by the Principal

S.no	FPAD Parameters	Maximum Points	Obtained Points	Remarks
1	Teaching Process	25		
2	Student feedback	35		
3	Institution Level Activities	20		
4	Annual Confidential Report	10		
5	Contribution to Society	10		
6	Disciplinary actions (Major:-20; Minor:-10) during the period of assessment	(-20/-10)		
7	Total	100		

The average points obtained above shall be reduced to 10 point scale

8. Instructions to Principals:

- All necessary proofs should be submitted while Claiming marks.
- Activity which falls between the academic year to be counted in that academic year only.
- False data will lead to serious action against individual

Activity which is overlapping or similar in nature, points should be claimed only once.

Sd/- C.NAGA RANI
DIRECTOR

**STANDARD OPERATING PROCEDURE (SOP) FOR CALCULATION OF 360 DEGREE
FEEDBACK SCORE APPLICABLE FOR TEACHING STAFF OF GOVERNMENT POLYTECHNICS,
ANDHRA PRADESH**

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 and other academic staff such as Library, Physical Education and Training & Placement personnel in technical institutions and measure for the maintenance of standards in technical education.

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- 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

DETAILS

2. As per the guide lines the following six parameters with their weightage are considered.
 - (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 point scale.
 - (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 news letter etc.
 - (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.
 - (e) Annual Confidential Report (ACR)(Maximum Points10). ACR maintained at

Institute level shall have 10 points based on grading.

- (f) Contribution to Society(MaximumPoints10). 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.

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3. The grand total of points for all academic years shall be converted to a 10 point scale. This policy will be effective from AY 2023-24.

Sd/- C.NAGA RANI
DIRECTOR

APPENDIX

(SOP For Calculation of Weightage for 360 Degree Feedback)

CALCULATION OF WEIGHTAGES FOR 360 DEGREES FEEDBACK

1. 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 and practical subjects
- The teaching load per week

Table 1: Teaching Load as per AICTE

Designation	Teaching/Laboratory hours /week (Minimum)
Lecturer/Sr. Lecturer	18 hrs
HoS	16 hrs
Principal	6 hrs

- * One theory hour is equivalent to One Practical hours
 - * Drawing subject will be treated as Practical
 - * For drawing subject one faculty is to be allotted for every 20 students and limited to 3 faculty.
 - * For each practical subject two faculty members are to be allotted
- From the above Load factor is to be calculated

Load factor = (Actual Teaching Load/week)/(Teaching Load/week as per AICTE)

Load factor is to be limited to 1

Table 2: Example calculation on Load factor

Designation	Teaching Load handled/week	Teaching Load/week as per AICTE	Load Factor
Lecturer/Sr. Lecturer	18	18	18/18 = 1
	16	18	16/18=0.89
HoD	14	16	14/16 = 0.875
Principal	4	6	4/6= 0.67

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

% Completion of syllabus is calculated as below:

$$(\text{No of periods Taught/ No of periods assigned}) * 100$$

- $\geq 100\%$: 25points
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- 60% to 70% : 07 points
- $< 60\%$: 0 points

Ex: For a subject No. of classes taught is 147 and No. of classes assigned is 150.
Then % Completion = $147/150 * 100 = 98\%$.

Points obtained for this subject is 22

The Average points obtained for all the subjected allotted is to be computed.

Subject	No. of periods taught	No. of periods Assigned	%	Points scored
Sub1	167	180	92.78	22
Sub2	95	90	105.56	25
Sub3	80	90	88.89	15
Sub4	86	90	95.56	22

The points scored in Teaching Process = $(22 + 25 + 15 + 22)/4 * \text{Load Factor}$

In the above calculation, if the load factor is 0.89, the points scored in Teaching process = $21 * 0.89 = 18.69$

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 and Log book

2. 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 Classroom management, Instructional design, Instructional delivery Assessment and teacher's ability to assess student learning

Students will grade the teaching performance based on the student's personal experience. Every student will give feedback on every subject and on every faculty as per the questionnaire give below:

S.No	Description	Very Poor	Poor	Good	Very Good	Excellent
		1	2	3	4	5
1	Coverage of Syllabus: Has the teacher covered the entire syllabus as prescribed by the SBTET?		2			
2	Topics beyond the syllabus Has the Teacher covered the topics that are not included in the			3		

	syllabus but relevant?					
3	Effectiveness of the Teacher in terms of					
	a) Technical Content/Course Content: How effective is the teacher in delivering technical content and course material?		2			
	b) Communication Skills How effective are the teacher's communication skills in conveying information to students?			3		
	c) Use of teaching Aids How well does the teacher utilize teaching aids to enhance the learning experience?				4	
4	Pace at which the content was covered by the teacher How well does the teacher manage the pace at which the course content is covered?				4	
5	Motivation and Inspiration for students to learn How successful is the teacher in motivating and inspiring students to learn?					5
6	Support for the development of Student Skills How supportive is the teacher in facilitating the development of student skills?					
	a) Practical Demonstration The teacher provide practical demonstrations to supplement theoretical knowledge?					5
	b) Hands on Training The teacher offer hands-on training opportunities for students?				4	
7	Met the Expectations of Students Does the teacher meet the expectations of the students?					5
8	Feedback on Students Progress Does the teacher provide feedback on the progress of individual students?				4	
9	Willingness to offer help and advice to students How willing is the teacher to offer help and advice to students when needed?				4	
			4	6	20	15

$$\text{No. of points obtained per subject/student} = [(4+6+20+15) / (12 * 5)] * 25 = 18.75$$

The feedback of all the students for a subject is to be obtained and the average is to be computed

Average of all subjects handled by the faculty is to be computed

- **Feedback from a minimum of 75% of the students shall be obtained**

3. Departmental Activities (Max 20 Points)

Departmental activities will support the ongoing professional growth and development of teachers, which can lead to improved teaching effectiveness and student learning outcomes. These activities ensure the evidence based practices in teaching learning process.

The Head of Section can assign different departmental activities in addition to teaching. The activities are enlisted below:

S. No	DEPARTMENTAL ACTIVITY	NAME OF THE ACTIVITY ITEM
1	STUDENT SUPPORT SERVICES	Student counselor
		Student association/Chapter coordinator
		Department Library In charge
		Class teacher
		Placement Coordinator
		Conduct of Student Workshops
		Scholarship incharge
2	EXAMINATION, ASSESSMENT & EVALUATION	Departmental Examination Coordinator
		Industrial Training/ Assessment incharge
		Involvement in SBTET Paper Setting/Moderation
		Involvement in SBTET Paper Valuation
		Project Guide
3	TEACHING AND LEARNING PROCESS	Conduct of Industrial Visits
		Organizing Guest lecture
		Lab In charge
		Preparation of Teaching material - Lesson plans, teaching aids, etc
		Laboratory incharge (undertaken significant repairs, procurement of new equipment, etc.)
		Conduct of Remedial Classes
		MOOCs/NPTEL Incharge
		Involvement in curriculum development
Digital classroom incharge		
4	PROGRAMME DEVELOPMENT	Involvement in Testing and Consultancy
		CSR Initiation
		NBA program coordinator
		Maintenance incharge
		Assistance in innovation activities by the students
		Submission of MODROB proposal to AICTE

Each activity carries 5 marks subject to maximum of 20 marks. The faculty has to select one activity from each of the group

Faculty should furnish the information on different responsibilities handled during the academic year/semester along with the self-attested copy of Office Order for handling the responsibility/activity.

4. Institute Activities (Max 10 Points)

Faculty involvement in institutional activities is essential for the overall development of the Polytechnic. 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 activities are enlisted below:

S. No	INSTITUTION LEVEL ACTIVITY	NAME OF THE ITEM OF THE ACTIVITY
1	STUDENT SUPPORT SERVICES	Deputy Warden
		Student Club activity in charge
		Library In charge
		Sports/ IPSGM In charge
		Training and Placement Officer/Industry Connect Incharge
		Polycet Asst. Coordinator
		Working on Additional Duty as HoS/OSD
		Skill Hub Incharge
2	ACADEMIC PLANNING & DEVELOPMENT	Innovation and Entrepreneurship cell
		Involvement in TECHFest as per the orders of the Principal
		Polycet Campaigning
		Preparation of Lab Manual for SBTET
		Writing of Text Book for SBTET
		Polycet HLC coordinator
		Taking classes for Polycet free coaching
3	IT RELATED ACTIVITIES	AICTE/AISHE etc activity In charge
		MIS Incharge
		Hardware and Software installation and Maintenance
		Institute web site maintenance
		Online Counseling in-charge
		EDEP in-charge
		Assistant Camp Officer for valuation
		Virtual class room/ Video Conference Incharge
4	INSTITUTIONAL DEVELOPMENT	Campus Maintenance (Look and Ambience)/ Electrical/ Civil/ Mechanical Maintenance
		NBA Coordinator
		Member in designated committees by AICTE
		Involved in IRG activities
		Handled CSR Initiative/Sponsored Projects
		Alumni Association Coordinator

Each activity carries 5 marks subject to maximum of 10 marks. The faculty has to select one activity from each of the group

Faculty should furnish the information on different responsibilities handled during the academic year/semester along with the self-attested copy of Office Order for handling the responsibility/activity.

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

The ACR maintained at institute level shall have maximum 10 points based on grading. At present the ACR format prescribed for the faculty member under the control of O/o CTE, AP uses an overall gradation as shown below

Outstanding	Very Good	Good	Satisfactory	Poor
10	8	6	4	0

Format for Annual Confidential Report (ACR)

Name:	Department:
Designation:	Academic Year:

Part A (To be filled by faculty member)

(Use extra sheets if necessary)

S.No	Activities & Achievements	Comments/Description
1.	Initiatives taken during the year/semester 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	

Part B (To be filled by the Head of Section)

S.No	Parameters	Comments
1	Quality of work/performance	
2	Professional knowledge	
3	Attitude & ownership towards work	
4	Decision making capability	
5	Initiative	
6	Written & verbal power of expression	
7	Teamwork(relationship with seniors, juniors, colleagues)	
8	Organizing capability	
9	Loyalty towards work and organization	
10	Any special quality	
11	Overall remark (<i>Outstanding, Very good, Good, satisfactory, Poor</i>)	

Name & Signature of the Head of the Department

Comments by Head of Institution	Grading by Head of the Institution

Name & Signature of the Head of the Institution

(Note: Additional information can be provided by attaching additional sheets)

- The head of Section has to award the grade point to each parameter and has to post the average in overall remark column

6. 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 under privileged children free of cost, pay fees for needy children, serve free food once or twice to destitute, volunteer in taluk/ 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 polytechnics 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 below.

- NCC/NSS activities involvement
- Swachh Bharat Mission
- Blood Donation Programmes
- Medical/Health Camp Organization
- Conduct of Yoga Classes
- Unnat Bharat Abhiyan
- Working with NGO
- Involvement in nation Building Activities
- Involvement in Women Empowerment Programmes
- Donation to orphanage/old age home/Hospitals/Schools not less than two days gross salary
- Involvement in Unemployment benefit programs (Awareness and guidance or help to such candidate in getting job)
- Tree Plantation
- Technical education Awareness among school students
- Any other activity leads to development of the Society

Each activity carries 5 marks subject to maximum of 10 marks.

7. Disciplinary Award: Any Faculty member receiving Major/minor disciplinary action will be penalized as below.

Major Punishment: (-20); Minor Punishment: (-10)

8. Summary of Points filled by the Principal

S.no	FPAD Parameters	Maximum Points	Obtained Points	Remarks
1	Teaching Process	25		
2	Student feedback	25		
3	Departmental level activities	20		
4	Institution Level Activities	10		
5	Annual Confidential Report	10		
6	Contribution to Society	10		
7	Disciplinary actions (Major:-20; Minor:-10) during the period of assessment	(-20/-10)		
8	Total	100		

The average points obtained above shall be reduced to 10 point scale

9. Instructions to faculty:

- All necessary proofs should be submitted while Claiming marks.
- Activity which falls between the academic year to be counted in that academic year only.
- False data will lead to serious action against individual

Activity which is overlapping or similar in nature, points should be claimed only once.

The AICTE's 360-degree feedback system is a part of its ongoing efforts to promote quality in Polytechnics and ensure that the faculty members of the Polytechnics are equipped with the knowledge and skills required to prepare students for the challenges of the future.

Sd/- C.NAGA RANI
DIRECTOR

**STANDARD OPERATING PROCEDURE (SOP) FOR CALCULATION OF 360 DEGREE
FEEDBACK SCORE APPLICABLE FOR LIBRARIANS OF GOVERNMENT POLYTECHNICS,
ANDHRA PRADESH**

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 and other academic staff such as Library, Physical Education and Training & Placement personnel 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 Librarian in their Library Management.

- a. It is useful for the continuous improvement in the Library Management
- b. It gives a proper direction to enhance the accessibility of information and learning resource to students.
- c. It is a guide to achieve the goals set for Librarian
- d. Useful to increase the accountability of the Librarian

DETAILS

2. As per the guide lines the following five parameters with their weightage are considered.
 - (a) Regularity of attending Library: The No. of days attended for the Polytechnic out of no. of working days considered as regularity.
 - (b) Conduct of workshop/Seminar related to Library Activity: The librarian has to make efforts to conduct workshop/Seminars related to library activity/ Taking students to Book Exhibitions.
 - (c) Database Management of Library: Whether the library is computerized or not, the librarian has to make arrangements for proper maintenance of library database. The database can facilitate the students to access it.
 - (d) Annual Stock verification of Library: The Annual stock verification of library is mandatory to find the condition of books i.e. Good, Damaged or Missed. If books are damaged, necessary action is to be initiated to condemn the books as per the procedure laid down in APFC.
 - (e) Institutional Level Activities: Digitization of books database if the institution is not having computerized database. Promotion of library network.

Arrangements for providing the information relating to books and learning resources to students and faculty. Assistance in administration and governance related to work including extracurricular activities.

- Campus Maintenance (Look and Ambience)
- Institution level committee member
- Assistance towards institutional web site maintenance
- In charge for collecting and Analyzing feedback on institution facilities
- Members in designated committees by AICTE (Though a librarian is a member in more than one committee will be treated as one activity)
- Involvement in TECH Fest as per the orders of the Principal

SUMMARY

The overall grading will be computed basing on the inputs for the above parameter:

Overall Grade	Description
Good	Good in Item 1 and satisfactory/good in any two other items including Item 4
Satisfactory	Satisfactory in Item 1 and satisfactory/good in any two other items including Item 4
Not Satisfactory	It neither good nor satisfactory in overall grading

Sd/- C.NAGA RANI
DIRECTOR

APPENDIX

(SOP for Calculation of overall grade for 360 Degree Feedback for Librarians)

CALCULATION OF OVERALL GRADING FOR 360 DEGREES FEEDBACK

1. Regularity of attending Library:

Regularity (%) = No. of days attended / Total Number of working days *
Responsibility factor * 100

% Regularity	Grade
>=90%	Good
>=70% & <90%	Satisfactory
<70%	Unsatisfactory

Responsibility Factor:

a) Responsibilities:

- a) Maintenance of Daily Issue Register
- b) Maintenance of Periodical Record Register
- c) Maintenance of Book Purchase Register
- d) Maintenance of Accession Register
- e) Maintenance of Stock Verification Register
- f) Maintenance of Book Bank Register
- g) Maintenance of Visitor's Register
- h) Maintenance of Shelf List
- i) Assistance for identification and retrieval of books
- j) Assistance in updating institutional website

Responsibility factor (a) = No. of responsibilities attended / 10

The above list contains the minimum responsibilities of Librarian

2. Conduct of workshop/Seminar related to Library Activity

The librarian has to make efforts to conduct workshop/Seminars related to library activity/Taking students to Book Exhibitions.

<i>Description</i>	<i>Grade</i>
1 National level Seminar/workshop + 1 state/institution level workshop/seminar	Good
1 National level Seminar/workshop or 1 state level seminar/ workshop + 1 institutional seminar/workshop or 4 institution seminar/workshop	Satisfactory
Not falling in above two categories	Unsatisfactory

3. Database Management of Library:

<i>Description</i>		<i>Grade</i>
<i>With Computerized Database</i>	<i>With out Computerized Database</i>	
95 – 100% of Physical books and journals in computerized database	100% catalogue database made up to date	Good
90-95% of Physical books and journals in computerized database	90% catalogue database made up to date	Satisfactory
Not falling under good or satisfactory	Catalogue database not up to mark	Unsatisfactory

4. **Annual Stock verification of Library:** The Annual stock verification of library is mandatory to find the condition of books i.e. Good, Damaged or Missed.

Stock verification completed (Y/N)	% of Missing Books	Grade
Y	< 0.5% of books	Good
Y	0.5 – 1.0%	Satisfactory
Y	>1%	Unsatisfactory
N		Unsatisfactory

5. **Institution Level Activity:** The various activities comes under Institution level activity are:

- Digitization of books database if the institution is not having computerized database.
- Promotion of library network.
- Design and offer short-term courses for users
- Publications of at least one research paper in UGC approved journals
- In charge for collecting and Analyzing feedback on institution facilities
- Members in designated committees by AICTE (Though a librarian is a member in more than one committee will be treated as one activity)
- Involvement in TECH Fest as per the orders of the Principal

Description	Grade
Involved in any two activities	Good
Involved in at least in one activity	Satisfactory
Not involved in any of the above activities	Unsatisfactory

6. **Overall Grading:** The overall grading will be computed basing on the inputs for the above parameters is as follows:

Overall Grade	Description
Good	Good in Item 1 and satisfactory/good in any two other items including Item 4
Satisfactory	Satisfactory in Item 1 and satisfactory/good in any two other items including Item 4
Not Satisfactory	It neither good nor satisfactory in overall grading

7. **Disciplinary Award: Any Faculty member receiving Major/minor disciplinary action will be penalized as below.**

Major Punishment: (-20); Minor Punishment: (-10)

8. Instructions to Librarians:

- All necessary proofs should be submitted.
- Activity which falls between the academic years to be counted in that academic year only.

The AICTE's 360-degree feedback system is a part of its ongoing efforts to promote quality in Polytechnics and ensure that the Librarians of the Polytechnics are equipped with the knowledge and skills required for effective library management.

Sd/- C.NAGA RANI
DIRECTOR

**STANDARD OPERATING PROCEDURE (SOP) FOR CALCULATION OF 360 DEGREE
FEEDBACK SCORE APPLICABLE FOR PHYSICAL DIRECTORS OF GOVERNMENT
POLYTECHNICS, ANDHRA PRADESH**

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 and other academic staff such as Library, Physical Education and Training & Placement personnel 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 Physical director in Physical Education.

- a. It is useful for the continuous improvement in the Physical education.
- b. It gives a proper direction to the Physical Director for developing Physical and mental health of the students.
- c. It is a guide to achieve the goals set for Physical Director
- d. Useful to increase the role of Physical Director in institutional Development

DETAILS

2. As per the guide lines the following FIVE parameters:
 - (a) Regularity of attending Institution
 - (b) Organizing intra college competition
 - (c) Institution participating in external competitions
 - (d) Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and Physical education facilities.
 - (e) Institutional Level Activity:

SUMMARY

The overall grading will be computed basing on the inputs for the above parameters:

Overall Grade	Description
Good	Good in Item 1 and satisfactory/good in any two other items
Satisfactory	Satisfactory in Item 1 and satisfactory/good in any two other items
Not Satisfactory	It neither good nor satisfactory in overall grading

Sd/- C.NAGA RANI
DIRECTOR

APPENDIX

(SOP For Calculation of overall grade for 360 Degree Feedback for Physical Directors)

CALCULATION OF OVERALL GRADING FOR 360 DEGREES FEEDBACK

- 1. Regularity of attending Polytechnic:** (Timings for the Physical Director may be from 6.00 AM to 10.00 AM and 3.00 PM to 6.00 PM)

Regularity (%) = No. of days attended / Total Number of working days * 100

% Regularity	Grade
>=90%	Good
>=70% & <90%	Satisfactory
<70%	Unsatisfactory

2. Organizing intra college competition:

<i>Description</i>	<i>Grade</i>
Intra College competition in more than 5 disciplines	Good
Intra college competition in 3-5 disciplines	Satisfactory
Neither good nor satisfactory	Unsatisfactory

3. Institution participating in external Competitions:

<i>Description</i>	<i>Grade</i>
All India South Zone IPSGM meet in at least one discipline plus IPSGM State/District level competition in at least 3 disciplines	Good
State level competition in at least one discipline plus district level competition in at least 3 disciplines or District level competition in at least 5 disciplines	Satisfactory
Neither Good nor Satisfactory	Unsatisfactory

4. Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical education facilities.

Principal of the Polytechnic has to certify basing on the availability of funds and involvement of Physical Director in achieving the objective

Good/Satisfactory/Not Satisfactory

5. Institutional Level Activity:

- At least one student of the institution participating in national/state/inter polytechnic level competition
- Conduct of National Sports day and National Yoga day
- Being invited for coaching at state/national level

- Organizing at least three workshops in a year
- Publications of at least one research paper in UGC approved journal.
- Online Counseling in-charge/ Assistance in Admissions
- Members in designated committees by AICTE (Though a faculty is a member in more than one committee will be treated as one activity)
- Campus Maintenance
- Tree Plantation

Description	Grade
Involved in any two activities	Good
Involved in at least in one activity	Satisfactory
Not involved in any of the above activities	Unsatisfactory

6. Overall Grading: The overall grading will be computed basing on the inputs for the above parameters is as follows:

Overall Grade	Description
Good	Good in Item 1 and satisfactory/good in any two other items
Satisfactory	Satisfactory in Item 1 and satisfactory/good in any two other items
Not Satisfactory	It neither good nor satisfactory in overall grading

7. Disciplinary Award: Any Faculty member receiving Major/minor disciplinary action will be penalized as below.

Major Punishment: (-20); Minor Punishment: (-10)

8. Instructions to Physical Directors:

- All necessary proofs should be submitted.
- Activity which falls between the academic years to be counted in that academic year only.

The AICTE's 360-degree feedback system is a part of its ongoing efforts to promote quality in Polytechnics and ensure that the Physical Directors of the Polytechnics are equipped with the knowledge and skills required for imparting effective Physical Education.

Sd/- C.NAGA RANI
DIRECTOR