



Amritsar Group of Colleges, Amritsar

(Autonomous College | NAAC 'A' Grade)

(Approved by All India Council of Technical Education, New Delhi)

(Approved by Pharmacy Council of India, New Delhi)

Annexure IV & Instructions for filling up the Application Form for Promotion under Career Advancement Scheme (CAS) as per AICTE Regulations 2019

- From Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A1)
 - From Associate Professor (Academic Level 13A1) to Professor (Academic Level 14)
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Annexure - IV

CALCULATION OF 360° FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters:

- TEACHING PROCESS** (Maximum Point 25)
- STUDENTS' FEEDBACK** (Maximum Point 25)
- DEPARTMENTAL ACTIVITIES** (Maximum Point 20)
- INSTITUTE ACTIVITY** (Maximum Point 10)
- ACR** (Maximum Point 10)
- CONTRIBUTION TO SOCIETY** (Maximum Point 10)

The candidate shall submit calculation sheet **for each academic year** to be considered and a summary sheet exhibiting his score **on a 10-point scale**.

a. TEACHING PROCESS (Maximum Points 25)

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

b. STUDENTS' FEEDBACK (Maximum Points 25)

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

c. DEPARTMENTAL ACTIVITIES (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. INSTITUTE ACTIVITY (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 10)

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

f. CONTRIBUTION TO SOCIETY (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

***Note:** The activities mentioned in above criterion are indicative. Principal / HoDs may add or remove some of the activities at Institute/ Department level as per the requirements of the Institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.*

INSTRUCTIONS FOR FILLING UP THE APPLICATION PERFORMA

Calculation of 360° Feedback Score (Credit Points)

(Sample Calculations)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his/her score on a 10-point scale.

Name	
Present Position	
Academic Year	2024-25
Teaching Process	

A. TEACHING PROCESS (Max Point 25)

Sr. No.	Semester	Course Code/ Name	No. of Scheduled Classes (S)	No. of actually held classes (H)	Points earned (H/S) \times 25	Enclosure No.
1	Odd/2024-25	EC 205/ Signals & Systems	42	39	23.21	1. Attendance record Annexure A Page No.... 2. Copy of Time Table- Annexure A Page. No.....
2	Odd/2024-25	EC 301/ Digital Communication	39	38		1. Attendance record Annexure A Page No.... 2. Copy of Time Table-Annexure A Page. No.....

3	Even/2024-25	EC404/ Wireless Communication	41	39		1. Attendance record Annexure A Page No.... 2. Copy of Time Table- Annexure A Page. No.....
4	Even/2024-25	EC 304/ Digital Signal Processing	42	41		1. Attendance record Annexure A Page No.... 2. Copy of Time Table- Annexure A Page. No.....
		Total:	164	157	-	
		<u>Average weightage out of 25 points</u>			23.93	

Note: Required Documents are:

1. Attendance registers or ERP Record for Classes Scheduled and held
2. Copy of Time Table

B. STUDENTS' FEEDBACK (Maximum Point 25)

Sr. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25 credit points	Enclosure No.
1	Odd/2024-25	EC 205/ Signals & Systems	22.3	Annexure B Page No...
2	Odd/2024-25	EC 301/ Digital Communication	21.8	Annexure B Page No...
3	Even/2024-25	EC404/ Wireless Communication	19.6	Annexure B Page No...
4	Even/2024-25	EC 304/ Digital Signal Processing	22.8	Annexure B Page No...
		<u>Average weightage out of 25 points</u>	21.63	

Note: Required Documents are:

1. Feedback record obtained from ERP for all Courses taught in the period of evaluation.

C. DEPARTMENTAL ACTIVITIES (Maximum credit 20)

S. No.	Semester	Activity	Criteria	Credit Points	Enclosure No.
1.	Odd/2024-25	Lab in charge	3 Point/Semester	3	Annexure C Page No...
2.	Odd/2024-25	Examination in charge	3 Point/Semester	3	Annexure C Page No...
3.	Odd/2024-25	Consultancy and Testing	3 Point/Event	3	Annexure C Page No...
4.	Odd/2024-25	Timetable in charge	3 Point/semester	3	Annexure C Page No...
5.	Odd/2024-25	Industrial Visits	3 Point/Event	3	Annexure C Page No...
6.	Odd/2024-25	Class Incharge	3 Point/Semester	3	Annexure C Page No...
7.	Odd/2024-25	Project Guide	3 Point/Semester	3	Annexure C Page No...
8.	Odd/2024-25	Student Chapter Coordinator	3 Point/Semester	3	Annexure C Page No...
9.	Odd/2024-25	Department Library in charge	3 Point/Semester	3	Annexure C Page No...
10.	Odd/2024-25	Departmental Examination Coordinator	3 Point/Semester	3	Annexure C Page No...
11.	Odd/2024-25	Guest Lecture /Invited Talk Coordinator	3 Point /Event	3	Annexure C Page No...
12.	Odd/2024-25	Departmental Placement Coordinator	3 Point/Semester	3	Annexure C Page No...
13.	Odd/2024-25	Department Club Coordinator	3 Point/Semester	3	Annexure C Page No...
14.	Odd/2024-25	Alumni Connect Coordinator	3 Point /Event	3	Annexure C Page No...
15.	Odd/2024-25	MOOCs and NPTEL Coordinator	3 Point/Semester	3	Annexure C Page No...
16.	Odd/2024-25	Industry Sponsored Lab Coordinator	3 Point/Semester	3	Annexure C Page No...

17.	Odd/2024-25	NBA/ NAAC/ ISO work	3 Point/Semester	3	Annexure C Page No...
18.	Odd/2024-25	Sponsored Project for the department	3 Point/ project	3	Annexure C Page No...
19.	Even/2024-25	Coordinator of committees concerned with any aspect of departmental management such as admission committee, library, member of BOS, technical committee member Departmental magazine/ newsletter/ pamphlet/ booklet	3 Point/ event	3	Annexure C Page No...
20.	Even/2024-25	Coordinator of Departmental Work	3 Point/ Semester	3	Annexure C Page No...
21.	Even/2024-25	NIRF Work	3 Point/ event	3	Annexure C Page No...
22.	Even/2024-25	Coordinator of workshop/ expert lectures/ training for students	3 Point/ event	3	Annexure C Page No...
23.	Even/2024-25	Coordinators like Innovations and Incubation/ Hackathon/ MOUs / Techfest	3 Point/ Semester or 3 Point/ event	3	Annexure C Page No...
24.	Even/2024-25	Coordinator of instructional co-curricular activities for students such as field studies/ Educational tours/ Industrial training	3 Point/ Semester or 3 Point/ event	3	Annexure C Page No...
		<u>Total:</u>		72	

- *List of departmental activities are only indicative (but not limited to). Applicant may add any other activity (not mentioned in the list) showing his/ her involvement at the department level.*

Note: Required Documents may be:

1. The office orders issued by the HOD/Appropriate Authority
2. Any proof like relevant pamphlet of event etc.

D. INSTITUTE ACTIVITIES (Maximum Credit 10)

Sr. No.	Semester	Activity	Criteria	Credit Points	Enclosure No.
1.	Odd/2024-25	HOD / Dean/ Chief Warden/ Hostel Warden/ Assistant Dean/ Centre Superintendent/ In-charge Guest House etc.	4 Point/ semester	4	Annexure D Page No...
2.	Odd/2024-25	Coordinator/Co-coordinator/ deputy appointed by Head of Institute	2 Point / semester	2	Annexure D Page No...
3.	Odd/2024-25	Organizing members of Conference	2 Point/ event	2	Annexure D Page No...
4.	Odd/2024-25	Organizing members of FDP/ Workshop/Seminar/Training Program	1 Point/ event	1	Annexure D Page No...
5.	Odd/2024-25	AICTE/AISHE in charge	2 Point /Semester	2	Annexure D Page No...
6.	Odd/2024-25	NSS Coordinator	2 Point /Semester	2	Annexure D Page No...
7.	Odd/2024-25	EDC Cell in charge	2 Point /Semester	2	Annexure D Page No...
8.	Odd/2024-25	Institute IT/network/Web site in-charge	2 Point /Semester	2	Annexure D Page No...
9.	Odd/2024-25	NBA Coordinator (Institute Level)	2 Point /Semester	2	Annexure D Page No...
10.	Odd/2024-25	Alumni Association Coordinator	2 Point /Semester	2	Annexure D Page No...
11.	Odd/2024-25	College Internal Complaint Coordinator/Member	2 Point /Semester	2	Annexure D Page No...
12.	Odd/2024-25	Anti Sexual Harassment Committee Coordinator/Member	2 Point /Semester	2	Annexure D Page No...
13.	Odd/2024-25	SC/ST Cell Coordinator	2 Point /Semester	2	Annexure D Page No...
14.	Odd/2024-25	Women Empowerment Cell Coordinator	2 Point /Semester	2	Annexure D Page No...
15.	Odd/2024-25	Academic Audit Coordinator/Member	2 Point /Semester	2	Annexure D Page No...

16.	Odd/2024-25	IQAC Coordinator/Member	2 Point /Semester	2	Annexure D Page No...
17.	Odd/2024-25	Central Computing Coordinator	2 Point /Semester	2	Annexure D Page No...
18.	Odd/2024-25	Stock Verification Coordinator/Member	2 Point /Semester	2	Annexure D Page No...
19.	Odd/2024-25	Professional Bodies Coordinator/Member	2 Point /Semester	2	Annexure D Page No...
20.	Odd/2024-25	Participation in Institutional Governance responsibilities	2 Point/ responsibility	2	Annexure D Page No...
21.	Even/2024-25	Participation in committees concerned with any aspect of institutional management/ for Students Welfare, Counseling and Discipline	2 Point/ committee	2	Annexure D Page No...
22.	Even/2024-25	Participation in committees concerned with any aspect of institutional management such as admission committee, Convocation, library, newsletter/ pamphlet/ booklet published etc.	2 Point/committee	3	Annexure D Page No...
23.	Even/2024-25	Polling Officer/Counting Officer/ Election Officers/ Returning Officers appointed at Institute level	2 Point/ event	2	Annexure D Page No...
24.	Even/2024-25	Coordinator/Members of Institute Sports Committee	2 Point / semester	2	Annexure D Page No...
25.	Even/2024-25	Any other activity at Institute level	2 Point / semester or 2 Point/event	2	Annexure D Page No...
		Total:		52	

- *List of institutional activities are only indicative (but not limited to). Applicant may add any other activity (not mentioned in the list) showing his/ her involvement at the institute level.*

Note: Required Documents may be:

1. The office order issued by the appropriate office authority.

E. ACRs MAINTAINED AT INSTITUTE LEVEL (Maximum Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

Sr. No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1.	2021-22	ACR	10	Extraordinary	
2.	2022-23	ACR	8	Very Good	
3.	2023-24	ACR	9	Excellent	
4.	2024-25	ACR	10	Extraordinary	
Average			37/4=9.25		

F. CONTRIBUTION TO SOCIETY (Maximum Credit 10)

Sr. No.	Semester	Activity	Criteria	Credit Point	Enclosure No.
1.	Odd/2024-25	Induction Program	5 Point/event	5	Annexure F Page No...
2.	Odd/2024-25	Unnat Bharat Abhiyan	5 Point/event	5	Annexure F Page No...
3.	Odd/2024-25	Yoga Classes	5 Point/event	5	Annexure F Page No...
4.	Odd/2024-25	Medical/Health Camp/ Blood Donation organization	5 Point/event	5	Annexure F Page No...
5.	Odd/2024-25	Tree Plantation Drive	5 Point/event	5	Annexure F Page No...

6.	Odd/2024-25	Swach Bahrat Abhiyan	5 Point/event	5	Annexure F Page No...
7.	Even/2024-25	Involvement in NSS, NCC or any other similar activity	5 Point/event	5	Annexure F Page No...
8.	Even/2024-25	Working with NGO	5 Point/event	5	Annexure F Page No...
9.	Even/2024-25	Nation Building Activities	5 Point/event	5	Annexure F Page No...
10.	Even/2024-25	Women Empower Programmes	5 Point/event	5	Annexure F Page No...
11.	Even/2024-25	Donation to Orphanage/ Old age/ Hospitals/ Schools	5 Point/event	5	Annexure F Page No...
12.	Even/2024-25	Involvement in Unemployment Benefit Programs	5 Point/event	5	Annexure F Page No...
13.	Even/2024-25	Technical Education Awareness among school students	5 Point/event	5	Annexure F Page No...
14.	Even/2024-25	Fit India Movement	5 Point/event	5	Annexure F Page No...
15.	Even/2024-25	Reviewer of SCI/SCIE/SSCI/Scopus indexed journals	5 Point/event	5	Annexure F Page No...
16.	Even/2024-25	Plastic Ban	5 Point/event	5	Annexure F Page No...
17.	Even/2024-25	Communities work such as values of national integration/flood relief/draught relief for any disaster	5 Point/event	5	Annexure F Page No...
18.	Even/2024-25	Election duty	5 Point/event	5	Annexure F Page No...
19.	Even/2024-25	Any other	5 Point/event	5	Annexure F Page No...
		Total:		95	

- List of activities are only indicative (but not limited to). Applicant may add any other activity (not mentioned in the list) showing his/her contribution to society.

Note: Required documents may be:

1. Duly issued document by the appropriate office authority.

SUMMARY

Summary		Academic Year					
		1st	2nd	3rd	4th	5th	6th
A.	TEACHING PROCESS (Max Points 25):						
B.	STUDENTS' FEEDBACK (Max Points 25):						
C.	DEPARTMENTAL ACTIVITIES (Max Points 20):						
D.	INSTITUTE ACTIVITIES (Max Points 10):						
E.	ACR (Max Points 10): (To be filled by HoD)						
F.	CONTRIBUTION TO SOCIETY (Max Points 10):						
Total (Max Points 100):							
Total on 10 Point scale:							
Average (on 10-point scale) of 360° feedback Score of the Assessment period							