



REPORT ON 360° FEEDBACK



Prepared by:

360-Degree Feedback Committee
Jalpaiguri Government Engineering College
Danguajhar, Jalpaiguri
Pin- 735102

1. INTRODUCTION:

The principal established a 360-Degree Feedback Committee, as per memo no. 12122025-P1(360 degree), dated 12.12.2025, to prepare the *format* for collecting feedback in accordance with AICTE (*Gazette Notification F. No 61-1/RIFD/7th CPC/2016-17, dated: 01.03.2019*) and/or CAS guidelines (*Ref. G.O. No.: 533-Edn(T)/4A-4/2023, dated: 12.12.2023*) for ensuring the smooth functioning of the academic system. The committee is led by Dr. Samir Das as coordinator, with members including Sri Ujjal Dey, Dr. Swagata Mandal, and Dr. Ayan Pramanick.

This 360⁰-feedback system is a comprehensive technique for faculty performance evaluation that incorporates feedback from a variety of sources. This system provides a comprehensive perspective of an individual's strengths and shortcomings, assisting in the identification of areas for improvement.

2. CALCULATION OF 360⁰ FEEDBACK SCORE:

The 360-Degree Score shall be determined based on the following parameters:

- a) Teaching Process (Maximum Point 25),
- b) Students' Feedback (Maximum Point 25),
- c) Departmental Activities (Maximum Point 20),
- d) Institute Activity (Maximum Point 10),
- e) ACR (Maximum Point 10), and
- f) Contribution to Society (Maximum Points 10)

The candidate shall submit a calculation sheet for each academic year to be considered, along with a summary sheet that exhibits their score on a 10-point scale.

A. Teaching - Process (Maximum Points: 25):

The teaching load of a faculty member is an important factor in the 360⁰-feedback system for determining teaching effectiveness. The procedure begins with the development of a timetable, which provides an overall picture of the teaching load. This gives data on

- The subjects assigned to each faculty.
- Contact hours for theory, practical, and tutorial courses.
- Weekly teaching load based on the norms defined in the relevant G.O.

The calculation must be given in a table as described in the Annexure. The table will contain information about courses taught during the academic year under consideration, such as semester, course

code/name, number of scheduled classes, and actual held classes. The total must be lowered using a 25-point scale.

The model calculation is as given below in Table 1:

Table-1: Model Calculation of Teaching Process

Sl. No.	Semester	Course Code / Name	No. of Scheduled Classes (S)	No. of Actually Held Classes (H)	Enclosure No. along with page No.
1	Semester- 4	PC-CE491/Concrete Technology Lab.	42	39	
2	Semester- 6	PC-CE504/ Environmental Engineering II	39	38	
3	Semester- 8	OE-CE802C/EIA & LCA	41	40	
Total			122	117	
Point Earned (H/S) * 25			23.98		

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

1. Institute/Departmental class timetable duly signed by the head of the institute/department.
2. Self-attested copies of the individual timetable for each semester.
3. Students' attendance sheet.

B. Students' Feedback (Maximum Points 25):

The 360⁰-feedback approach considers feedback from students to be the most effective and reliable method for faculty to improve teaching quality. Students, as the primary beneficiaries of the teaching process, are in an excellent position to provide useful insights regarding the success of their professors and the impact of their instruction.

The candidate must provide an average score on a scale of 25 for each course taught during the academic year under consideration. The average of the total of such scores will be used.

The details of the student's feedback questionnaire are given below in Table 2.

STUDENT'S FEEDBACK FORM

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For getting filled in by the student

Table-2: Students' feedback questionnaire

Sl. 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 relevant topics covered beyond the syllabus by the teacher.				4	
3	Effectiveness of the teacher in terms of:					
	(a) Technical content/course content			3		
	(b) Communication skills					5
	(c) Use of teaching aids				4	
4	Pace on which the contents were covered				4	
5	Motivation and inspiration for students to learn			3		
6	Support for the development of Students' skills					
	(i) Practical demonstration					5
	(ii) Hands-on training				4	
7	Clarity on the expectations of students			3		
8	Feedback provided on Students' progress				4	
9	Willingness to offer help and advice to students.					5
	Total	0	0	9	24	15

Number of points obtained per subject/ student = $[(0+0+9+24+15) / (12*5)] * 25 = 20$

The feedback of all the students for a subject-wise average of all the subjects handled by the faculty is to be computed as under, shown in Table-3.

Table- 3: Summary of students' feedback

Sl. No.	Semester	Course Code	Course Name	Average students' feedback on the scale of 25
1	Semester- 4	PC-CE491	Concrete Technology Lab.	20.0
2	Semester- 6	PC-CE504	Environmental Engineering II	23.45
3	Semester- 8	OE-CE802C	EIA & LCA	22.18
Average points out of 25 points				21.88

C. Departmental Activities (Maximum Points 20):

Faculty participation in different departmental activities serves as essential for the department's overall development and achievement of excellence. The combined efforts of the faculties will give clarity and direction, promote accountability, raise quality, and support accreditation. This section covers all of the responsibilities assigned by the Head of the Department to the faculty during the academic year under consideration, through a proper office order.

In addition to teaching, the Head of Department (HOD) can assign other departmental responsibilities. The faculty who works as a coordinator/convenor/nodal/in-charge will earn 3 points per semester for each activity listed in Table 4 up to a maximum of 20, while the HOD will look after department-level activities, so the faculty members obtain 10 points per semester.

The activities are listed below in Table 4.

Table- 4: Various Departmental Activities

Sl. No	Semester	Activity	Credit point	Criteria	Enclosure No
1.		Lab in charge	3	3/semester	
2.		Time Table, alternate arrangement, and related work In-charge	3	3/semester	
3.		Industrial Visit/Seminar/ expert lecture/ workshop arrangement for students	3	3/semester	
4.		Student's mentor/councilors	3	3/semester	
5.		Industry Institute Interaction Cell/ MOU initiative	3	3/semester	

6		Faculty and Supporting staff related data	3	3/semester	
7.		NBA work	3	3/semester	
8.		AICTE Work	3	3/semester	
9.		IRG/ Consultancy	3	3/semester	
10.		Departmental Purchase Committee	3	3/semester	
11.		Practical Examination coordinator	3	3/semester	
12.		Internal Examination Coordinator	3	3/semester	
13.		Student Feedback Coordinator	3	3/semester	
14.		Departmental Academic Committee	3	3/semester	
15.		Member of NAAC Committee	3	3/semester	
16.		Tender Evaluation Committee	3	3/semester	
17.		Member of departmental BoS	3	3/semester	
18.		Website maintenance coordinator		3/semester	
19.		Departmental Library in-charge	3	3/semester	
20.		Departmental Newsletter in-charge	3	3/semester	
21.		Departmental internship coordinator	3	3/semester	
22.		Departmental placement coordinator	3	3/semester	
23.		Departmental Energy Audit incharge	3	3/semester	
24.		Scholarship-related works	3	3/semester	
25.		Course coordinator			
26.		Project coordinator for final year students/ internship			
Any other related works allotted/assigned by the head of the department (with proper justification)					

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

Table- 5: Summary of Departmental Activities

Sl. No	Semester	Activity	Credit point	Self-assessment points (to be claimed by faculty)	Assessment points by HOD
1	Sem- 5	Lab in charge	3	3	3
2	Sem- 3	Time Table In-charge	3	3	3
3	Sem- 7	NBA work	3	3	3
	Sem- 2	IRG/ Consultancy	3	3	3
4	Sem- 4	Departmental Purchase Committee	3	3	3
5	Sem- 6	Departmental Library in- charge	3	3	3
6	Sem- 8	Departmental Newsletter in-charge	3	3	3
7	Sem- 2	Departmental Energy Audit in-charge	3	3	3
Total			24	24	24

Signature of the Faculty

Signature of the HOD

All the responsibilities assigned by the Head of the Department to the incumbent during the academic year under consideration should be through a *proper office order*.

D. Institute Activity (Maximum Points 10):

Faculty participation in different institutional activities serves as essential for the overall development of the institution. The coordinated efforts of the faculties will provide clarity and direction, promote accountability, enhance quality, and support accreditation. This section covers all of the responsibilities assigned by the principal to the faculty during the academic year under consideration, through a proper office order in addition to the teaching and departmental activities.

The faculty who works as a coordinator/convenor/nodal/in-charge will earn 5 points per semester for each activity listed in Table 6 up to a maximum of 10, while the principal will look after institute-level activities, so the faculty members obtain 5 points per semester.

The activities are listed below in Table 6.

Table- 6: Summary of Institutional Activities

Sl. No	Semester	Activity	Credit point	Criteria	Enclosure No
1		HoD	5	5/semester	
2		Superintendent of hostel/ Warden	5	5/semester	
3		Training & Placement Officer	5	5/semester	
4		Estate Officer	5	5/semester	
5		Student Section in charge	5	5/semester	
6		Store in-charge	5	5/semester	
7		Central Purchase Committee	5	5/semester	
8		Legal matter committee	5	5/semester	
9		IQAC member	5	5/semester	
10		ICC member	5	5/semester	
11		Women Development cell	5	5/semester	
12		Grievance redressal cell	5	5/semester	
13		SC-ST cell	5	5/semester	
14		Innovation & Entrepreneurship Cell	5	5/semester	
15		Anti-ragging committee/squad member	5	5/semester	
16		NIRF committee member	5	5/semester	
17		UGC autonomous data committee member	5	5/semester	
18		AISHE/RUSA/MERITE committee etc	5	5/semester	
19		Vishwa Karma Yojana	5	5/semester	
20		Time Table Coordinator	5	5/semester	
21		Coordinator of NAAC committee	5	5/semester	
22		Quarter allotment committee coordinator	5	5/semester	
23		Security committee Coordinator	5	5/semester	
24		CWAN committee coordinator	5	5/semester	
25		Institute website maintenance committee coordinator	5	5/semester	
26		Library in charge	5	5/semester	
27		NCC/NSS activity coordinator	5	5/semester	
28		Alumni association coordinator	5	5/semester	

29		Sports/Gymkhana coordinator	5	5/semester	
30		Fire safety committee coordinator	5	5/semester	
31		Auditorium maintenance committee coordinator	5	5/semester	
32		Research Advisory Committee Coordinator	5	5/semester	
33		Finishing school /STTP/FDP organizing committee coordinator	5	5/semester	
34		Industry academia committee coordinator	5	5/semester	
35		Community development scheme like CDTP	5	5/semester	
36		Building Committee in-charge/coordinator	5	5/semester	
37		Equal opportunity Cell in-charge/ coordinator	5	5/semester	
38		IQAC Coordinator	5	5/semester	
39		MOOCS Coordinator	5	5/semester	
40		MAR Coordinator	5	5/semester	
41		Automobile in-charge	5	5/semester	
42		Admission Committee in-charge	5	5/semester	
43		Registration Committee in-charge	5	5/semester	
Any other related works allotted/assigned by the head of the institute (with proper justification)					

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

Table- 7: Summary of Institutional Activities

Sl. No	Semester	Activity	Credit point	Self-assessment points (to be claimed by faculty)	Assessment points by Principal
1	Sem- 5	NBA Coordinator	5	5	5
2	Sem- 3	Hostel Superintendent	5	5	5
3	Sem- 7	Sports in-charge	5	5	5
Total			15	15	15

Signature of the Faculty

Signature of the Principal

All the responsibilities assigned by the Head of the institute to the candidate during the academic year under consideration should be through a *proper office order*.

E. ACR (Maximum points 10): ACR maintained at the institute level shall have 10 points based on grading.

Outstanding	Very Good	Good	Average	Below average
10 - 8	8 - 6	6 - 4	4 - 2	2 - 0

Table- 8: Summary of ACR Activities

Sl. No.	Year	Activity	Credit point	Criteria	Enclosure no. along with page no.
1	2023-24	Personality	10	Outstanding	
2		Capacity for sustained work	10	Outstanding	
3		Tact and ability to work with others	9	Outstanding	
4		Ability to control subordinates	8	Outstanding	
5		Reliability in carrying out instructions	9	Outstanding	
6		Ability to state a case	8	Outstanding	
7		Initiative	9	Outstanding	
8		Power of taking responsibility	10	Outstanding	
9		Power to inspire confidence in the general public	8	Outstanding	
10		Attitude towards the public at large	9	Outstanding	
11		Devotion to duty	10	Outstanding	
12		Knowledge of his work	10	Outstanding	
Total			110		

Number of points obtained = $[(110) / (12 * 10)] * 10 = 9.17$

F. Contribution to Society (Maximum Points 10):

Faculty contribution to society is highly subjective. Faculty may serve society in their own unique ways and means, such as teaching underprivileged children for free, paying fees for needy children, serving free food once or twice to the poor, volunteering in block/district/state/national-driven projects, contributing one day's salary to flood-stricken areas, or volunteering in self-help groups, among other things. The evaluation of societal contributions is subjective, and quantifying them is extremely challenging. Any contribution to society should be deemed equally important.

Evaluating faculty contributions to society in the 360-degree feedback process of Government degree engineering colleges is essential for promoting social responsibility, improving the institution's reputation, fostering community engagement, aligning with the institution's mission, and encouraging student learning in real-world situations.

The faculty is involved in different initiatives by AICTE, and will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from the Head of the Institute. The total of points for all academic years shall be converted to a 10-point scale.

Various activities identified are given in Table 9.

Table- 9: Various Social Activities

Sl. 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 mark per event	05
6.	Working as a member of a committee formed by the Central/state Government/University, 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 textbook writing/Translation	
15.	Educational Video lecture preparation for students, telecast in AICTE	
Any other relevant activity permitted by the principal (with Justification)		
16.	NGO related activities	05
17.		05

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

Table- 10: Summary of Contribution to Society

Sl. No	Semester	Activity	Credit point	Self-Assessment Points (To be Claimed by Faculty)	Assessment points by Principal	Enclosure No
1	Semester-2	Induction Program	5	5	5	
2	Semester-4	Unnat Bharat Abhiyan	5	5	5	
3	Semester-3	Yoga Classes	5	5	5	
4	Semester-5	Blood donation	5	5	5	
5	Semester-8	NSS participation	5	5	5	
Total			25	25	25	

Signature of the Faculty

Signature of the Principal

Based on all the details of the criteria given above, a summary sheet for individual faculty members is provided in Table 11.

Table- 11: Summary

Details of activities	Maximum Points	Obtained Points
A. Teaching Process	25	23.98
B. Student feedback	25	21.88
C. Department Level Activities	20	20.00
D. Institution-level Activities	10	10.00
E. Annual Confidential Report	10	9.17
F. Contribution to Society	10	10.00
Total:	100	95.03
Total on 10-point scale:	$(95.03/100)*10 = 9.503$	

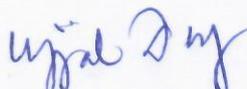
Signature of the Principal

N.B.***

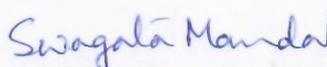
The sample computation presented is only for a single academic year. Annexure I contains the blank format and summary sheet for all of the academic years under consideration.


Dr. Samir Das

Coordinator, 360⁰ Feedback Committee



Sri Ujjal Dey



Dr. Swagata Mandal



Dr. Ayan Pramanick

Annexure I
Part - A
General Information

Name	
Present Designation	
Assessment Period	

1. Name :
2. Father's Name :
3. Department :
4. Date of Appointment in WBGS :
5. Date of Confirmation :
6. Current Designation :
7. Date of Last Promotion :
8. Position applying for under CAS :
9. Date of eligibility for Promotion :
10. Address for Correspondence :
(With pin code)
11. Permanent Address :
(With pin code)
Telephone No.
E-mail :
12. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (°A)	Class / Grade

13. Research Degree(s):

Degree	Name of the University	Date of award	Title of the Thesis

14. Date of Completion of 8 Online Modules of MOOCs (as per the AICTE teacher training policy):

Name of the Module	Duration	Date of completion

15. Industrial training:

Duration of the Training	Start Date	End Date	Name of the Organization from where Industrial Training is done	Type of Organization (e.g. empaneled under Govt. of India or affiliated to CII etc.)

16. Training Course:

Sl, No.	Title of the training course	Duration & Date	Organized by	Type of the Training Course (FDP/ MOOCs Course)

17. Details of Teaching/ Research/ Academic Experience:

Designation	Employer	Period of service		Scale of pay
		From	To	

18. Other Set of Requirements:

Set No.	Ph.D. guided (To be filled up by the candidate applying for promotion to Professor (Level 14))	Total Experience (Years) (To be filled up by the candidate applying for promotion to Professor (Level 14))	To have acquired in the cadre of <u>Assistant Professor Assistant Professor L Senior Scales Assistant Professor (Selection Grade)/ Associate Professor</u>		
			Experience (Years)	Research publications in SCI journals / UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)

19. Details of journal publication (Attach separate sheet in below mentioned format, if required):

Sl. No.	Title of the paper	Name of the journal	Volume No. & Page No.	Journal Publication - whether SCI/UCC / AICTE approved list of journals	ISSN No.	Date/ Month/ Year of publication	Published within Assessment Period (Yes/No)

I declare that particulars given above are correct to the best of my knowledge and belief.

.....
Signature of the Candidate

All entries made above are checked and verified and found to be correct.

.....
Signature of the IQAC Coordinator
Date:
Seal:

.....
Signature of the Principal/ O.I.C
Date:
Seal:

Part B

Year Wise Calculation of Credit Points

Name	
Present Designation	
Assessment Year	

A. Teaching Process (Max Point 25)

S. No	Semester	Course Code / Name	No. of Scheduled Classes (S)	No. of Actually Held Classes (H)	Enclosure No. along with page No.
Total					
Point Earned (H/S)*25					

B. Student's feedback (Max Point 25)

[The students' feedback has to be taken in the format as presented in Annexure IV of AICTE Regulation 2019 vide F. NO. 61-1/RIFD/ 7th CPC/ 2016-17 Dated 01th March, 2019. The claims should be supported by the feedback report signed by IQAC Coordinator & Principal.]

Sl. No	Semester	Course Code/Name	Average Student feedback on the scale of 25	Enclosure No. along with page No. (Feedback report signed by IQAC Coordinator & Principal)
Total				
Points Earned				

C. Departmental Activities (Max Point 20)

[The claims should be supported by an office order/ official communication from the Head of institute/ Head of Department/ Competent authority along with the duly signed activity report.]

Sl. No	Semester	Activity	Credit Point	Criteria	Enclosure No. along with page No.
Total					
Points Earned					

D. Institute Activities (Max Credit 10)

[The claims should be supported by an office order/ official communication from the Head of instituted competent authority along with the duly signed activity report.]

Sl. No	Semester	Activity	Credit Point	Criteria	Enclosure No. along with page No.
Total					
Points Earned					

E. ACR / SAR maintained at Institute Level (Max Credit 10)

Sl. No	Year	Activity	Credit Point	Criteria	Enclosure No. along with page No.
Points Earned					

F. Contribution to Society (Max Credit 10)

[The claim should be supported by an office order/ official communication from the Head of instituted competent authority]

Sl. No	Semester	Activity	Credit Point	Criteria	Enclosure No. along with page No.
Total					
Points Earned					

.....
Signature of the IQAC Coordinator
Date:
Seal:

.....
Signature of the Principal/ O-I-C
Date:
Seal:

Part C
Summary of 360° Feedback

Name	
Present Designation	
Assessment Period	

Summary	Academic Year 1	Academic Year 2	Academic Year 3	Academic Year 4	Academic Year 5
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 / SAR (Max Points: 10)					
F. Contribution to Society (Max Points. 10)					
Total					
Total on 10 Point Scale					

.....
Signature of the IQAC Coordinator
Date:
Seal:

.....
Signature of the Principal/ O-I-C
Date:
Seal:

Part D:

For use of the Screening / Selection Committee

Name of the college:.....
Date of the Meeting:..... Venue.....
Name of the Incumbent: Shri/Smt/Dr.....
Present designation: Assistant Professor (Academic Level 10/11/12) / Associate Professor (Academic Level 13A1) of

Date of joining:.....Date of Confirmation:.....
.Awarded Ph.D on:Scale of Pay:.....
Designation after promotion: Assistant Professor (Academic Level 11/12) / Associate Professor (Academic Level 13A1) / Professor (Academic Level 14)
Scale of pay:, Date of effect:.....

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Academic Level 10/11/12) / Associate Professor (Level 13A1) to the post of Assistant Professor (Academic Level 11/12) / Associate Professor (Academic Level 13A1) / Professor (Academic Level 14). As the incumbent has fulfilled all conditions as laid down in C.O No _____ dated _____ for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Academic Level 11/12) / Associate Professor (Academic Level 13A1) / Professor (Academic Level 14) with effect from _____

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Academic Level 11/12) / Associate Professor (Academic Level 13A1) / Professor (Academic Level 14) with effect from _____ and the same would be reverted back to the post of Assistant Professor (Academic Level 10) / Associate Professor (Academic Level 13A1) as soon as it would fall vacant due to superannuation or any other reason.

Necessary particulars with *all* relevant documents be sent to the Government for approval.

Signature of members of Screening-cum-Evaluation Committee / Selection Committee:

- | | | | |
|----|----|----|----|
| 1. | 2. | 3. | 4. |
| 5. | 6. | 7. | 8. |