



महाराष्ट्र शासन

तंत्र शिक्षण विभागीय कार्यालय, पुणे

दूरध्वनी क्र. (०२०) २५६५६२३४

Email ID : ropune@dfemaharashtra.gov.in

४१२ ई, शिवाजी नगर, पुणे - ४११ ०१६

जा.क्र. विकापु/लले/३६० feedback/२०२०/ 119

दिनांक :- 23.09.2020

परिपत्रक

विषय :- शासकीय व अशासकीय अनुदानित पदवी/पदविका संस्थांमधील अध्यापकांकडून, गोपनीय अहवाल भरण्यासाठी सादर करावयाच्या Self Appraisal Report च्या सोबत ३६० degree feedback score calculation sheet भरून घेणेबाबत.

संदर्भ :- १. शासन निर्णय क्र.सावेआ-१११/प्र.क्र.४४/१९/तां.शि.२, उच्च व तंत्रशिक्षण विभाग, म.शा.  
दि.११.०९.२०१९

२. संचालनालयाचे परिपत्रक क्र.४-४अ/आस्था/२०१९/६२१, दि.२७.१२.२०१९

३. मा.संचालक, यांचे पत्र क्र.४-४अ/आस्था/३६० feedback/२०२०/२६०, दि.२२.०९.२०२०

उपरोक्त विषयाच्या अनुषंगाने प्राप्त संदर्भीय पत्र सोबत जोडलेले आहे. या कार्यालयाच्या अधिपत्याखालील सर्व शासकीय व अशासकीय अनुदानित पदवी/पदविका संस्थाप्रमुखांना कळविण्यात येते की, संस्थेमधील अध्यापकांनी प्रत्येक वर्षी त्यांचे गोपनीय अहवाल भरण्यासाठी सादर करावयाच्या Self Appraisal Report च्या सोबतच, या पत्रासोबत जोडण्यात आलेला ३६० degree feedback score calculation sheet भरून सादर करावे, जेणे करून संस्था स्तरावर वार्षिक गोपनीय अहवाल भरून घेणे व Calculation of ३६० degree feedback score बाबतची कार्यवाही एकाच वेळी पूर्ण करणे शक्य होईल

  
( डॉ. दिलीप नंदनवार )

प्र. सहसंचालक,  
तंत्र शिक्षण, विभागीय कार्यालय, पुणे

प्रत माहिती व आवश्यक त्या कार्यवाहीसाठी :

१. सर्व शासकीय /अशासकीय अनुदानित पदवी/पदविका संस्थाप्रमुख, पुणे विभाग
२. प्रोग्रॅमर, संगणक विभाग, तंत्रशिक्षण, विभागीय कार्यालय, पुणे यांना तंत्रशिक्षण, विभागीय कार्यालयाच्या संकेतस्थळावर प्रसिध्द करणेसाठी



गहाराष्ट्र शासन



## तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य

३, महापालिका मार्ग, पत्र पेटी क्र. १९६७, मुंबई ४०० ००१.

दूरध्वनी क्र. ०२२-६८५९७४७३,

ई-मेल - dcsk4@dtmaharashtra.gov.in, वेबसाईट: http://www.dtemaharashtra.gov.in

क्रमांक : ४-४अ/ आस्था/३६० feedback/२०२०/२६०

दिनांक : 22 SEP 2020

प्रति,  
सहसंचालक,  
तंत्रशिक्षण विभागीय कार्यालय,  
मुंबई/ पुणे/ नाशिक/ औरंगाबाद/ अमरावती/ नागपूर



विषय : शासकीय व अशासकीय अनुत्तानित पदवी / पदविका संस्थांमधील अध्यापकांकडून, गोपनीय अहवाल भरण्यासाठी सादर करावयाच्या Self Appraisal Report च्या सोबत ३६० degree feedback ६०००० calculation sheet भरून घेणे बाबत


- संदर्भ : १. शासन निर्णय क्रमांक- सावेआ-११११/प्र. क्र. ४४/ १९/तां.शि.२, उच्च व तंत्रशिक्षण विभाग, महाराष्ट्र शासन दि. ११.०९.२०१९  
२. संचालनालयाचे परिपत्रक क्रमांक ४-४अ/आस्था/२०१९/६२१ दि. २७.१२.२०१९

उपरोक्त विषयाच्या अनुषंगाने कळविण्यात येते कि, संदर्भ क्र.१ च्या शासन निर्णयान्वये तंत्रशिक्षण संचालनालयाच्या अधिपत्याखालील अध्यापकांसाठी ७ व्या वेतन आयोगाच्या तरतूदीनुसार अध्यापकीय पदांचा शैक्षणिक कार्यभार, अध्यापकांचे शैक्षणिक मुल्यमापन ( ३६० degree feedback) बाबत तरतूद करण्यात आलेली आहे. त्या अनुषंगाने संदर्भ क्र. २ च्या परिपत्रकान्वये शैक्षणिक वर्ष २०१९-२० मध्ये सर्व अध्यापकांचे शैक्षणिक मुल्यमापन ( ३६० degree feedback) घेण्याबाबत निर्देशित करण्यात आलेले आहे.

संचालनालयाच्या अधिपत्याखालील विविध संस्थात सादर मार्गदर्शक सूचनांचे आकलन व अंमलबजावणी एकसमान रीतीने होणे आवश्यक असल्याने, त्या दृष्टीने संचालनालयाच्या अधिपत्याखालील विविध पदवी / पदविका संस्थांमध्ये ३६० degree feedback साठी एकच नमुना (Format) असल्यास शिक्षक वर्गास CAS अंतर्गत आर्थिक लाभ देण्यासाठी विविध पदवी / पदविका संस्थातील शिक्षकांची माहिती संकलन करताना अशा त्या माहितीचे पृथक्करण करताना एकसमानता राहिल. त्याव्यतिरिक्त विविध संस्थांमधील भिन्न कार्यपद्धतीमुळे अन्य कोणत्याही संभाव्य अडचणी येणार नाहीत. ही बाब विचारात घेऊन संचालनालयाच्या अधिपत्याखालील सर्व पदवी / पदविका स्तरावरील अध्यापकांच्या जबाबदारी व कर्तव्ये विचारात घेऊन त्या सर्वांसाठी एकच Generic ३६० degree feedback score

calculation sheet चा नमुना सोबत जोडण्यात आलेला आहे. संस्था स्तरावरील सर्व अध्यापकांनी तो नमुना भरून आपापले गुणांकन करणे, त्यांच्या Reporting Officer / Reviewing Officer यांनी त्या गुणांकनात काही फेरबदल करावयाचे असल्यास त्याबाबतचे कारण लेखी स्वरूपात नोंदवून तसे बदल करणे यासाठीची आवश्यक तरतूद नमुन्यात करण्यात आलेली आहे. तसेच Reviewing Officer यांचे स्तरावरील गुणांकन पूर्ण झाल्यानंतर संस्था प्रमुखांनी १० पैकी अंतिम गुणांकन Part B येथे नमूद करण्याची तरतूद करण्यात आलेली आहे. सदर गुणांकन अचूक व परिपूर्ण व्हावे याकरिता संबंधित अध्यापक, Reporting Officer / Reviewing Officer यांचेकडून घ्यावयाचे आवश्यक ते Declaration देखील त्यांच्या स्वाक्षरीच्या ठिकाणी नमूद करण्यात आलेले आहे.

सर्व विभागीय सहसंचालकांना कळविण्यात येते की, त्यांनी त्यांच्या अधिपत्याखालील सर्व शासकीय व अशासकीय अनुदानित पदवी / पदविका संस्थेच्या प्राचार्यांना, त्यांच्या संस्थेमधील अध्यापकांनी प्रत्येक वर्षी त्यांचे गोपनीय अहवाल भरण्यासाठी सादर करावयाच्या Self Appraisal Report च्या सोबतच, या पत्रासोबत जोडण्यात आलेला ३६० degree feedback score calculation sheet सादर करण्याबाबतचे निर्देश द्यावेत, जेणे करून संस्था स्तरावर वार्षिक गोपनीय अहवाल भरून घेणे व Calculation of ३६० degree feedback score बाबतची कार्यवाही एकाच वेळी पूर्ण करणे शक्य होईल.

  
(डॉ. अभय पाटील)

संचालक,  
तंत्रशिक्षण, महाराष्ट्र राज्य, मुंबई

**Directorate of Technical Education,  
Maharashtra State, Mumbai**

**360<sup>0</sup> FEEDBACK SCORE CALCULATION SHEET FOR THE YEAR 20\_\_ - 20\_\_**

Ref.: Government Resolution No. सावेआ-१११/प्र.क्र.४४/१९/तां.शि.-२, dated 11-09-2019

As per directives vide Annexure – IV (Degree)/Annexure - III (Diploma) of Government Resolution dated 11-09-2019, the 360<sup>0</sup> feedback score of every teacher shall be determined every year on the basis of following parameters –

**a. Teaching - Process (Maximum Points 25)**

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

**b. Students' Feedback (Maximum Points 25)**

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

**c. Departmental Activities (Maximum Points 20)**

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

**d. Institute Activities (Maximum Points 10)**

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

**e. Contribution to Society (Maximum Points 10)**

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

**f. ACR (Maximum points 10)**

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

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

**Calculation of Credit Points for the period 01-04-20\_\_ to 31-03-20\_\_**

<b>Name of Institute</b>	
<b>Name of staff member</b>	
<b>Present Position / Designation</b>	
<b>Department in which working</b>	

**PART A (To be filled by the Teacher and assessed by Reporting Officer as well as Reviewing Officer)**

**a. Teaching Process (Maximum Points 25)**

Teacher should furnish details in the table below, about his / her teaching activity during the period 1<sup>st</sup> April to 31<sup>st</sup> March. A self attested xerox copy of Student's Cumulative Attendance Summary / Attendance Record for the concerned semester/s should be attached with this format as a proof for actual conduct of the claimed Lectures/ Practicals/ Tutorials.

S. No.	Semester (I or II)	Class and subject taught (Please write clearly the Class, Name of subject and whether taught Theory or Practical)	No. of Theory/Practical/Tutorial hours scheduled	No. of Theory/Practical/Tutorial hours conducted	Points claimed by teacher	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					$= ((Y \div X) \times 25), \text{ to be rounded to 2 digits}$		
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
<b>Grand Total (Total of S. No. 1 to 12)</b>			<b>X=</b>	<b>Y=</b>			
<b>Remarks of Reporting Officer</b> (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)				<b>Remarks of Reviewing Officer</b> (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)			
Name and signature of Reporting Officer				Name and signature of Reviewing Officer			

**b. Student's feedback (Maximum Points 25)**

Teacher should furnish the details of student's feedback about him /her, in the table below, for the period 1<sup>st</sup> April to 31<sup>st</sup> March. The Student feedback form given in the Maharashtra state H&T.E. G.R. dated 11-09-2019 (7th Pay GR) is to be used. A self attested xerox copy of communication from Head of Institute / HoD to the teacher about the student's feedback score should be attached with this format to substantiate the points claimed by the teacher

S. No.	Semester (I or II)	Class and subject taught (Please write the Class and Name of subject taught)	Whether Mid semester or End semester feedback	Student's feedback score on a scale of 25	Points claimed by teacher	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					= (Average of student's feedback score), to be rounded to 2 digits		
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
<b>Grand Total</b> (Total of S. No. 1 to 12)							
<b>Remarks of Reporting Officer</b> (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)					<b>Remarks of Reviewing Officer</b> (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)		
Name and signature of Reporting Officer					Name and signature of Reviewing Officer		

**c. Departmental Activities (Maximum points 20)**

Teacher should furnish information of different departmental responsibilities and / or departmental activities handled by him/her during the period 1<sup>st</sup> April to 31<sup>st</sup> March in the table below. This may include information such as Laboratory incharge, consultancy, time table incharge, NBA coordinator, class teacher, student registration incharge, student detention incharge, Project guide, guest lecture organization, industrial visit organization, Project / Seminar Coordinator, departmental library incharge, Student Association / Chapter coordinator, cleanliness incharge, Practical / Examination time table incharge, departmental store / purchase incharge, Academic monitoring coordinator, CSR activities coordinator, Project Mentoring for project Competition, student feedback incharge, student counseling, initiative for CEP/STTP/Testing/Consultancy, organization of MOOCS/NPTEL/Spoken Tutorials/IUCEE webinars etc. and / or any other departmental activity. A self attested xerox copy of HoD's Office Order / Departmental Order for handling the responsibility / activity should be attached with this format to substantiate points claimed by the teacher.

S. No.	Period of handling the responsibility / activity	Details of responsibility / activity handled	Points claimed by teacher (Min. 0 and Max. 3 points per activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
<b>Grand Total (Total of S. No. 1 to 12) (Limited to maximum 20 points)</b>					
<b>Remarks of Reporting Officer</b> (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)			<b>Remarks of Reviewing Officer</b> (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)		
Name and signature of Reporting Officer			Name and signature of Reviewing Officer		

**d. Institute Activities (Maximum Points 10)**

Teacher should furnish information of different institute level responsibilities and / or institute level activities handled by him/her during the period 1<sup>st</sup> April to 31<sup>st</sup> March in the table below. This may include information such as Internship incharge, institute website management incharge, institute level networking and maintenance incharge, building / electrical maintenance incharge, EPBX incharge, Hardware and Software installation and maintenance incharge, institute MIS incharge, DTE MIS incharge, organization of FDP/Conference/Training/Workshop, Examination duty/activity/incharge, AICTE/DTE/RO/University/MSBTE/RBTE assigned duty, Sports in charge and co-ordinator, In-charge/ Member of AICTE/ State Govt./University Statutory committee, NBA / NACC coordinator, garden maintenance/tree plantation at institute level, AICTE/ University/DTE/AISHE/ NIRF/ARIIA/ CII/ RUSA/ TEQIP/ PCI/ COA/ etc. Activity in-charge, PRO/Gymkhana/Gathering/Publicity/student club activity incharge, HoD/Dean /Associate Dean /Library incharge, hostel warden/ warden, canteen incharge, Earn & Learn scheme / Scholarship incharge, AIIAI incharge, Innovation/Incubation/Invention cell incharge etc. and / or any other institute level activity. A self attested xerox copy of institute level Office Order issued by Head of Institute for handling the responsibility / activity should be attached with this format to substantiate points claimed by the teacher

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



**e. Contribution to society (Maximum Points 10)**

Teacher should furnish information of any responsibilities and / or activities handled by him/her, towards society at large during the period 1<sup>st</sup> April to 31<sup>st</sup> March in the table below. This may include information such as blood donation camp organization, yoga classes organization, student induction programme incharge, health/medical camp organization, literacy camp organization, tree plantation outside the institute campus, environmental awareness incharge, Swatchh Bharat Mission/Unnat Bharat Abhiyan/Unnat Maharashtra Abhiyan/NCC/NSS/Mahatma Gandhi Swatchhta Abhiyan etc. and any other such activity. A self attested xerox copy of Office Order issued by Head of Institute / Competent Authority should be attached with this format to substantiate points claimed by the teacher.

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

Place – \_\_\_\_\_  
Date – \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature, Name and Designation of Teacher

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

Place – \_\_\_\_\_  
Date – \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature, Name and Designation of Reporting Officer

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

Place – \_\_\_\_\_  
Date – \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature, Name and Designation of Reviewing Officer

## PART B

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

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

The ACR maintained at institute level shall have maximum 10 points based on grading. At present, the ACR format prescribed for teachers under the Directorate of Technical Education, Maharashtra State, Mumbai uses an overall gradation of Minimum 0 points to Maximum 10 points. Therefore, the same gradation is to be directly used as the ACR points earned by the concerned teacher out of 10.

To be filled by Confidential Section of the institute -

Overall ACR gradation of the teacher for the period 01-04-20\_\_\_\_ to 31-03-20\_\_\_\_ is ( \_\_\_\_ ) out of 10.

### Summary and Endorsement by Head of Institute

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

Place - \_\_\_\_\_

Date - \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature, Name and Designation of Head of Institute