**Calculation of Credit Points for the Period -------------- to --------------**

|  |  |
| --- | --- |
| Name of Institute | Government College of Engineering, Jalgaon |
| Name of Staff member |  |
| Present Position / Designation |  |
| Department in Which working | Higher and Technical Education Department |

**PART A**

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

 Teacher should furnish details in the table below about his / her teaching activity during the period 1st April to 31st 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 / Practical’s/Tutorials.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.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 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |
|  |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| **Grand Total** **(Total of Sl. No. 1 to 12)**  |  |  |  |
| Remarks of Reporting Officer (Applicable only if the points assessed by him /her are different than the points claimed by the teacher. The Reporting officer shall write the reason for the difference here)Name and signature of Reporting Officer | Remarks of Reviewing Officer (Applicable only if the points assessed by him /her are different than the points claimed by the teacher. The Reviewing officer shall write the reason for the difference here)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 1st April to 31stmarch.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.N | 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 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| Grand Total (Total of Sl. No. 1 to 12)  |  |
| Remarks of Reporting Officer (Applicable only if the points assessed by him /her are different than the points claimed by the teacher. The Reporting officer shall write the reason for the difference here)Name and signature of Reporting Officer | Remarks of Reviewing Officer (Applicable only if the points assessed by him /her are different than the points claimed by the teacher. The Reviewing officer shall write the reason for the difference here)Name and signature of Reviewing officer |

**\* Data taken from the auto generated report through mis.gcoej.ac.in. The feedback data generated to be verified for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ session.**

**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 1st April to 31st March in the table below. This may include information such as Laboratory in-charge, consultancy , time table in-charge, NBA coordinator, Class teacher, Student registration in-charge, Student detention in-charge, Project guide, guest lecture organization, industrial visit organization, project / Seminar Coordinator, departmental library in-charge, Student Association / Chapter Coordinator, Cleanliness in-charge, Practical / Examination time table in-charge, departmental store / purchase in-charge, Academic monitoring coordinator, CSR activities coordinator, Project Mentoring for project Competition, student feedback in-charge, student counseling, initiative for CEP / STTP/Testing/Consultancy, Organization of Moocs / NPTEL / Spoken Tutorials / TUCEE 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.N | Period of handling the responsibility / activity | Details of responsibility / activity handled | Points claimed by teacher (Min. o and Max.3 points per activity) | Points assessed by Reporting Officer | Points assessed by Reviewing Officer |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| Grand Total (Total of Sl. No. 1 to 8) (limited to maximum 20 points) |  |  |  |
| Remarks of Reporting Officer (Applicable only if the points assessed by him /her are different than the points claimed by the teacher. The Reporting officer shall write the reason for the difference here)Name and signature of Reporting Officer | Remarks of Reviewing Officer (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 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 1st April to 31st March in the table below. This may include information such as internship in-charge, institute website management in-charge, institute level networking and maintenance in-charge, building / electrical maintenance in-charge, EPBX in-charge, Hardware and Software installation and Maintenance in-charge, institute MIS in-charge, DTE MIS in-charge, organization of FDP / Conference/ Training/ Workshop, Examination duty/ activity/in charge , AICTE/ DTE/RO/University/MSBTE/RBTE assigned duty, Sports in-charge and coordinator, 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 in-charge, HoD/ Dean/Associate Dean/ Library in-charge, Hostel rector / warden, canteen in-charge, Earn & Learn Scheme/Scholarship in-charge, AQAC in-charge, Innovation/incubation/Invention cell in-charge 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.N | 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 |  |  |  |  |  |
| Grand Total (Total of S.No. 1 to 14) ( limited to maximum 10 points) |  |  |  |
| Remarks of Reporting Officer (Applicable only if the points assessed by him /her are different than the points claimed by the teacher. The Reporting officer shall write the reason for the difference here)Name and signature of Reporting Officer | Remarks of Reviewing Officer (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 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 1st April to 31st 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 Swatchha 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.N | 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 |  |  |  |  |  |
| Grand Total (Total of S.No. 1 to 6) ( limited to maximum 10 points) |  |  |  |
| Remarks of Reporting Officer (Applicable only if the points assessed by him /her are different than the points claimed by the teacher. The Reporting officer shall write the reason for the difference here)Name and signature of Reporting Officer | Remarks of Reviewing Officer ( 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 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 summarized as well as endorsed by the Head of Institute)**

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

 The ACR Maintained at institute level shall have maximum 10 points based on grading. At present, the ACR format prescribed for 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 01-04-2020 to 31-03-2020 is (\_\_\_\_) out of 10.

Summary and Endorsement by Head of Institute

|  |  |  |
| --- | --- | --- |
| Sl. 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) |  |
|  | Total of Sl. No. 1 to 6 (Max. Points 100) |  |
|  | Total on 10 point scale  ( To be rounded to 2 digits ) |  |

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

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

 Signature, Name and Designation of Head of Institute