



# A. J. Institute of Engineering and Technology Mangaluru




Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka  
(A unit of Laxmi Memorial Education Trust (R))

NH-66, Kottara Chowki, Mangaluru - 575 006. Ph : +91 824 2455048, 2862202 Mob.: +91 9483026503. Fax : +91 824 2862205  
email : ajenggcollege@gmail.com | website : www.ajiet.edu.in

## SOP FOR PERFORMANCE APPRAISAL SYSTEM

- Beginning of every academic year all the faculty members of AJIET are assigned with a task related to academic content delivery, results, feedback, projects, publication and committees.
- At the end of every academic year the faculties are requested to submit the completed self-appraisal form to the head of the department (HOD) respectively.
- HOD will review the submitted self-appraisal forms and mention his//her remarks and will submit to the principal.
- The Principal, Vice Principal and Dean Academics along with senior faculty members does the analysis and further mention their remarks and finally submit it to the management.
- All the necessary deviations in the performance indicator will be further notified to the respective staff member suggestion for improvement or better performance.
- The faculty members with significant progress during the academic year will be awarded an increment/promotion/Incentive as applicable.

  
Principal  
A.J. Institute of Engineering & Technology  
Mangaluru - 575 006



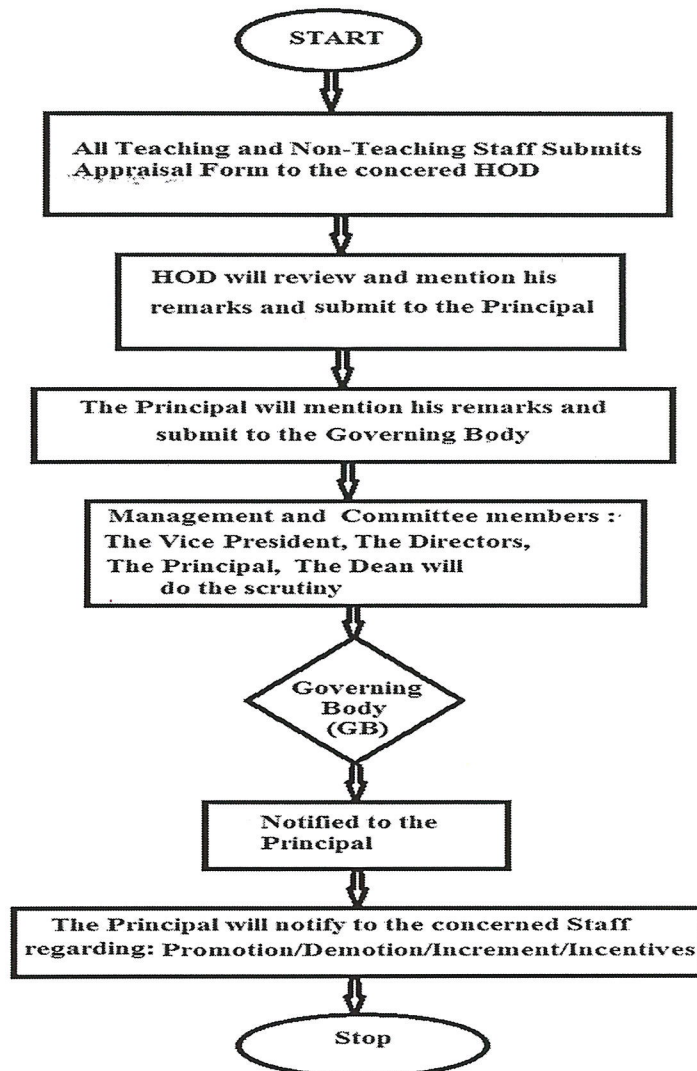
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## FLOW CHART



  
Principal  
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