

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR ACADEMIC PERFORMANCE INDEX**

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Objective:

To elaborate the procedure for filling up Self-Appraisal forms to evaluate and document one's own performance to facilitate Career advancement of the faculties.

Responsibility:

- All the Faculties of the respective Departments
- Heads of the respective Departments
- Principal of the institution

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Faculty appraisal form circulated by Principal to all the faculties.	Principal	1 st week of April
2.	Faculties to fill in the appraisal form as per the given guidelines	Individual faculty	2 nd week of April
3.	HODs to review the filled in appraisal form	HoDs	3 rd week of April
4.	HOD's shall submit the appraisal forms to the principal with remarks	HoDs	4 th week of April

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL