



**IARE**

**INSTITUTE OF  
AERONAUTICAL ENGINEERING**

**STANDARD OPERATING PROCEDURE  
FOR  
ACADEMIC PERFORMANCE INDEX**

# STANDARD OPERATING PROCEDURE FOR ACADEMIC PERFORMANCE INDEX

## 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:

S. No	Activities	Responsibility	Target Dates/Days
1	Faculty appraisal form circulated / online by Dean of Policies and Internal Audit to all the faculties.	Dean of Policies and Internal Audit	1st week of April
2	Faculties to fill in the appraisal form as per the given guidelines	Individual faculty	2nd week of April
3	HODs to review the filled in appraisal form	Head of the departments	3rd week of April
4	HOD's shall submit the appraisal forms to the Principal	HoDs	4th week of April
5	Policies and Internal Audit shall evaluate the forms and submit the same to the Principal.	Principal	1st week of May