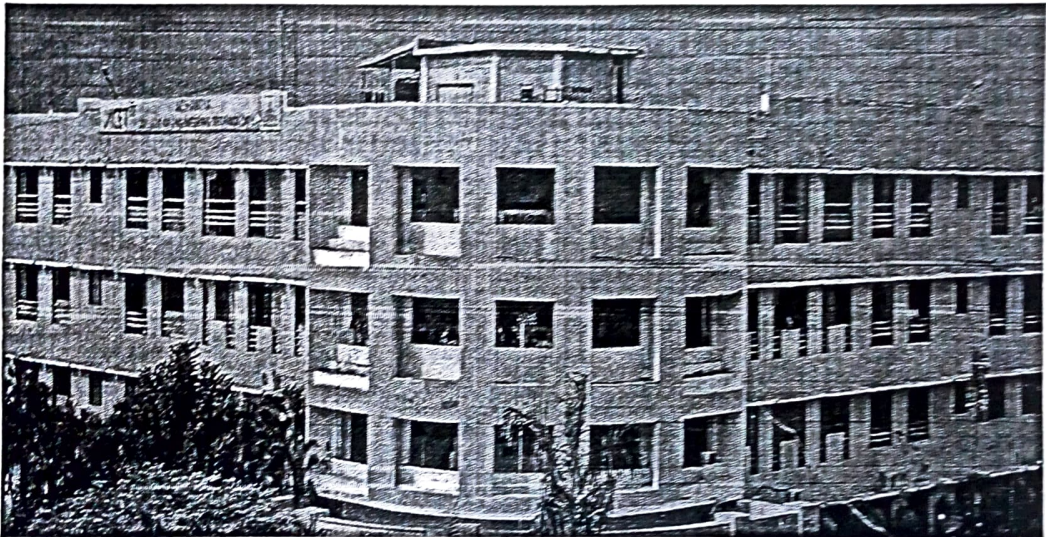




ACHARIYA
COLLEGE OF ENGINEERING TECHNOLOGY
(Approved by AICTE New Delhi & Affiliated to Pondicherry University)
An ISO 9001 : 2008 Certified Institution



APPRAISAL POLICY

Policy No	28
Issue No	01
No. of Pages	02
Date	10.03.2021
Next Revision	2026



A. Divya
PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
ACHARIYAPURAM, VILLIANUR,
PUDUCHERRY - 605 119

APPRAISAL POLICY

Introduction:

Our Achariya college of Engineering Technology (ACET) performance appraisal system for Teaching and Non-teaching staff is designed to ensure fair evaluation, promote continuous improvement, and support career development. This policy outlines the process by which performance is assessed, feedback is provided, and development opportunities are identified for both categories of employees.

Goal Setting and Planning:

At the onset of each appraisal cycle, Teaching and Non-teaching staff collaborate with their heads to establish clear and achievable performance goals aligned with institutional objectives. These goals are smart (specific, measurable, achievable, relevant, time-bound) and serve as the foundation for the appraisal process.

Regular Feedback and Monitoring:

Throughout the performance period, heads provide ongoing feedback and support to employees, facilitating clarity on expectations and fostering a culture of continuous improvement. This includes regular check-ins, informal discussions, and mid-year reviews to track progress, address challenges, and provide guidance as needed.

Evaluation and Feedback Sessions:

At the end of the appraisal period, heads conduct comprehensive evaluations of employee performance based on predefined criteria, including job responsibilities, competencies, and goal achievement. Feedback sessions are then held to discuss performance outcomes, recognize strengths, address areas for improvement, and jointly identify development opportunities.

Documentation and Record-Keeping:

All performance appraisal documentation, including evaluation forms, feedback records, and development plans, is meticulously maintained. This ensures confidentiality, transparency, and accessibility of performance-related information for both employees and management.

Continuous Improvement and Development:

ACET is committed to the ongoing review and enhancement of its performance appraisal system. Feedback from employees and heads is actively solicited to identify areas for improvement, and necessary adjustments are made to ensure the system remains fair, effective, and supportive of employee growth and institutional goals.



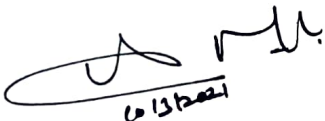

ml 15/4/21
PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
ACHARIYAPURAM, VILLIANUR,
PUDUCHERRY - 605 110.

Compliance and Communication:

All employees are expected to adhere to this policy and actively participate in the performance appraisal process. Clear communication of expectations, guidelines, and any updates to the policy is essential to ensure understanding and compliance across the institution.

Conclusion:

By adhering to this policy, ACET aims to cultivate a culture of accountability, transparency, and continuous learning among its Teaching and Non-teaching staff. Through fair and constructive performance appraisal practices, employees are empowered to reach their full potential, contributing to the overall success and excellence of the institution.

Verified by	Approved by
 IQAC Coordinator	 Principal

PRINCIPAL

ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
Achariyapuram, Villianur
Puducherry.




PRINCIPAL

ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
ACHARIYAPURAM, VILLIANUR,
PUDUCHERRY 605 110