



**KOTTAKKAL FAROOK**  
**ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

**STANDARD OPERATING PROCEDURE FOR ACADEMIC  
PERFORMANCE INDEX**

# KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

## STANDARD OPERATING PROCEDURE FOR ACADEMIC PERFORMANCE INDEX

### 1. Objective

To elaborate the procedure for filling up self-appraisal forms to evaluate and document faculty performance, facilitating career advancement.

### 2. Scope

This SOP applies to all faculty members, Heads of Departments (HoDs), and the Principal at Kottakkal Farook Arts and Science College.

### 3. Responsibilities

- **All Faculty Members:** Complete the self-appraisal forms accurately and timely.
- **Heads of Departments (HoDs):** Review and submit the self-appraisal forms to the Principal.
- **Principal:** Oversee the process and ensure timely submission and evaluation.
- **Internal Audit committee:** Circulate the appraisal forms and evaluate the submitted forms.

### 4. Procedure

S. No.	Activities	Responsibility	Target Dates/Days
1	Circulate faculty appraisal form online/ Internal Audit committee to all faculties.	Internal Audit committee	1st week of April
2	Complete the appraisal form as per the given guidelines.	Individual Faculty	2nd week of April
3	Review the filled appraisal forms.	Heads of Departments (HoDs)	3rd week of April
4	Submit the reviewed appraisal forms to the Principal.	HoDs	4th week of April
5	Evaluate the forms and submit the evaluations to the Principal.	Internal Audit committee	1st week of May

### 5. Detailed Procedures

#### 5.1 Circulation of Faculty Appraisal Form

1. The Dean of Policies and Internal Audit committee will prepare and circulate the faculty appraisal form to all faculty members in the first week of April.
2. The forms will be available both online and in hard copy in teacher diary if needed.

## **5.2 Completion of Appraisal Form**

1. Faculty members will fill in the appraisal form according to the guidelines provided.
2. This process should be completed by the second week of April.
3. Faculty members should ensure that all sections of the form are filled accurately and comprehensively.

## **5.3 Review by Heads of Departments**

1. HoDs will collect the filled appraisal forms from their respective department faculty.
2. Each form will be reviewed to ensure completeness and accuracy.
3. Any discrepancies or incomplete sections should be addressed with the respective faculty members.
4. This review should be completed by the third week of April.

## **5.4 Submission to Principal**

1. HoDs will submit the reviewed appraisal forms to the Principal.
2. This submission must be completed by the fourth week of April.

## **5.5 Evaluation by Internal Audit committee**

1. The Dean of Policies and Internal Audit will evaluate the submitted forms, focusing on the accuracy and alignment with college standards.
2. The evaluation process will be completed and the forms will be submitted to the Principal by the first week of May.

## **6. Documentation and Records**

- All completed appraisal forms will be stored securely in the HR department.
- Electronic copies will be maintained in a secure, access-controlled digital repository.

## **7. Review and Compliance**

- The Principal and the Dean of Policies and Internal Audit will review this SOP annually.
- Any updates or changes to the procedure will be communicated to all faculty members and relevant stakeholders.

## **8. Approval**

This SOP is approved by the Principal and the Internal Audit committee and is effective from [Date].

**Principal's Signature:**

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**Date:**

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**Internal Audit committee Signature:**

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**Date:**

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**9. Distribution** This SOP will be distributed to all faculty members, HoDs, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.