

**Alva's Institute of Engineering & Technology**  
**Shobhavana Campus, Mijar, Moodbidri, D.K - 574225**  
**Phone: 08258-262725, Fax: 08258-262726**

Date: 10/12/2020

To  
The Principal  
AIET, Mijar


From  
HR  
AEF, Moodbidri

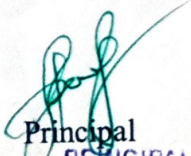
Sir,

Subject: organizing orientation Program on self-appraisal for non-teaching faculties reg...

With reference to the above subject, I would like to bring to your kind notice that HR-AEF is planning to organize. Orientation Program on self-appraisal for non-teaching faculties on 19/12/2020. So I request you to kindly give the permission to conduct the orientation program

Thanks and Regards

  
HR-AEF  
HR Officer  
ALVA'S EDUCATION FOUNDATION (R)  
MOODBIDRI - 574 227

  
Principal  
PRINCIPAL  
Alva's Institute of Engg. & Technology,  
Mijar, MOODBIDRI - 574 225, D.K



# **Alva's Institute of Engineering & Technology**

**Shobhavana Campus, Mijar, Moodbidri, D.K - 574225**

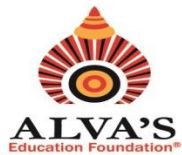
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## **CIRCULAR**

It is hereby informed to all the non-teaching staff of AIET that HR AEF is organizing orientation programme on self-appraisal on 19<sup>th</sup> December 2020. All non-teaching faculties are informed to attend the same without fail.

  
HR-AEF  
ALVA'S EDUCATION FOUNDATION (R)  
MOODBIDRI - 574 227

  
Principal  
PRINCIPAL  
Alva's Institute of Engg. & Technology,  
Mijar, MOODBIDRI - 574 225, D.K



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**ALVA'S INSTITUTE OF  
ENGINEERING &  
TECHNOLOGY**

DEPT  
OF  
HR-AEF  
MOODABIDIRI

Resource Person  
Dr. Manjunath Kotari  
CSE HOD  
AIET



**JOIN US!**

Date 19/12/2020  
Venue ROOM-104

**ORIENTATION PROGRAM  
ON  
SEL APPRAISAL**

FOR  
NON-TEACHING FACULTIES





## REPORT

The Department of HR AEF organized orientation program on self-appraisal for non-teaching faculties of AIET. Dr. Manjunath Kotari, HoD dept of CSE AIET Moodbidri was the resource person for the event. The program was started with the lamp lightening ceremony.

Resource person Dr. Manjunath Kotari started the session by emphasizing the importance of self-appraisal and the benefits.

Some of the points discussed in the session were:

Performance appraisal policy is the way to ensure the performance-oriented work environment in the organization, it helps employees to achieve the set objects and act as a reward for their contribution in the progress of the organization

Concepts, options and methodology to assist them in establishing the main elements of an Employee Performance Appraisal system

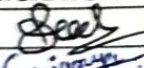

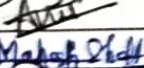

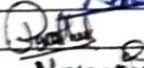
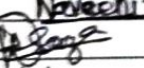
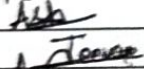
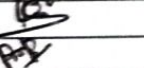
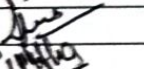
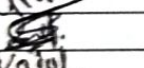
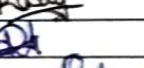

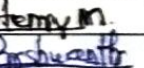



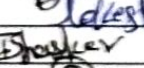

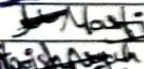
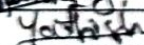









The works of the Non-teaching staff are assessed periodically through a structured mechanism:

- Work efficiency and commitment.
- Initiative towards learning newer trends in their respective areas.
- Leadership and team work.
- Discipline and regularity

The session ended with vote of thanks by HoD ISE Prof Sudheer Shetty.

**ATTENDANCE SHEET**

SL NO	NAME	SIGNATURE
1.	Mr. Shreekanth Suvarna	
2.	Ms Soujanya	
3.	Mr. Rajesh Bangera	
4.	Ms. Anusha	
5.	Mr. Mahesh Shetty	
6.	Ms. Rakshitha	
7.	Mr. Ashoka	
8.	Ms. Pratheeksha	
9.	Mr. Navanith Amin	
10.	Ms. Lavitha Dsouza	
11.	Ms. Ashwitha	
12.	Mr. Jeevan Shetty	
13.	Mr. Joe Fernades	
14.	Mr. Mahesh Rao	
15.	Mr. Bharath Raj	
16.	Ms. Geetha	
17.	Ms. Sudha	
18.	Ms. Kavitha	
19.	Ms. Rashmi Kumari	
20.	Mr. Sharaschandra Shetty	
21.	Mr. Veerendra Kumar B	
22.	Mr. Henry M. Miranda	
23.	Mr. Parshwanath Jain	
24.	Mr. Dhananjaya Prasad	
25.	Mr. Ravindra	
26.	Mrs. Akshatha	
27.	Mr. Thilak Raj Shetty	
28.	Mrs. Vijayalaxmi	
29.	Mr. Lokesh	
30.	Mr. Bhasker	
31.	Ms. Divya	
32.	Ms. Sharon Josephine	
33.	Mr. Martin Dsouza	
34.	Mr. Harish Nayak	
35.	Mr. Yathish	



PRINCIPAL

**Feedback Form**

Dear Participant,

Thank you for your keen participation in this programme. We value your comments and evaluations which will help in our effort to be more responsive to the needs of the participants. Kindly fill the feedback form:

Description	Excellent	Good	Needs improvement	Poor
Well organized		✓		
Speaker knowledge		✓		
Speaker presentation	✓			
Speaker responses for queries		✓		
Overall, rate in the scale of 5		4		
Any suggestion or Comments:				
<p>Session was interesting and good.</p> <p><i>[Signature]</i></p>				