



DEAN – ACADEMICS
PERFORMANCE EVALUATION SHEET
Maximum Attainable Score: 300 Marks

S. No	Key Result Area (KRA)	Key Performance Indicators	Attainable Goal	Weightage	Max. Marks	List of Proofs Enclosed
1	Academic Planning & Governance	<ul style="list-style-type: none"> Coordinate institutional academic planning and review Monitor academic policies and procedures Submit academic performance reports 	Plans/reviews completed on schedule; compliance gaps escalated; reports submitted on time.	10%	30	Approved academic plans; review minutes; compliance checklist; policy records; periodic reports and submission proof.
2	Academic Council & Boards of Studies	<ul style="list-style-type: none"> Coordinate constitution and meetings of Academic Council / BoS Prepare agendas, minutes and approval records Track decisions and action taken 	Meetings conducted as scheduled; records circulated and decisions tracked to closure.	10%	30	Constitution orders; meeting calendar; agendas; attendance; minutes; approvals; action-taken reports.
3	Academic Regulations, Curriculum & Course Codes	<ul style="list-style-type: none"> Review UG/PG regulations, curriculum and syllabi Coordinate approvals through academic bodies Maintain course codes and programme mapping 	Academic documents reviewed and approved through prescribed processes; course mapping accurate.	15%	45	Approved regulations; curriculum and syllabus versions; BoS minutes; approval proceedings; course-code master and mapping sheets.
4	Academic Calendars, Timetables & Schedules	<ul style="list-style-type: none"> Publish institutional academic calendar Consolidate departmental calendars and timetables 	Calendar issued before session commencement; schedule conflicts	10%	30	Approved academic calendar; department calendars; master timetable; examination, internship and project schedules; review records.

		<ul style="list-style-type: none"> • Monitor examination, internship and project schedules 	and deviations addressed.			
5	Teaching–Learning & Academic Records Monitoring	<ul style="list-style-type: none"> • Review syllabus coverage and teaching plans • Verify course files, laboratory schedules and evaluated records • Monitor faculty workload, delivery readiness and academic gaps 	Academic delivery and records reviewed periodically; corrective actions tracked to closure.	15%	45	Syllabus coverage reports; teaching plans; course-file checklists; lab and evaluation records; workload statements; academic audit and action-taken reports.
6	Examination Coordination	<ul style="list-style-type: none"> • Coordinate academic examination activities and schedules • Monitor readiness, implementation and reporting 	Examination activities completed as per approved schedule and institutional requirements.	8%	24	Examination timetables; examination coordination records; readiness checklists; result / review reports and submission records.
7	New Programmes & Curriculum Innovation	<ul style="list-style-type: none"> • Process proposals for new programmes and specialisations • Coordinate minors, honours, skill and interdisciplinary courses 	Proposals routed for approval; approved offerings mapped and implementation planned.	8%	24	Programme proposals; feasibility notes; approval records; curriculum maps; course lists and implementation plans.
8	Faculty Academic Planning & Preparedness	<ul style="list-style-type: none"> • Finalize faculty course allocation and workload with HoDs • Identify training needs for new / revised courses • Conduct classroom observations and faculty mentoring 	Allocation finalized before session; training needs addressed; observations, feedback and follow-up documented.	7%	21	Approved allocation sheets; workload statements; training-needs analysis; schedules and attendance; observation reports; mentoring and follow-up records.
9	Academic Documentation & Regulatory Compliance	<ul style="list-style-type: none"> • Maintain controlled academic records and approvals • Monitor statutory / university compliance 	Current records maintained; compliance gaps addressed; accurate evidence submitted within deadlines.	10%	30	Document repository and version log; compliance matrix; university / statutory circulars; NAAC/NBA/NIRF/AICTE evidence files; submission acknowledgements.

		<ul style="list-style-type: none"> Provide verified evidence for accreditation and reporting 				
10	Academic Review, Annual Documentation & Knowledge Sharing	<ul style="list-style-type: none"> Conduct academic reviews and track improvements Prepare annual activity report and indexed evidence Share quality practices with IQAC 	Reviews and corrective actions documented; annual report completed; relevant practices shared.	7%	21	Academic review reports; action-taken tracker; annual report; evidence index; IQAC minutes; presentations / shared-practice records.

FINAL EVALUATION SUMMARY

Key Result Area (KRA)	Overall Weightage	Maximum Marks
Academic Planning & Governance	10%	30
Academic Council & Boards of Studies	10%	30
Academic Regulations, Curriculum & Course Codes	15%	45
Academic Calendars, Timetables & Schedules	10%	30
Teaching–Learning & Academic Records Monitoring	15%	45
Examination Coordination	8%	24
New Programmes & Curriculum Innovation	8%	24
Faculty Academic Planning & Preparedness	7%	21
Academic Documentation & Regulatory Compliance	10%	30
Academic Review, Annual Documentation & Knowledge Sharing	7%	21
TOTAL	100%	300

Note: All achievements shall be supported by verifiable documentary evidence. Evaluation shall be based on achievement against approved academic targets, compliance with institutional academic policies and regulatory requirements, the accuracy of academic records, and the effectiveness of academic planning, implementation and improvement measures.

The Dean - Academics shall present an annual performance review summarising key achievements, identified gaps, corrective actions and proposed improvements for the subsequent assessment period.

