



DEAN – CAREER DEVELOPMENT & EMPLOYABILITY (CPD)

Performance Evaluation Sheet

Maximum Attainable Score: 300 Marks

S. No.	Key Result Area (KRA)	Key Performance Indicators (KPIs)	Target / Evaluation Criteria	Weightage (%)	Maximum Marks	List of Proofs to be Enclosed
1	Strategic Placement Planning	Approve annual institutional placement plan; set department-wise placement and salary targets; review corrective actions.	Approved plan and department targets; quarterly progress reviews; documented corrective actions.	12	36	Approved placement plan; target approvals; quarterly review reports; action-taken records.
2	Training & Employability Development	Deliver aptitude, coding, technical, communication and interview training; assess gaps and provide remedial support.	Training calendar delivered; eligible students assessed; pre/post improvement and readiness measured.	18	54	Training calendar; attendance; assessment results; skill-gap analysis; intervention records.
3	Corporate Relations & Recruitment	Expand recruiter network; secure campus, pooled and off-campus hiring opportunities; sustain employer relationships.	New and returning recruiter targets met; recruitment opportunities generated; placement and salary outcomes tracked.	22	66	Recruiter database; company correspondence; drive reports; offer letters; verified placement records.

4	Industry-Aligned Skills & Certifications	Map skills to hiring trends; coordinate industry certifications with PACE; organise employer-specific preparation.	Approved skill/certification plan delivered; relevant certifications earned; employer-specific training completed.	10	30	Skills mapping; certification records; training plans; completion reports; employer feedback.
5	Placement Operations & Student Support	Execute drives; coordinate T&P, HODs and coordinators; manage eligibility, communication and support for students needing help.	Recruitment drives conducted as scheduled; eligible participation tracked; selection and joining follow-up completed.	13	39	Drive calendar; eligibility lists; notices; participation logs; selection and joining trackers.
6	Career Profiling & Professional Readiness	Improve resumes, portfolios, coding profiles and interview presentation; promote workplace conduct and professional skills.	Student profiles verified; mock interviews and professional-readiness activities completed; readiness improvement evidenced.	8	24	Resume/profile audits; mock-interview scores; workshop attendance; readiness assessment reports.
7	Industry Networking & Institutional Branding	Conduct HR conclaves and corporate sessions; leverage alumni contacts; enhance employer visibility of the institution.	Annual engagement calendar achieved; new employer/alumni leads documented; engagement feedback reviewed.	7	21	Event reports; invitation records; alumni referrals; employer interactions; feedback and follow-up.
8	Placement Analytics, Documentation & Quality Enhancement	Maintain verified placement data and higher-education repository received from departments; analyse trends; submit accreditation evidence and benchmark improvements.	Placement dashboard updated quarterly; data accuracy verified; higher-education repository consolidated; required submissions on time.	10	30	Verified dashboard; department higher-education submissions; trend reports; NBA/NAAC/NIRF evidence; audit records.
GRAND TOTAL				100	300	

FINAL EVALUATION SUMMARY

S. No.	Key Result Area (KRA)	Weightage (%)	Maximum Marks
1	Strategic Placement Planning	12%	36
2	Training & Employability Development	18%	54
3	Corporate Relations & Recruitment	22%	66
4	Industry-Aligned Skills & Certifications	10%	30
5	Placement Operations & Student Support	13%	39
6	Career Profiling & Professional Readiness	8%	24
7	Industry Networking & Institutional Branding	7%	21
8	Placement Analytics, Documentation & Quality Enhancement	10%	30
GRAND TOTAL		100%	300

Note: All achievements shall be supported by verifiable documentary evidence. Evaluation shall be based on achievement against approved KPIs, measurable career outcomes, implementation effectiveness and institutional requirements.

The Dean-CPD shall present the annual performance review covering KPI achievement, placement and employability outcomes, industry engagement, supporting evidence, identified gaps and a proposed improvement plan with measurable targets for the next assessment period.