DEAN - DIGITAL TRANSFORMATION & ICT (DT & ICT)

Performance Evaluation Sheet

Maximum Attainable Score: 300 Marks

S. No.	Key Result Area (KRA)	Key Performance Indicators (KPI)	Attainable Goal	Weightage (%)	Max. Marks	List of Proofs Enclosed
1	Digital Strategy & ICT Governance	• Preparation and implementation of the Annual ICT (DSS) plan • Periodic review of ICT policies, procedures, and technology requirements • Implementation and assessment of approved digitalization and automation initiatives	Annual ICT plan approved and implemented; at least 90% of planned activities completed; quarterly progress reviews conducted; outcomes documented	20	60	Approved annual ICT (DSS) plan, quarterly progress reports, ICT policy review records, digital implementation reports, meeting minutes
2	ICT Infrastructure & Digital Learning	• Maintenance and upgradation of ICT infrastructure, smart classrooms, and digital learning facilities • Monitoring utilization of LMS, virtual laboratories, MOOCs, e-Library, and online assessment tools	Annual maintenance and upgradation plan implemented; at least 90% of scheduled maintenance completed on time; digital learning utilization reviewed quarterly; training conducted as per the approved monthly activity calendar; ICT	25	75	ICT maintenance and upgradation reports, infrastructure inventory, LMS and digital learning usage reports, approved monthly training calendar, attendance and feedback records, budget and expenditure statements, procurement records, software licence records, asset register

		• Conducting ICT training and digital pedagogy programmes for faculty, staff, and students • Monitoring ICT budget, procurement, software licences, and asset utilization	expenditure and assets reviewed periodically			
3	Digital Content & Learning Resources	• Management of the ICT Studio and development of Drishya Siksha Sangrah (DSS) videos • Development of e-content, video lectures, and digital course materials • Faculty support and quality review of digital learning resources	Annual digital content targets achieved; content reviewed, approved, and published as per institutional quality standards	20	60	ICT (DSS) Studio utilization records, DSS video links, e-content repository, content development reports, faculty participation records, content review and approval records
4	Website, Digital Communication & Branding	• Maintenance and timely updating of the official website and social media platforms • Digital branding, outreach, and dissemination of institutional achievements • Digital coverage through photographs, videos, newsletters, brochures, annual reports, and live streaming • Monitoring website and social media analytics	Website and social media updated regularly; institutional activities and achievements covered and published; analytics reviewed periodically and improvement actions documented	20	60	Website update records, official social media links, digital publications, event photographs and videos, newsletters, brochures, annual reports, live-streaming records, website and social media analytics
5	Quality, Compliance & Institutional Coordination	• Coordination of digital documentation for AICTE, NBA, NAAC, NIRF, JNTUH, and other applicable requirements • Coordination with Deans, HoDs, IQAC, faculty, administrative sections, and technical teams	Required digital evidence compiled and submitted accurately within stipulated timelines; coordination and review meetings conducted as required; annual report and	15	45	Accreditation and ranking data, digital evidence files, submission records, meeting minutes, ICT review and action-taken reports, annual activity report, knowledge-sharing records, improvement proposals

		• Review of ICT initiatives and implementation of improvements • Annual documentation and knowledge sharing in coordination with Dean–IQAC	improvement proposals submitted			
	Total			100	300	

Final Evaluation Summary

Key Result Area (KRA)	**Weightage (%)**	**Maximum Marks**
Digital Strategy & ICT Governance	20	60
ICT Infrastructure & Digital Learning	25	75
Digital Content & Learning Resources	20	60
Website, Digital Communication & Branding	20	60
Quality, Compliance & Institutional Coordination	15	45
Total	100	300

Note: All achievements shall be supported by verifiable documentary evidence. Evaluation shall be based on achievement against approved targets, implementation quality, compliance, and measurable outcomes.

The Dean DT & ICT shall present an annual review highlighting achievements, gaps, corrective actions, and proposed targets for the next assessment period.