



MARRI LAXMAN REDDY

INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

DEAN – HIGHER EDUCATION & ALUMNI RELATIONS

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	Higher Education Guidance & Planning	<ul style="list-style-type: none">• Implement the institutional higher education plan.• Guide students on postgraduate, doctoral and professional programmes in India and abroad.• Disseminate admission, eligibility and scholarship information.	Annual plan implemented; student applications, offers and enrolment monitored against approved targets.	15%	45	Approved plan; counselling records; applications; offer letters; enrolment reports; notices.
2	Competitive Examinations & Preparation	<ul style="list-style-type: none">• Coordinate training, mentoring and mock tests for GATE, GRE, GMAT, CAT, IELTS, TOEFL, PTE and other relevant examinations.• Monitor registrations, scores, qualifying performance and admission outcomes.	Planned programmes conducted; examination performance and student outcomes reviewed periodically.	10%	30	Training schedules; attendance; test results; scorecards; registration and admission records.

3	University and Institutional Collaborations	<p>Establish relationships with reputed national and international universities.</p> <ul style="list-style-type: none"> • Facilitate MoUs, student exchange programmes, semester-abroad opportunities, internships, joint programmes and academic collaborations. • Organise university fairs, admission information sessions and interactions with university representatives. • Maintain records of collaborations, student participation and resulting outcomes 	University partnerships and collaboration activities facilitated, with student participation and outcomes documented.	15%	45	MoUs; university correspondence; meeting minutes; student exchange and internship records; university event reports; student participation records; collaboration outcome reports.
4	Alumni Association, Governance & Database	<ul style="list-style-type: none"> • Coordinate Alumni Association governance, registration, compliance, chapters and annual planning. • Maintain a verified alumni database and portal. • Organise alumni meets, reunions, networking activities and regular communication. 	Governance records maintained; alumni data updated; planned engagement activities conducted and reviewed.	20%	60	Registration and compliance records; calendars; minutes; alumni database; portal reports; event reports; communication records.
5	Alumni Contribution & Institutional Development	<ul style="list-style-type: none"> • Engage alumni as mentors, technical speakers, trainers, recruiters and project guides. • Facilitate alumni-supported internships, industry projects, consultancy, research, 	Alumni participation, institutional contributions and professional achievements	10%	30	Mentor lists; technical talk reports; internship and project records; contribution receipts; utilisation records; alumni profiles.

		scholarships and infrastructure development. • Recognise distinguished alumni.	documented and reviewed.			
6	Student–Alumni Mentoring & Verification	<ul style="list-style-type: none"> • Establish structured student–alumni mentoring based on discipline, career interests and higher education goals. • Guide students on applications, examinations and scholarships. • Maintain an authenticated student verification and records system. 	Mentoring activities and student progress monitored; verification records maintained securely.	10%	30	Mentor mapping; interaction logs; counselling records; feedback; verification logs; repository reports.
7	Data, Accreditation, Reporting & Knowledge Sharing	<ul style="list-style-type: none"> • Maintain verified higher education, examination, scholarship and alumni outcome data for NAAC, NBA, NIRF, AICTE and other applicable requirements. • Monitor performance indicators and submit reports to institutional leadership and IQAC. • Complete annual documentation and knowledge sharing in coordination with Dean-IQAC. 	Verified data submitted within deadlines; performance reviewed; annual documentation and improvement proposals completed.	20%	60	Data templates; offer letters; scorecards; alumni evidence; KPI dashboards; reports; evidence index; IQAC records.
	TOTAL			100%	300	

Final Evaluation Summary

Key Result Area (KRA)	Weightage (%)	Maximum Marks
Higher Education Guidance & Planning	15%	45
Competitive Examinations & Preparation	10%	30
University & Institutional Collaborations	15%	45
Alumni Association, Governance & Database	20%	60
Alumni Contribution & Institutional Development	10%	30
Student–Alumni Mentoring & Verification	10%	30
Data Management ,Accreditation, Reporting & Knowledge Sharing	20%	60
TOTAL	100%	300

Note: All achievements must be supported by verifiable documentary evidence. Evaluation shall be based on approved targets, higher education outcomes, examination performance, university collaborations, alumni engagement, institutional contributions and continuous improvement. The Dean–HEAR shall present an annual performance review highlighting achievements, gaps, corrective actions and priorities for the next assessment period.