



DEAN – INSTITUTION’S INNOVATION COUNCIL (IIC)

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	IIC Framework, Strategy & Institutional Alignment	1. Prepare and implement the annual IIC action plan. 2. Align IIC activities with the applicable IIC framework and institutional innovation priorities. 3. Conduct IIC meetings and monitor decisions and action points. 4. Review departmental participation and IIC performance each semester.	Approved annual action plan implemented and periodically reviewed; activities mapped to applicable IIC objectives; meetings and action points tracked; participation and outcomes reviewed each semester.	15%	45	IIC action plan; framework-mapping records; institutional strategy; activity calendar; meeting notices, attendance and minutes; action-taken tracker; semester review and performance dashboard.

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2	Innovation Culture, Hackathons & Ideation	1. Organise hackathons, ideation challenges and innovation contests. 2. Promote student and faculty idea generation and structured problem-solving. 3. Ensure inclusive participation across departments and student groups. 4. Support prototype development and proof-of-concept projects. 5. Recognise and showcase promising innovations.	Planned events conducted with participation and outcomes documented; ideas screened and mentored through a defined process; participation tracked across departments; promising prototypes reviewed and showcased.	25%	75	Event circulars and schedules; event reports; participant lists; idea submissions; screening sheets; mentoring records; department-wise participation; prototype records; project reviews; demonstration and showcase records.
3	Startups, Entrepreneurship & Incubation	1. Identify and mentor student and faculty startup ideas. 2. Facilitate incubation and access to entrepreneurial	Potential startup ideas identified and mentoring documented; eligible teams referred to incubation or support	15%	45	Startup pipeline; mentor allocation and mentoring logs; incubation referrals; applications; support

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		support. 3. Conduct entrepreneurship and startup awareness activities. 4. Track startup progress, milestones and outcomes.	programmes; planned awareness activities completed; startup milestones reviewed periodically.			records; session reports; resource-person details; startup database; progress reports and registrations, where applicable.
4	Industry Linkages, Community Engagement & Societal Impact	1. Build industry and ecosystem linkages to support innovation. 2. Facilitate industry mentoring, problem statements and project support. 3. Promote community-oriented and socially relevant innovations. 4. Measure and document innovation outcomes and impact.	Industry and ecosystem partners engaged through documented activities; industry inputs incorporated into relevant projects; community needs addressed through suitable initiatives; outcomes assessed using defined indicators.	15%	45	MoUs; meeting records; expert sessions; collaboration reports; industry problem statements; mentor records; project briefs; community engagement reports; beneficiary feedback; project outcomes and impact reports.
5	Departmental Project Governance, Monitoring & Outcome Evaluation	1. Establish and enforce a structured mechanism to monitor and review projects across all departments in coordination with the respective Project Coordinators. 2. Conduct periodic, milestone-based reviews of project	100% departmental coverage through a documented project-monitoring mechanism; all registered projects reviewed against approved milestones; risks and corrective actions tracked to closure; project outcomes evaluated;	20%	60	Department-wise project inventory; project coordinator nominations; approved project proposals; milestone and review schedules; review minutes; progress dashboards; technical evaluation rubrics;

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		<p>progress, technical feasibility, deliverables, prototype development and implementation status.</p> <p>3. Assess project quality, innovation, interdisciplinary collaboration, IPR potential, research outputs, industry relevance and societal impact.</p> <p>4. Identify delays, technical gaps and resource constraints; assign time-bound corrective actions and track closure with Project Coordinators.</p> <p>5. Evaluate project progression towards prototypes, patents, publications, startup opportunities, industry adoption or other measurable outcomes.</p> <p>6. Submit consolidated institutional project-review reports to the Director/Management, highlighting progress, risks,</p>	consolidated reports submitted periodically to institutional leadership.			<p>prototype/demo records; risk and corrective-action trackers;</p> <p>IPR/publication/startup evidence; consolidated reports submitted to Director/Management.</p>

S. No.	Key Result Area (KRA)	Key Performance Indicators	Attainable Goal	Weightage	Max. Marks	List of Proofs Enclosed
		outcomes and required interventions.				
6	Documentation, Reporting & Continuous Improvement	1. Maintain complete IIC activity records and supporting evidence. 2. Submit IIC reports and update required institutional/platform records within prescribed timelines. 3. Review feedback, identify gaps and implement improvement actions.	Records and evidence maintained for all major activities; reports and platform updates completed within applicable timelines; feedback analysed and improvement actions tracked.	10%	30	Activity files; attendance; photographs; feedback; certificates; submitted reports; portal records and acknowledgements; feedback summaries; action-taken reports; improvement tracker.

FINAL EVALUATION SUMMARY

Key Result Area (KRA)	Weightage (%)	Maximum Marks
IIC Framework, Strategy & Institutional Alignment	15%	45
Innovation Culture, Hackathons & Ideation	25%	75
Startups, Entrepreneurship & Incubation	15%	45
Industry Linkages, Community Engagement & Societal Impact	15%	45
Departmental Project Governance, Monitoring & Outcome Evaluation	20%	60
Documentation, Reporting & Continuous Improvement	10%	30
TOTAL	100%	300

NOTE

All achievements shall be supported by verifiable documentary evidence. Evaluation shall be based on achievement against approved IIC targets, alignment with the applicable IIC framework and institutional innovation priorities, effective monitoring and review of projects across all departments in coordination with Project Coordinators, timely closure of corrective actions, and the validity and impact of reported outcomes.

The Dean – IIC shall present an annual performance review summarising key achievements, project progress and outcomes, identified gaps, corrective actions and proposed improvements for the next assessment period.