



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 - STUDENT EXPERIENCE & ENGAGEMENT (SEE)

PERFORMANCE EVALUATION SHEET

Maximum Attainable Score: 300 Marks

S. No.	Key Result Area (KRA)	Key Performance Indicators (KPIs)	Attainable Goal	Overall Weightage	Maximum Marks	List of Proofs Enclosed
1	Admissions & Student Onboarding	<ul style="list-style-type: none">Coordinate admissions, credential verification, merit lists, admission orders and regulatory ratification.Monitor admission data accuracy, student orientation and onboarding.	100% completion and verification; 100% data accuracy; all admission activities completed within prescribed timelines.	12%	36	Admission reports; Convenor and Category-B verified documents; checklists; merit lists ,admission orders; ratification records; ID cards; orientation and hostel onboarding records.
2	Student Records & Regulatory Compliance	<ul style="list-style-type: none">Maintain IMS/Anvaya data, student registers, nominal rolls and student record confidentiality.Coordinate statutory submissions, data reconciliation and discrepancy correction.	100% records updated; 100% data accuracy; discrepancies corrected within 7 working days; 100% timely submissions.	18%	54	IMS/Anvaya reports; student registers; nominal rolls; portal acknowledgements; reconciliation statements; audit reports; correction records; access-control records.

3	Scholarships, Financial Assistance & Student Facilitation	<ul style="list-style-type: none"> Identify eligible students for scholarships, financial assistance and fee concessions. Coordinate application verification, submission, tracking and follow-up. Assist students in resolving application- 	100% of eligible cases identified and processed within applicable timelines; at least Two scholarship-awareness programmes annually.	10%	30	Eligibility lists; verified applications; scholarship registers; portal records; tracking reports; financial assistance records; concession applications; programme reports.
4	Hostel Welfare & Student Amenities	<ul style="list-style-type: none"> Monitor hostel welfare, student interactions, grievances, safety and amenities. Identify facility improvements and assess student satisfaction. 	At least 10 student interactions monthly; $\geq 95\%$ timely grievance resolution; at least 2 improvement initiatives annually; satisfaction score $\geq 4/5$.	12%	36	Interaction records; meeting minutes; grievance registers; closure reports; action-taken reports; inspection reports; improvement proposals; satisfaction surveys.
5	Student Leadership, Engagement & Campus Life	<ul style="list-style-type: none"> Coordinate induction, orientation, institutional events, festivals, sports, clubs and extracurricular activities. Promote student participation, leadership and campus engagement. 	100% planned induction activities completed; $\geq 95\%$ planned events conducted; $\geq 80\%$ student participation; at least 2 leadership initiatives per semester.	18%	54	Programme calendars; event reports; attendance; photographs; proceedings; sports reports; club registers; student participation records.

6	Institutional Coordination & Service Delivery	<ul style="list-style-type: none"> • Coordinate interdepartmental reviews, official communication and implementation of decisions. • Monitor service issues, decision compliance and resolution timelines. 	At least 2 review meetings monthly; $\geq 95\%$ of decisions/actions implemented within prescribed timelines or escalated appropriately.	14%	42	Meeting minutes; attendance records; official correspondence; circulars; emails; action-taken registers; issue-resolution reports.
7	Documentation, Accreditation & Knowledge Management	<ul style="list-style-type: none"> • Maintain SEE annual reports and evidence required for accreditation, ranking and institutional audits. • Document effective practices and facilitate knowledge sharing. 	100% timely reporting and evidence readiness; at least 2 best practices documented annually; at least 2 knowledge-sharing sessions annually.	16%	48	Annual report; activity documentation; NAAC/NBA evidence files as applicable; ranking data; audit checklists; submission acknowledgements; best-practice reports; knowledge-sharing records.

FINAL EVALUATION SUMMARY

Key Result Area (KRA)	Overall Weightage	Maximum Marks
Admissions & Student Onboarding	12%	36
Student Records & Regulatory Compliance	18%	54
Scholarships, Financial Assistance & Student Facilitation	10%	30
Hostel Welfare & Student Amenities	12%	36
Student Leadership, Engagement & Campus Life	18%	54
Institutional Coordination & Service Delivery	14%	42
Documentation, Accreditation & Knowledge Management	16%	48
TOTAL	100%	300

NOTE:

All achievements shall be supported by verifiable documentary evidence. Evaluation shall be based on achievement against approved targets, compliance with applicable institutional requirements, service quality, student feedback and the effectiveness of improvement measures.

The Dean - SEE shall present an annual performance review highlighting achievements, identified gaps, corrective actions and proposed improvements for the subsequent assessment period. Activities requiring coordination with other Deans or departments shall be assessed within the approved