



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 ENGAGEMENT, SKILLS & EMPOWERMENT (SESE)
PERFORMANCE EVALUATION SHEET
Maximum Attainable Score: 300 Marks

S. No	Key Result Area (KRA)	Key Performance Indicators (KPIs)	Attainable Goal	Weightage	Max. Marks	List of Proofs Enclosed
1	Internship Programmes Coordination & Monitoring	Coordinate student internships, industry opportunities, completion, certification, outcome analysis and professional body/chapter activities.	≥80% eligible students registered; ≥90% completion; 100% completion documentation and departmental monitoring; feedback ≥4/5; ≥5 opportunities/year; ≥2-chapter activities/semester.	16%	48	Internship registration/completion database; certificates and reports; department-wise monitoring; student/employer feedback; industry letters/MoUs; chapter membership, activity and annual review records.
2	Student Clubs – Governance & Activity Management	Maintain club framework, annual calendars, coordinators, student leads, activities, participation and performance reviews.	100% clubs have approved calendars and designated leads; ≥90% planned activities completed; ≥70% targeted student participation; ≥1 review meeting/month; 100% activity documentation.	12%	36	Approved club policy; calendars; coordinator/lead orders; attendance; activity reports and photographs; meeting minutes; participation analysis; semester-wise club impact reports.
3	Student Leadership, Innovation & Empowerment	Conduct leadership and entrepreneurship programmes; support hackathons, innovation challenges, interdisciplinary and student-led initiatives.	≥2 leadership initiatives/semester; ≥10 teams/year in competitions; ≥5 student-led initiatives/year; ≥2 interdisciplinary projects/semester; feedback ≥4/5.	9%	27	Programme reports; attendance; team registrations/submissions; project records; certificates/awards; student initiative approvals; feedback analysis.
4	Outreach Activities & Community Engagement	Coordinate outreach, school technical literacy, community development, skill training and external partnerships.	≥6 outreach programmes/year; ≥3 school programmes; ≥2 community initiatives; ≥3 skill programmes;	10%	30	Approved proposals; partner MoUs/letters; programme and training reports; attendance; beneficiary registers and feedback; impact assessments; photographs.

			≥3 active partnerships/year; beneficiary satisfaction ≥4/5.			
5	VAMA – Women Empowerment Centre	Implement women’s leadership, career, entrepreneurship, wellness, safety, mentoring and participation initiatives.	Annual action plan fully implemented; ≥2 leadership programmes/semester; ≥2 entrepreneurship and ≥2 wellness/safety programmes/year; 100% identified beneficiaries supported; satisfaction ≥4/5.	9%	27	Approved VAMA action plan; programme reports; attendance; mentoring records; participation and achievement data; feedback and annual outcome report.
6	Internal Complaints Committee (ICC) Coordination	Coordinate ICC meetings, awareness programmes, confidential complaint processing, compliance records and timely reporting.	100% statutory compliance and case processing; ≥2 awareness programmes/year; ≥90% targeted participation; reports submitted within timelines.	8%	24	ICC constitution orders; meeting minutes; awareness reports and attendance; confidential case records; compliance checklist; submission acknowledgements.
7	Inclusivity & Equal Opportunity	Promote gender equity, accessibility, diversity, equal opportunity, and support for students requiring assistance.	Conduct initiatives annually as per the approved activity calendar, resolve grievances within prescribed timelines; achieve a feedback rating of ≥4/5	9%	27	Programme reports; attendance; accessibility audits and gap register; support/referral records; grievance closure records; feedback analysis.
8	Cultural Activities & Institutional Events	Plan and coordinate institutional events, festivals, Annual Day, Graduation Day and related logistics and budgets.	Annual Activity calendar approved; ≥95% planned events completed; ≥80% targeted student participation; ≥95% budget compliance; feedback coverage ≥90%; satisfaction ≥4/5.	11%	33	Approved event calendar and proposals; committee/venue plans; attendance; event reports and photographs; budget and expenditure records; participant feedback.
9	Documentation, Compliance & Accreditation Readiness	Maintain accurate records of student engagement, skills development, empowerment activities, and participation, ensure timely accreditation and quality assurance submissions; and conduct periodic documentation and compliance reviews.	Document 100% of major activities; submit reports within prescribed timelines; maintain ≥99% data accuracy; conduct at least 2 internal reviews per semester; and close observations within stipulated timelines.	9%	27	Indexed activity files; verified student participation records; semester reports; NBA/NAAC/NIRF/IQAC evidence matrix, as applicable; internal audit checklists; Action Taken Reports (ATRs); and submission acknowledgements.

10	Institutional Coordination & Continuous Improvement	Coordinate reviews with HoDs and coordinators; track action plans, assess impact, document best practices and share knowledge with IQAC.	≥2 review meetings/month; ATRs initiated within 72 hours; ≥90% action plans implemented on time; ≥2 best practices and ≥2 knowledge-sharing sessions/year.	7%	21	Meeting minutes; action trackers and ATRs; implementation reports; impact assessments; best-practice case studies; IQAC session records; annual SESE report.
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FINAL EVALUATION SUMMARY

Key Result Area (KRA)	Overall Weightage	Maximum Marks
Internship Programmes Coordination & Monitoring	16%	48
Student Clubs – Governance & Activity Management	12%	36
Student Leadership, Innovation & Empowerment	9%	27
Outreach Activities & Community Engagement	10%	30
VAMA – Women Empowerment Centre	9%	27
Internal Complaints Committee (ICC) Coordination	8%	24
Inclusivity & Equal Opportunity	9%	27
Cultural Activities & Institutional Events	11%	33
Documentation, Compliance & Accreditation Readiness	9%	27
Institutional Coordination & Continuous Improvement	7%	21
TOTAL	100%	300

Maximum Attainable Score = 300 Marks

Note: All achievements must be supported by verifiable records, including approved plans, activity reports, attendance, participation data, feedback, certificates, meeting minutes, compliance records and action-taken reports.

Presentation: Present annual achievements, key gaps and measurable improvement targets for the next assessment period.