DEAN – ACADEMIC MONITORING AND STUDENT PROGRESSION

PERFORMANCE EVALUATION SHEET

Maximum Attainable Score: 300 Marks

Key Result Area (KRA)	Key Performance Indicators (KPIs)	Attainable Goal	Weightage (%)	Maximum Marks	List of Proofs Enclosed
Attendance Monitoring & Compliance	• Monitor student attendance across all Programmes, years and departments. • Identify attendance shortages and students requiring timely intervention.	Review attendance periodically as per institutional norms; ensure timely identification, communication and follow-up of attendance deficiencies.	12	36	Attendance statements, shortage lists, student/parent communications, follow-up records, department review minutes
Academic Performance & Result Analysis	• Monitor internal assessment, semester examination and course-wise performance. • Analyze pass percentage, failures, backlogs and student performance trends.	Prepare periodic academic performance analyses; identify low-performing courses and students and document corrective actions.	15	45	Internal assessment reports, result analysis, course-wise performance data, action-taken reports, examination records
Student Mentoring & Progress Tracking	• Monitor implementation and effectiveness of the student mentoring system.	Ensure regular mentoring reviews and documented follow-up for identified	12	36	Mentor allocation lists, mentoring records, meeting

Key Result Area (KRA)	Key Performance Indicators (KPIs)	Attainable Goal	Weightage (%)	Maximum Marks	List of Proofs Enclosed
	• Review mentor–mentee interactions, identified concerns and follow-up actions.	academic and personal support needs.			registers, follow-up reports, student progress records
Student Progression & Academic Outcomes	• Track student progression, academic continuity and semester-to-semester performance. • Identify students at risk of failure, detention, dropout or delayed progression and coordinate interventions.	Maintain updated progression data; review progression trends and ensure timely intervention for at-risk students.	15	45	Student progression database, detention and backlog lists, dropout records, progression analysis, intervention reports
Remedial & Bridge Programmes	• Coordinate remedial classes for slow learners and students with academic backlogs. • Organize bridge programmes to address learning gaps and support transition between academic levels.	Implement programmes based on identified learning gaps; assess participation and learning improvement.	12	36	Programme schedules, attendance, learning materials, assessment results, feedback and outcome reports
Enrichment & Advanced Learning	• Facilitate enrichment activities for advanced learners and high-performing students. • Promote additional academic support through tutorials, peer learning and subject-focused activities.	Conduct enrichment activities as per the academic plan; document student participation and outcomes.	10	30	Enrichment schedules, activity reports, participant lists, learning outputs, assessment records
Student Counselling & Academic Support	• Coordinate academic counselling for students with attendance, performance or progression concerns.	Ensure timely counselling and documented follow-up for students identified as requiring	10	30	Counselling schedules, anonymized counselling records, referrals, follow-up

Key Result Area (KRA)	Key Performance Indicators (KPIs)	Attainable Goal	Weightage (%)	Maximum Marks	List of Proofs Enclosed
	Refer students to appropriate institutional support systems and monitor follow-up.	support, maintaining confidentiality.			documentation, action-taken reports
Feedback Systems & Continuous Improvement	• Design and implement structured feedback systems to capture student learning and academic support needs. • Analyze feedback, communicate findings to relevant stakeholders and monitor action taken.	Conduct feedback exercises as per the approved schedule; prepare analysis and ensure documented action taken and improvement measures.	14	42	Feedback forms, response summaries, analysis reports, meeting minutes, action-taken reports, improvement records

Final Evaluation Summary

Key Result Area (KRA)	Weightage (%)	Maximum Marks
Attendance Monitoring & Compliance	12	36
Academic Performance & Result Analysis	15	45
Student Mentoring & Progress Tracking	12	36
Student Progression & Academic Outcomes	15	45
Remedial & Bridge Programmes	12	36
Enrichment & Advanced Learning	10	30
Student Counselling & Academic Support	10	30
Feedback Systems & Continuous Improvement	14	42
Grand Total	**100%**	**300**

Note: All achievements must be supported by verifiable documentary evidence. Evaluation shall be based on approved targets, attendance compliance, academic performance, mentoring effectiveness, student progression, remedial and enrichment outcomes, counselling interventions and feedback-based improvements.

The Dean - Academic Monitoring and Student Progression shall present an annual performance review highlighting achievements, gaps, corrective actions and priorities for the next assessment period.