DEAN – HUMAN RESOURCES (HR)

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	Human Resource Planning	1. Develop and review the institutional HR Policy and Human Resource Plan. 2. Assess department-wise faculty/staff requirements with the Principal/Director, Deans and HODs. 3. Monitor faculty–student/cadre ratios, sanctioned, filled, vacant and roster-wise positions; identify manpower gaps.	Approved annual HR plan reviewed; manpower data updated; applicable staffing norms monitored; gaps reported to Management.	15%	45	Approved HR Policy/Plan; manpower statements; ratio records; sanctioned/filled/vacant position and roster reports; review minutes.
2	Recruitment & Relieving Process	1. Coordinate recruitment against approved vacancies for teaching, technical, administrative and support positions.	Recruitment and separation cases processed as per approved procedures,	15%	45	Recruitment proposals/notifications; applications and shortlists; interview records; verification

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		2. Manage notifications, screening, shortlisting, interviews, demonstrations, verification and appointment orders. 3. Coordinate resignation, notice, handover, exit interviews, clearance and relieving/experience certificates.	applicable norms and prescribed timelines.			documents; appointment orders; exit and relieving records; attrition analysis.
3	Employee Administration, Deployment & HR Systems	1. Coordinate onboarding, induction, document verification and activation of employee ID, email, ERP/Anvaya and biometric access. 2. Maintain accurate, confidential service records covering qualifications, appointment, salary, appraisal, workload, promotion, increments and leave. 3. Coordinate deployment, workload and replacements with HODs/Deans/OICs; monitor attendance and leave. 4. Maintain Anvaya/ERP HR processes and dashboards; correct data discrepancies and control access.	Employee records and HR systems remain accurate and current; onboarding and deployment are timely; attendance, workload and leave are monitored.	15%	45	Joining/induction records; service registers; Anvaya/ERP reports; attendance and leave records; deployment/workload statements; HR dashboards; data verification and access records.

S. No.	Key Result Area (KRA)	Key Performance Indicators (KPI)	Attainable Goal	Weightage (%)	Max. Marks	List of Proofs Enclosed
4	Employee Relations, Discipline, Retention & Benefits	1. Record and resolve employee grievances fairly, confidentially and within institutional timelines. 2. Monitor Service Rules, Code of Conduct, ethics and workplace policies; coordinate corrective/disciplinary processes. 3. Analyse attrition and exit feedback; recommend retention, succession and leadership-development measures. 4. Coordinate applicable PF, ESI, gratuity, allowances and HR policy-awareness activities with Management/Accounts.	Grievances and disciplinary cases follow approved procedures; attrition is reviewed; retention/succession actions and eligible benefits are documented.	15%	45	Grievance and closure records; service rules/policy communications; disciplinary records; exit interviews and attrition analysis; succession plans; benefits and awareness records.
5	HR Compliance, Accreditation, Review & Reporting	1. Verify faculty qualifications, experience, cadre and appointments against applicable AICTE, UGC, JNTUH, Government and institutional norms. 2. Coordinate University approvals where applicable and maintain verified HR data for NAAC, NBA,	Applicable requirements and submissions completed accurately and on time; HR indicators reviewed; identified gaps and audit observations tracked to closure.	15%	45	Qualification/approval records; statutory submissions; accreditation evidence; verified HR datasets; review minutes; HR reports; audit reports and ATRs.

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		NIRF, AICTE, UGC, JNTUH and other submissions. 3. Verify consistency across HR records, Anvaya/ERP and regulatory/accreditation portals. 4. Conduct HR reviews, submit periodic reports and track compliance/audit actions to closure.				
6	Faculty & Staff Career Development, Progression & Welfare	1. Coordinate transparent promotions, increments, role enhancement and career progression as per policy and applicable norms. 2. Identify development needs and support Ph.D./Post-Doctoral studies, QIPs, FDPs, certifications and professional training. 3. Implement recognition, engagement, welfare and workplace-satisfaction initiatives; review feedback.	Eligible career-progression cases processed within approved timelines; development and welfare initiatives implemented and documented.	10%	30	Promotion/increment files; role-enhancement proposals; FDP/QIP/training records; career-development plans; recognition/welfare reports; engagement and satisfaction feedback.
7	Director's Office Documentation & Confidential	1. Maintain an indexed, retrievable repository of Director's Office and official institutional records.	Records are organised, current, secure and retrievable; confidentiality and	5%	15	Document repository/index; registers; access logs; version-control and

S. No.	Key Result Area (KRA)	Key Performance Indicators (KPI)	Attainable Goal	Weightage (%)	Max. Marks	List of Proofs Enclosed
	Records Management	2. Ensure timely updating, secure archiving, backups, version control and restricted access to confidential records. 3. Verify records periodically and ensure timely retrieval.	document integrity are maintained.			backup records; retrieval register; verification reports.
8	Annual Documentation & Knowledge Sharing	1. Prepare the Annual HR Report covering manpower, recruitment, retention, development, performance, compliance and welfare. 2. Document achievements, best practices, case studies and lessons learned. 3. Facilitate knowledge sharing with Dean–IQAC, disseminate HR policies and maintain evidence for institutional reporting/accreditation.	Annual HR documentation completed; practices and lessons recorded; knowledge-sharing and evidence submissions completed within timelines.	10%	30	Annual HR Report; best-practice/case-study reports; knowledge-sharing records; policy communications; review minutes; accreditation evidence; knowledge repository.

FINAL EVALUATION SUMMARY

Key Result Area (KRA)	Weightage (%)	Maximum Marks
Human Resource Planning	15%	45
Recruitment & Relieving Process	15%	45
Employee Administration, Deployment & HR Systems	15%	45
Employee Relations, Discipline, Retention & Benefits	15%	45
HR Compliance, Accreditation, Review & Reporting	15%	45
Faculty & Staff Career Development, Progression & Welfare	10%	30
Director's Office Documentation & Confidential Records Management	5%	15
Annual Documentation & Knowledge Sharing	10%	30
TOTAL	100%	300

NOTE: All achievements shall be supported by verifiable documentary evidence. Evaluation shall be based on approved HR targets, verified records, regulatory compliance, timely service delivery and measurable outcomes.

The Dean – HR shall present an annual performance review highlighting achievements, gaps, corrective actions and priorities for the next assessment period.