Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Chethan Kumar B Print Date: Jul 22, 2026

Administration & Management-Use of AI (Artificial Intelligence) and automating routine tasks in their day-to-day work (Public)

Updated: Aug 22, 2025

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Excellent
4 - Very Good
3 - Good
2 - Satisfactory
1 -Very minimal

Weight:

5%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Chethan Kumar B Print Date: Jul 22, 2026

Administration & Management-Adhere to Admission Processes and Procedures and streamlining all the processes. (Public)

Updated: Aug 22, 2025

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Self-starter for Progressive works
4 - Execution of entrusted progressive works
3 - Routine works only
2 - Satisfactory
1 - Needs training

Weight:

5%

Goals Plan: 2025-26 Goal Plan Staff Category: Self Development/Other
Owner: Chethan Kumar B Print Date: Jul 22, 2026

Self development & Others - Administrative Staff - Qualification / Skill Upgradation (Public)

Updated: Aug 22, 2025

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Improved academic qualification
4 - Certificate Courses
3 - Attended relevant workshops
2 - Improved proficiency including computing skills
1 - routine work

Weight:

10%

Goals Plan: 2025-26 Goal Plan Staff Category: Stakeholder Connect
Owner: Chethan Kumar B Print Date: Jul 22, 2026

Stakeholder Connect - Administrative Staff - Interpersonal Skills / Discipline and interacting with students, parents and other stake holders (Public)

Updated: Aug 22, 2025

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Excellent
4 - Very Good
3 - Good
2 - Satisfactory
1 -Very minimal

Weight:

5%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management

Owner: Chethan Kumar B Print Date: Jul 22, 2026

Administration & Management- Administrative Staff - Human resource management in the section (Public)

Updated: Aug 22, 2025

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Proactive in resource planning & recruitment
4 - On time recruitment, adhere to HR recruitment policy
3 - Hiring and separation activities
2 - Hiring and separation activities with support
1 - Needs training

Weight:

15%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Chethan Kumar B Print Date: Jul 22, 2026

Administration & Management - Administrative Staff - Filing and keeping relevant information and professional documentation (Public)

Updated: Aug 22, 2025

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5- Well organized
4- Adequate and no mistakes in the documentation
3- Good
2- Satisfactory
1-Needs training

Weight:

5%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Chethan Kumar B Print Date: Jul 22, 2026

Administration & Management - Administrative Staff - Director / Institution progression for data collection and analysis (Public)

Updated: Aug 22, 2025

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Self-starter for Progressive works
4 - Execution of entrusted progressive works
3 - Routine works only
2 - Satisfactory
1 - Needs training

Weight:

10%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Chethan Kumar B Print Date: Jul 22, 2026

Administration & Management - Administrative Staff - Support w.r.t compliance /accreditation (Public)

Updated: Aug 22, 2025

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Understands requirements and does the work
4 - Undertakes Data processing and analysis tasks
3 - Helps in Data collection only
2 - Does Partial work
1 - Supports based on instruction

Weight:

5%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Chethan Kumar B Print Date: Jul 22, 2026

Administration & Management - Administrative Staff - Digital Administration ex: SAP -ERP, IT tools (Public)

Updated: Aug 22, 2025

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5.Excellent and willing to adopt new updates
4. Effective use
3.Adequate use and will to learn
2. Basic use and firm to learn
1.Poor use,training is mandatory

Weight:

10%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Chethan Kumar B Print Date: Jul 22, 2026

Administration & Management- Understand and adoption of the Instituions policies & procedures (Public)

Updated: Aug 22, 2025

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Self-starter for Progressive works
4 - Execution of entrusted progressive works
3 - Routine works only
2 - Satisfactory
1 - Needs training

Weight:

15%

Goals Plan: 2025-26 Goal Plan Staff Category: Administration & Management
Owner: Chethan Kumar B Print Date: Jul 22, 2026

Administration & Management - Understanding and performing the functional responsibilities (Estb/HR, Accounts,

Administration/ Admissions etc) (Public)

Updated: Aug 22, 2025

Overdue	Start Date	Due Date
22 Days	Jul 1, 2025	Jun 30, 2026

More Info

Metric:

5 - Completing all activities on time with no erros
4 - Completing activities with support
3 - Occasionally completing on time
2 - Needs support to completing assigned work
1 - Needs Training

Weight:

15%