

## Guidelines for Evaluation of Contribution in an Event

### Preface

To ensure a fair and objective assessment of contributions during events, the responsibility of evaluating office bearers will rest with the Dean, HoD, or Event Coordinator, as applicable. These gamified guidelines will not be used for gamified events which will be separately evaluated. The evaluation must be conducted with impartiality, focusing solely on the quality, timeliness, and impact of each individual's contributions.

The scoring process will follow these principles:

1. **Objective Evaluation:** Each criterion should be assessed without bias, relying on evidence of performance and documented contributions.
2. **Task-Based Weightage:** Instead of assigning predefined weightages to criteria, the final score for each office bearer will be derived by multiplying their rating for a specific task (on a scale of 1 to 5) by the **pre-assigned weight of the task**. The weight of the task may vary from 1-5. This ensures that tasks of higher significance carry appropriate influence in the overall evaluation. **Therefore, it is imperative on conductors of any event to first list all the portfolios and assign weight to them which echoes their engagement hours and skill needed to complete the task.**
3. **Final Score Compilation:** The aggregate of all weighted scores will determine the final rating for each office bearer, reflecting their overall contribution to the event's success.
4. The **Main Convenor** and **Secretary** hold critical roles in the success of the event. Their contributions will be **directly evaluated by the Vice Chancellor** to ensure impartial and top-level review of their strategic and administrative responsibilities.

This approach aims to provide a structured yet flexible evaluation framework, emphasizing accountability, fairness, and alignment with event objectives.

### Revised Evaluation Scale for Contribution in an Event

Criteria	Description	Rating Scale (1-5)
<b>1. Task Completion</b>	Timeliness and accuracy in completing assigned tasks, meeting the event requirements, and ensuring deliverables.	1 - Frequently misses deadlines; 5 - Always on time and accurate.
<b>2. Initiative and Ownership</b>	Demonstrating proactiveness in taking ownership of responsibilities, suggesting improvements, and effectively addressing challenges.	1 - Requires constant follow-up; 5 - Highly proactive and self-driven.

<b>3. Quality of Work</b>	The quality of work delivered, including innovation, attention to detail, creativity, and alignment with the event's goals and vision.	1 - Poor quality, needs improvement; 5 - Exceptional quality, exceeds expectations.
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#### Calculation Method

For each task:

1. Assign a rating (1–5) for performance against the relevant criteria.
2. Calculate average of the three above scale.
3. Multiply the rating by the assigned task weight to arrive **at final contribution score**.

This assessment sheet should be sent to HR department within 07 days of conduct of an event. After cut-off date HR will not entertain the scoring sheet. HR will compile the contribution that will be used as a part of annual assessment of teachers.