MUJ/Q&C/021/F/1.01



FACULTY OF MANAGEMENT & COMMERCE

SCHOOL OF BUSINESS & COMMERCE

DEPARTMENT OF BUSINESS ADMINISTRATION

On

Performance Appraisal

03rd Nov 2022

Head
Department of Business Administration.
Manipal University Jaipur

Dr Birajit Mohanty
HoD, Business Administration

Page 1 of 11 Name of Event

Event Report

- 1. Introduction of the Event
- 2. Objective of the Event
- 3. Beneficiaries of the Event
- 4. Details of the Guests
- 5. Brief Description of the event
- 6. Photographs
- 7. Brochure or creative of the event
- 8. Schedule of the Event
- 9. Attendance of the Event

Page 2 of 11 Name of Event



1. Introduction of the Event

The guest lecture was organized by School of Business and Commerce for BBA students on 03 Nov 2022 via online mode through Microsoft Teams. The topic Performance Management is very important and relevant for human resource specialization students who will be working as managers in different organizations.

Performance management is a corporate management tool that helps managers monitor and evaluate employees' work. Performance management's goal is to create an environment where people can perform to the best of their abilities and produce the highest-quality work most efficiently and effectively.

2. Objective of the Event

The objective of this industry expert lecture was to make the students aware and update about the various techniques and process of appraising the performance of the employees in the organization and how performance of employees can be improved.

3. Beneficiaries of the Event

The target audience are students and faculty members.

4. Details of the Guest

Mr. Samax Jain is working as HR Manager – Analytics, in Deutsche Bank, Jaipur. He has around 11 Years of rich experience with different corporates like Infosys, Accenture, Clifford Chance and Deutsche Bank.

He is expert in corporate trainings in the field of HR related areas and specially Analytics. He is currently associated with Strategic Procurement and Analytics as a Manager in Deutsche Bank delivering cost reduction, cost avoidance and scenario planning to different businesses through various analytical business intelligence tools.

5. Brief Description of the event

The industry expert lecture of Mr. Samax Jain was organized to make our student aware about the updated techniques and Process of Performance appraisal and how performance of employees can be improved in organizations. The students were introduced to various new methods of performance appraisal. They were made aware about the new updated of this area. The expert lecture was coordinated by Dr Bhawana Chahar.

Page 3 of 11 Name of Event



6. Program Scheme

	SEMESTER V							
Course No.	Subject Code	Subject Title	L	T	P	C		
8	BB3141	Performance Appraisal	3	0	0	3		

7. Lecture Plan

Lec No	Topics	Session Outcome	Mode of Delivery	g CO	Mode of Assessing the Outcome
I	Introduction and Course Hand-out briefing	To acquaint and clear teachers expectations and understand student expectations	Lecture	BB3141.1	NA
2	Concept of Performance appraisal	Basic understanding of Concept of Performance appraisal	Lecture	BB3141.1	In Class Quiz
3	features of Performance appraisal	Explain the features of Performance appraisal	Lecture, Discussio n	BB3141.1	In Class Quiz Mid Term I End Term
4	Process of Performance appraisal	Recall the Process of Performance appraisal	Lecture, Discussio n	BB3141.1	In Class Quiz Mid Term I End Term
5	Process of Performance appraisal	Recall the Process of Performance appraisal	Lecture, Discussio n	BB3141.1	In Class Quiz Mid Term I End Term
6	Obstacles in Performance appraisal	Explain Obstacles in appraisal	Lecture	BB3141.1	Mid Term I End Term
7	Performance appraisal Interview	Explain Performance appraisal Interview process.	Lecture, Discussio n	BB3141.1	Mid Term I End Term

Page **4** of **11** Name of Event



8	Error in appraisal by	Identify Error in	Lecture	BB3141.1	Class Quiz
	Human Resource	appraisal by Human			Mid Term
	Department	Resource			
9	Concept of Detential	Department, Understand	Lecture,	BB3141.1	End term Class Quiz
	Concept of Potential appraisal	Concept of Potential	Discussio	DD3141.1	Mid Term
	арргазаг	appraisal	n		1
					End Term
10	Performance	Explain the	Lecture,	BB3141.2	Class Quiz
	Appraisal –	Systems of	Discussio		Mid Term
	Employer and	Performance	n		II I
	Employee perspective	Appraisal in Employer and			End Term
	perspective	Employee			
		perspective			
П	Performance	Explain the	Lecture,	BB3141.2	Class Quiz
	Appraisal –	Systems of	Discussio		Mid Term
	Employer and	Performance	n		
	Employee	Appraisal in			End Term
	perspective	Employer and Employee			
		perspective			
12	performance	Examine	Lecture,	BB3141.2	Class Quiz
	appraisal versus	performance	Discussio		Mid Term
	performance	appraisal versus	n		II
	management	performance			End Term
13	Quiz	management Quiz	Quiz	BB3141.2	Quiz
14	Identifying	Identifying	Lecture	BB3141.2	Class Quiz
	performance	performance			Mid Term
	dimensions	dimensions			II
					End Term
15	KPA's and	Explain the	Lecture,	BB3141.2	Class Quiz
	performance	Concept of KPA's	Discussio		Mid Term
	planning	and performance	n		II End Term
16	KPA's and	planning Explain the	Lecture,	BB3141.2	Class Quiz
.	performance	Concept of KPA's	Discussio	550171.2	Mid Term
	planning	and performance	n		II
		planning			End Term
17	Developing an	To learn developing	Lecture	BB3141.2	Class Quiz
	effective appraisal	an effective			Mid Term
	program	appraisal program			
10	D. d.d.	T. L	I	DD2444.0	End Term
18	Developing an effective appraisal	To learn developing an effective	Lecture	BB3141.2	Class Quiz Mid Term
	effective appraisal program	an effective appraisal program			Mid Term
	F. 20. a	abbraisai bi ogi aiii			End Term

Page **5** of **11** Name of Event



19	Issues in appraisal design	Analyse Issues in appraisal design	Lecture	BB3141.2	Class Quiz Mid Term II End Term
20	Issues in appraisal design	Analyse Issues in appraisal design	Lecture	BB3141.2	Class Quiz Mid Term II End Term
21	Self- Appraisal/Tradition al methods	Explain Self- Appraisal/Tradition al methods	Lecture	BB3141.3	Home Assignmen t Mid Term II End Term
22	Self- Appraisal/Tradition al methods	Explain Self- Appraisal/Tradition al methods	Lecture	BB3141.3	Home Assignmen t Mid Term II End Term
23	Self- Appraisal/Tradition al methods	Explain Self-Appraisal/Tradition al methods	Lecture	BB3141.3	Home Assignmen t Mid Term II End Term
24	Self- Appraisal/Tradition al methods	Explain Self- Appraisal/Tradition al methods	Lecture	BB3141.3	Home Assignmen t Mid Term II End Term
25	Self- Appraisal/Tradition al methods	Explain Self- Appraisal/Tradition al methods	Lecture	BB3141.3	Home Assignmen t Mid Term II End Term
26	Modern Methods	Describe Modern Methods	Lecture	BB3141.3	Home Assignmen t Mid Term II End Term

Page **6** of **11** Name of Event



27	Modern Methods	Describe Modern Methods	Lecture	BB3141.3	Home Assignmen
		Metrious			t
					Mid Term
					II End Term
28	Modern Methods	Describe Modern	Lecture	BB3141.3	Home
		Methods			Assignmen
					t Mid Term
					IIId Termi
					End Term
29	Modern Methods	Describe Modern	Lecture	BB3141.3	Home
		Methods			Assignmen t
					Mid Term
					II
30	NA - d - v NA - th - d -	Describe Modern	Lastuna	BB3141.3	End Term Home
30	Modern Methods	Describe Modern Methods	Lecture	DD3141.3	Assignmen
		Methods			t
					Mid Term
					II End Term
31	Quiz	Quiz	Quiz	BB3141.3	Quiz
32	Improving	Explain process of		BB3141.3	Class Quiz
	<mark>performance</mark>	Improving performance	Discussio		Mid Term
		performance	n		End Term
33	Identifying sources	Identifying sources	Lecture	BB3141.4	Class Quiz
	of ineffective performance	of ineffective			Mid Term
	performance	performance			End Term
34	Performance	Performance	Lecture,	BB3141.4	Class Quiz
	Diagnosis	Diagnosis	Discussio		End Term
35	factors that	Recall factors that	n Lecture,	BB3141.4	Class Quiz
	influence	influence	Role Play	230111.4	End Term
	performance, legal	performance and	ĺ		
	issues in Performance	legal issues in Performance			
	Appraisal	Appraisal			
36	Strategies to	Identify Strategies	Lecture	BB3141.5	Class Quiz
	improve performance	to improve performance			End term
37	Performance	Explain	Lecture	BB3141.5	Class Quiz
	appraisal feedback,	performance	_		End term
	components of	appraisal feedback			
	feedback	and discuss			

Page **7** of **11** Name of Event

		components of feedback.			
38	Revision	Revision	Discussio n	BB3141.5	Revision
39	Revision	Revision	Discussio n	BB3141.3	Revision

8. Photographs of the event or screenshots of the event

Mr Samax Jain, Delivering an Expert Lecture



Mr Samax Jain, Delivering an Expert Lecture



Page **8** of **11** Name of Event



9. Brochure or creative of the event



SCHOOL OF BUSINESS & COMMERCE

Department of Business Administration

inviting you to attend an expert session on 'Performance Appraisal'

Date: November 3, 2022 (Thursday)

Time: 10:00 am- 12.00 pm

Date: 28 September 2022
Time: 10:30 am to 12.00 noon

Room Number: 309, Floor- III, Block-AB-2

Resource Person

Mr. Samax Jain Manager, Deutsche Bank

Co-ordinator
Dr. Bhawna Chahar
(Dept. of Business Administration)

Page 9 of 11 Name of Event



10. Schedule of the event (insert in the report)

The event was scheduled on 03 November 2022 from 10:00 AM to 12:00 PM in Room Number: 309, Floor- III, Block-AB-2.

11. Attendance of the Event (insert in the document only) Total attendee

Sr. No	Name of Institution	Place of Institutio n	Registration Number/Em ployee code	Name of Attendee	Name of Dept
	Manipal University				Business
1	Jaipur	Jaipur	200901028	PULKIT ARORA	Administration
	Manipal University				Business
2	Jaipur	Jaipur	200901056	PREET GOYAL	Administration
	Manipal University				Business
3	Jaipur	Jaipur	200901059	VIPUL SHARMA	Administration
4	Manipal University	lainur	200004000	DICHARIL IOCHI	Business
4	Jaipur Manipal University	Jaipur	200901066	RISHABH JOSHI	Administration Business
5	Manipai University Jaipur	Jaipur	200901067	KUSHAL JAIN	Administration
	Manipal University	Jaipui	200901007	ROSHAL JAIN	Business
6	Jaipur	Jaipur	200901068	ABHINAV GOYAL	Administration
	Manipal University	Jaipui	200301000	ABINIVAV GOTAL	Business
7	Jaipur	Jaipur	200901069	AYUSHMAN TOMAR	Administration
	Manipal University	Gaipai	200001000	711 001 111/1/11 1 1 011/1/11	Business
8	Jaipur	Jaipur	200901072	KHUSHI GOHIL	Administration
	Manipal University				Business
9	Jaipur	Jaipur	200901073	GAURANSH PANDEY	Administration
	Manipal University				Business
10	Jaipur	Jaipur	200901078	AARYAN SINGH SOLANKI	Administration
	Manipal University				Business
11	Jaipur	Jaipur	200901095	MUSKAN KHETRAPAL	Administration
	Manipal University			APARAJITA	Business
12	Jaipur	Jaipur	200901098	CHAKRAVERTTY	Administration
	Manipal University			NIKHIL SINGH	Business
13	Jaipur	Jaipur	200901110	SHEKHAWAT	Administration
4.4	Manipal University	1	000004440	150010 A 14 A BOOD	Business
14	Jaipur	Jaipur	200901112	JESSICA KAPOOR	Administration
15	Manipal University	loinur	200901118	CHDEVA CUDTA	Business
15	Jaipur Manipal University	Jaipur	200901116	SHREYA GUPTA	Administration Business
16	Jaipur	Jaipur	200901120	PIYUSH PARETA	Administration
10	Manipal University	Jaipui	200901120	THOSHIAKETA	Business
17	Jaipur	Jaipur	200901122	SAUMYA NARULA	Administration
- ''	Manipal University	- Gaipai	200001122	O/CONT/CITATION	Business
18	Jaipur	Jaipur	200901123	SAMEER KAYAMKHANI	Administration
- 10	Manipal University	5 5 mp 5 m			Business
19	Jaipur	Jaipur	200901132	HARSH MITTAL	Administration
	Manipal University	,			Business
20	Jaipur	Jaipur	200901142	VEDANT GARG	Administration
	Manipal University				Business
21	Jaipur	Jaipur	200901177	SAJAL AGRAWAL	Administration
	Manipal University				Business
22	Jaipur	Jaipur	200901181	DIGVIJAY CHOUDHARY	Administration

Page 10 of 11 Name of Event



	Manipal University	1		1	Business
23		loinur	200001107	KISHAN KUMAWAT	Administration
23	Jaipur	Jaipur	200901197	KISHAN KUWAWAT	
0.4	Manipal University		000004045	DDIVANIOU III OFTI II	Business
24	Jaipur	Jaipur	200901215	PRIYANSHU SETHI	Administration
	Manipal University				Business
25	Jaipur	Jaipur	200901218	AMAN GELRA	Administration
	Manipal University				Business
26	Jaipur	Jaipur	200901243	LAKSHYA PORWAL	Administration
	Manipal University				Business
27	Jaipur	Jaipur	200901250	NAVED BELIM	Administration
	Manipal University	·			Business
28	Jaipur	Jaipur	200901256	PAPPU CHOUDHARY	Administration
	Manipal University				Business
29	Jaipur	Jaipur	200901257	KHUSHI JAIN	Administration
	Manipal University				Business
30	Jaipur	Jaipur	200901260	DEEPANSHU KUSHWAHA	Administration
	Manipal University				Business
31	Jaipur	Jaipur	200901261	RISHIKA SINGODIA	Administration
	Manipal University				Business
32	Jaipur	Jaipur	200901266	PIYUSH CHOUHAN	Administration
	Manipal University				Business
33	Jaipur	Jaipur	200901276	NAMAN GUPTA	Administration
	Manipal University				Business
34	Jaipur	Jaipur	200901281	PRIYANSHU PRAJAPAT	Administration
	Manipal University				Business
35	Jaipur	Jaipur	200901299	MRIDUL SONI	Administration
- 55	Manipal University	Jaipai	200001200	WINDSE COM	Business
36	Jaipur	Jaipur	200901301	SHRINATH	Administration
30		Jaipui	200301301	JIIIIIIAIII	Business
37	Manipal University	loinur	MILLIODAC	Dr. Bhauma Chahar MILLI	
3/	Jaipur	Jaipur	MUJ0836	Dr. Bhawna Chahar [MUJ]	Administration

Head
Department of Business Administration
Manipal University Jaipur

Dr Birajit Mohanty

HoD, Business Administration

Page 11 of 11 Name of Event