



**MANIPAL UNIVERSITY
JAIPUR**

MUJ/Q&C/021/F/1.01

Event Report Format



**MANIPAL UNIVERSITY
JAIPUR**

FACULTY OF MANAGEMENT & COMMERCE

SCHOOL OF BUSINESS & COMMERCE

DEPARTMENT OF BUSINESS ADMINISTRATION

**Expert Lecture
On
Performance Appraisal
03rd Nov 2022**

**Head
Department of Business Administration
Manipal University Jaipur**

Dr Birajit Mohanty
HoD, Business Administration



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



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.



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 | Corresponding CO | Mode of Assessing the Outcome |
|--------|---|---|---------------------|------------------|---|
| 1 | 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, Discussion | BB3141.1 | In Class Quiz Mid Term I End Term |
| 4 | Process of Performance appraisal | Recall the Process of Performance appraisal | Lecture, Discussion | BB3141.1 | In Class Quiz Mid Term I End Term |
| 5 | Process of Performance appraisal | Recall the Process of Performance appraisal | Lecture, Discussion | 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, Discussion | BB3141.1 | Mid Term I End Term |



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| 8 | Error in appraisal by Human Resource Department | Identify Error in appraisal by Human Resource Department, | Lecture | BB3141.1 | Class Quiz Mid Term I End term |
| 9 | Concept of Potential appraisal | Understand Concept of Potential appraisal | Lecture, Discussion | BB3141.1 | Class Quiz Mid Term I End Term |
| 10 | Performance Appraisal – Employer and Employee perspective | Explain the Systems of Performance Appraisal in Employer and Employee perspective | Lecture, Discussion | BB3141.2 | Class Quiz Mid Term II End Term |
| 11 | Performance Appraisal – Employer and Employee perspective | Explain the Systems of Performance Appraisal in Employer and Employee perspective | Lecture, Discussion | BB3141.2 | Class Quiz Mid Term II End Term |
| 12 | performance appraisal versus performance management | Examine performance appraisal versus performance management | Lecture, Discussion | BB3141.2 | Class Quiz Mid Term II End Term |
| 13 | Quiz | Quiz | Quiz | BB3141.2 | Quiz |
| 14 | Identifying performance dimensions | Identifying performance dimensions | Lecture | BB3141.2 | Class Quiz Mid Term II End Term |
| 15 | KPA's and performance planning | Explain the Concept of KPA's and performance planning | Lecture, Discussion | BB3141.2 | Class Quiz Mid Term II End Term |
| 16 | KPA's and performance planning | Explain the Concept of KPA's and performance planning | Lecture, Discussion | BB3141.2 | Class Quiz Mid Term II End Term |
| 17 | Developing an effective appraisal program | To learn developing an effective appraisal program | Lecture | BB3141.2 | Class Quiz Mid Term II End Term |
| 18 | Developing an effective appraisal program | To learn developing an effective appraisal program | Lecture | BB3141.2 | Class Quiz Mid Term II End Term |



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| 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/Traditional methods | Explain Self-Appraisal/Traditional methods | Lecture | BB3141.3 | Home Assignment Mid Term II End Term |
| 22 | Self-Appraisal/Traditional methods | Explain Self-Appraisal/Traditional methods | Lecture | BB3141.3 | Home Assignment Mid Term II End Term |
| 23 | Self-Appraisal/Traditional methods | Explain Self-Appraisal/Traditional methods | Lecture | BB3141.3 | Home Assignment Mid Term II End Term |
| 24 | Self-Appraisal/Traditional methods | Explain Self-Appraisal/Traditional methods | Lecture | BB3141.3 | Home Assignment Mid Term II End Term |
| 25 | Self-Appraisal/Traditional methods | Explain Self-Appraisal/Traditional methods | Lecture | BB3141.3 | Home Assignment Mid Term II End Term |
| 26 | Modern Methods | Describe Modern Methods | Lecture | BB3141.3 | Home Assignment Mid Term II End Term |



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| 27 | Modern Methods | Describe Modern Methods | Lecture | BB3141.3 | Home Assignment Mid Term II End Term |
| 28 | Modern Methods | Describe Modern Methods | Lecture | BB3141.3 | Home Assignment Mid Term II End Term |
| 29 | Modern Methods | Describe Modern Methods | Lecture | BB3141.3 | Home Assignment Mid Term II End Term |
| 30 | Modern Methods | Describe Modern Methods | Lecture | BB3141.3 | Home Assignment Mid Term II End Term |
| 31 | Quiz | Quiz | Quiz | BB3141.3 | Quiz |
| 32 | Improving performance | Explain process of Improving performance | Lecture, Discussion | BB3141.3 | Class Quiz Mid Term II End Term |
| 33 | Identifying sources of ineffective performance | Identifying sources of ineffective performance | Lecture | BB3141.4 | Class Quiz Mid Term II End Term |
| 34 | Performance Diagnosis | Performance Diagnosis | Lecture, Discussion | BB3141.4 | Class Quiz End Term |
| 35 | factors that influence performance, legal issues in Performance Appraisal | Recall factors that influence performance and legal issues in Performance Appraisal | Lecture, Role Play | BB3141.4 | Class Quiz End Term |
| 36 | Strategies to improve performance | Identify Strategies to improve performance | Lecture | BB3141.5 | Class Quiz End term |
| 37 | Performance appraisal feedback, components of feedback | Explain performance appraisal feedback and discuss | Lecture | BB3141.5 | Class Quiz End term |

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| | | components of feedback. | | | |
| 38 | Revision | Revision | Discussion | BB3141.5 | Revision |
| 39 | Revision | Revision | Discussion | 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





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9. Brochure or creative of the event



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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)



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 Institution | Registration Number/Employee code | Name of Attendee | Name of Dept |
|--------|---------------------------|----------------------|-----------------------------------|------------------------|-------------------------|
| 1 | Manipal University Jaipur | Jaipur | 200901028 | PULKIT ARORA | Business Administration |
| 2 | Manipal University Jaipur | Jaipur | 200901056 | PREET GOYAL | Business Administration |
| 3 | Manipal University Jaipur | Jaipur | 200901059 | VIPUL SHARMA | Business Administration |
| 4 | Manipal University Jaipur | Jaipur | 200901066 | RISHABH JOSHI | Business Administration |
| 5 | Manipal University Jaipur | Jaipur | 200901067 | KUSHAL JAIN | Business Administration |
| 6 | Manipal University Jaipur | Jaipur | 200901068 | ABHINAV GOYAL | Business Administration |
| 7 | Manipal University Jaipur | Jaipur | 200901069 | AYUSHMAN TOMAR | Business Administration |
| 8 | Manipal University Jaipur | Jaipur | 200901072 | KHUSHI GOHIL | Business Administration |
| 9 | Manipal University Jaipur | Jaipur | 200901073 | GAURANSH PANDEY | Business Administration |
| 10 | Manipal University Jaipur | Jaipur | 200901078 | AARYAN SINGH SOLANKI | Business Administration |
| 11 | Manipal University Jaipur | Jaipur | 200901095 | MUSKAN KHETRAPAL | Business Administration |
| 12 | Manipal University Jaipur | Jaipur | 200901098 | APARAJITA CHAKRAVERTTY | Business Administration |
| 13 | Manipal University Jaipur | Jaipur | 200901110 | NIKHIL SINGH SHEKHAWAT | Business Administration |
| 14 | Manipal University Jaipur | Jaipur | 200901112 | JESSICA KAPOOR | Business Administration |
| 15 | Manipal University Jaipur | Jaipur | 200901118 | SHREYA GUPTA | Business Administration |
| 16 | Manipal University Jaipur | Jaipur | 200901120 | PIYUSH PARETA | Business Administration |
| 17 | Manipal University Jaipur | Jaipur | 200901122 | SAUMYA NARULA | Business Administration |
| 18 | Manipal University Jaipur | Jaipur | 200901123 | SAMEER KAYAMKHANI | Business Administration |
| 19 | Manipal University Jaipur | Jaipur | 200901132 | HARSH MITTAL | Business Administration |
| 20 | Manipal University Jaipur | Jaipur | 200901142 | VEDANT GARG | Business Administration |
| 21 | Manipal University Jaipur | Jaipur | 200901177 | SAJAL AGRAWAL | Business Administration |
| 22 | Manipal University Jaipur | Jaipur | 200901181 | DIGVIJAY CHOUDHARY | Business Administration |



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|----|---------------------------|--------|-----------|-------------------------|-------------------------|
| 23 | Manipal University Jaipur | Jaipur | 200901197 | KISHAN KUMAWAT | Business Administration |
| 24 | Manipal University Jaipur | Jaipur | 200901215 | PRIYANSHU SETHI | Business Administration |
| 25 | Manipal University Jaipur | Jaipur | 200901218 | AMAN GELRA | Business Administration |
| 26 | Manipal University Jaipur | Jaipur | 200901243 | LAKSHYA PORWAL | Business Administration |
| 27 | Manipal University Jaipur | Jaipur | 200901250 | NAVED BELIM | Business Administration |
| 28 | Manipal University Jaipur | Jaipur | 200901256 | PAPPU CHOUDHARY | Business Administration |
| 29 | Manipal University Jaipur | Jaipur | 200901257 | KHUSHI JAIN | Business Administration |
| 30 | Manipal University Jaipur | Jaipur | 200901260 | DEEPANSHU KUSHWAHA | Business Administration |
| 31 | Manipal University Jaipur | Jaipur | 200901261 | RISHIKA SINGODIA | Business Administration |
| 32 | Manipal University Jaipur | Jaipur | 200901266 | PIYUSH CHOUHAN | Business Administration |
| 33 | Manipal University Jaipur | Jaipur | 200901276 | NAMAN GUPTA | Business Administration |
| 34 | Manipal University Jaipur | Jaipur | 200901281 | PRIYANSHU PRAJAPAT | Business Administration |
| 35 | Manipal University Jaipur | Jaipur | 200901299 | MRIDUL SONI | Business Administration |
| 36 | Manipal University Jaipur | Jaipur | 200901301 | SHRINATH | Business Administration |
| 37 | Manipal University Jaipur | Jaipur | MUJ0836 | Dr. Bhawna Chahar [MUJ] | Business Administration |

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