

## Masters of Business Administration (MBA)

# Performance Appraisal Policy

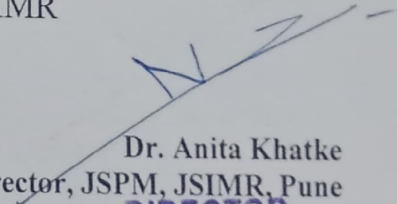
(As on 30<sup>th</sup> June, 2020 and applicable  
from 1<sup>st</sup> July, 2020)

---

Version	1.2
Authorized by	Director, JSPM's JSIMR

No part of this document should be reproduced or distributed without the prior permission of JSPM's JSIMR



  
Dr. Anita Khatke  
Director, JSPM, JSIMR, Pune  
**DIRECTOR**  
**J. S. P. M.'S**  
Jayawantrao Sawant Institute  
Of Management & Research  
Hadapsar, Pune - 411 028

## Performance Appraisal Policy

### Introduction to Policy:

This document provides guidelines regarding performance appraisal policy at JSPM's JSIMR.

### Objectives

- 1) To ensure that performance of every staff is evaluated from time to time.
- 2) To ensure that performance appraisal of all staff is carried out as per set norms of JSPM's Group of institutions.

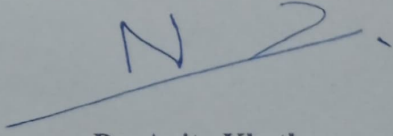
### Guidelines of Staff Welfare

1. The institute shall carry out performance appraisal of all staff as per guidelines given by Corporate Office of JSPM's Group of Institutes.
2. Director and HOD of the institute should take care to carry out performance appraisal all faculties in every academic year.

### Responsibility of Director & HOD:

- 1) Establish performance standards
- 2) Communicate performance standards and expectations
- 3) Filling of Self-Appraisal Form
- 4) Measuring the actual performance
- 5) Comparing with standards
- 6) Discussing results (Provide feedback)
- 7) Taking action (Appraisal or corrective actions)



  
Dr. Anita Khatke  
Director, JSPM, JSIMR, Pune  
**DIRECTOR**  
**J. S. P. M.'S**  
Jayawantrao Sawant Institute  
Of Management & Research  
Hadapsar, Pune - 411 028

## Indicators for performance Appraisal

### Teaching Staff:

- ✓ Eligibility as per UGC, AICTE Norms
- ✓ Academic Qualification and Experience
- ✓ Student Feedback
- ✓ Faculty Research Contribution
- ✓ Publications, Awards, Recognition
- ✓ Faculty involvement in organizational work

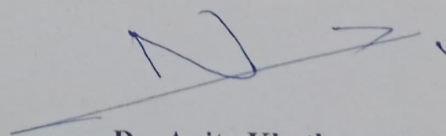
### Non Teaching Staff:

- ✓ Continuous Education
- ✓ Behavioral Aspects
- ✓ Regularity & Punctuality
- ✓ Feedback from Dept. Head and Director
- ✓ Completion of allocated works
- ✓ Admin Duties and Responsibilities

### Effective Date

This policy is effective from 1<sup>st</sup> July, 2020.



  
Dr. Anita Khatke  
Director, JSPM, JSIMR, Pune  
DIRECTOR  
J. S. P. M.'S  
Jayawantrao Sawant Institute  
Of Management & Research  
Hadapsar, Pune - 411 028

Faculty Performance Appraisal for Academic Year 2020-21

**Faculty Information**

Name of Faculty:	<i>Tejashwar Kumar</i>	Date of Appointment in the Institution:	<i>15.07.2008</i>		
Designation:	<i>Asst Prof</i>	Date of Appointment in present post:			
Academic Qualifications	<i>B. Com, MBA</i>	Total Years of Experience:	<i>25</i>	Academic:	<i>12</i>
Department:	<i>MBA</i>	Industry:	<i>13</i>		
Name of HOD	<i>Prof. Vinay Bhalerao</i>				
Review Period:	From:-	To:-			

**PART-I  
(ACADEMIC PERFORMANCE) (To be filled by Faculty)**

List the courses taught at Institute

Sr. No.	Course Title	Semester	% UoP Result
1.	<i>Praxis of Marketing</i>	<i>I</i>	<i>96</i>
2.	<i>Verbal Communication</i>	<i>I</i>	<i>100</i>
3.	<i>International Mktg</i>	<i>III</i>	<i>95</i>
4.	<i>Indian Sweets &amp; Breads Mkt</i>	<i>IV</i>	<i>100</i>

List the Portfolios Handled at Institute Level

Sr. No.	Name of Portfolio	Completion Status	Remark
1.	<i>DTE</i>	<i>Completed</i>	
2.	<i>Quality Challenge Certificates</i>	<i>—</i>	
3.	<i>M Council</i>	<i>—</i>	
4.	<i>Field Visits And visits</i>	<i>—</i>	

List the Portfolios Handled at University Level

Sr. No.	Name of Portfolio	Capacity in which you attended the event	Date
1.	<i>GAAP</i>		
2.	<i>Viva Voice</i>	<i>External Faculty</i>	

List Activities conducted at Institute Level

Sr. No.	Name of Activity Conducted	Completion Status	Remark
1.	<i>Webinars</i>	<i>23 webinars Completed</i>	
2.	<i>National level Seminar under SPPU</i>	<i>Completed</i>	



Result Analysis

SEM-(I/II/III/IV)	Name of Subject	Percentage of Result
I	BOM	96%
I	VC	100%
III	Juilli' MEdg	95%
IV	IEBE	100%

**PART-II**  
**(RESEARCH PERFORMANCE) (To be filled by Faculty)**

List of the Ph D Details

Date of Registration	Title of Ph D Thesis	University	Submitted/Completed/In process	Date of Submission
-	-	-	-	-

List of the Research Paper publications

Sr. No.	Title of Research Paper	Name of Conference/Seminar	Name of Journal	ISSN/ISBN	Remark

List of the Seminar/Conference/FDP attended

Sr. No.	Name of Conference/Seminar	Name of the Institute	Place & Date	Remark

List of the Books/Chapters Published

Sr. No.	Name of the Books/Chapters	ISBN	Publisher	Remark

List of the Research Consultancy Projects

Sr. No.	Title of the project	Name of Funding Agency	Duration	Remark
1	1	1	1	1

  
Signature of Faculty

Any additional information you would like to provide

---

---

Verification of Review	
Point of Remark	Remarks by HOD
Academic Performance	
Research Performance	
Name & Signature of HOD NVS Day & Date	

Verification of Review	
Point of Remark	Remarks by Director
Academic Performance	
Research Performance	
Name & Signature of Director Day & Date 11/15	



Dr. Manjunath A. Desai  
Director  
Institute of Research and Development  
Management & Research  
Wadgaonpatti, Pune - 411 023

Submitted To Founder Secretary, JSPM/President/TSSM for favor of approval