



**Prof. Dr. Tanaji Sawant**  
B.E.(Elect.), PGDM, Ph.D  
**FOUNDER SECRETARY**

**Dr. Manohar Karade**  
Ph.D., UGC-SET, MBA-HRM  
M.A.-ENG, B.Ed, DIT  
**Incharge Director**

Dated: 07-12-2023

HEI Undertaking  
A.Y 2022-23

**6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff: Following Documents are attached:**

- 1) Filled in Appraisal Form of Teaching Faculty.

DR. Santhosh Samuel  
IQAC- Head

**IQAC - Head**  
J.S.P.M.'s  
Jayawantrao Sawant Institute  
of Management & Research  
Madhapur, Pune - 411 028



Dr. Manohar Karade  
**DIRECTOR**  
J. S. P. M.'S  
Jayawantrao Sawant Institute  
Of Management & Research  
Madhapur, Pune - 411 028

## Masters of Business Administration (MBA)

# Performance Appraisal Policy


**(Amended as on 30<sup>th</sup> June, 2016 and  
applicable from 1<sup>st</sup> July, 2016)**

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|               |                           |
|---------------|---------------------------|
| Version       | 1.1                       |
| Authorized by | Director,<br>JSPM's JSIMR |

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Dr. Anita Khatke  
Director, JSPM, JSIMR, Pune  
**DIRECTOR**  
J.S.P.M.'s  
Jayawantrao Sawant Institute

## 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 Performance Appraisal

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 from staff
- 4) Measuring the actual performance
- 5) Comparing with standards
- 6) Discussing results (Provide feedback)
- 7) Taking action (Appraisal or corrective actions)



  
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Director, JSPM, JSIMR, Pune  
**DIRECTOR**  
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Jayawantrao Sawant Institute



## 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
- ✓ Faculty workload

### 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, 2016.



  
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## Masters of Business Administration (MBA)


# Performance Appraisal Policy

(As on 30<sup>th</sup> June, 2013 and applicable  
from 1<sup>st</sup> July, 2013)

|               |                           |
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### Responsibility of Director & HOD:


- 1) Filling of Self Appraisal Form from staff
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- 4) Taking action (Appraisal or corrective actions)

### Indicators for performance Appraisal

#### Teaching Staff:

- ✓ Eligibility as per UGC, AICTE Norms
- ✓ Academic Qualification and Experience
- ✓ Student Feedback
- ✓ Faculty Research Contribution
- ✓ Faculty Teaching workload



  
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Director, JSPM, JSIMR, Pune  
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**Non Teaching Staff:**

- ✓ Continuous Education
- ✓ 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, 2013.



A handwritten signature in blue ink, appearing to read "Dr. Anita Khatke".

**Dr. Anita Khatke**  
Director, JSPM, ~~Director~~

**Faculty Performance Appraisal for Academic Year 2021-22**

**Faculty Information**

|                         |                                   |   |                                 |              |             |
|-------------------------|-----------------------------------|---|---------------------------------|--------------|-------------|
| Name of Faculty:        | Umesh .Balakrishna. Nath          |   |                                 |              |             |
| Designation:            | Assistant Professor               | Date of Appointment in the Institution: 11/01/20218 |                                 |              |             |
|                         |                                   | Date of Appointment in a present post:              |                                 |              |             |
| Academic Qualifications | BSc, MBA, PhD*                    | Total Years of Experience:                          |                                 | Academic: 11 | Industry: 9 |
| Department:             | MBA                               |   |                                 |              |             |
| Name of HOD             | Umesh B Nath                      |   |                                 |              |             |
| Review Period:          | From: - 1 <sup>st</sup> June 2021 |   | To: - 31 <sup>st</sup> May 2022 |              |             |

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

**List the courses taught at the institute**

| Sr. No. | Course Title                   | Semester | % UoP Result |
|---------|--------------------------------|----------|--------------|
| 1       | Management Fundamentals        | I        | 100%         |
| 2       | Marketing Management           | II       | 99%          |
| 3       | Business, Government & Society | II       | 98%          |
| 4       | Marketing Research             | II       | 98%          |
| 5       | Strategic Management           | III      | 100%         |
| 6       | Marketing Strategy             | IV       | 98%          |
| 7       | ICT for Agriculture Management | IV       | 100%         |

**List the Portfolios Handled at Institute Level**

| Sr. No. | Name of Portfolio | Completion Status | Remark    |
|---------|-------------------|-------------------|-----------|
| 1       | Examination CEO   | Completed         | Very good |
| 2       | AICTE coordinator | Completed         | Good      |
| 3       | SPPU SAR          | Completed         | Good      |
|         |                   |                   |           |

**List the Portfolios Handled at University Level**

| Sr. No. | Name of Portfolio          | Capacity in which you attended the event | Date |
|---------|----------------------------|--|------|
| 1       | External Senior Supervisor | Completed                                | Good |
|         |                            |  |      |
|         |                            |  |      |



**List Activities conducted at Institute Level**

| Sr. No. | Name of Activity Conducted | Completion Status | Remark |
|---------|----------------------------|-------------------|--------|
| 1       | Sports Activity            | Completed         | Good   |
| 2       | Cultural Activity          | Completed         | Good   |
| 3       | Social Activity            | Completed         | Good   |
|         |                            |                   |        |
|         |                            |                   |        |
|         |                            |                   |        |
|         |                            |                   |        |

**Result Analysis**

| SEM-(I/II/III/IV) | Name of Subject                | Percentage of Result |
|-------------------|--------------------------------|----------------------|
| I                 | Management Fundamentals        | 100%                 |
| II                | Marketing Management           | 99%                  |
| II                | Business, Government & Society | 98%                  |
| II                | Marketing Research             | 98%                  |
| III               | Strategic Management           | 100%                 |
| IV                | Marketing Strategy             | 98%                  |
| IV                | ICT for Agriculture Management | 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 the process | Date of Submission |
|----------------------|---|--------------------|------------------------------------|--------------------|
| 01/01/2014           | Impact of Category Management on Sales and Customer Satisfaction: A Study of Shopping Malls in PMC Area | Shivaji University | Submitted                          | 22/03/2022         |

**List of the Research Paper publications in reputed Journals**

| Sr. No. | Title of Research Paper   | Name of Conference/Seminar | Name of Journal  | ISSN/ISBN                             | Remark |
|---------|---|----------------------------|--|---------------------------------------|--------|
| 1       | A Review Of The Key Drivers Of Category Management And Its Impact On Customer Satisfaction At Retail Malls  | Shodh Sanchar Bulletin     | Shodh Sanchar Bulletin   | ISSN - 2229-3620<br>Approved UGC Care | Good   |
| 2       | Synergy Of Category Management And Hedonic Experiences And Its Impact On Customer Satisfaction And Economic Growth Of Retail Stores : A Critical Review |                            | Shodh Sarita<br>An International Bilingual Peer Reviewed Refereed Research Journal | 2348-2397<br>UGC CARE LISTED JOURNAL  | Good   |

**List of the Seminar/Conference/FDP attended**

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

List of the Books/Chapters Published

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

List of the Research Consultancy Projects

| Sr. No. | Title of the project | Name of Funding Agency | Duration | Remark |
|---------|----------------------|------------------------|----------|--------|
|         | Nil                  |                        |          |        |



Signature of Faculty

Any additional information you would like to provide


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Verification of Review

| Point of Remark      | Remarks by HOD |
|----------------------|----------------|
| Academic Performance | Good           |
| Research Performance | Can do better  |

  
 Prof. Umesh B. Neelke  
 Name & Signature of HOD  
 Day & Date  
 Monday 05/04/2022

Verification of Review

| Point of Remark      | Remarks by Director    |
|----------------------|------------------------|
| Academic Performance | Good                   |
| Research Performance | Need more improvements |

  
 Name & Signature of Director  
 Day & Date  
**DIRECTOR**  
**J. S. P. M.'S**  
 Jayawanttrao Sawant Institute  
 of Management & Research  
 Hadapsar, Pune - 411 028



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