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# GURU NANAK INSTITUTE OF TECHNOLOGY

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Ph: +91-40-6632 3294, 6517 6117, Fax: +91-40-2789 2633

**Campus:** Ibrahimpatnam, R.R. District, Hyderabad-501506, Telangana, India. Ph: (0/95) 8414-20 21 20/21

Date: 22.08.2016

## CIRCULAR

**Skill development program for MBA students starting from 05<sup>th</sup> Sep,2016 onwards.**

**The HOD and Placements coordinators have to manage the trainings and ensure 95% attendance all through the sessions.**

All Mentors need to send the compiled feedback report to Dr.B.Madhusudhan Reddy, [hodmba.gnit@gniindia.org](mailto:hodmba.gnit@gniindia.org) daily. Mentors are advised to take care of PNR (Students not participating in training).

**Agenda:**

**Introduction to Performance Management.**

HOD-MBA



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## Performance Management

SNO.	TOPIC COVERED	DURATION(in hours)
1	Performance Appraisals	3
2	The introductory course module focuses on performance appraisals	3
3	performance-management as a concept and the various types of professional appraisals/reviews	3
4	explore the key components of the performance appraisal	3
5	Performance Management Process	3
6	Incorporating an exploration of candidate selection and task delegation	3
7	Planning the Interview	3
8	The third course module takes candidates through the process of planning the performance interview	3
9	Maintaining Performance	3
10	Focuses on long-term employee performance maintenance and how to approach challenging situations/individuals	3

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## Performance Management

S.NO	R.NO	STUDENT NAME
1	14831E0001	AGGI MOUNIKA
2	14831E0002	AMRINDER SINGH
3	14831E0004	B NEERAJA
4	14831E0005	BANUKAR PRAMOD
5	14831E0006	BIDDA SRAVANTHI
6	14831E0007	BINGI SURESH
7	14831E0008	BOLLA SRI CHANDANA
8	14831E0009	CHALVADI THIRUMALA KISHOR
9	14831E0011	CHINTAKUNTLA HEPZIBAH
10	14831E0012	DACHPALLI MOUNICA
11	14831E0013	DARAM MAHENDRA REDDY
12	14831E0014	DAYARAVENKATESH PRAVALIKA
13	14831E0015	DHIRAJ RAO AMBATI
14	14831E0016	G HEMANTH SAGAR
15	14831E0017	G MONIKA
16	14831E0018	GANGADHARI SHARATH KUMAR
17	14831E0019	GOKAM PRASHANTH
18	14831E0020	GUMMALLA LAKSHMI MOUNIKA
19	14831E0021	GURIJALA PRAGNYA
20	14831E0022	J RAVI
21	14831E0023	JARUPLA KIRAN NAIK
22	14831E0024	K SOUNDARYA
23	14831E0025	KAIF MOHAMMAD
24	14831E0026	KAKARLA SAIKUMAR REDDY
25	14831E0028	KATEPALLY PRAVEEN KUMAR
26	14831E0029	KOTOJU LAXMI PRASANNA
27	14831E0030	LINGAMPALLY CHANDANA
28	14831E0031	MADAM ANANTH NAG
29	14831E0032	MAHESWARAM SNEHA
30	14831E0033	MANCHIKATLA BHARATH KUMAR



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31	14831E0034	MD AZAZ
32	14831E0035	MD DANISH AHMAD
33	14831E0037	MD KHALID
34	14831E0038	MOGILI V S R S K RAVI TEJA
35	14831E0039	MOOLA SREEKAR
36	14831E0040	MUDDAGOUNI SOWMYA
37	14831E0042	PADAMATI RAJANIKANTH REDDY
38	14831E0043	PAPISHETTI SANDEEP
39	14831E0044	R NAVYA REDDY
40	14831E0045	RESHMA KHATUN
41	14831E0046	RITHIKA Y
42	14831E0047	RUPAL BUNG
43	14831E0048	S CHETAN
44	14831E0049	SAI PRASANNA KULKARNI
45	14831E0050	SAILAJA ANEEPARTHI
46	14831E0051	TAVALAM SARITHA RANI
47	14831E0052	THALLAPALLI PRADEEP
48	14831E0053	THOTA NISHITA
49	14831E0054	VALOOJU NANDINI
50	14831E0055	VANAM SIRISHA
51	14831E0056	VOLLALA SAMRAT
52	14831E0057	YERUVA GOPALREDDY
53	14831E0058	DASARI SATISH
54	14831E0059	PALEGALLA KIRAN KUMAR
55	14831E0060	MOUNIKA RANI

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## QUESTION PAPER

Time: 120 Mins

5 x 4 = 20 Marks

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**ALL QUESTIONS CARRY EQUAL MARKS**

Answer the following

- 1. Role clarity: Can employees describe their jobs?**
- 2. Critical knowledge: Do employees understand and have access to what they're expected to know?**
- 3. Defined processes: Do leaders and employees understand the most critical processes of their jobs?**
- 4. Calculated capacity: Which qualities and skills do employees need to do the job?**
- 5. Relevant measures: Do employees (and their leaders) know if they are winning or losing?**

\*\*\* ALL THE BEST \*\*\*

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S.No	H. T. No.	NAME OF THE STUDENT	MARKS	RESULT
1	14831E0001	AGGI MOUNIKA	16	PASS
2	14831E0002	AMRINDER SINGH	16	PASS
3	14831E0004	B NEERAJA	15	PASS
4	14831E0005	BANUKAR PRAMOD	10	PASS
5	14831E0006	BIDDA SRAVANTHI	7	FAIL
6	14831E0007	BINGI SURESH	16	PASS
7	14831E0008	BOLLA SRI CHANDANA	18	PASS
8	14831E0009	CHALVADI THIRUMALA KISHOR	17	PASS
9	14831E0011	CHINTAKUNTLA HEPZIBAH	15	PASS
10	14831E0012	DACHPALLI MOUNICA	16	PASS
11	14831E0013	DARAM MAHENDRA REDDY	18	PASS
12	14831E0014	DAYARAVENKATESH PRAVALIKA	19	PASS
13	14831E0015	DHIRAJ RAO AMBATI	18	PASS
14	14831E0016	G HEMANTH SAGAR	16	PASS
15	14831E0017	G MONIKA	18	PASS
16	14831E0018	GANGADHARI SHARATH KUMAR	6	FAIL
17	14831E0019	GOKAM PRASHANTH	16	PASS
18	14831E0020	GUMMALLA LAKSHMI MOUNIKA	16	PASS
19	14831E0021	GURIJALA PRAGNYA	18	PASS
20	14831E0022	J RAVI	19	PASS
21	14831E0023	JARUPLA KIRAN NAIK	16	PASS
22	14831E0024	K SOUNDARYA	15	PASS
23	14831E0025	KAIF MOHAMMAD	17	PASS
24	14831E0026	KAKARLA SAIKUMAR REDDY	15	PASS
25	14831E0028	KATEPALLY PRAVEEN KUMAR	16	PASS
26	14831E0029	KOTOJU LAXMI PRASANNA	4	FAIL
27	14831E0030	LINGAMPALLY CHANDANA	18	PASS
28	14831E0031	MADAM ANANTH NAG	12	PASS
29	14831E0032	MAHESWARAM SNEHA	16	PASS
30	14831E0033	MANCHIKATLA BHARATH KUMAR	16	PASS



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33	14831E0037	MD KHALID	15	PASS
34	14831E0038	MOGILI V S R S K RAVI TEJA	16	PASS
35	14831E0039	MOOLA SREEKAR	18	PASS
36	14831E0040	MUDDAGOUNI SOWMYA	14	PASS
37	14831E0042	PADAMATI RAJANIKANTH REDDY	16	PASS
38	14831E0043	PAPISHETTI SANDEEP	15	PASS
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45	14831E0050	SAILAJA ANEEPARTHI	18	PASS
46	14831E0051	TAVALAM SARITHA RANI	7	FAIL
47	14831E0052	THALLAPALLI PRADEEP	16	PASS
48	14831E0053	THOTA NISHITA	12	PASS
49	14831E0054	VALOOJU NANDINI	16	PASS
50	14831E0055	VANAM SIRISHA	18	PASS
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52	14831E0057	YERUVA GOPALREDDY	13	PASS
53	14831E0058	DASARI SATISH	15	PASS
54	14831E0059	PALEGALLA KIRAN KUMAR	16	PASS
55	14831E0060	MOUNIKA RANI	16	PASS

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## Department of Management studies Performance Management Summary

Performance is understood as achievement of the organization in relation with its set goals. It includes outcomes achieved, or accomplished through contribution of individuals or teams to the organization's strategic goals. The term performance encompasses economic as well as behavioral outcomes. Brumbach views performance more comprehensively by encompassing both behaviors and results. He is of the view that behaviors as 'outcomes in their own right', which 'can be judged apart from results'. Performance is an impact. The roles of any manager can be seen in three parts: Being, Doing and Relating. Being it is concerned with the competencies of the manager that are relevant to his/her performance. It is preparedness of the mind of the manager. Doing focuses on the manager activities that are variably effective at different levels in the organization: that affect performance of other roles dependent on the manager output, and the organizational performance as a whole. As someone said, 'Ideas are funny little things. They won't work unless you do.' 'Relating' emphasizes the nature of relationships with members of the role network-vertical, horizontal or otherwise. Performance has a linkage with the individual potential and how best it is realized by the individual. With regard to manager, his/her potential becomes the input to the productive process and performance is the output. Manager's Potential is determined when a set of tasks are assigned to him. It is also related to performance standards set.

Task-related activities refer to manager's or supervisors involvement to achieve the allocated task or meet expectations in the given task environment. Performance is what the manager's actually achieve. Performance in a role refers to the extent to which the managers achieve the purpose for which the role is created. 'Choice, not chance', they say, 'determines destiny'. The actual performance of a manager is a function of several forces, internal as well as external to the organization-some of choice, some of chance.





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DEPARTMENT OF MANAGEMENT STUDIES

This is to certify that Mr/Ms..... *D. Satish*.....  
Of ..... *MBA*..... has successfully completed the certification course on  
"Performance Management" from *.05/09/2016..to..15/09/2016*

Co-Ordinator

R Munwar Basha

MBA-HOD

Dr. B. Madhusudhan Reddy

Principal

Dr. S. Sreenatha Reddy

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Guru Nanak Institute of Engineering & Technology (Nagpur)  
Guru Nanak Institute of Engineering & Management (Nagpur)