

**K.S. School of Engineering and Management**

Bangalore - 560109

**Appraisal Form for Support Staff Including Office Staff**

2020 -2021

1	Name	SOWMYA K			Date of Birth	
					22-07-1984	
2	Designation and Department	TECHNICIAN & EEE				
3	Date of Joining KSSEM	01/09/2014				
4	Salary as on Oct 201	Basic	7450	Total Emoluments	16840	
		<b>Educational Qualification</b>				
5	Education	Specialisation	Year of Passing	Class	College/Institute	University
	SSLC	-	2000	FC	Govt. High School	KSEEB
	PUC	PCMB	2002	SC	Shanthi College	PUB
	ITI/JOC	-	-	-	-	-
	DIPLOMA	Dip. in Computer Science & Engineering	2006	FC	S.J.Polytechnic Bangalore	DTE
	DEGREE	BCA	2021	FC	BIT, Bengaluru	IGNOU
		MCA	2021	Pursuing	BIT, Bengaluru	IGNOU
	Others					
6	<b>Work Experience: (Chronological Order)</b>					
	Position	Institute/Industry		From - To	Total Service (Year and	
	Team Leader	S.R.Associates		-	6 months	
	Computer Operator Accounts Assistant	Unique Creations		-	3 months	
	Technician	K.S.S.E.M		01/09/2014 to Till Date	7 Years 5 months	
7.	<b>Computer Skill</b>					
	Sl. No.	Software	Poor	Good	Excellent	
	1	MS WORD	-	-	Excellent	
	2	EXCEL	-	-	Excellent	
	3	POWER POINT	-	-	Excellent	
	4	Others ( Software)	-	-	Excellent	

Workshops /Training Programs Attended during the Assessment Year			
8	TOPIC		Date / Number of Days
	Place		
9	Industry Visited Accompanying Students (if any)		
	Name of the Industry/Place	Date / Number of Days	
10	Assigned Responsibilities		
	Sl. No	Lab	Duration
	1	Microcontroller Lab	Aug - Dec 2018
	2	Computer Aided Electrical Engineering Lab	Jan - July 2018
	3	Control System Lab Digital Signal Processing Lab	Jan - July 2018
	4	Power System Simulation Lab	Aug - Dec 2018
	Other Responsibilities		
	4	Administrative activities for the department	01/09/2014 - Till Date
	5	Online co-ordinator for students details such as website and newsletter updates.	01/09/2014 - Till Date
	6	Coordinating departmental Placement Activities	01/09/2014 - Till Date
7	Co-ordinating between University and the College for student related activities	01/09/2014 - Till Date	
8	Working with some of the administration related activities like Resume entry, student data entry, conducting online examinations for some of the external agencies like GATE, Comed-K, GRE, KPSC, Banking, Recruitment board exams and many others as per the directions directly through the Principal	01/09/2014 - Till Date	
9	Software Installation	01/09/2014 - Till Date	
11	Communication Skill		
	Language	Poor	Good
	English		Good
	Kannada		Good
	Hindi		Good
	Others( specify)		
10	Sl. No.	Special Achievements/Awards (If any)	
	1		

### Declaration

I declare that above information provided by me is true to my knowledge. I take the complete ownership of all information and in case, any of this information is found to be false, suitable action can be initiated.

*[Signature]* 28/10/2021

Signature of Non-Teaching Faculty with Date

(Attach copies of documents in support of information provided herein)

### **Observations by Head of the Department**

Name of Non-Teaching Faculty: *Sowmya k.*

Designation: *Technician.*

#### **Positive attributes:**

1. *Out spoken*
2. *Good communication skills.*
3. *Good at basic computer skills.*
4. *Punctual and discipline.*
5. *Asset to the institution.*
6. *Good knowledge of university related works.*

#### **To-be Improved attributes:**

1. *- NIL -*
- 2.
- 3.
- 4.
- 5.

These observations are brought to the notice of concerned Non-Teaching Faculty

*[Signature]* 28/10/2021

Signature of HOD with date

I have noted the observations made herein / I defer in the opinion of HOD w.r.t. ....

*[Signature]* 28/10/2021

Signature of Non-Teaching Faculty with date

# K.S. School of Engineering and Management

Bangalore - 560109

## Appraisal Form for Support Staff Including Office Staff

2020 - 2021

1	Name	MANJUNATHA R			Date of Birth	
					05-05-1954	
2	Designation and Department	FOREMAN & EEE				
3	Date of Joining KSSEM	01/08/2012				
4	Salary as on Oct 201	Basic	8000	Total Emoluments	15,900	
		<b>Educational Qualification</b>				
5	Education	Specialisation	Year of Passing	Class	College/Institute	University
	SSLC	-	1972	PASS	R. V. HIGH SCHOOL	KSEEB
	PUC	Commerce	1974	PASS	B E S COLLEGE	PUB
	ITI/JOC	Electrician	1980	FC	BANGALORE GOV. ITI	BANGALORE UNIVERSITY
	DIPLOMA	Electrical Engineering	1987	PASS	A.P.S Polytechnique	D.T.E
	DEGREE	B.A	1981	PASS	A.P.S	BANGALORE UNIVERSITY
	Others					
<b>Work Experience: (Chronological Order)</b>						
6	Position	Institute/Industry		From - To	Total Service (Year and Month)	
	TECHNICIAN	K.S.S.E.M		1/08/2012- TILL DATE	8 Years	
	DEPUTY MANAGER, EEE	H.M.T WATCHES, BANGALORE		26/03/1976 to 20/05/2012	36.6 years	
7.	<b>Computer Skill</b>					
	Sl. No.	Software	Poor	Good	Excellent	
	1	MS WORD				
	2	EXCEL				
	3	POWER POINT				
	4	Others ( Software)				

Workshops /Training Programs Attended during the Assessment Year					
8	TOPIC		Place	Date / Number of Days	
	2- DAYS WORKSHOP ON EARTHING AND GROUNDING		A.I.T	2	
9	Industry Visited Accompanying Students (if any)				
	Name of the Industry/Place		Date / Number of Days		
	B.H.E.L				
	INDUSTRIAL EXHIBITION				
10	Assigned Responsibilities				
	Sl. No	Lab	Semester	Duration	
	1	SETTING UP LABS	1 <sup>ST</sup> SEMESTER, BEE LAB	SEP 2018	
	2	LAB MAINTENANCE	ALL SEMESTERS	01/08/2012 - TILL DATE	
	3				
11	Communication Skill				
	Language		Poor	Average	Good
	English				Yes
	Kannada				Yes
	Hindi				YES
	Telugu				Yes
TAMIL				YES	
12	Sl. No.	Special Achievements/Awards (If any)			
	1				

### Declaration

I declare that above information provided by me is true to my knowledge. I take the complete ownership of all information and in case, any of this information is found to be false, suitable action can be initiated.

*[Signature]*  
28/10/2021

Signature of Non-Teaching Faculty with Date

(Attach copies of documents in support of information provided herein)

### **Observations by Head of the Department**

Name of Non-Teaching Faculty: MANJUNATHA . R .

Designation: Foreman .

#### **Positive attributes:**

1. Very good knowledge of electrical labs.
2. Good communication skills.
3. Gets involved into other college related activities.
4. Asset to the institution.
- 5.
- 6.

#### **To-be Improved attributes:**

1. Need to improve knowledge.
2. Need to reduce the number leaves taken.
- 3.
- 4.
- 5.

These observations are brought to the notice of concerned Non-Teaching Faculty

*[Signature]*  
28/10/2021

Signature of HOD with date

I have noted the observations made herein / I defer in the opinion of HOD w.r.t. ....

Signature of Non-Teaching Faculty with date

*[Signature]*  
28/10/2021

**K.S. School of Engineering and Management**

Bangalore - 560109

**Appraisal Form for Support Staff Including Office Staff**

2020 - 2021

1	Name	B.ASHA			Date of Birth	
					01/07/1970	
2	Designation and Department	ATTENDER & EEE				
3	Date of Joining KSSEM	21/11/2012				
4	Salary as on Oct 201	Basic	5600	Total Emoluments	12228	
		Educational Qualification				
5	Education	Specialisation	Year of Passing	Class	College/Institute	University
	SSLC	-	1987	FC	Z P HIGH SCHOOL	BIE, AP
	PUC	-	-	-	-	-
	ITI/JOC	-	-	-	-	-
	DIPLOMA	-	-	-	-	-
	DEGREE	-	-	-	-	-
	Others	-	-	-	-	-
6	Work Experience: (Chronological Order)					
	Position	Institute/Industry		From - To	Total Service (Year and Month)	
	ATTENDER	KSSEM, BANGALORE		21/11/2012 to Till Date	9 years 3 Months	
7.	Computer Skill					
	Sl. No.	Software	Poor	Good	Excellent	
	1	MS WORD				
	2	EXCEL				
	3	POWER POINT				
4	Others ( Software)					

Workshops /Training Programs Attended during the Assessment Year				
8	TOPIC		Place	Date / Number of Days
9	Industry Visited Accompanying Students (if any)			
	Name of the Industry/Place		Date / Number of Days	
10	Assigned Responsibilities			
	Sl. No	Lab	Semester	Duration
	1	Labs of EEE Department	1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> and 7 <sup>th</sup> sem	From, Aug 2020 – till date
	2			
	3			
	4			
	5			
11	Communication Skill			
	Language	Poor	Average	Good
	English			Yes
	Kannada			Yes
	Hindi			-
	Others( specify) (Telugu)			Yes
10	Sl. No.	Special Achievements/Awards (If any)		
	1			

### Declaration

I declare that above information provided by me is true to my knowledge. I take the complete ownership of all information and in case, any of this information is found to be false, suitable action can be initiated.

B. Asha 28-10-2021

Signature of Non-Teaching Faculty with Date

(Attach copies of documents in support of information provided herein)

### Observations by Head of the Department

Name of Non-Teaching Faculty: B. Asha .

Designation: Attender

#### Positive attributes:

1. Active .
2. Cool & discipline .
3. Punctual .
- 4.
- 5.
- 6.

#### To-be Improved attributes:

1. ~~to be more punctual~~
2. ML -
- 3.
- 4.
- 5.

These observations are brought to the notice of concerned Non-Teaching Faculty

M. S. S. 28/10/2021

Signature of HOD with date

I have noted the observations made herein / I defer in the opinion of HOD w.r.t. ....

B. Asha 28-10-2021

Signature of Non-Teaching Faculty with date