

K.S. School of Engineering and Management

Bangalore – 560109

Appraisal Form for Support Staff Including Office Staff

2018-2019

1	Name	Chethan M			Date of Birth	
					03-02-1988	
2	Designation and Department	Lab Instructor (Physics)				
3	Date of Joining KSSEM	13-08-2018				
4	Salary as on Oct 2019	Basic	2750	Total Emoluments	11000	
Educational Qualification						
5	Education	Specialisation	Year of Passing	Class	College/Institute	University
	SSLC		2009	2 nd	Swamy Vivekananda high school	
	PUC	Arts (HEPS)	2011	2nd	National college basavanagudi	Bangalore University
	ITI/JOC	-	-	-	-	-
	DIPLOMA	-	-	-	-	-
	DEGREE	Arts	2014	1 st class	Meghalaya University	Meghalaya University
	Others					
Work Experience: (Chronological Order)						
6	Position	Institute/Industry		From - To	Total Service (Year and	
	Call Centre (Telle Caller)	Vertex Company		2016-2017	8months	
	Worked as Supervisor	Health & Glow Company		2017-2018	1year	
Computer Skill						
7.	Sl. No.	Software	Poor	Good	Excellent	
	1	MS WORD		yes		
	2	EXCEL		yes		
	3	POWER POINT		yes		
	4	Others (software)				
Workshops /Training Programs Attended during the Assessment Year						
8	TOPIC		Place		Date / Number of Days	
	-		-		-	

Industry Visited Accompanying Students (if any)					
9	Name of the Industry/Place		Date / Number of Days		
	-		-		
Assigned Responsibilities					
10	Sl. No	Lab	Semester	Duration	
	1	Instructor	4semesters	2years	
	2	Maintaining Stock Register	4 semesters	2years	
	3	System Work	4 semesters	2years	
11	Communication Skill				
		Language	Poor	Average	Good
		English			yes
		Kannada			yes
		Hindi			yes
	Others(specify)				
10	Sl. No.	Special Achievements/Awards (If any)			
	1	Cricket at school			
	2				

Declaration

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

Chethan. M

Signature of Non-Teaching Faculty with Date

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

Endorsement of Lab-in-Charge / Office Manager

I have filled in the above details in consultation with the concerned employee and I endorse the details furnished above. In my personal opinion the performance of this employee is: (Tick Appropriate Box)

Poor	Needs Improvement	Satisfactory	Good ✓	Excellent
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Name: KUSUMA.M

Designation: Asst. Professor

Signature of Lab-in-charge / Office Manager with date


Kusuma

Observations and Recommendation by Head of the Department

1. Good in smooth conduction of Experiment.
2. Maintaining the laboratory equipment is good.
3. Has to learn characteristics of the Instruments.

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

Signature of HOD with date


G. S. SUDHAR
Dept. of Science & Head
Professor & Humanities
Professor of Mathematics
K.S.School of Engineering & Management

I have noted the observations made herein / I differ in my opinion (Explain)

Signature of Non-Teaching Faculty with date

Chethan.M


Dr. K. RAMA NARASIMHA
Principal/Director
K S School of Engineering and Management
Bengaluru - 560 109

K.S. School of Engineering and Management

Bangalore – 560109

Appraisal Form for Support Staff Including Office Staff

2018-2019

1	Name	Avinash R				Date of Birth
						01-04-1990
2	Designation and Department	Lab Instructor (Chemistry)				
3	Date of Joining KSSEM	25-08-2017				
4	Salary as on Oct 2019	Basic	3000	Total Emoluments	12000	
5	Educational Qualification					
	Education	Specialisation	Year of Passing	Class	College/Institute	University
	SSLC		2005	2 nd	SSRHSR	
	PUC	Commerce (EBAC)	2008	3 rd	Siddaganga PU College	PU Board Bengaluru
	ITI/JOC	-	-	-	-	-
	DIPLOMA	-	-	-	-	-
	DEGREE	B.Com	2015	1 st class	C.V.Raman University	C.V.Raman University
	Others					
6	Work Experience: (Chronological Order)					
	Position	Institute/Industry		From - To	Total Service (Year and	
	Worked as Business Development Officer	Idea Company		2014-2016	2years	
	Verification Team Leader	Vodafone Company		2016-2018	2years	
7.	Computer Skill					
	Sl. No.	Software	Poor	Good	Excellent	
	1	MS WORD		yes		
	2	EXCEL		yes		
	3	POWER POINT		-		
	4	Others (software)		-		
8	Workshops /Training Programs Attended during the Assessment Year					
	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
	1	Instructor	5 semesters
	2	Maintaining Stock Register	5 semesters
	3	System Work	5 semesters
	4		
11	Communication Skill		
	Language	Poor	Average
	English		Good
	Kannada		yes
	Hindi		yes
	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 furnished above and if any of this information is found to be false, suitable action can be initiated.

Anwarul R

Signature of Non-Teaching Faculty with Date

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

Endorsement of Lab-in-Charge / Office Manager

I have filled in the above details in consultation with the concerned employee and I endorse the details furnished above. In my personal opinion the performance of this employee is: (Tick Appropriate Box)

Poor	Needs Improvement	Satisfactory	Good ✓	Excellent
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Name: *Sharna-S*

Designation: *Assistant Professor*

Signature of Lab-in-charge / Office Manager with date

P. Sharna

Observations and Recommendation by Head of the Department

1. Good way of assisting the students in the lab.
2. Good maintenance of laboratory equipment.
3. The level of accuracy of preparing the solutions is good.
4. Read the books related to quantitative and qualitative analysis to upgrade the knowledge.

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

Signature of HOB with date

C. Vasudev
8/10/2019
Dr. C. VASUDEV
Professor & Head
Dept. of Science & Humanities
Professor of Mathematics
K.S. School of Engineering & Management

I have noted the observations made herein / I differ in my opinion (Explain)

Signature of Non-Teaching Faculty with date

K. Rama Narasimha
Dr. K. RAMA NARASIMHA
Principal/Director
K S School of Engineering and Management
Bengaluru - 560 100