

K.S. School of Engineering and Management

Bangalore – 560109

Appraisal Form for Support Staff Including Office Staff

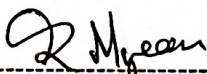
OCT 2018 - SEPT 2019

1	Name	MANJUNATHA R			Date of Birth	
					05-05-1954	
2	Designation and Department	TECHNICIAN & EEE				
3	Date of Joining KSSEM	01/08/2012				
4	Salary as on Oct 201	Basic	8000	Total Emoluments	15,900	
5	Educational Qualification					
	Education	Specialisation	Year of	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					
6	Work Experience: (Chronological Order)					
	Position	Institute/Industry		From - To	Total Service (Year and Month)	
	TECHNICIAN	K.S.S.E.M		1/08/2012- TILL DATE	6 Years	
	DEPUTY MANAGER, EEE	H.M.T WATCHES, BANGALORE		26/03/1976 to 20/05/2012	36.6 years	
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	
	2- DAYS WORKSHOP ON EARTHING AND GROUNDING		A.I.T	2	
Industry Visited Accompanying Students (if any)					
9	Name of the Industry/Place		Date / Number of Days		
	B.H.E.L				
	INDUSTRIAL EXHIBITION				
Assigned Responsibilities					
10	Sl. No	Lab	Semester	Duration	
	1	SETTING UP LABS	1 ST 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	
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.



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: Anil Kumar T.R.B.

Designation: ASST PROF

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



Observations and Recommendation by Head of the Department

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

Signature of HOD with date



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

Signature of Non-Teaching Faculty with date



1 < . Rama 

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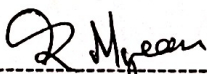
OCT 2018 - SEPT 2019

1	Name	MANJUNATHA R			Date of Birth	05-05-1954
2	Designation and Department	TECHNICIAN & EEE				
3	Date of Joining KSSEM	01/08/2012				
4	Salary as on Oct 201	Basic	8000	Total Emoluments	15,900	
Educational Qualification						
5	Education	Specialisation	Year of	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					
	Work Experience: (Chronological Order)					
6	Position	Institute/Industry		From - To	Total Service (Year and Month)	
	TECHNICIAN	K.S.S.E.M		1/08/2012- TILL DATE	6 Years	
	DEPUTY MANAGER, EEE	H.M.T WATCHES, BANGALORE		26/03/1976 to 20/05/2012	36.6 years	
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	Sl. No.	Software	Poor	Good	Excellent	
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	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	
Industry Visited Accompanying Students (if any)					
9	Name of the Industry/Place		Date / Number of Days		
	B.H.E.L				
	INDUSTRIAL EXHIBITION				
Assigned Responsibilities					
10	Sl. No	Lab	Semester	Duration	
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	2	LAB MAINTENANCE	ALL SEMESTERS	01/08/2012 - TILL DATE	
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11	Communication Skill				
	Language		Poor	Average	Good
	English				Yes
	Kannada				Yes
	Hindi				YES
	Telugu				Yes
TAMIL				YES	
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Poor	Needs Improvement	Satisfactory	Good	Excellent
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Name: Anil Kumar T.R.B.

Designation: ASST PROF

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



Observations and Recommendation by Head of the Department

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

Signature of HOD with date



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

Signature of Non-Teaching Faculty with date





K.S. School of Engineering and Management

Bangalore – 560109

Appraisal Form for Support Staff Including Office Staff

2018 -2019

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	2938	Total Emoluments	11,750	
5	Educational Qualification					
	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)	2018 (pursuing)	-	BIT, Bengaluru	IGNOU
	Others					
6	Work Experience: (Chronological Order)					
	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	5 Years 3 months		
7.	Computer Skill					
	Sl. No.	Software	Poor	Good	Excellent	
	1	MS WORD	-	-	Excellent	
	2	EXCEL	-	-	Excellent	
	3	POWER POINT	-	-	Excellent	
	4	Others (Software)	-	-	Excellent	

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			
	Assigned Responsibilities				
	Sl. No	Lab	Semester	Duration	
	1	Microcontroller Lab	5	Aug - Dec 2018	
	2	Computer Aided Electrical Engineering Lab	6	Jan - July 2018	
	3	Control System Lab Digital Signal Processing Lab	6	Jan - July 2018	
	4	Power System Simulation Lab	7	Aug - Dec 2018	
	Other Responsibilities				
10	4	Administrative activities for the department	EEE	01/09/2014 - Till Date	
	5	Online co-ordinator for students details such as website and newsletter updates.	All Semesters	01/09/2014 - Till Date	
	6	Coordinating departmental Placement Activities	All Semesters	01/09/2014 - Till Date	
	7	Co-ordinating between University and the College for student related activities	EEE	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	KSSEM	01/09/2014 - Till Date	
	9	Software Installation	MAT LAB, CAED, PSPICE, MC, OS Installation	01/09/2014 - Till Date	
11	Communication Skill				
		Language	Poor	Average	Good
		English			Good
		Kannada			Good
		Hindi			Good
		Others(specify)			
10	Sl. No.	Special Achievements/Awards (If any)			
	1				

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Name: Anil Kumar T.R.B.

Designation: ASST PROF

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



Observations and Recommendation by Head of the Department

The lab and nonconsumables were kept in good condition

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

Signature of HOD with date



1 < .Rama

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

20/12/18

Signature of Non-Teaching Faculty with date