

Self-Appraisal

2022 -2023

K.S. School of Engineering and Management

Bangalore - 560109

1	Name	Shwetha B			Date of Birth	
					22/10/1997	
2	Designation and Department	Office Assistant, MBA Department				
3	Date of Joining KSSEM	26/12/2022				
4	Salary as on Oct 201	Basic	4250	Total Emoluments	17000	
5	Educational Qualification					
	Education	Specialisation	Year of	Class	College/Institute	University
	SSLC		2013	Second		KSEEB
	PUC	SEBA	2015	Second	BMS College for Women	Bangalore University
	ITI/JOC/B.Com	Accounts & Taxation	2019	FCD	Bharathamatha Education Society	Bangalore University
	DIPLOMA					
	BE					
6	Work Experience: (Chronological Order)					
	Position	Institute/Industry		From - To	Total Service (Year and Month)	
	Associate Searcher	Staunch Systems Private Limited		09/09/2021-02/8/2022	1 Year	
	Office Assistant	KSSEM		26/12/2022- Till Date	1 Year 2 mnths	
7.	Software Skill					
	Sl. No.	Software	Poor	Good	Excellent	
	1	MS WORD			Excellent	
	2	EXCEL		Good		
	3	POWER POINT		Good		
	4	Others (software)				

Workshop /Seminars Attended/Papers Presented				
8	TOPIC		Date / Number of Days	
	Personality Development		KSSEM	5 Days
Industry Visited				
9	Name of the Industry/Place		Date / Number of Days	
Academic Responsible				
10	Sl. No.	Lab	Semester	Duration
	1	Department Work	4 Semesters	
	2	Making Circulars		
	3	Test Arrangements		
	4	Updating Department files		
	5			
	6			
	7			
11	Communication Skill			
	Language	Poor	Average	Good
	English			Good
	Kannada			Good
	Hindi	poor		
	Others(specify)			Telugu, Tamil
10	Sl. No.	Special Achievements/Awards		
	1			
	2			
	3			

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.

Shwetha 22/10/2023

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:

Designation:

Positive attributes:

1. Very good learner & Team player
2. Sincere & Hard working.
- 3.
- 4.
- 5.
- 6.

To-be Improved attributes:

- 1.
- 2.
- 3.
- 4.
- 5.

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

for  28/10/23

Professor & HOD-MBA,
K.S School of Engineering & management
#15, Mallasandra, Off. Kanakapura Road.
Bengaluru - 560 109.

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

Signature of Non-Teaching Faculty with date


22/10/23


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