

Self-Appraisal
2022 - 2023
K.S. School of Engineering and Management
Bangalore - 560109

1	Name	SMITHA B			Date of Birth	
					12/02/2002	
2	Designation and Department	OFFICE ASSISTANT				
3	Date of Joining KSSEM	04/01/2023				
4	Salary as on Oct 201	Basic	3750	Total Emoluments	13987	
Educational Qualification						
5	Education	Specialisation	Year of Passing	Class	College/Institute	University
	SSLC	-	2017	2 nd Class	The Bangalore Education Society	Karnataka Secondary Education Examination Board
	PUC	CEBA	2019	2 nd Class	Seshadripuram Composite PU College	Pre-University Education
	B com	Finance	2022	1 st Class	Sri Jagadguru Renukacharya College	Bangalore city university
Work Experience: (Chronological Order)						
6	Position	Institute/Industry		From - To	Total Service (Year and Month)	
	Office Assistant	K S S E M		2023 – till date	1 year 1 month	
Software Skill						
7.	Sl. No.	Software	Poor	Good	Excellent	
	1	MS WORD		yes		
	2	EXCEL		yes		
	3	POWER POINT		yes		
	4	Others (software)		Yes (Tally ERP 09) DTP,(PageMaker, CoreDRAW, photoshop)		
Workshop /Seminars Attended/Papers Presented						
8	TOPIC		Place		Date / Number of Days	
	Faculty Development program on " Personality Development"		K S School of Engineering and Management		05 Days	
Industry Visited						
9	Name of the Industry/Place			Date / Number of Days		

Academic Responsible				
Sl. No.	Lab	Semester	Duration	
10	1	1 st Year		
	2			Front office in-charge
	3			Monitoring For 1 st Year Students At 1 St Floor Corridors Maintaining Proper Discipline
11	Communication Skill			
	Language	Poor	Average	Good
	English			yes
	Kannada			yes
	Hindi			yes
	Others(specify)		Yes (Telugu)	
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.

Smitha B
28/10/23

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: SMITHA B

Designation: Office Assistant

Positive attributes:

1. adjustable to the situation in the dept.
2. sincere in completing the task given
- 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

Signature of HOD with date *C. Vasudev 28/10/2023*

Dr. C. VASUDEV
Professor & HOD
Department of Applied Science
K.S. School of Engineering & Management
Bangalore - 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 *Sneha B 28/10/2023*

K. Rama 28/10/23

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