

KAMMAVARAI SANGHAM GROUP OF INSTITUTIONS

K.S. INSTITUTE OF TECHNOLOGY

#14, RAGHUVANAHALLI, KANAKAPURA MAIN ROAD, BANGALORE-560109.

NON-TEACHING STAFF SELF ASSESSMENT INVENTORY

(COMMON TO OFFICE STAFF/LIBRARY STAFF/LABORATORY STAFF/DRIVERS)

ASSESSMENT YEAR 2020-21

| | | |
|-----|---|--|
| 1. | Name of Employee | |
| 2. | Date of Joining KSGI | |
| 3. | Qualification | |
| 4. | Designation | |
| 5. | Present place of work. | |
| 6. | Date of Reporting at present place. | |
| 7. | Experience in the present place of work | |
| 8. | Roles & Responsibilities assigned | 1. 2. 3. 4. 5. 6. 7. 8. 9. 10 |
| 9. | Nature of duties being performed | 1. 2. 3. 4. 5. |
| 10. | Details of | |

| | | |
|-----|-------------------------------|---|
| | Training Attended | |
| 11. | Training requirement (If Any) | |
| 12. | My Health Status | <ul style="list-style-type: none"> • Excellent • Good • Not Satisfactory |
| 13. | Employee Satisfaction Level | <ul style="list-style-type: none"> • Highly Satisfied • Moderately Satisfied • Not Satisfied |
| 14. | Reporting Superior | <ul style="list-style-type: none"> • Principal • Senior Manger • Lab-in-charge • Head of Department • Transport-in-charge / Chairman |

| | | |
|-----|-------------------------------|--|
| 15. | Reporting Superior's comments | Punctuality : Excellent Good Moderate Poor Leaves Applied: Occasionally Regularly Frequently Working Style : Prompt & Obedient and meets targets Understands Instructions Works at his own pace Never completes assigned job Health : Excellent Good Moderate Poor |
| 16. | HOD's comments | |
| 17. | Principal's Observations. | |
| 18. | CEO's comments | |
| 19. | Management's Decision | |

Date of Submission:

Signature of Employee

Forwarding Officer.

STAFF SELF APPRAISAL REPORT

2020-2021

| Field | Data | SCORE |
|--|---------------------------------|-------|
| Name | | |
| Present Address, Mob.No., e-mail id. | | --- |
| Age and Date of Birth | | |
| Qualification | | |
| Designation and Department | | |
| Teaching Experience (After PG) | | |
| Other Experience(If any) | | |
| List of Subjects Taught till date (use separate sheet if necessary) | | |
| *Subjects taught in the Assessment Year and percentage pass (10marks for each x Percentage) If Online please indicate. | 1. 2. 3. 4. | |
| Details of UG Projects Guided (5 marks/ project guided) Online | 1. 2. | /10 |
| Details of PG Projects Guided (5 marks/ project guided) Only for MBA | 1. 2. | /10 |
| Percentage of Online classes held (No. of classes taken/no. of classes allocated x 5) | | /5 |
| Student Feedback for Online classes. (Av.Percentage x 5 marks) | | /5 |
| Details of Industrial Visits arranged. (2marks/visit) Max 5 marks. | NOT APPLICABLE FOR CURRENT YEAR | |
| Number of FDPs attended since joining service (Attach Separate List) | | -- |

*Marks to be awarded on for subjects for which end exam was conducted

| | | |
|------------------------------|--|----|
| Details of students mentored | | -- |
|------------------------------|--|----|

| | | |
|--|---|-----|
| during current assessment year. | | |
| Details of Participation in VTU Bodies (2 Marks) | | /2 |
| Details on Examination related Activity (2marks each) | 1. Practical Exams 2. Conduction of Theory exams 3. Paper Setting 4. Evaluation | /8 |
| List of FDPs attended during the Assessment year (5 marks each) (Attach Certificate copies) | 1) 2) | /10 |
| Financial Assistance received during current year for attending FDPs | Rs. | -- |
| Status of Ph.D. [Attach proof for each stage] (This can be claimed only once during a life time after the PhD is awarded) [Attach proof for every claim] Ph.D. Completed – 10 marks. | 1. Awarded (2 marks) 2. Thesis Submitted and awaiting reports (1 mark) 3. Thesis Preparation (2 Mark) 4. Experimentation/Data Collection in completed (1 mark) 5. Comprehensive viva voce completed (1 mark) 6. Appeared for Course work exams (1 mark) 7. Applied for registration formalities (1 mark) 8. Identified Guide/Research Centre and preparing research Proposal (1mark.) 9. Not thought of pursuing Ph.D. (zero) | /10 |
| Research Publications: (5 marks each) [Attach copies of Title Page] | 1. 2. | /10 |
| Seminars / Workshops / Conferences attended (5 Marks each) [Attach Certificate Copies] | | /10 |
| Financial Assistance received during current year | Rs. | -- |
| Registered as Research Guide (Reasons for not registering) | Yes / No | |
| Research Scholars registered with details | Yes / No If Yes, 5 marks | /5 |
| Details of Patents Applied for (If | | /5 |

| | | |
|---|---------------------------------|-------------|
| any) One application 5 marks | | |
| Academic Programs organized and supported during current year. (FDP/Workshop/Seminar / Conference) | | /5 |
| Details of programs attended for skill development like MOOCs, MOODLES, COURSERA, NPTEL and others | | /5 |
| Details of Utilization of NPTEL and other Online materials for augmenting own lectures. | | /5 |
| Details of Project Proposal submitted during the current year. (At least one) | | /5 |
| Details of Project Funds Received. | Rs. | /5 |
| Consultancy Revenue Generated | Rs. | /5 |
| Details of Participation in cultural events during the current year | NOT APPLICABLE FOR CURRENT YEAR | |
| Additional Responsibilities in the Department/ College Example: Head, Coordinator etc. | 1) 2) 3) | 10 |
| Details of Live Membership for Professional Bodies (IEEE CSI SEA ISTE | | /5 |
| COVID TASK FORCE Responsibilities. (If any) Please mention your role. | | /5 |
| Contribution towards Branding, Admissions, etc | | /10 |
| TOTAL | | /190 |

Date:

Signature of faculty

Comments from the HOD:

Signature of the HOD

Comments of the Principal after the discussion:

Signature of the Principal

CEO