

STAFF SELF APPRAISAL REPORT**2021-2022****KSIT**

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)		
Number of FDPs attended since joining service (Attach Separate List)		--
*Subjects taught in the Assessment Year and percentage pass (Both Theory &Practicals) (10marks for each x Percentage) If Online please indicate.	1. 2. 3. 4.	/40
Details of UG Projects Guided (5 marks/ project guided)Provide Titles (HOD to endorse)	1. 2.	/10
Details of PG Projects Guided (5 marks/ project guided) Only for MBA/M.Tech. Provide Titles (HOD to Endorse)	1. 2.	/10
Percentage of classes held (No. of classes taken/no. of classes allocated x 5) Give details. HOD to Endorse.	1. 2. 3. 4.	/5
Student Feedback for Offline / Online classes.(Av.Percentage x 5 marks) Give details. HOD to verify.		/5

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

Details of students mentored during current assessment year. (Furnish details)		--
Details of Participation in <u>VTU</u> Bodies (2 Marks) Furnish details and proofs.		/2
Details on Examination related Activity (2marks each) Marks only for external responsibility.)	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) Provide Title, dates etc. HODs to verify	1) 2)	/10
Financial Assistance received during current year for attending FDPs	Rs.	--
Status of Ph.D. [Attach proof for each stage and 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) Provide Full Details. HODs to verify. [Attach copies of Title Page]	1. 2.	/10
Seminars / Workshops / Conferences attended (5 Marks each) Data to be verified by HODs. [Attach Certificate Copies]	1. 2.	/10

Financial Assistance received during current year for attending such events.	Rs.	--
Registered as Research Guide (Reasons for not registering)	Yes / No If ' Yes ' furnish details.	-
Research Scholars registered with details	Yes / No If Yes, 5 marks	/5
Details of Patents Applied for (If any) One application 5 marks Provide Details.		/5
Academic Programs organized and supported during current year.(Only FDP/Workshop/Seminar / Conference) . Do not include Webinars.		/5
Details of programs attended for skill development like MOOCs, MOODLES, COURSERA, NPTEL and others (Only programs >= 20 hours need to be considered.		/5
Details of Utilization of NPTEL and other Online materials for augmenting own lectures. Provide proof for using this in the classroom. HOD to Verify.		/5
Details of Project Proposal submitted during the current year. (At least one) Provide Details		/5
Details of Project Funds Received. (including KSCST & VTU financial assistance)	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 , Accreditation etc.(2marks for each responsibility)	1) 2) 3)	/10
Details of Live Membership for Professional Bodies (IEEE CSI SEA ISTE)(2marks for first		/5

membership & 3 marks for second membership)		
Contribution to Cultural / Sports Events (Furnish Details) [Marks to be granulated based on the responsibility and participation by the HOI.]		/5
Contribution towards Branding, Admissions, etc [Marks to be granulated based on the responsibility and participation by the HOI.]		/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

PRINCIPAL
K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 109.

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 2021-22

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	
9.	Nature of duties being performed	
10.	Details of Training Attended	
11.	Training requirement (If Any)	Yes ... Need training for advanced software in mechanical field
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 space completes assigned job within given time 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.


 PRINCIPAL
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