


K.S. School of Engineering and Management
Bangalore - 560109

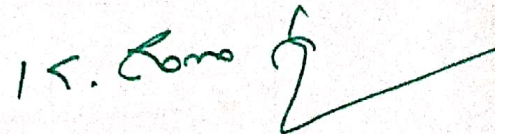
| | | | | | | |
|----|--|---------------------------------|-----------------|-----------------------|--------------------------------|----------------------|
| 1 | Name | Shwetha B | | | Date of Birth | |
| | | | | | 22-10-1997 | |
| 2 | Designation and Department | Office Assistant | | | | |
| 3 | Date of Joining KSSEM | 26/12/2022 | | | | |
| 4 | Salary as on Oct 201 | Basic | 4250 | Total Emoluments | 17000 | |
| | | Educational Qualification | | | | |
| 5 | Education | Specialisation | Year of Passing | 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 | 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 | | 09/09/2021-02/08/2022 | 1 Year | |
| | Office Assistant | KSSEM | | 26/12/2022- Till Date | 1.5 Years | |
| | | | | | | |
| | | | | | | |
| 7. | Software Skill | | | | | |
| | Sl. No. | Software | Poor | Good | Excellent | |
| | 1 | MS WORD | | Good | Excellent | |
| | 2 | EXCEL | | Good | | |
| | 3 | POWER POINT | | Good | | |
| 4 | Others (software) | | | | | |
| 8 | Workshop /Seminars Attended/Papers Presented | | | | | |

| TOPIC | | Place | Date / Number of Days |
|-------------------------------|----------------------------|--------------------------------|-----------------------|
| Personality Development | | KSSEM | 5 Days |
| Empowering Non-Teaching Staff | | KSSEM | 3 Days |
| Industry Visited | | | |
| 9 | Name of the Industry/Place | | Date / Number of Days |
| | Infosys Mysore Campus | | 16/3/2024 / 1 Day |
| Academic Responsible | | | |
| 10 | Sl. No. | Lab | Semester |
| | 1 | Department Work | 4 Semesters |
| | 2 | Making Circulars | |
| | 3 | Test Arrangements | |
| | 4 | Updating Department NAAC files | |
| | 5 | Updating Department Website | |
| | 6 | | |
| | 7 | | |
| 11 | Communication Skill | | |
| | Language | Poor | Average |
| | 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 04/06/2024

 K. Rama

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: Ms. Shwetha B.
Designation: Office Assistant.

Positive attributes:

1. Meticulous in her work
2. Proactive in approach.
3. Cordial relationship with team.
4. Co-ordinator for all the dept activities.
5. Good in file maintenance.
6. Integrity beyond expectation.

To-be Improved attributes:

1. English communication.
- 2.
- 3.
- 4.
- 5.

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

Signature of HOD with date *Mangalika S* 04/06/24
Professor & HOD-MBA,
K.S School of Engineering & management
#15, Mallasandra, Off. Kanakapura Road,
Bengaluru - 560 103.

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

Signature of Non-Teaching Faculty with date

[Signature] 04/06/24

[Signature]