



N H 206 Sagar Road , Shivamogga - 577204

Performance Appraisal Form 2018-2019

Name:

Emp Code:

Date of Joining:

Designation:

Total Experience:

Mobile No :

Appraisal Year : 2017-2018

Qualification:

PAN No :

Aadhar No:



Filled by employee

Review By HOD

1. State the percentage of results in the Subject/s that you have handled in the appraisal year:

[illegible]

2. State main duties and responsibilities:-

3. What do you consider to be your most important achievements of the current year?

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4. What elements of your job interest you the most and least?

The Most	The Least

5. What elements of your job do you find the most difficult?

6. What action could be taken to improve your performance in your current position?

7. What kind of work or job would you like to be doing in one/two/five years time from now?

8. What sort of training/experience would benefit you in the next year? Not just job skills - also your natural strengths and personal passion you'd like to develop - you and your work can benefit from these :

9. State your own capability or knowledge in the following areas in items of your current role requirements. If appropriate, bring evidence with you to the appraisal to support your assessment.

a. State the subject/technical/ soft skill knowledge of your area that you feel, you possess.

b. What was your experience of students' attitude towards this subject? (You do not necessarily have to refer to the students of this year.

c. What was your experience of students' attitude towards you as teacher?



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- d. Mention aspects / incidents that you encountered during contact sessions as positive and / or negative, w.r.t students
- e. Did you use any new teaching methods and / or presentation methods in this subject? If so, please mention how students experienced it?
- f. Give a short description of the study material (textbooks, notes etc.) that students were required to use in the subject and how it was integrated into the subject. Mention any material used for the first time.
- g. Give a short description of the teaching aids (video, computer, WebTV etc.) that you used in the subject/s you teach and how it was integrated into the subject/s. What was the students' reaction to this?
- h. Do you find the physical circumstances in which you teach to support or hinder the teaching process?
- i. How do students receive feedback about their progress (especially regarding tests and assignments)?
- j. Do you keep a record of the average achievement of students in a specific examination, or over the years? Would you like to receive such information each semester?
- k. How balanced are you w.r.t steadiness under pressure and Time Management?
- l. What is your commitment w.r.t meeting deadline / commitment on completion syllabus, assignments etc?
- m. What importance do you associate for personal appearance and image?



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n. How creative are you in teaching?

10. Details of responsibilities entrusted by the Principal / Management / CCA (if any please provide the details)



11. Any other work completed or work-in-progress, please furnish the details:

Date:

Employee's Signature:

Place:

Name:

Principal's Remarks

Management

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Salary Register for the Month of Dec - 2019

Sl No	Name	Date of Joining	Designation	Gross Rate	Basic	DA	H R A	FBP	AGP	Misc Allowance	Gross Earning	P F	ESI	PT	Income Tax	LIC SSS	V P F	Gross Deduction	Net Pay	Signature
1	ASHWINI E M	01/08/2007	Assistant Professor	23620	18310	3296	1831	183	0	0	23620	1800	0	200	0	0	0	2000	21620	
2	PRASAD S V	01/09/2007	Asst. Librarian	19722	8825	2606	883	7408	0	0	19722	1372	148	200	0	1028	0	2748	16974	
3	SUDHARSHAN G M	06/06/2008	Associate Professor & Hod	67443	41703	9127	5070	2543	9000	1320	68763	1800	0	200	4823	2826	0	9649	59114	
4	SHARADA G	25/07/2008	Assistant Professor	36108	20974	3775	2097	9262	0	0	36108	1800	0	200	0	0	0	2000	34108	
5	NAGESH G P	02/06/2009	Assistant Professor	37175	20974	3775	2097	10329	0	0	37175	1800	0	200	0	2223	0	4223	32952	
6	KAVITHA U P	21/06/2010	Assistant Professor	19961	16915	0	1692	1354	0	0	19961	1800	150	200	0	1708	0	3858	16103	
7	KAVYASHREE K V	23/07/2010	Senior Account Executive	20009	6283	1885	629	4758	0	0	13555	980	102	0	0	0	0	1082	12473	
8	MOJIB D	03/08/2011	Assistant Professor	26442	17602	3168	1760	3912	0	0	26442	1800	0	200	0	0	0	2000	24442	
9	UJT ANKAR	02/02/2012	Assistant Professor	22531	15899	2661	1561	0	0	0	20551	1800	0	200	0	0	0	2000	18351	
10	DARSILAN P R	23/06/2014	Assistant Professor	16400	15097	0	0	774	0	0	15871	1800	120	200	0	0	0	2120	13751	
11	HARSHA C MATHAD	01/08/2014	Assistant Professor	26794	17602	3168	1760	4264	0	0	26794	1800	0	200	0	0	0	2000	24794	
12	VINAY KUMAR K S	06/02/2015	Assistant Professor	17100	15600	0	0	1500	0	0	17100	1800	129	200	0	0	0	2129	14971	
13	PRAVEEN B	18/02/2015	Assistant Professor	19498	16248	0	1625	1625	0	0	19498	1800	147	200	0	0	0	2147	17351	
14	NAGARATHNAMMA M	01/04/2015	Librarian	7978	5400	1070	540	968	0	0	7978	776	60	0	0	0	0	836	7142	
15	ROOPA D S	15/07/2015	Assistant Professor	28001	17602	3168	1760	5471	0	0	28001	1800	0	200	0	0	0	2000	26001	
16	SUJATHA	02/11/2015	House Keeping	7630	5400	1070	540	620	0	0	7630	776	58	0	0	0	0	834	6796	
17	SWATHU J	01/07/2016	Assistant Professor	15600	15600	0	0	0	0	0	15600	1800	117	200	0	0	0	2117	13483	
18	ANITHA C B	03/10/2016	Assistant Professor	17873	16248	0	1625	0	0	0	17873	1800	135	200	0	0	0	2135	15738	




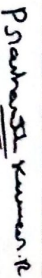




















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Sl No	Name	Date of Joining	Designation	Gross Rate	Basic	DA	H R A	FBP	AGP	Misc Allowance	Gross Earning	P F	ESI	PT	Income Tax	LIC SSS	V P F	Gross Deduction	Net Pay	Signature
19	SATHISH V	15/12/2016	Assistant Professor	15600	15600	0	0	0	0	0	15600	1800	117	200	0	0	0	2117	13483	
20	PRASHANTH KUMAR R	23/06/2017	Assistant Professor	21989	16369	2947	1637	326	0	0	21279	1800	0	200	0	0	0	2000	19279	
21	RAVAKUMAR K B	24/07/2017	Supervisor	11830	6800	680	680	3670	0	0	11830	898	89	0	0	0	0	987	10843	
22	TEJASWINI V R	11/12/2017	Lecturer	12705	8550	1539	855	1761	0	0	12705	1211	96	0	0	0	0	1307	11398	
23	VASANTHAN	01/01/2018	Attender	7250	5000	500	500	1250	0	485	7735	660	55	0	0	0	0	715	7020	
24	MITHUN D SOUZA	11/06/2018	Assistant Professor	23112	13365	2406	1337	1903	0	0	19011	1800	0	200	0	0	0	2000	17011	
25	VEENA M	02/07/2018	Assistant Professor	24077	14414	2595	1441	2910	0	0	21360	1800	0	200	0	0	0	2000	19360	
26	Dr. KASAMSETTY SAILATHA	05/07/2018	Principal	83500	38196	8646	4803	20669	9839	0	82153	1800	0	200	8186	0	0	10186	71967	
27	AYESHA SIDDIQUA	26/12/2018	Assistant Professor	15600	15097	0	0	0	0	0	15097	1800	114	200	0	0	0	2114	12983	
28	RINDU D S	21/01/2019	Lecturer	10000	8000	0	800	1200	0	0	10000	960	75	0	0	0	0	1035	8965	
29	RASHMI A R	23/05/2019	Assistant Professor	30000	15600	1560	1560	11280	0	0	30000	1800	0	200	0	0	0	2000	28000	
30	IPPAYYEN CTANIDRAN	06/06/2019	Assistant Professor	25900	18310	1831	1831	3028	0	0	25000	1800	0	200	0	0	0	2000	23000	
31	ROOJ ASHREE N	06/06/2019	Lecturer	12000	8000	0	800	3200	0	0	12000	960	90	0	0	0	0	1050	10950	
32	SHIVAKUMAR S V	01/07/2019	Lab Instructor	11000	6500	0	650	3850	0	0	11000	780	83	0	0	0	0	863	10137	
33	RANGASWAMY H	11/07/2019	Assistant Professor	15600	15600	0	0	0	0	0	15600	1800	117	200	0	0	0	2117	13483	
34	SOLUNYAK B	15/07/2019	Lecturer	12000	7742	0	774	3097	0	0	11613	929	88	0	0	0	0	1017	10596	
35	MANGALAH S	15/07/2019	Lecturer	12000	8000	0	800	3200	0	0	12000	960	90	0	0	0	0	1050	10950	
36	PRASANNA B N	26/09/2019	Office Assistant	10750	2306	0	231	1277	0	0	3814	277	29	0	0	0	0	306	3508	
37	SHIVAKUMAR V	03/10/2019	Office Assistant	10500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
38	SHIVETHA B R	19/12/2019	Office Assistant	8251	2422	242	242	554	0	0	3460	320	26	0	0	0	0	346	3114	
39	Dr. SENDHIL G	04/09/2008	Physical Director	66318	30410	15364	3841	8703	8000	0	66318	1800	0	200	3140	279	6000	11419	54899	
Total				868967	548563	77279	48282	126849	26839	1805	829617	55059	2235	5000	16149	8064	6000	92507	757110	

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Pay Slip for the month of Jan-2020

Code: 679 Bank Acc No: 54058940854
Name: DARSHAN P R ESI Number: 5858505667
Location.: PES INST OF ADV MANG STUDIES PF Number: KN/SHG/40716/679
Date of Joining: 23/06/2014 PF UAN: 100539765127
Department: BCA / BBM Month Days: 31.00
Designation: ASSISTANT PROFESSOR Paid Days: 31.00
Status: Active LOP Days: 0.00
Bank: STATE BANK OF INDIA

Earnings	Rate(Rs.)	Amount(Rs.)	Deductions	Amount(Rs.)
Basic	15,600.00	15,600.00	PT	200.00
FBP	800.00	800.00	P F	1,800.00
			ESI	123.00
Total Earnings	16,400.00	16,400.00	Total Deductions	2,123.00
Net Payable:		14,277.00		

In Words : Rs. Fourteen Thousand Two Hundred and Seventy Seven Only

Note : For any Queries Please contact Payroll@becandor.com.

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Increment Letter

Ref: PES/IAMS/P/HR/2016

Date: 28/11/2016

Mrs.ROOPA D S

Assistant Professor

PES Institute of Advanced Management Studies

Shivamogga

Dear Mrs. ROOPA D S

Consequent to our review of your performance during the last academic year, we are pleased to revise your salary (amount in Rs.) w.e.f 01/08/2016as follows:

Name : ROOPA D S		Designation: Assistant Professor
Basic Salary	15,600=00	
Dearness Allowance (DA)	1,560 =00	
House Rent Allowance (HRA)	1,560=00	
Flexible Benefit Plan (FBP)	0=00	
Conveyance	390 =00	
Medical Allowance	0 =00	
Gross Salary	19,110 =00	

All the other terms and conditions of your appointment remain unchanged.

Thank you for substantial contribution to the growth of our Institute and we are confident that your continued perseverance will help us accomplish much better than before.

Mr. Nagaraja S R

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Principal

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