



Non Teaching Staff Self Appraisal Report

(For the Academic year 2022-2023)

Name of the College :	Methodist College of Engineering and Technology
Department :	Humanities & Sciences

1. Personal Details		
1.1	Name of the Non Teaching Staff	B, V. Girijamma
1.2.	Age	47
1.3	Gender	Female
1.4	Position / Designation	Lab Assistant
1.5	Address for correspondence (with Pin code)	W/o K. Raghu, 10-1-805/2, 2 nd Floor, Near Vijaya Mary Hospital, Veer Nagar, A.C. Guards, Khairathabad, Hyderabad-500004

2. Qualification:

2.1	B.Sc.	Name of the Institution and University	year of passing	Division/Percentage
		Kuvempu University	1998	Third
2.2	Additional Qualification	M.A.(population Studies)	2004	Second
2.3	Any Awards	39 th National Conference of Indian Academy of Pediatrics(PEDICON 2002) organised at Bangalore during 24-27 th March 2002 as a office assistant		

3. Professional Experience

3.1	In MCET &	Date of Joining	Experience in No of years
		30-03-2012	12 Yrs.

	In Other Institutions	Name of the Institution	Date of Joining	Experience in No. of years
3.2		Indian Academy Degree College	14-06-2004	6 Yrs.
3.3	Total Academic Experience in years	16 yrs.		
3.4	Other Professional Experience	P.G. Diploma in Computer Basics		

4. Laboratory courses handled for the academic year 2021-2022

	Name of the laboratory course	No. of Batches
	B.E. First Year Applied Physics & Engineering Physics	Sem 1 - 8 Batches Sem 2 - 6 batches Total 14 Batches

5. Training programs attended during the period July 2021 to June 2022

	Type of training	Institute/industry	Duration

6. Involvement in academic activity

S. No.	Nature of work	Details
1	Maintenance of the laboratory	Students Log in Register, Physical File, Day to Day Evaluation File, Stock Register, Service Register
2	Supporting students in other than regular lab work (project work, innovative product development, etc.)	-----
3	Stock register maintenance	Physics Lab
4	Any other activity	Examination invigilation duties

7	Details of Additional contribution to the Department/College for the academic year (2020-21)					
8	At what level you rate your performance (on a scale of 1 to 5)	1	2	3	4	5
					4	

Note: Submit attachments wherever necessary

Any other Relevant Information you would like to submit:



(B.V. Girijamma)

Signature of the Staff

Date: 06-12-2023

Observation of the Head of the Department:

Good

H. Anusha
Department of H & S
Methodist College of Engg. & Tech.
Abids, Hyderabad-500 001

Observation of the Director/Principal:

Observation of the Secretary:



Non Teaching Staff Self Appraisal Report

(For the Academic year 2022-2023)

(01-06-2022 to 31-08-2023)

Name of the College :	Methodist College of Engineering and Technology
Department :	E.E.E. Department

1. Personal Details

1.1	Name of the Non Teaching Staff	R. V. KRISHNA MOHAN
1.2	Age	38 years
1.3	Gender	MALE
1.4	Position / Designation	Lab- Assistant
1.5	Address for correspondence (with Pin code)	H.No: 3-5-112, Indira Nagar, Ramanthapur, Hyderabad, 500013

2. Qualification:

		Name of the Institution and University	year of passing	Division/Percentage
2.1	M.Tech	Hasvitha Institute of Eng & Tech SNTU	2014	I/A8
2.2	Additional Qualification			
2.3	Any Awards			

3. Professional Experience

	In MCET &	Date of Joining	Experience in No of years
3.1		01-12-2018	5-years

	In Other Institutions	Name of the Institution	Date of Joining	Experience in No of years
3.2		V.B.T.T College	28/1/2008	6 years
3.3	Total Academic Experience in years	11.5 years		
3.4	Other Professional Experience	Info Jio Infocom Ltd → 4 years		

Laboratory courses handled for the academic year 2020-2021

	Name of the laboratory course	No. of Batches
1)	EM-I - Lab	45 members
2)	E.E.E.E - Lab (AIDPS)	180 members
3)	EM-II Lab (EEE)	36 members

5. Training programs attended during the period July 2020 to June 2021

	Type of training	Institute/industry	Duration

6. Involvement in academic activity

S. No.	Nature of work	Details
1	Maintenance of the laboratory	yes
2	supporting students in other than regular lab work (project work, innovative product development, etc.)	yes
3	Stock register maintenance	yes
4	Any other activity	yes.

7	Details of Additional contribution to the Department/College for the academic year (2020-21)	Examination works.				
8	At what level you rate your performance (on a scale of 1 to 5)	1	2	3	4	5
						✓

Note: Submit attachments wherever necessary

Any other Relevant Information you would like to submit:

Date: 01/02/2024

Krishna
Signature of the Staff

Observation of the Head of the Department:

Recommended for annual increment.

Observation of the Director/Principal:

Annual increment for M.Tech is included

Observation of the Secretary: