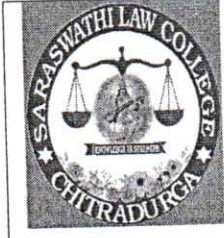


Estd: 1964

No. 08194-224549



Saraswathi Education Society @
SARASWATHI LAW COLLEGE
College Code: 405
Accredited with 'B' Grade by NAAC
Akashvani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_eta@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)

Year :2024-25 (30/09/2024 to 03/06/2025)

(To be complete and submitted at the end of each academic year)

1	Name	DARUKA. B.G.
2	Name of the College and Place	Saraswathi Law college Kelagote, C.K. Pura Chitradurga- 577501.
3	Date of Birth	14/10/1981
4	Date of Appointment	03/11/2012
5	Qualification:	B.com.,
6	Date of probationary period declared with order No. & date	S.O. 199/2021-22 Date:- 20/08/2021
7	Current designation, Pay	OFFICE SUPERINTENDENT Gr 88 - 75,953/- (May-2025)
8	Date of Last Placement with order Number & date	_____
9	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____

Daruka
Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

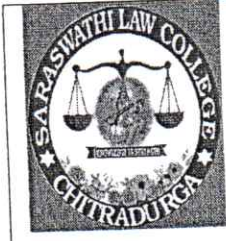
Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help					✓	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).				✓		
3	I develop a good rapport with the public especially during admission process.					✓	
4	I get irritated when students, teachers disturb me in the middle of my work.	✓					
5	I carryout the tasks/areas of management assigned to me in a responsible manner.				✓		
6	My absence does not affect the system in the Institution				✓		
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.				✓		
9	I complete the work for the day on time					✓	
10	If needed I extend my work timings to complete the task assigned.				✓		
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.					✓	
12	I am able to post my views expressions and suggestions to the management				✓		
13	I can immediately locate the files (for which I am responsible) when asked for data					✓	
14	I report on time to work					✓	

M. Srinivas
Principal
Saraswathi Law College
CHITRADURGA

Daxuke
Signature of the Staff

Estd: 1964

No. 08194-224549



Saraswathi Education Society ®
SARASWATHI LAW COLLEGE
College Code: 405
Accreditd with 'B' Grade by NAAC
Akashavani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_cta@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)
Year :2024-25 (30/09/2024 to 03/06/2025)
(To be complete and submitted at the end of each academic year)

1	Name	SHIVANNA.T.
2	Name of the College and Place	Saraswathi Law college C.K.Pura. Kelagote Chitradurga - 577501.
3	Date of Birth	04/03/1974
4	Date of Appointment	01/10/1996
5	Qualification:	S.S.L.C.
6	Date of probationary period declared with order No. & date	ಶ.ಎ. 199/2021-22 Date:- 20/08/2021
7	Current designation, Pay	FIRST DIVISION ASSISTANT Gross - 53,199/- (May-2025)
8	Date of Last Placement with order Number & date	ಶಂ: ಪ್ರಕಟ: ಪ್ರಕಟ: 343: ಬಿಹೆ: 2016-17 [ಬಿಹೆ-02] ದಿನಾಂಕ:- 20/03/2025
9	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____

Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

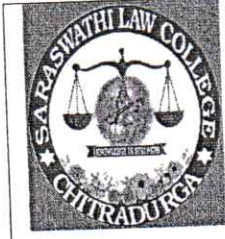
Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help					✓	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).				✓		
3	I develop a good rapport with the public especially during admission process.					✓	
4	I get irritated when students, teachers disturb me in the middle of my work.		✓				
5	I carryout the tasks/areas of management assigned to me in a responsible manner.					✓	
6	My absence does not affect the system in the Institution				✓		
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.			✓			
9	I complete the work for the day on time					✓	
10	If needed I extend my work timings to complete the task assigned.				✓		
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.					✓	
12	I am able to post my views expressions and suggestions to the management				✓		
13	I can immediately locate the files (for which I am responsible) when asked for data					✓	
14	I report on time to work					✓	

M. Sudevi
Principal
Saraswathi Law College
CHITRADURGA

T. Shama
Signature of the Staff

Estd: 1964

No. 08194-224549



Saraswathi Education Society ®
SARASWATHI LAW COLLEGE
College Code: 405
Accreditd with 'B' Grade by NAAC
Akashavani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_etc@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)
Year :2024-25 (30/09/2024 to 03/06/2025)
(To be complete and submitted at the end of each academic year)

1	Name	SHRIDHAR. G.
2	Name of the College and Place	Saraswathi Law college Kelagote, C.K. Pura chitradurga - 577501
3	Date of Birth	26-02-1982
4	Date of Appointment	03-11-2012
5	Qualification:	M.A-M.Ed., CTC Computer course Kannada & English Senior Typewriting
6	Date of probationary period declared with order No. & date	No. 199/2021-22 Date:- 20/08/2021
7	Current designation, Pay	CLERK CUM TYPIST, GROSS - 49,757/- (May-2025)
8	Date of Last Placement with order Number & date	_____
9	Informaton regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____

Shridhar. G.
Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

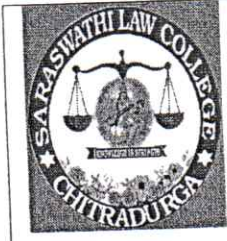
Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help					✓	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).				✓		
3	I develop a good rapport with the public especially during admission process.					✓	
4	I get irritated when students, teachers disturb me in the middle of my work.	✓					
5	I carryout the tasks/areas of management assigned to me in a responsible manner.				✓		
6	My absence does not affect the system in the Institution			✓			
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.				✓		
9	I complete the work for the day on time					✓	
10	If needed I extend my work timings to complete the task assigned.				✓		
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.					✓	
12	I am able to post my views expressions and suggestions to the management				✓		
13	I can immediately locate the files (for which I am responsible) when asked for data					✓	
14	I report on time to work					✓	

M. S. Sude
Principal
Saraswathi Law College
CHITRADURGA

Shridhar. E.
Signature of the Staff

Estd: 1964

No. 08194-224549



Saraswathi Education Society®
SARASWATHI LAW COLLEGE
College Code: 405
Accredited with 'B' Grade by NAAC
Akashavani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_cta@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)
Year :2024-25 (30/09/2024 to 03/06/2025)
(To be complete and submitted at the end of each academic year)

1	Name	Smt. GANGAMMA . C.
2	Name of the College and Place	Saraswathi Law college Kelagote, C.K. Pura, Chitradurga - 577501
3	Date of Birth	03-06-1974
4	Date of Appointment	05-11-2012
5	Qualification:	B.A. Kannada/English Senior Typewriting
6	Date of probationary period declared with order No. & date	D.O. 199/2021-22 Date:- 20/08/2021
7	Current designation, Pay	SECOND DIVISION TYPIST Gr 88 - 49,757/- (May-2025)
8	Date of Last Placement with order Number & date	_____
9	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____

Gange c
Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

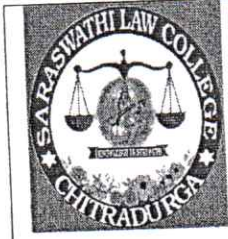
Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help				✓		
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).			✓			
3	I develop a good rapport with the public especially during admission process.			✓			
4	I get irritated when students, teachers disturb me in the middle of my work.	✓					
5	I carryout the tasks/areas of management assigned to me in a responsible manner.				✓		
6	My absence does not affect the system in the Institution		✓				
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.				✓		
9	I complete the work for the day on time					✓	
10	If needed I extend my work timings to complete the task assigned.					✓	
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.					✓	
12	I am able to post my views expressions and suggestions to the management				✓		
13	I can immediately locate the files (for which I am responsible) when asked for data				✓		
14	I report on time to work					✓	

M.S. Sudhe
Principal
Saraswathi Law College
CHITRADURGA

Ganga
Signature of the Staff

Estd: 1964

No. 08194-224549



Saraswathi Education Society @
SARASWATHI LAW COLLEGE
College Code: 405
Accredited with 'B' Grade by NAAC
Akashavani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_etc@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)
Year :2024-25 (30/09/2024 to 03/06/2025)
(To be complete and submitted at the end of each academic year)

1	Name	SHANMUKHA. S.
2	Name of the College and Place	Saraswathi Law college Kelagote, C.K. Pura, Chitradurga - 577501
3	Date of Birth	01/06/1975
4	Date of Appointment	05/11/2012
5	Qualification:	DIPLOMA IN LIBRARY SCIENCE
6	Date of probationary period declared with order No. & date	2.eo. 199/2021-22 Date:- 20/08/2021
7	Current designation, Pay	ASSISTANT LIBRARIAN Gross - 54,546/- (May 2025)
8	Date of Last Placement with order Number & date	_____
9	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____

S. Shanmukha.
Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help					✓	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).				✓		
3	I develop a good rapport with the public especially during admission process.				✓		
4	I get irritated when students, teachers disturb me in the middle of my work.					✓	
5	I carryout the tasks/areas of management assigned to me in a responsible manner.				✓		
6	My absence does not affect the system in the Institution					✓	
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.			✓			
9	I complete the work for the day on time				✓		
10	If needed I extend my work timings to complete the task assigned.					✓	
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.			✓			
12	I am able to post my views expressions and suggestions to the management					✓	
13	I can immediately locate the files (for which I am responsible) when asked for data					✓	
14	I report on time to work				✓		

M. S. Sudeen
Principal
Saraswathi Law College
CHITRADURGA

S. Shanmuga
Signature of the Staff

Estd: 1964

No. 08194-224549



Saraswathi Education Society®
SARASWATHI LAW COLLEGE
College Code: 405
Accredited with 'B' Grade by NAAC
Akashvani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_eta@rediffmail.com
Website: www.saraswathilawcollegecta.com




Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)

Year :2024-25 (30/09/2024 to 03/06/2025)

(To be complete and submitted at the end of each academic year)

1	Name	PRADEEP . G.L.
2	Name of the College and Place	Saraswathi Law college Kelagote, C.K. Pura Chitradurga - 577501
3	Date of Birth	02-05-1988
4	Date of Appointment	30-01-2025
5	Qualification:	M.Com.,
6	Date of probationary period declared with order No. & date	_____
7	Current designation, Pay	ACCOUNTANT CUM CLERK Gross - 35,000/-
8	Date of Last Placement with order Number & date	_____
9	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____


Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

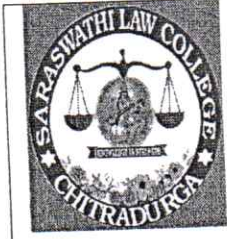
Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help					✓	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).					✓	
3	I develop a good rapport with the public especially during admission process.					✓	
4	I get irritated when students, teachers disturb me in the middle of my work.	✓					
5	I carryout the tasks/areas of management assigned to me in a responsible manner.					✓	
6	My absence does not affect the system in the Institution			✓			
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.					✓	
9	I complete the work for the day on time					✓	
10	If needed I extend my work timings to complete the task assigned.				✓		
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.					✓	
12	I am able to post my views expressions and suggestions to the management					✓	
13	I can immediately locate the files (for which I am responsible) when asked for data					✓	
14	I report on time to work				✓		

M. S. Sudha
Principal
Saraswathi Law College
CHITRADURGA

[Signature]
Signature of the Staff

Estd: 1964

No. 08194-224549



Saraswathi Education Society®
SARASWATHI LAW COLLEGE
College Code: 405
Accredited with 'B' Grade by NAAC
Akashvani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_eta@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)
Year :2024-25 (30/09/2024 to 03/06/2025)
(To be complete and submitted at the end of each academic year)

1	Name	VENKATESHA.P.
2	Name of the College and Place	Saraswathi Law college Kelagote, C.K.Pura, Chitradurga - 577501
3	Date of Birth	21-12-1976
4	Date of Appointment	12-10-2000
5	Qualification:	S.S.L.C.
6	Date of probationary period declared with order No. & date	S.O. 199/2021-22 Date:- 20/08/2021
7	Current designation, Pay	ATTENDER GROSS:- 42,751/- (May-2025)
8	Date of Last Placement with order Number & date	_____
9	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____

P. Venkatesha
Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

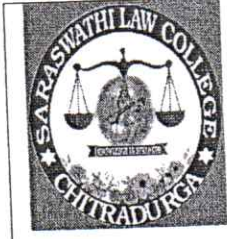
Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help					✓	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).				✓		
3	I develop a good rapport with the public especially during admission process.					✓	
4	I get irritated when students, teachers disturb me in the middle of my work.		✓				
5	I carryout the tasks/areas of management assigned to me in a responsible manner.					✓	
6	My absence does not affect the system in the Institution				✓		
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.					✓	
9	I complete the work for the day on time				✓		
10	If needed I extend my work timings to complete the task assigned.				✓		
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.					✓	
12	I am able to post my views expressions and suggestions to the management				✓		
13	I can immediately locate the files (for which I am responsible) when asked for data					✓	
14	I report on time to work				✓		

M. S. Sude
Principal
Saraswathi Law College
CHITRADURGA

P. Venkatesha
Signature of the Staff

Estd: 1964

No. 08194-224549



Saraswathi Education Society®
SARASWATHI LAW COLLEGE
College Code: 405
Accredited with 'B' Grade by NAAC
Akashvani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_eta@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)
Year :2024-25 (30/09/2024 to 03/06/2025)
(To be complete and submitted at the end of each academic year)

1	Name	PARASHURAMA. N.C.
2	Name of the College and Place	Saraswathi Law college Kelagote, C.K.Pura, Chitradurga. 577501
3	Date of Birth	03-05-1986
4	Date of Appointment	05-11-2012
5	Qualification:	II P.V.C.
6	Date of probationary period declared with order No. & date	S.O. 199/2021-22 Date:- 20/08/2021
7	Current designation, Pay	ATTENDER, Gross - 42,751/- (May-2025)
8	Date of Last Placement with order Number & date	_____
9	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____

Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

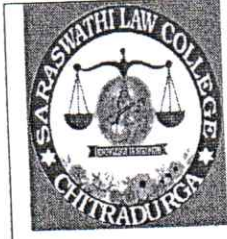
Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help					✓	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).					✓	
3	I develop a good rapport with the public especially during admission process.					✓	
4	I get irritated when students, teachers disturb me in the middle of my work.					✓	
5	I carryout the tasks/areas of management assigned to me in a responsible manner.					✓	
6	My absence does not affect the system in the Institution			✓			
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.					✓	
9	I complete the work for the day on time					✓	
10	If needed I extend my work timings to complete the task assigned.					✓	
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.					✓	
12	I am able to post my views expressions and suggestions to the management					✓	
13	I can immediately locate the files (for which I am responsible) when asked for data					✓	
14	I report on time to work					✓	

M. S. S. S.
Principal
Saraswathi Law College
CHITRADURGA

Paral Kumar
Signature of the Staff

Estd: 1964

No. 08194-224549



Saraswathi Education Society @
SARASWATHI LAW COLLEGE
College Code: 405
Accredited with 'B' Grade by NAAC
Akashvani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_cta@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)
Year :2024-25 (30/09/2024 to 03/06/2025)
(To be complete and submitted at the end of each academic year)

1	Name	IRFAN MUSTAFA
2	Name of the College and Place	Saraswathi Law college Kelagote, C.K.Pura Chitradurga-577501.
3	Date of Birth	01/03/1966
4	Date of Appointment	12/10/2000
5	Qualification:	9 TH PASS
6	Date of probationary period declared with order No. & date	Order: 199/2021-22 Date: 20/08/2021
7	Current designation, Pay	PEON, Gross - 39,877/- (May-2025)
8	Date of Last Placement with order Number & date	_____
9	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____

Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

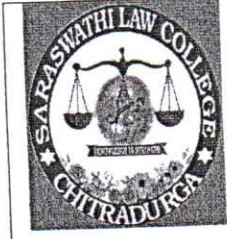
Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help					✓	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).				✓		
3	I develop a good rapport with the public especially during admission process.					✓	
4	I get irritated when students, teachers disturb me in the middle of my work.		✓				
5	I carryout the tasks/areas of management assigned to me in a responsible manner.				✓		
6	My absence does not affect the system in the Institution			✓			
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.				✓		
9	I complete the work for the day on time					✓	
10	If needed I extend my work timings to complete the task assigned.			✓			
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.				✓		
12	I am able to post my views expressions and suggestions to the management					✓	
13	I can immediately locate the files (for which I am responsible) when asked for data			✓			
14	I report on time to work					✓	

M. S. Sude
Principal
Saraswathi Law College
CHITRADURGA

[Signature]
Signature of the Staff

Estd: 1964

No. 08194-224549



Saraswathi Education Society®
SARASWATHI LAW COLLEGE
College Code: 405
Accredited with 'B' Grade by NAAC
Akashvani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_eta@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)
Year :2024-25 (30/09/2024 to 03/06/2025)
(To be complete and submitted at the end of each academic year)

1	Name	Smt. PREMALEELA.R.
2	Name of the College and Place	Saraswathi Law college C.K.Pura, Kelagote, Chitradurga - 577501
3	Date of Birth	30/06/1977
4	Date of Appointment	12/10/2000
5	Qualification:	S.S.L.C. FAIL
6	Date of probationary period declared with order No. & date	Sl. No: 199/2021-22 Date: 20/08/2021
7	Current designation, Pay	PEON, Gross - 39,877/- (May 2025)
8	Date of Last Placement with order Number & date	_____
9	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____



Signature of the Staff

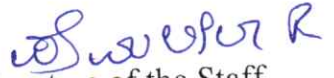
Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

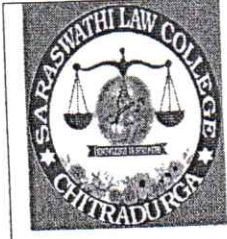
Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help				✓		
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).			✓			
3	I develop a good rapport with the public especially during admission process.				✓		
4	I get irritated when students, teachers disturb me in the middle of my work.		✓				
5	I carryout the tasks/areas of management assigned to me in a responsible manner.				✓		
6	My absence does not affect the system in the Institution			✓			
7	I always give proper information to my Principal during leave (planned & unplanned)				✓		
8	I voluntarily help my colleagues when they are burdened with work.						
9	I complete the work for the day on time		✓				
10	If needed I extend my work timings to complete the task assigned.					✓	
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.			✓			
12	I am able to post my views expressions and suggestions to the management				✓		
13	I can immediately locate the files (for which I am responsible) when asked for data			✓			
14	I report on time to work					✓	


Principal
Saraswathi Law College
CHITRADURGA


Signature of the Staff

Estd: 1964

No. 08194-224549

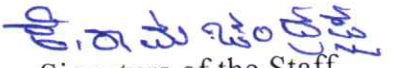


Saraswathi Education Society @
SARASWATHI LAW COLLEGE
College Code: 405
Accredited with 'B' Grade by NAAC
Akashavani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_cta@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)
Year :2024-25 (30/09/2024 to 03/06/2025)
(To be complete and submitted at the end of each academic year)

1	Name	RAMACHANDRAPPAA-K.
2	Name of the College and Place	Saraswathi Law college, Kelagote, C.K. Pura, Chitradurga - 577501
3	Date of Birth	22/07/1969
4	Date of Appointment	01/10/2002
5	Qualification:	6TH PASS
6	Date of probationary period declared with order No. & date	ಶ.ಎ. 199/2021-22 Date:- 20/08/2021
7	Current designation, Pay	PEON, GrxA - 39,877/- (May-2025)
8	Date of Last Placement with order Number & date	_____
9	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____


Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

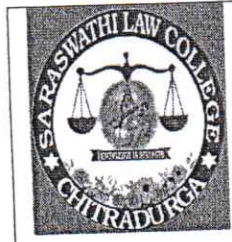
Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help				✓		
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).			✓			
3	I develop a good rapport with the public especially during admission process.				✓		
4	I get irritated when students, teachers disturb me in the middle of my work.		✓				
5	I carryout the tasks/areas of management assigned to me in a responsible manner.					✓	
6	My absence does not affect the system in the Institution			✓			
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.		✓				
9	I complete the work for the day on time			✓			
10	If needed I extend my work timings to complete the task assigned.				✓		
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.		✓				
12	I am able to post my views expressions and suggestions to the management					✓	
13	I can immediately locate the files (for which I am responsible) when asked for data				✓		
14	I report on time to work					✓	

M. S. Sudevi
Principal
Saraswathi Law College
CHITRADURGA

ಶಿ. ಕ. ಸು. ಕೊಟ್ಟಿ
Signature of the Staff

Estd: 1964

No. 08194-224549



Saraswathi Education Society ®
SARASWATHI LAW COLLEGE
College Code: 405
Accreditd with 'B' Grade by NAAC
Akashavani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_eta@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)
Year :2024-25 (30/09/2024 to 03/06/2025)
(To be complete and submitted at the end of each academic year)

1	Name	MURUGESHA.P.
2	Name of the College and Place	Saraswathi Law college, Kelagote, C.K.Pura, Chitradurga - 577501
3	Date of Birth	13/07/1991
4	Date of Appointment	03/04/2017
5	Qualification:	II P.U.C.
6	Date of probationary period declared with order No. & date	Sl. No: 199/2021-22 Date:- 20/08/2021
7	Current designation, Pay	PEON, Grade - 39,877/- (May-2025)
8	Date of Last Placement with order Number & date	_____
9	Informaton regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	_____
10	Whether acquired any degree or fresh academic qualification during these academic year	_____
11	Any training programmes attended during the year (copy enclosed)	_____

Murugesha, P.
Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

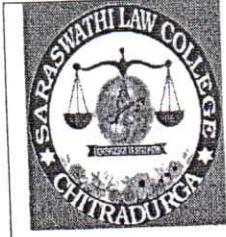
Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help					✓	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).				✓		
3	I develop a good rapport with the public especially during admission process.					✓	
4	I get irritated when students, teachers disturb me in the middle of my work.	✓					
5	I carryout the tasks/areas of management assigned to me in a responsible manner.				✓		
6	My absence does not affect the system in the Institution			✓			
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.				✓		
9	I complete the work for the day on time					✓	
10	If needed I extend my work timings to complete the task assigned.				✓		
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.					✓	
12	I am able to post my views expressions and suggestions to the management				✓		
13	I can immediately locate the files (for which I am responsible) when asked for data					✓	
14	I report on time to work					✓	

M. S. Sudee
Principal
Saraswathi Law College
CHITRADURGA

Murugesha P.
Signature of the Staff

Estd: 1964

No. 08194-224549



Saraswathi Education Society ®
SARASWATHI LAW COLLEGE
College Code: 405
Accredited with 'B' Grade by NAAC
Akashavani Road, Kelagote,
CHITRADURGA - 577501
E-Mail ID: slc_cta@rediffmail.com
Website: www.saraswathilawcollegecta.com



Annual Self-Assessment for the Performance Based Self-Appraisal System for
Non Teaching Staff (PBAS)
Year :2024-25 (30/09/2024 to 03/06/2025)
(To be complete and submitted at the end of each academic year)

1	Name	CHE TAN. H.
2	Name of the College and Place	Saraswathi Law college Kelagote, C.K. Pura Chitradurga - 577501
3	Date of Birth	16-09-2000
4	Date of Appointment	01-04-2024
5	Qualification:	Diploma in Civil Engineer
6	Date of probationary period declared with order No. & date	—
7	Current designation, Pay	PEON. Gross - 15,000/-
8	Date of Last Placement with order Number & date	—
9	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action	—
10	Whether acquired any degree or fresh academic qualification during these academic year	—
11	Any training programmes attended during the year (copy enclosed)	—

Signature of the Staff

Dear Staff Members,

As a part of IQAC (Quality up gradation of the Institution), kindly fill in the following Questionnaire based on the scales given.

A score of one is low and score of five is high. NA- Not Applicable

Sl. No.	Statements	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help					✓	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).				✓		
3	I develop a good rapport with the public especially during admission process.					✓	
4	I get irritated when students, teachers disturb me in the middle of my work.	✓					
5	I carryout the tasks/areas of management assigned to me in a responsible manner.					✓	
6	My absence does not affect the system in the Institution			✓			
7	I always give proper information to my Principal during leave (planned & unplanned)					✓	
8	I voluntarily help my colleagues when they are burdened with work.					✓	
9	I complete the work for the day on time				✓		
10	If needed I extend my work timings to complete the task assigned.					✓	
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.				✓		
12	I am able to post my views expressions and suggestions to the management					✓	
13	I can immediately locate the files (for which I am responsible) when asked for data				✓		
14	I report on time to work					✓	

M. S. Sudeen
Principal
Saraswathi Law College
CHITRADURGA

Chetan H
Signature of the Staff