



# SHADAN WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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## SELF APPRAISAL FORM (SAF) – Teaching Staff

For the period from 1<sup>st</sup> June 2022 to 31<sup>st</sup> May 2023

### 1. General information

Name				
Designation				
Department				
Qualification				
Date of Joining in the Institution				
Date of Joining in the Present Designation				
Experience in Years	Previous Teaching	Current Teaching	Industry	Total
Mobile Number				
E-mail ID				

- Mobile number and email id is for the communication purpose towards SAF

### 2. Teaching Workload (10)

(Per Week --> Theory: One period (1 Point), Lab: Two periods (1 Point))

Sl. No.	Class with year and semester	Subject	Theory / Lab	Allotted Periods / week	Secured Score	Verified Score
a.						
b.						
c.						
d.						
e.						
f.						
g.						
h.						
<b>Average score out of 10</b>						

\*Average is 10 if total secured score is  $\geq 20$  otherwise the average should be calculated as (sum of secured score / 2)

**3. Course File & Material/Lab Manual Completion (20)**  
 (For each Theory Course file (4), Theory Material (10), Lab Course file (2), Lab Manual (4))

Sl. No.	Class with year and semester	Subject	Theory / Lab Course File (A)	Theory Material / Lab Manual (B)	Secured Score (A+B)	Verified Score
a.						
b.						
c.						
d.						
e.						
f.						
g.						
h.						
<b>Average score out of 20</b>						

\*Average is 20 if total secured score is  $\geq 40$ , otherwise the average should be calculated as (sum of secured score / 2)

**4. Students' Feedback (10)**  
 (Feedback Scales: 1-10, Points: Scale x 1 per Theory or Lab)

Sl. No.	Class with year and semester	Subject	Average Student Feedback out of 10 (A)	Secured Score (A x 1)	Verified Score
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
<b>Average score out of 10</b>					

\*Average will be calculated as (Sum of secured score / number of rows filled)

**5. Results (20)**

(Secured score for each subject will be calculated as pass % x 0.2)

Sl. No.	Class with year and semester	Subject	Pass Percentage (A)	Secured Score (A x 0.2)	Verified Score
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
<b>Average score out of 20</b>					

\*Average will be calculated as (Sum of secured score / number of rows filled)

**6. Programmes attended (10)**

(For each day, 1 Point for participant and 2 points for resource person)

Sl. No.	Name of the Programme Attended	No. of Days	Secured Score	Verified Score
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				
j.				
<b>Score out of 10</b>				

\*Total secured score is the sum of secured scores. Maximum 10 only will be considered.

**7. Programmes Organized (10)****(For each day, 1 Point for local and 2 points for state level and above)**

Sl. No.	Name of the Programme Organized	No. of Days	Secured Score	Verified Score
a.				
b.				
c.				
d.				
e.				
<b>Score out of 10</b>				

\*Total secured score is the sum of secured scores. Maximum 10 only will be considered.

**8. Publications (10)****(International Journal/Book (5), National Journal (4), International Conference (3), National Conference (2), Article in any magazines (2), Reviewer (2)) - This score is for 1<sup>st</sup> or 2<sup>nd</sup> Author only. Otherwise, only 50% of the score will be considered.**

Sl. No.	Name of the Journal or Conference or Book or Magazine	Type of the Event	Secured Score	Verified Score
a.				
b.				
c.				
d.				
e.				
<b>Score out of 10</b>				

\*Total secured score is the sum of secured scores. Maximum 10 only will be considered.

**9. Funded Projects (5)****(For each Project (5))**

Sl. No.	Name of the Journal or Conference or Book or Magazine	Type of the Event	Secured Score	Verified Score
a.				
b.				
<b>Score out of 5</b>				

\*Total secured score is the sum of secured scores. Maximum 5 only will be considered.

**10. Additional Responsibilities (5)**  
**(1 point for each additional responsibility)**

Sl. No.	Additional Responsibilities	Given by	Secured Score	Verified Score
a.				
b.				
c.				
d.				
e.				
<b>Score out of 5</b>				

\*Total secured score is the sum of secured scores. Maximum 5 only will be considered.

**SUMMARY OF THE SCORE**

Teaching Workload (10)		Programmes organized (10)	
Course File & Material /Lab Manual (20)		Publications (10)	
Students' Feedback (10)		Funded Projects (5)	
Results (20)		Additional Responsibilities (5)	
Programmes attended (10)		<b>Total out of 100</b>	

Previous Year Score out of 100 for Comparison, if applicable:

**List of Enclosures:** (Proof should be attached for Publications, Participations, Organizations and Projects)

- 1.
- 2.
- 3.
- 4.
- 5.

**Signature of the Faculty**

**Signature of the HoD**

**Verifying Officer**

**Recommendations:**

**Vice Principal**

**Principal**