**Proforma - I**

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA**

**(Faculty Evaluation Proforma)**

**PART-A: BACK GROUND INFORMATION AND QUALIFICATION**

1. ***GENERAL***

i. Name of Teacher ................................................................................................................

ii. Father’s Name .....................................................................................................................

iii. Date of Birth ………………………………………………………………………………

iv. N.I.C. No. .............................................................................................................................

v. Name of University ..............................................................................................................

vi. Department .......................................................................................................

vii. Present position ................................................................................................................

viii. Postal address ............................................................................................................

.........................................................................................................

ix. Phone No. …….………………………… Fax No………………...........................

x. E-mail ................................................................................................................

**Note: Each sub section may be calculated as per following formula:**

Marks Secured \*(weightage)

Maximum Marks

**\*\* For Lecturer /Lab. Engineer PhD/Post Doc marks will not be counted.**

***2. QUALIFICATIONS***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (Marks for highest degree plus post doc) | |  | | **(Weightage: 5%)** | | |
|  |  |  |  | |  |  | |
| **S/No.** | **Qualification** |  | **Detail** | | **Maximum** | **Marks** | |
|  |  |  |  | | **Marks** | **Secured** | |
|  |  |  |  | |  |  | |
| i. | MS/M.Phil or Equivalent |  | **18 Years Qualification** | | 1 |  | |
|  |  |  |  | |  |  | |
| ii. | Ph.D |  |  | | 3 |  | |
|  |  |  |  | |  |  | |
| iii. | Post-Doctoral Fellowship |  | Minimum 9 months period | | 1 |  | |
|  | Abroad |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  | **Total Marks** | | **05** |  | |
|  |  |  |  | |  |  | |

**PART-B: TEACHING (Weightage: 50%)**

**Note**: Teacher must have completed his/her workload, credit hours as per defined criteria (may be certified by the QEC)**.** Students Evaluation and peer review may be carried out confidentially by the Director QEC in consultation with the relevant HoD (Committee to be constituted by the HoD for this purpose).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | i. | | **Students evaluation (30%)** | |  |  | **Maximum Marks** | | |  | **Marks** | |  |  |
|  |  |  |  |  |  |  |  |  | **Secured** | |  |  |
|  |  |  |  |  |  |  | **(30)** | |  |  |  |  |
|  |  |  | **(Annexure –I)** | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | 70% of students attendance must be ensured | | |  |  |  |  |  |  |  |  |  |
|  |  |  | for evaluation of the proforma | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  |  |  |
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|  |  |  | |  |  |  |  |  |  |  | |  | |  |
|  | ii. | | **Evaluation by Supervisor (Chairman/ HoD)** | | |  | **Maximum**  **10 Marks** | | | **Marks** | | |  |  |
|  |  |  | **(Annexure II) (10%) certified by QEC** | |  |  | **Secured** | | |  |  |
|  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  | |  | |  |
|  | iii**.** | | **Peer Review(Annexure III) (10%) certified by QEC** | | |  | **Maximum 10 Marks** | | | **Marks** | | |  |  |
|  |  |  |  | |  |  |  |  |  | **Secured** | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **PART-C: RESEARCH (Weightage: 30%)** | | | | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  | |  |  | |  |
|  | 1. |  | **Research Projects Won (3%)** | |  | **Detail** | |  | **Maximum** | |  | **Marks** | |  |
|  |  |  |  |  |  | **Marks** |  |  | **Secured** | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | | |  |  |  |  |  |  |  |
|  |  |  | i. | Research Projects funded by national | 3 Marks for each | | |  | 6 |  |  |  |  |  |
|  |  |  |  | agencies of at least one year duration | completed project | | |  |  |  |  |  |  |  |
|  |  |  |  | or above. | during last 3 years | | |  |  |  |  |  |  |  |
|  |  |  | ii. | Research Projects funded by | 3 Marks for each | | |  | 9 |  |  |  |  |  |
|  |  |  |  | International Agencies (greater than | completed project | | |  |  |  |  |  |  |  |
|  |  |  |  | 0.5 million). | during last 3 years | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  | | |  |  |  |  |  |  |  |
|  |  |  |  |  | **Total Marks** | | |  | **15** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **2.** | **Research Publications (17%) (maximum 3** | | | | | | | **Detail** | **Maximum** |  | **Marks** |  |
| **publications in last 3 years will be** | | | | | |  |  | **Marks** |  | **Secured** |  |
|  |  |  |  |  |
|  | **considered)** | | | |  |  |  |  |  |  |  |  |
|  | i. | |  | International publication with impact | | |  | 2 Marks per paper | 6 |  |  |  |
|  |  |  |  | factor as a first author | | |  | during the period |  |  |  |  |
|  |  |  |  |  |  |  |  | under evaluation |  |  |  |  |
|  | ii. | |  | International publication with impact | | |  | 1.5 Marks per paper | 4.5 |  |  |  |
|  |  |  |  | factor as a co-author \* | | |  | during the period |  |  |  |  |
|  |  |  |  |  |  |  |  | under evaluation |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | iii. | |  | Res. publication in refereed local | | |  | 1 Marks per paper | 3 |  |  |  |
|  |  |  |  | research journals of Int. repute | | |  | during the period |  |  |  |  |
|  |  |  |  | recognized by HEC as a 1st author. | | |  | under evaluation |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | iv. | |  | Res. publication in refereed local | | |  | 0.5 Mark per paper | 1.5 |  |  |  |
|  |  |  |  | research journals of Int. repute | | |  | during the period |  |  |  |  |
|  |  |  |  | recognized by HEC as a co-author \* | | |  | under evaluation |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | v. | |  | No of Books Authored (not edited) | | |  | 3 Marks per book | 9 |  |  |  |
|  |  |  |  | and published by International | | |  | during the period |  |  |  |  |
|  |  |  |  | Publisher |  |  |  | under evaluation |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | vi. | |  | No of Books Authored (not edited) | | |  | 2 Marks per book | 6 |  |  |  |
|  |  |  |  | and published by national Publisher | | |  | during the period |  |  |  |  |
|  |  |  |  | (HEC Recognized Publishers) \* | | |  | under evaluation |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | vii. | |  | Oral Presentations in an International | | |  | 2 Marks for | 6 |  |  |  |
|  |  |  |  | Conference in the year concerned | | |  | presentation made |  |  |  |  |
|  |  |  |  |  |  |  |  | per conference |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | viii | |  | Oral Presentations in a national | | |  | 1 Mark for | 3 |  |  |  |
|  |  |  |  | Conference in the year concerned | | |  | presentation made |  |  |  |  |
|  |  |  |  |  |  |  |  | per conference |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | xi. |  |  | Citation |  |  |  | 2/citation | 10 |  |  |  |
|  |  |  |  |  |  |  |  | **Total Marks** | **49** |  |  |  |
|  |  |  | |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3.** | **Research supervision (Weightage:**  **10%)** *(Period under evaluation is last three* | | | | | **Detail** | | | **Maximum**  **Marks** | | **Marks**  **Secured** |  |
|  |
|  |
| *years)* | | | |  |  |  |  |  |
| i. | As a  Supervisor | | | Ph.D. (maximum 8 |  | 4 Marks per student | | 32 |  |  |  |
| students) |  | supervised during the | |  |  |  |  |
|  |  | period under evaluation | |  |  |  |  |
| M.Phil./ MS (maximum  12 students) |  | 2 Marks per student  supervised during the | | 24 |  |  |  |
|  |
|  |  | period under evaluation | |  |  |  |
|  |  |  |  |  |  |  | **Total Marks \*** | | **56** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

\* 2Marks for each graduating student who have been enrolled and their topic have been approved.

 **In case of International Publication with the Impact Factor and publication in local journals as first author, if the nominee exceeds from the maximum limit but do not have any publication as co-author, the nominee will get the score of co-author automatically against his/her additional publications as first author. The same case will be applicable for books published by international and local publishers.**

* Lab Engr./Lecturer shall publish minimum one research paper/year in HEC recognized Journal.
* MS students shall publish minimum one research paper in HEC recognized Journal.
* PhD student shall publish minimum one research paper in Impact Factor Journal before submitting the thesis.
* TTS PhD Faculty shall publish minimum one research paper/year in Impact Factor Journal & one paper in HEC recognized Journal.
* BPS PhD Faculty shall publish minimum one research paper /year in Impact Factor Journal.

**PART-D: CO CURRICULAR ACTIVITIES (Weightage: 15%)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1**. | **Educational achievements** | | **Detail** | **Maximum** |  | **Marks** |
|  |  |  |  | **Marks** |  | **Secured** |
|  |  |  |  |  |  |  |
|  | i. | **Professional Recognition (5%)** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Fellowship of national professional bodies | 2 Mark per | 4 |  |  |
|  |  | (maximum 2 fellowships will be considered | Fellowship |  |  |  |
|  |  | during the period of evaluation) |  |  |  |  |
|  |  | (Details to be provided) |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Fellowship of International professional | 3 Marks per | 6 |  |  |
|  |  | bodies. (Details to be provided) (maximum 2 | Fellowship |  |  |  |
|  | ii. | fellowships will be considered during the |  |  |  |  |
|  |  | period of evaluation) |  |  |  |  |
|  |  |  |  |  |  |  |
|  | iii. | Initiating new teaching programme (including | 3 Marks per | 6 |  |  |
|  |  | setting up new Laboratories) (maximum 2 | program |  |  |  |
|  |  | programs) |  |  |  |  |
|  |  |  |  |  |  |  |
|  | iv. | Linkages/ Collaborations/MOU initiated/completed (National and | 3 Marks per | 6 |  |  |
|  |  | International ) (maximum 2 linkages) | linkage |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | **Total Marks** | **22** |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2**. | **Professional Developments (5%)** (only those | | **Detail** | **Maximum** |  | **Marks** |
|  | training, conferences, workshops attended/organized | |  | **Marks** |  | **Secured** |
|  | will be considered which formally notified by the | |  |  |  |  |
|  | faculty/university) | |  |  |  |  |
|  |  |  |  |  |  |  |
|  | i. | Training attended (maximum 2 trainings \* | 2 Marks per | 4 |  |  |
|  |  |  | attended |  |  |  |
|  |  |  |  |  |  |  |
|  | ii. | Workshops attended (maximum 2 workshops) | 3 Marks per | 6 |  |  |
|  |  |  | attended |  |  |  |
|  | iii. | Conference/Seminar attended(maximum 2 | 3 Marks per | 6 |  |  |
|  |  | conference) | attended |  |  |  |
|  | iv. | Training organized and conducted (maximum | 4 Marks per | 8 |  |  |
|  |  | 2 trainings) | Training |  |  |  |
|  |  |  |  |  |  |  |
|  | v. | Workshops /Conference/ Seminar organized | 3 Marks per | 6 |  |  |
|  |  | (maximum 2 workshops) | workshops |  |  |  |
|  |  |  | etc. |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **Total Marks** |  | **30** |  |  |
|  |  |  |  |  |  |  |

\* 2(a) Cascading in case of HEC Master Trainers-Faculty Professional Development Program (MT-FPDP) is must. If cascading has not been done, 2 marks shall be deducted.

**3. Community Service (Weightage: 5%)** Must be related to the discipline of the nominee including off and on campuses. Detailed description of the services provided and achievement is required. Must be certified by the Vice Chancellor. HEC Committee of Experts for BUTA will decide the scores for this area.

**Annexure-I**

**Teacher Evaluation Form**

(To be filled by the students)

**Course Title / Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Instructor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Semester / Year** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Use the following scale to answer the questions and make comments 1-Strongly Disagree 2-Disagree 3-Somewhat Agree 4-Agree 5-Strongly Agree**

**Instructor:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A.** | The teacher is prepared for each class | 1 | 2 | 3 | 4 | 5 |
| **B.** | The teacher demonstrates knowledge of the | 1 | 2 | 3 | 4 | 5 |
|  | Subject |  |  |  |  |  |
| **C.** | The teacher has completed the whole course | 1 | 2 | 3 | 4 | 5 |
| **D.** | The teacher provides additional material apart | 1 | 2 | 3 | 4 | 5 |
|  | from the textbook |  |  |  |  |  |
| **E.** | The teacher shows respect towards students and encourages class participation | 1 | 2 | 3 | 4 | 5 |
| **F.** | The teacher arrives on time in class | 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |  |  |
| **G.** | The teacher is fair in examination | 1 | 2 | 3 | 4 | 5 |
| **H.** | The teacher returns assignments and quizzes in a reasonable amount of the time | 1 | 2 | 3 | 4 | 5 |
| **I.** | The teacher is available during the specified | 1 | 2 | 3 | 4 | 5 |
|  | office hours and for after class consultations. |  |  |  |  |  |
| **J.** | The teacher uses (practical aspects ) good | 1 | 2 | 3 | 4 | 5 |
|  | variety of teaching methods and successfully |  |  |  |  |  |
|  | uses teaching aids (such as video, charts, |  |  |  |  |  |
|  | demonstration) |  |  |  |  |  |
| **K.** | The teacher gives useful advice if the student is having difficulty with work. | 1 | 2 | 3 | 4 | 5 |

1. The teacher has developed my interest in the subject.

**Comments**

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Annexure-II**

**Faculty Evaluation Proforma for Performance Evaluation**

**by Superiors (Dean/ Chairman/HoD)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Strongly Disagree*** | ***Disagree*** | ***Nether Agree nor Disagree*** | ***Agree*** | ***Strongly Agree*** |
|  |  |  |  |  |  |
|  | **1** | **2** | **3** | **4** | **5** |
|  |  |  |  |  |  |
| **Criterion # 1** Displays a thorough knowledge of curriculum and subject matter. |  |  |  |  |  |
| **Criterion # 2** Seek and uses the advice of Educational Specialist in content of subject area. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 3** Demonstrates effective lecture planning. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 4** Use appropriate and effective teaching techniques (For example audio/video techniques). |  |  |  |  |  |
| **Criterion # 5** Models activities congruent with topic being taught and provides guided practice to reinforce. Concepts |  |  |  |  |  |
| **Criterion # 6** Communicates effectively with students. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 7** Carries out /adopts appropriate evaluation technique and give proper feedback. |  |  |  |  |  |
| **Criterion # 8** Reviews and evaluate student achievement data. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 9** Reliable with meeting deadlines |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 10**. Question papers are set based on the models of learning which assesses the knowledge gained from the course. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 11** Accepts additional responsibility readily. |  |  |  |  |  |
| **Criterion # 12** Follows University rules & regulation, and adheres to |  |  |  |  |  |
| authorized policies, maintains discipline |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 13** Satisfied with personal attributes and disposition (For example properly attired, well groomed). |  |  |  |  |  |
|  |  |  |  |  |  |

**Annexure -III**

**Faculty evaluation proforma for Performance Evaluation by Peers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Strongly Disagree*** | ***Disagree*** | ***Nether Agree nor Disagree*** | ***Agree*** | ***Strongly Agree*** |
|  |  |  |  |  |  |
|  | **1** | **2** | **3** | **4** | **5** |
|  |  |  |  |  |  |
| **Criterion # 1** Displays a thorough knowledge of curriculum and subject matter. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 2** Seek and uses the advice of Educational Specialist in content of subject area. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 3** Demonstrates effective lecture planning. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 4** Uses Additional supporting learning resources. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 5** Search for attribute and skill developmental opportunities. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 6** Share the subject knowledge and methodologies learnt and used. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 7** Communicates effectively with students. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 8** Models activities congruent with topic being taught and provides guided practice to reinforce concepts. |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 9** Carries out/adopts appropriate evaluation technique and give proper feedback. |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 10** Reviews and evaluate student achievement data. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 11** Uses different methods of assessment to judge and evaluate the |  |  |  |  |  |
| learning and analytical ability of students. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 12** Accepts additional responsibility readily. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 13** Follows University rules & regulation, and adheres to authorized |  |  |  |  |  |
| policies, maintains discipline. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Criterion # 14** Satisfied with personal attributes, disposition (i.e. properly attired, well groom) and inter personal skills. |  |  |  |  |  |
|  |  |  |  |  |  |