|  |  |
| --- | --- |
|  | **Government College University, Faisalabad**TEACHING STAFF ANNUAL PERFORMANCE EVALUATION FOR AWARD OF BONUS(Min. marks for eligibility of getting bonus (basic pay) = 33. For 33 to 50 marks, ¼ of basic pay. For > 50 to 60 marks, ½ of basic pay. For > 60 to 75 marks, ¾ of basic pay. For > 75 to 100 marks, 1 basic pay. In case of > 95 marks, two basic salaries may be given on recommendation of respective dean, bonus evaluation committee and approval of competent authority)  |

**Personal Information:**

Name of faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father/ Husband Name (as mentioned in offer letter): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First date of joining in GCUF with designation as regular faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of joining at current position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Category** | **Max. Marks** | **Secured Marks (Self-Assessment)** | **Verified Marks (By Chairperson)** | **Obtained Marks verified by chairperson** |
| 1 | Workload | 08 |  |  |  |
| 2 | QEC Marks | 08 |  |  |  |
| 3 | Punctuality & Regularity | 05 |  |  |  |
| 4 | Leaves Availed | 04 |  |  |  |
| 5 | Compliance of Office Orders | 04 |  |  |  |
| 6 | Additional duties/Assignments  | 05 |  |  |  |
| 7 | No Audit Para, Inquiry and qualified ACRs | 06 |  |  |  |
| 8 | Length of service  | 16 |  |  |  |
| 9 | Seminars/workshops/ conferences (organized) | 06 |  |  |  |
| 10 | Seminars/workshops/ conferences (attended) | 04 |  |  |  |
| 11 | Research/technical projects | 04 |  |  |  |
| 12 | Revision of syllabi of the subject at GCUF | 05 |  |  |  |
| 13 | Student Supervision | 06 |  |  |  |
| 14 | Research Publications | 06 |  |  |  |
| 15 | Paper Setting and Marking | 03 |  |  |  |
| 16 | Achievements | 10 |  |  |  |
| **Grand Total of obtained marks verified by chairperson** |  |

**Signature of faculty member concerned** (with date)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Endorsed by:**

Chairman/Principal/Director: Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean: Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for calculation of marks and attachment of proofs**

**Category 1: Workload (Max. Marks = 08)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| $\frac{Credit Hours taught }{Approved Credit Hours }×8$ (PhD student supervision (supervisor 1 only) and projects (PI only) will be considered as credit hour as approved by the academic council, Average work load of 2 semesters (academic calendar) will be considered)  |  |

FOR TEACHNING WORKLOAD PLEASE PASTE SCREENSHOT OF SUBJECTS TAUGHT FROM FACULTY PORTAL

**Category 2: QEC Marks (Max. Marks = 08)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Mark awarded by QEC, 4 marks for each semester (fall semester of previous year + spring semester of current year), average of scores earned in each semester, 40% =4 marks; 50%=5 marks; 60%=6 marks;70%=7 marks; 80%=8 marks  |  |

FOR QEC MARKS PLEASE PASTE SCREENSHOT OF SUBJECTS TAUGHT FROM FACULTY PORTAL

**Category 3: Punctuality & Regularity (Max. Marks = 05)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Must be filled by Chairperson based on punctuality and regularity (in office hours and meetings) of the faculty member  |  |

**Category 4: Leaves Availed (Marks = 04)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Marks will be awarded by Chairperson office based on casual leave record. For 25% leaves availed, 4 marks will be awarded, for 50% leaves availed 2 marks will be awarded, for 75% leaves availed, 1 mark will be awarded, for availing leaves more than 75%, no mark will be awarded. |  |

**Category 5: Compliance of Office Orders (Max. Marks = 04)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Marks will be awarded by Chairperson based on compliance of university/ departmental office orders by faculty member. |  |

**Category 6: Additional duties/Assignments (Max. Marks = 05)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| a. Actively performing duties at University Level (notified by Registrar) (04 marks for each additional assignment)b. Actively performing duties at Dept. Level (notified by Chairperson) (02 marks for each additional assignment) |  |

ATTACH NOTIFICATIONS

**Category 7: No Audit Para, Inquiry and qualified ACRs (Max. Marks = 06)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| There are no audit para/inquiry/adverse remarks in ACR against him/her during the current year. It will be certified by Chairperson.  |  |

**Category 8: Length of service (Max. Marks = 16)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| 02 marks for each year of service (excluding EOL) |  |

ATTACH NOTIFICATION OF FIRST REGULAR APPOINTMENT AT GCUF

ALSO ATTACH RECORD OF EOL IF AVAILED

**Category 9: Seminars/workshops/ conferences (organized) (Max. Marks = 06)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Organized as Focal Person (Principal Organizer/Secretary) during yeara. International Level (04 marks per activity)b. National Level (03 marks per activity)c. Conducted at University level (02 marks per activity)d. Conducted at Departmental Level (01 mark per activity) |  |

ATTACH CERTIFICATES

**Category 10: Seminars/workshops/ conferences (attended) (Max. Marks = 04)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| a. Attended and presented papers/ Keynote speech at international level (02 marks per activity)b. Attended at International level (01 mark per activity)c. Attended and presented papers/ Keynote speech at National level (02 marks per activity)d. Attended at National/ University level (01 mark per activity) |  |

ATTACH CERTIFICATES

**Category 11: Research/technical projects (Max. Marks = 04)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| a. Research Project Funding secured from both local or foreign funding agencies as PI only, other than GCUF (for the project duration) (4 marks for each project)b. Research Project Funding secured from both local or foreign funding agencies as Co-PI only, other than GCUF (for the project duration) (3 marks for each project)c. Research Proposal Submitted for Funding by HEC as Co-PI only (2 marks for each project)d. Research Proposal Submitted for Funding as Co-PI only (from non HEC source - National or International) (1 mark for each project) |  |

ATTACH AWARD LETTER/ RELATED DOCUMENT

**Category 12: Revision of syllabi of the subject at GCUF during year (Max. Marks = 05)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| a. Convener, Board of Faculty (05 marks) b. Convener, Board of Studies (05 marks) c. Member, Board of Studies/ Board of faculty (04 marks)d. Member departmental curriculum review committee (04 marks)e. Member, Academic Council (04 marks)f. Member, ASRB (04 marks) |  |

ATTACH NOTIFICATION

**Category 13: Student Supervision (Max. Marks = 06)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| a. PhD thesis defended as Main Supervisor during the year (6 Marks) b. PhD thesis (ongoing) as Main Supervisor after synopsis defense up to 3 years after notified by ASRB (3 marks each year for each student)c. M.Phil./MS thesis completed as main supervisor during the year (3 marks for each MS student)d. Final year project supervised during the year (2 marks for each project) |  |

ATTACH NOTIFICATIONS

**Category 14: Research Publications as per HJRS (Max. Marks = 06)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| a. For “W” category  (03 and 04 marks per paper for Sciences and Social Sciences respectively)b. For “X” category  (02 and 03 marks per paper for Sciences and Social Sciences respectively)c. For “Y” category  (02 mark per paper for Social Sciences)d. For “Z” category  (02 marks per paper for regional languages only)e. Book/ book chapter published/ edited (03 marks for each book and 02 marks for each book chapter) |  |

Fill Table for Research Papers

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr.# | List of authors with publication title | Journal name, year, vol. & page number | HEC recognized category(W, X, Y, Z)  | URL/web link of the paper  | Role in authorship\*  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

\* Role in authorship e.g., First author, corresponding author, 2nd author, 3rd author, 4th author, 5th author etc.,

**FIRST PAGE OF PAPER LISTED AT SERIAL No. 1**

**FIRST PAGE OF PAPER LISTED AT SERIAL No. 2**

Fill Table for Book(s), Book Chapter(s) Authored/Edited

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of the book | Publisher name  | Country of the publisher  | ISBN  | URL/web link of the book  |
|  |  |  |  |  |
|  |  |  |  |  |
| Chapter Title | List of authors as appeared in the chapter published  | Chapter No. year, vol. & page number | Role in authorship\*  | URL/web link of the book chapter  |
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\* Role in authorship e.g., First author, corresponding author, 2nd author, 3rd author, 4th author, 5th author etc.,

**FIRST PAGE OF THE BOOK PUBLISHED AT SERIAL No. 1**

**FIRST PAGE OF THE BOOK PUBLISHED AT SERIAL No. 2**

**Category 15: Paper Setting and Marking (Max. Marks = 03)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| a. Paper Setting (1½ marks) b. Paper Marking (1½ marks) |  |

ATTACH PROOF

**Category 16: Achievements (Max. Marks = 10)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Award (International/PAS/RPA-PCST/HEC/Presidential etc.) (10 marks) |  |
| Highly cited researcher of HEC recognized journal during year (notified by respective journal) (8 marks) |  |
| Patent filed as main contributor during the year (National) (03 marks) |  |
| Patent filed as main contributor during the year (International) (06 marks) |  |
| Patent granted as main contributor during the year (National) (07 marks) |  |
| Patent granted as main contributor during the year (international) (10 marks) |  |
| MoU/ Industrial Linkage (Established / Initiated / Signed during the Year) through ORIC (03 marks) |  |
| Revenue generated through industrial linkages (05 marks) |  |
| Policy Advocacy or Case Studies Presented to Government Departments (05 marks) |  |
| Consultancy provided to an organization during year (notified by registrar) (03 marks) |  |
| Editor of HEC recognized Journal (verified by ORIC) (05 marks) |  |
| Review paper in International and National journal (Max. 3 and 2 marks respectively)  |  |
| Guest Editor/ Associate Editor of HEC recognized Journal (verified by ORIC) (03 marks) |  |
| Commercialization of Intellectual Idea or your own Product (notified by the Registrar office) (05 marks) |  |
| Community Services (notified by the Registrar office) (03 marks) |  |
| Foreign conference session Chair (05) |  |
| Local conference session Chair (03) |  |
| Principal administrative assignment like Registrar, CE, Treasurer, Director, Dean/ Officer Incharge of Faculty (07) |  |

ATTACH RELEVANT DOCUMENTS IN SEQUENCE FROM FIRST TO LAST