



University of Swat
TTS Performance Evaluation Form
Annual/Mid/Final Term Evaluation
Year (2018 e.g.)

Year (e.g. 1st /2nd ... or Mid or Final etc)

Personal Information:

Name (in block letters)	
Father Name	
Position	
Joined on /Switch over to TTS on	
Department	
Faculty	
Tel No.	
E-mail:	

Academic Qualifications:

Degree	University	Area of Specialization	Year
Post Doctorate			
PhD			
M.Phil			
M.Sc./BS			

Schedule "A"

1. Teaching and Peer Evaluation (Maximum 35 Marks):

1.1 Courses Taught (Maximum 10 Marks)

No of Undergrad/Graduate/Postgraduate courses (2 Marks for each Postgraduate subject and 1 Mark for Undergraduate/Graduate	Course code/no	Marks Obtained	Attachment (Annex)
1.			
2			
3			
Total Marks Obtained			

1.2 New Courses Developed Or modified protocol introduced in Lab work (01 Mark / Course (Maximum 05 Marks)

No of courses		Course code/no	Marks Obtained	Attachment (Annex)
1.				
2.				
3.				
Total Marks Obtained				

1.3 Evaluation as a Teacher by Students to be provided by Director Quality Enhancement Cell (Maximum 10 Marks)

Course Name/Code no		Average evaluation score	Teachers Evaluation Marks	Attachment (Annex)
1.				
2.				
3.				
4.				
Total Marks				

* Average of all the respondents based on: <50%=0 (Mark), 51%-60%=1, 61%-70%=1.5, 71-80=2, 81%-90%=2.5, 91%-100%=3

1.4 Evaluation as a Teacher to be provided by peers (Maximum 07 Marks)

Description		Average evaluation score	Teachers Evaluation Marks	Attachment (Annex)
1.				
2.				
Total Marks				

* Average of all the respondents based on: <50%=0 (Mark), 51%-60%=1, 61%-70%=1.5, 71-80=2, 81%-90%=2.5, 91%-100%=3

1.5 Evaluation as a Teacher by HoD to be provided by HoD (Maximum 3 Marks)

Course Name		Average evaluation score	HoD Evaluation Marks	Attachment (Annex)
1.				
2.				
Total Marks				

* Average of all the respondents based on: <50%=0 (Mark), 51%-60%=1, 61%-70%=1.5, 71-80=2, 81%-90%=2.5, 91%-100%=3

Schedule“B”

SCHOLARSHIP, RESEARCH AND OTHER CREATIVE WORK (Maximum 60 Marks)

1. M.Phil and PhD’s Produced (Maximum 15 Marks):

Type	No. of students (A)	Marks / Student (B)	Marks obtained (A x B)	Attachment (Annex)
PhD’s produced (As supervisor 05 & Co-supervisor 3 Marks)				
PhD’s under supervision (As supervisor 01 Mark & Co-supervisor 0.5 Marks for each)				
M.Phil produced (As supervisor 02 & Co-supervisor 1 Marks each)				
BS/MSc thesis (no) Produced (1 Mark per student Maximum 05 Marks)				
Total				

2. Research Publications and other Creative Work (Maximum 20 Marks):

Type	No	Marks	Attachment (Annex)
02 Marks per paper published/accepted in impact factor or journals cited in Social Sciences Citation Index (For social Sciences only) (Maximum 06 Marks).			
0.5 Marks per paper published in local HEC recognized journals			
Patent / Crop Variety (Approved) (3 Marks)			
book authored or edited internationally (02 Marks each)			
Book authored or edited locally (01 Mark each)			
International proceedings / conference papers (Must attend the conference and have presented) (1 Mark each and Maximum upto 02 Marks)			
International conference attended as participant (0.5 Mark for each) (Maximum 02 Marks)			
Conference/seminars/workshop organized as chief organizer (02 Marks for each activity)			
Member of organizing committee for conference/ seminars/ workshop (1 Mark each) (maximum upto 3Marks)			
Total Marks Obtained			

3. Research Projects Awards (Maximum 15 Marks):

	Type	No	Marks Obtained	Attachment (Annex)
1	03 Marks for less than 01 million research project as Principal Investigator other than the research grant given by the parent University (Year awarded/completed only)			
2	05 Marks for more than 01 million research project as Principal Investigator other than the research grant given by the parent University (Year awarded/completed only)			
3	2 Marks for research project as Co-Principal Investigator other than given by the parent University (Maximum 5 Marks) (Year awarded/completed only)			
Total				

4. Award / Honours (Maximum 10 Marks):

Type	No	Marks Obtained	Attachment (Annex)
National Awards (Civil / President) Izaz-e-Kamal, Izaz-e-Fazilat, Sitara-i-Imtiaz): 03 Marks per award			
International Awards (02 Marks per Award), Honours recognized by HEC			
02 Mark per HEC Best Teacher Award/PSP/RPA etc			
Total Marks Obtained			

Schedule “C”

1. Administrative Services Rendered in the Year (Maximum 05 Marks)

No.	Criteria	Marks / Year	Marks Obtained	Attachment Annex
1.	Dean of Faculty (1 Marks for more than 06 months in a year)			
2.	Chairman of Department / Director(s) (01 Mark for each for more than 06 months of service)			
3.	Member on Syndicate / Selection Board / F & PC (01 Mark for each for more than 06 months of service)			
4.	Additional Director(s) / Responsibilities (01 Mark for each) (for more than 06 months of service)			
5.	Member NCRC, Board of studies, other academic committees/Reviewer of Journal (01 Mark for each)			
6	Experience in Years (Max Marks 5) (01 Mark for each year)			
7	Member societies etc (1 Mark for each)			
8	MPhil/PhD Thesis reviewed (01 Mark for each)			
9	Community service (01 Mark for each activity)			
	Total			

Grand total= A + B + C= 100 Marks

Comments and Recommendations by the Departmental Technical Review Committee (DTRC) (for annual only)

Recommendations of each member of DTRC (for mid and final only)

- 1.
- 2.
- 3.

Recommendations by the Dean of the Faculty

Important Instructions/guidelines

1. Please read the document carefully before filling out the form.
2. The report should be complete in all respect with all the annexures as per given format, incomplete form will not be entertained.
3. It is compulsory to present this report for performance based increments and/or honorarium for faculty members working under Tenure Track System (TTS).
4. Only those Marks will be awarded for which sufficient documents are attached. If some Marks are claimed without any supporting material or incomplete or misleading supporting material such Marks will not be awarded.
5. Marks will be awarded only for those activities that have been concluded in the year(s) for which the evaluation is carried out.
6. For advance increment(s) the procedure of HEC shall be followed.
7. For one annual increment the minimum limit is 50 Marks for each Assistant Professor, Associate Professor and Professor on TTS.
8. For a performance based increment minimum limit is 90 for each Assistant Professor, Associate Professor and Professor.
9. For Honoraria, as per recommendations of DTRC and the minimum limit is 95 Marks. Furthermore, for honoraria the faculty member must have won a national/international award, one international patent awarded or variety approved, and Five research papers published/accepted in more than 2.0 Impact Factor journals.
10. The DTRC may recommend for the award of either a performance based increment and/or honorarium. These shall be governed by HEC TTS statutes 2.0 and the subsequent notification issued thereof.