|  |  |
| --- | --- |
|  | **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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post (with BPS/TTS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current Post Date of Joining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period served under report officer (from to): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CNIC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Category** | **Max. Marks** | **Secured Marks (Self-Assessment)** | **Verified Marks (By Chairperson)** | **Obtained Marks Verified by Dean** |
|  | Workload | 08 |  |  |  |
|  | QEC Marks | 08 |  |  |  |
| 1.
 | Punctuality & Regularity | 05 |  |  |  |
|  | Leaves Availed | 05 |  |  |  |
|  | Compliance of Office Orders | 05 |  |  |  |
|  | Additional duties / Assignments  | 05 |  |  |  |
|  | Not convicted from an Inquiry in 2024 | 05 |  |  |  |
|  | Positive APER / ACR | 10 |  |  |  |
|  | Length of service  | 10 |  |  |  |
|  | Seminars / workshops / conferences (organized) | 04 |  |  |  |
|  | Seminars/workshops/ conferences (attended) | 04 |  |  |  |
|  | Research/technical projects | 07 |  |  |  |
|  | Student Supervision | 07 |  |  |  |
|  | Research Publications | 07 |  |  |  |
|  | Achievements | 10 |  |  |  |
| **Grand Totals** | **100** |  |  |  |

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

**Endorsed by Reporting Officer (**Chairman/Principal/Director: Signature/Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean** concerned (Signature with date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 TEACHING 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 ATTACH SCREENSHOTS OF THE 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 = 05)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Marks will be awarded by Chairperson office based on casual leave record. Upto 25% leaves availed: 5 marks; Upto 50% leaves availed: 3 marks; Upto 75% leaves availed: 1 mark; more than 75% leaves availed: no marks will be awarded |  |

**Category 5: Compliance of Office Orders (Max. Marks = 05)**

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

Name of 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: Not Convicted from an Inquiry (Max. Marks = 05)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Marks will be awarded by Reporting officer that if the faculty member has not been proven guilty / convicted in any inquiry. |  |

**Category 8: Positive ACR / APER (Max. Marks = 10)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| If an employee has earned positive ACR / APER for the year 2024, he / she will be granted 10 marks, in case of ACR / APER with negative / adverse remarks, no marks. |  |

**Category 9: Length of service (Max. Marks = 10)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| 01 marks for each year of service (excluding EOL) |  |

ATTACH NOTIFICATION OF FIRST REGULAR APPOINTMENT AT GCUF

ALSO ATTACH RECORD OF EOL IF AVAILED

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

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Organized as Focal Person (Pattern in chief/pattern/covener/Principal Organizer/Secretary) during year

|  |  |
| --- | --- |
| a. 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 11: Seminars/Workshops/Training/ 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

Name of Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Category 12: Research/Technical Projects (Max. Marks = 07)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| a. Research Project Funding secured from both local or foreign funding agencies as PI only, GCUF (for the project duration) (7 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) (4 marks for each project)c. Research Proposal Submitted for Funding by HEC as PI / Co-PI (4 marks for each project)d. Research Proposal Submitted for Funding as PI / Co-PI only (from non HEC source - National or International) (4 mark for each project) |  |

ATTACH AWARD LETTER/ RELATED DOCUMENT

**Category 13: Student Supervision (Max. Marks = 07)**

| **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 = 07)**

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

Name of Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Category: 14 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.,

**ATTACH FIRST PAGE OF EACH PAPER MENTIONED ABOVE**

**For Category: 14 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  |
|  |  |  |  |  |
|  |  |  |  |  |

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

**ATTACH FIRST PAGE OF EACH PUBLISHED BOOK MENTIONED ABOVE**

**Category 15: Achievements (Max. Marks = 10)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Patent filed as main contributor during the year (National / International) (03 marks) |  |
| Patent granted as main contributor during the year (National / International) (03 marks) |  |
| Editor of HEC recognized Journal (verified by ORIC) (05 marks) |  |
| Paper / Book Chapter reviewed in HEC Recognized Journal (01/each, Max 3 marks) |  |
| Projected reviewed in HEC recognized (03 marks) |  |
| Journal reviewed (National journal) (03 marks)  |  |
| Member/ advisory / editorial board of journal/(s) (HEC recognized) (03 marks) |  |
| Member/ expert in accreditation council/ HEC (03 marks) |  |
| Member (board of studies/ academic council / ASRB/ Syndicate/ board of Faculty) other than GCUF (03 marks)  |  |
| Guest Editor/ Associate Editor of HEC recognized Journal (verified by ORIC) (03 marks) |  |
| Foreign Conference Session Chair (05 marks) |  |
| Local Conference Session Chair (03 marks) |  |
| Principal administrative assignments like Registrar, Controller of Examinations, Treasurer, Dean/ Officer Incharge of Faculty, Pro-Vice Chancellor (07) |  |

ATTACH RELEVANT DOCUMENTS IN SEQUENCE FROM FIRST TO LAST