

# UNIVERSITY OF POONCH RAWALAKOT

## SELF ASSESSMENT REPORT



Reporting Period: \_\_\_\_\_

**Name of candidate:** \_\_\_\_\_

Designation: \_\_\_\_\_

Name of Department: \_\_\_\_\_

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

# UNIVERSITY OF POONCH RAWALAKOT

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# University of Poonch Rawalakot (Registrar Office)

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## SELF ASSESSMENT REPORT OF TTS FACULTY MEMBERS (Under Tenure Track System of Higher Education Commission of Pakistan) Reporting Period: \_\_\_\_\_

| <b>Part-1: To be filled by Faculty Member</b> |   |                   |                |             |                 |
|---|---|-------------------|----------------|-------------|-----------------|
| <b>1.0 Personal</b>                           |   |                   |                |             |                 |
| 1.1   | <b>Name of Faculty member in Block Letters:</b>                   |                   |                |             | <b>Page No.</b> |
| 1.2   | <b>Position:</b>  |                   |                |             |                 |
| 1.3   | <b>Date Joined TTS:</b>   |                   |                |             |                 |
| 1.4   | <b>Department:</b>  |                   |                |             |                 |
| 1.5   | <b>Specialization:</b>  |                   |                |             |                 |
| 1.6   | <b>Faculty:</b>   |                   |                |             |                 |
| 1.7   | <b>Telephone No. (Home):</b>                                      |                   |                |             |                 |
|   | <b>Mobile:</b>  |                   |                |             |                 |
| 1.8   | <b>Email address:</b>   |                   |                |             |                 |
| 1.9   | Academic Qualifications:<br>(Starting from highest qualification) |                   |                |             |                 |
|   | <b>Degree</b>   | <b>University</b> | <b>Subject</b> | <b>Year</b> |                 |
| 1.91  |   |                   |                |             |                 |
| 1.92  |   |                   |                |             |                 |
| 1.93  |   |                   |                |             |                 |

| <b>Part-2: Parameters of Evaluation</b> |                      |                                      |                     |   |                       |                 |
|---|----------------------|--------------------------------------|---------------------|---|-----------------------|-----------------|
| <b>2.0 Evaluation Reference</b>         |                      |                                      |                     |   |                       |                 |
| <b>2.1</b>                              | <b>Teaching Load</b> |                                      |                     |   |                       | <b>Page No.</b> |
|   | <b>Semester</b>      | <b>Title of Course(s)<br/>Taught</b> | <b>Credit Hours</b> | <b>Level: (Bachelor/<br/>Master/MS/PhD)</b> | <b>No of Students</b> |                 |
| 2.1.1                                   | Fall:<br>(Year)      |                                      |                     |   |                       |                 |
|   |                      |                                      |                     |   |                       |                 |
|   |                      |                                      |                     |   |                       |                 |

|            |  |           |      |               |                |                 |
|------------|--|-----------|------|---------------|----------------|-----------------|
|            |  |           |      |               |                |                 |
| 2.1.2      | Spring:<br>(Year)  |           |      |               |                |                 |
|            |  |           |      |               |                |                 |
|            |  |           |      |               |                |                 |
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| 2.2.1      | Excellent  | Very Good | Good | Satisfactory  | Unsatisfactory |                 |
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| 2.3.2      | Names of PhD Students Supervising  |           |      |               |                |                 |
| 2.3.3      | Name of MS/M.Phil. students' supervision completed   |           |      | Thesis Title: |                |                 |
| 2.3.4      | Names of PhD. students supervision completed   |           |      | Thesis Title: |                |                 |
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| 2.5.3      | Research Papers submitted in journals (Name of journal, impact factor, etc.)   |           |      |               |                |                 |
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| 2.7.1   | Title of Conferences/ Attended  | Venue | Nature of Participation | Dates of Event | Funding Agency            | Name of Organizing Agency | Paper Presented | Conference Paper Published in Proceedings |                 |
|---|---|-------|-------------------------|----------------|---------------------------|---------------------------|-----------------|---|-----------------|
| 2.7.1.1   |   |       |                         |                |                           |                           |                 |   |                 |
| 2.7.1.2   |   |       |                         |                |                           |                           |                 |   |                 |
| 2.7.1.3   |   |       |                         |                |                           |                           |                 |   |                 |
| <b>Seminars/Workshops Attended</b>              |   |       |                         |                |                           |                           |                 |   | <b>Page No.</b> |
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| 2.7.2.1   |   |       |                         |                |                           |                           |                 |   |                 |
| 2.7.2.2   |   |       |                         |                |                           |                           |                 |   |                 |
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| 2.7.3.  | Title of Conference/ Seminars/ Workshops Organized                                      | Venue | Nature of Participation | Dates of Event | Name of Organizing Agency | Funding Agency            |                 |   |                 |
| 2.7.3.1   |   |       |                         |                |                           |                           |                 |   |                 |
| 2.7.3.2   |   |       |                         |                |                           |                           |                 |   |                 |
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Signature of the Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_



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### Review of Self-Assessment Report for Annual Increment of Faculty Member working under Tenure Track System of Higher Education Commission of Pakistan

| S. No.                      | Evaluation by Chairman/Dean  |  |   |  |   | Total Points       | Points Earned |
|-----------------------------|--|--|---|--|---|--------------------|---------------|
| 1                           | Name of Faculty member   |  |   |  |   |                    |               |
| 2                           | His/ Her Position  |  |   |  |   |                    |               |
| 3                           | Period to be Evaluated   |  |   |  |   |                    |               |
| 4                           | Major Role in Department   | Teaching (2)   | Supervision (1)   | Administration (1)   |   | 04                 |               |
| 5                           | Teaching Load:   | Fall Semester: (10)<br>Courses with code:  | Spring Semester: (10)<br>Courses with code:   | Teaching Load Calculations:<br>Assistant Professor = $\frac{\text{Actual Load}}{18} \times 20$<br>Associate Professor = $\frac{\text{Actual Load}}{12} \times 20$<br>Professor = $\frac{\text{Actual Load}}{12} \times 20$ |   | 20                 |               |
| 6                           | Students' Evaluation   | Excellent (10)   | Very Good (8)   | Good (5)   | Satisfactory (3)                              | Unsatisfactory (0) | 10            |
| 7                           | Research Work Supervised   | M.Phil./MS Thesis under: Supervision: (4)<br>(2 marks for each M. Phil/ MS thesis under supervision)                         | M.Phil./MS Thesis Completed: (6) 6-16*<br>(3 marks for each M. Phil/ MS Thesis completed) | Ph.D. Thesis under Supervision/Completed: (10) 0-10<br>(5 marks for each Ph. D thesis under supervision / completed)   |   | 20                 |               |
| 8                           | Contribution to Curriculum Development   | Course units Written/Developed (1)   | Course Units Reviewed/Revised (1)   | Provided Supplementary Material for Students (1)   |   | 03                 |               |
| 9                           | Research Work Published (As per HEC Criteria)                                    | Articles Published (15)<br>W-cat= 7.5 for each Publication<br>X-cat= 5 for each Publication<br>Y-cat= 3 for each Publication | Books/Chapter (1)   | Books/Chapters/ Articles Reviewed (1)  | Patents obtained/ Creative Work (3)           |                    | 20            |
| 10                          | Research Projects  | Completed (5)  |   |  | In Progress (5)                               |                    | 10            |
| 11                          | Conference/Seminars/ Workshops attended/organized/ Presentation                  | National/International Level Conferences Attended (2)  | Paper Presented at National/ International Level Conferences (3)                          | Seminar/ Workshops Attended (2)  | Conferences/Seminars/ Workshops Organized (1) |                    | 08            |
| 12                          | Involvement in Departmental/ Faculty activities of Parent and other Universities | Member of Departmental/Faculty Committees of Parent University (3)   |   | Services to other Departments/ Other Universities (2)  |   | 05                 |               |
| <b>Total Points Earned:</b> |  |  |   |  |   | <b>100</b>         |               |

Name & Designation of Chairman/Dean: \_\_\_\_\_ Institution: \_\_\_\_\_  
Signature & Official Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** \* 06 marks shall be allocated if the department is offering Ph. D program and 16 marks shall be allocated if the department is not offering Ph. D program



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**Proforma for obtaining Recommendation of Annual Increment for Faculty Members working  
under Tenure Track System of HEC, Pakistan**

|   |             |         |
|---|-------------|---------|
| <b>A) Basic information regarding the applicant (To be filled by Applicant)</b>   |             |         |
| a) Full name of candidate:  |             |         |
| b) Institution:   |             |         |
| c) Reporting period:  |             |         |
| <b>B) Opinion of the HoD/Chairman/Dean : (To be filled by the HoD/Chairman/Dean)</b><br><i>Please Tick any one:</i>   |             |         |
| Score achieved from Annexure –A (I)   | < 50%       | ≥ 50%   |
| Annual Increment  | Not Granted | Granted |
| <b>Recommendation by Chairman</b>   |             |         |
| Signature _____   |             |         |
| <b>Recommendation/ Declaration by Dean</b>  |             |         |
| Signature _____   |             |         |
| This is to certify that the undersigned has evaluated the self-assessment report of the candidate stated above for annual increment, with dedication and professional honesty without any personal/professional prejudice and biasness. |             |         |
| Name of Dean: _____ Signature with Official Stamp: _____  |             |         |
| Date: _____   |             |         |