

**WOMEN UNIVERSITY MARDAN**  
**TENURE TRACK FACULTY, ANNUAL EVALUATION PROFORMA**



Year: \_\_\_\_\_

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

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

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

**Note: All entries are for the year under evaluation**

**For Official Use Only:**

**Total Score obtained in all sections will be based on the following scale/grades:**

- i) Above 90-and above %      Excellent
- ii) From 80-89 %      Very Good
- iii) From 70-79      Good
- iv) From 60-69 %      Satisfactory
- v) Less than 50-59%      Poor/ Unsatisfactory

	A	B	C	Total
Obtained Score				

**Recommendations and Comments :)**

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**Published papers in journals of category as per HEC criteria defined for TTS as first author (or corresponding in case of student first author) will be required per year.**

**(Note: Final year DTRC along with previous years must be checked with the basic qualifying criteria for the higher post as per HEC rules)**

**Note 1: In the case of a post-doctoral leave, instead of Section A, Section B1 will be rated out of 30 and Section B2-B3 will be out of 70.**

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Convener/Chairperson Name: \_\_\_\_\_

Signature with Stamp: \_\_\_\_\_

## Section -A

(Maximum 30 Marks):

**A1: Courses taught during the year of evaluation (Maximum 10 Marks)**

	Teaching Load hours/ Semester	Credit	Marks	10 in case of full load
Professor	9		10	
Associate Professor	12		10	
Assistant Professor	15		10	

**Note:** First columns shows the required load of Professor, Associate Professor and Assistant Professor respectively.

Sub-Section A1 Marks obtained out of 10=\_\_\_\_\_

**Note:** In case of annual system, the teaching load and the distribution of subsequent marks in A1, A2 and A3 will be decided by the Director academics, the concerned Dean and the Chairperson with the uniform policy. (In the absence of Dean or Chairperson the Vice Chancellor shall decide)  
**A2: Class assessment of a teacher by student based on the QEC Proforma (Annex-A) during the year of evaluation (Maximum 10 Marks).**

S.No.	Grading Criteria's	Weight	Spring Semester				
			Course-1 Marks	Course-2 Marks	Course-3 Marks	Course-4 Marks	Course-5 Marks
A	Course Contents	20					
B	Course Application	20					
C	Class Discipline	20					
D	Assessment	20					
<b>Sub-total</b>		80/course	C1=	C2=	C3=	C4=	C5=

Up to 10 course

S.No.	Grading Criteria's	Weight	Fall Semester				
			Course-1 Marks	Course-2 Marks	Course-3 Marks	Course-4 Marks	Course-5 Marks
A	Course Contents	20					
B	Course Application	20					
C	Class Discipline	20					
D	Assessment	20					
<b>Sub-total</b>		80/course	C4=	C5=	C6=	C7=	C8=

Up to 10 course

Marks of Professor =  $\frac{(C1+C4)}{240} * 10 =$ \_\_\_\_\_

Marks of Associate Professor =  $\frac{(C1+C2+C4+C5)}{480} * 10 =$ \_\_\_\_\_

Marks of Assistant Professor =  $\frac{(C1+C2++C3+C4+C5+C6+C7+C8+C9+C10)}{800} * 10 =$ \_\_

Sub-Section A2 Marks obtained out of 10=\_\_\_\_\_

**A3: Course Folder Evaluation:** (Course folder of the spring and fall semesters of the relevant faculty during the year of evaluation) **(Maximum 10 Marks)**

Note: The Course folder should contain

1. Course Contents (divided in 16 weeks),
2. Quizzes, Midterm and Final Term solution followed by the Best/medium and Worst solutions from the Students as per the semester rules
3. Course report for continuous improvement
4. Final results

Note: The Marks would be given by the committee comprise of Chairperson/HoD. Two senior faculty from the Department and one from outside of the department, the committee will be approved by the Dean concerned. (In the absence of Dean or Chairperson or senior faculty the Vice Chancellor shall decide)

Note: Grading policy **5=Excellent, 4=very Good, 3=Good, 2=Satisfactory 1and 0=poor**

Title (For all course folders under evaluation of the instructor concerned)		Marks per folder	Folder F1	Folder F2	Folder F3	Folder F4	Folder F5	F6 up to F-10
1.	All the course folders of the concerned faculty member for fall and spring semester are completed, evaluated and available in the Department	5						
2.	Midterm, Final Exam and Quizzes question papers show the completion of whole course-content (For all course folders under evaluation)	5						
3.	The best, medium and worst Midterm, Final Exam and Quizzes solutions from students in the course folders shows the assessment of students as per the student learning outcomes (For all course folders under evaluation of the instructor concerned)	5						
4.	The course report shows course analysis and suggestions for the continuous improvements as per Student learning outcomes (For all course folders under evaluation of the instructor concerned)	5						
5.	More than 90% contact hours have been taught by the instructor for 16 weeks as per the class attendance and per the departmental classes monitoring report (For all course folders under evaluation of the instructor concerned) (However, if teaching in the whole University is suspended due to unavoidable circumstance then rationalized decision needed to be taken by the committee.	5						
6.	Quality of the course folder	5						
<b>Total Score</b>		<b>30</b>						

**Marks of Professor out of 10:**

Marks obtained out of 10 =  $(\text{Total Score}/150) * 10 = \underline{\hspace{2cm}}$

**Marks of Associate Professor out of 10:**

Marks obtained out of 10 (Associate Professor) =  $(\text{Total Score}/200) * 10 = \underline{\hspace{2cm}}$

**Marks of Assistant Professor out of 20:**

Marks obtained out of 10 (Assistant Professor) =  $(\text{Total Score}/250) * 10 = \underline{\hspace{2cm}}$

**Note 1:** The weight value for the Assistant professor is 250 because she has to teach ten sections in the academic year ( $10 * 25 = 250$ ). Similarly, the weight value for associate professor is  $25 * 8 = 200$  and for professor, it is  $25 * 4 = 100$ .

Sub- Section A3 Marks obtained =  $\underline{\hspace{2cm}}$

Section A Marks obtained out of 30 =  $A1 + A2 + A3 = \underline{\hspace{2cm}}$

**B: Research outcomes and Creative Work****B1: Research Supervision**

<b>S.No.</b>	<b>Type</b>	<b>Number of research students (a)</b>	<b>Marks/student (b)</b>	<b>Marks obtained (a)*(b)</b>
1	PhD's Completed as Principal Supervisor		<b>08</b>	
2	PhD's Synopsis approved from GSC as Principal Supervisor (valid for 03 years after GSC approval)		<b>04</b>	
3	PhD's Completed as Co-supervisor		<b>04</b>	
4	PhD's Synopsis approved from GSC as Co-supervisor (valid for 03 years after GSC approval)		<b>02</b>	
5	MPhil/MS/equivalent Completed as Principal Supervisor		<b>04</b>	
6	MPhil/MS/equivalent Synopsis approved from GSC as Principal Supervisor (valid for 02 year after GSC approval)		<b>02</b>	
7	MPhil/MS/equivalent Completed as Co-supervisor		<b>02</b>	
8	MPhil/MS/equivalent Synopsis approved from GSC as Co-supervisor (valid for 02 year after GSC approval)		<b>01</b>	
9	MA/MSc/MBA(16years)/BBA/Pharm-D / BS / MCS equivalent completed (Maximum 5 projects)(Maximum 10 projects each of 3 marks)*		<b>02</b>	
	<b>Sub-total score</b>			
				<b>Sub-Section B1 Score Obtained= (Marks Obtained/15) * 20</b> <b>Marks more than 20 will be considered 20</b>

**Note: \* In case of no PhD/MPhil program in the Department, the faculty may supervise BS students or may supervise PhD/MPhil students in co-supervision at other sister universities duly approved by the Vice Chancellor**

B2: Research Publications, Books Publications and Creative Work

**B2-1: Research Papers Publications**

S.No.	Type	Impact Factor or HEC category	Number of WUM authors other than students	Marks obtained by the formula
i.	Publication in impact factor Journal (W-category) $6 + \frac{(2 * IF + 4)}{\text{No of WUM Authors}}$	1)		
		2)		
		3)		
		4)		
		5)		
ii.	Publication in HEC recognized Journals  $6 + \frac{\text{HEC Category}}{\text{No of WUM Authors}}$ X Category = 06 Y Category = 03	6)		
		7)		
		8)		
		9)		
		10)		
	Total	Papers= Total IF=		Total Marks=
<b>Obtained Marks B2-1</b>				

**B2-2: Books Publications**

No.	Criteria			Nos (a)	Weight (b)	Marks obtained (axb)	
1	Published Books/Book	(Authored)	Single Author	Int.	6		
				Nat.	3		
			Two or more Authors		Int.	4	
	Chapter with ISBN in the relevant field	(Edited)	Single Editor	Int.	3		
				Nat.	2		
			Two or More than two Editors		Int.	2	
2	Patents	Research Products	Solo	Int.	10		
				Nat.	5		
			Joint		Int.	6	
					Nat.	3	
<b>Sub Total</b>							
<b>Sub-Section B2-2 obtained Marks</b>							

**B2-3: Creative Work**

SNo	Description	Creativity	No (a)	Marks (b)	Total (a)*(b)
1	Research Grants received/Grants for Planning and Development of advance centers of learning and Research)	Rs. 10 M and above		20	
		Rs. 1.1M to Rs 09M		02-18	
		<b>Rs. 0.1M to Rs 1.0M</b> Note: Research grant is accumulated sum of research grant received and will be counted for the number of years of the award.		2	Note: 2 marks per millions
2	Engagement as an Editor in Chief	International Journals with impact factor		4	
		National Journals HEC recognized		2	
	Engagement as an Editor	International Journals with impact factor		3	
		National Journals HEC recognized		2	
3	Engagement as a Referee	In evaluation of Research Publications in International JCR listed Journals (Max 5 Articles)		2	
		In evaluation of Research Publications in National Journals HEC recognized (Max 3 Articles)		1	
4	Engagement as a Thesis Evaluator	In evaluation of MS/MPhil research work (Max 3)		2	
		In evaluation of PhD research work (Max 3)		4	
5	Conducting-Workshops/Conferences (organized)	On International Level (Max 3)		6	
		On National Level (Max 3)		4	
6	Conducting Seminars (organized)	On International Level (Max 3)		2	
		On National Level (Max 3)		1	
7	Participation in Workshops/Conference	On International Level (Max 3)		3	
		On National Level (Max 3)		2	
8	University Level Seminars/Workshops	As a Resource Person (Speaker) (Max 3)		1	
9	Interaction with Industry (Consultancy & Advisory Services)	(Max 3)		2	
10	Collaboration / MOUs	(Max 3)		3	
11	h-index (same weightage as h-index ) of Research Gate (Max 5 Marks)	Maximum Marks 05 will be given in case H-index is greater than 10 If h-index is 5 then 2.5 Marks will be given and similarly			
12	Awards (SI, TI, HI, Best Teacher, RPA, PSP etc)			3	
<b>Sub Total B2-3</b>					

	<b>Sub-Section B2 obtained Marks out of 40</b> =(B2-1) +(B2-2) +(B2-3) = _____			
	<b>Note: Marks more than 40 will be considered 40</b>			
	<b>Section B Marks= B1+B2= _____</b>			

**C: Service                      Marks-10**

No.	Criteria	Number (a)	Weight (b)	Marks obtained (a x b)
1.	Chairperson/Dean/Head of Department/Coordinator/ Directors (if applicable)		03	
2.	Member Academic Council, ASRB, Selection Board (member/experts) ,Syndicate, Senate		03	
3.	Member GSC, BOS, BOF or other		03	
4.	Seminar conducted for students hunt at affiliated collages for admission in BS and MPhil of respective department (one marks per seminar).		10	
5.	Departmental committees: Departmental Controller Exam, Research coordinator, Time table manager, Course folder committee member, Departmental academic advising committee member, Departmental Scholarship committee, Course coordinator or others notified by the concerned Chairman/Dean		03	
6.	Departmental Program Assessment Team Member to QEC / Program Team Member to QEC / Focal person to the Director Academics and Research / to the Director ORIC / to the Director Admissions or others notified by the concerned Chairman/Dean		03	
	<b>Sub Total Part-C</b> <b>Sub Total ( Marks Obtained/10 *10) Marks more than 10 will be considered 10.</b>			

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Convener/Chairperson Name: \_\_\_\_\_

Signature with Stamp: \_\_\_\_\_