

## TERMS & CONDITIONS FOR THE BEST UNIVERSITY TEACHER AWARD 2015

1. The award consist of cash prize Rs.1,00,000/- (Rupees One Lac Only) with a certificate.
2. The competition for the award is basically intra-institutional and only one award per university/DAI will be offered subject to fulfillment of required criteria.
3. Teachers of following categories of Universities are eligible for the award:
  - i. All Public & Private Sector Universities/DAI's (recognized by the HEC) established in 2010 or before (**completed minimum 5 years**).
  - ii. Only those teachers can be nominated by University/DAI who have minimum five years consecutive/active service as a member of permanent faculty of the concerned University/DAI up to 31<sup>st</sup> December 2015. TTS & Contract Teachers, fulfilling all other criteria are also eligible. On campus presence of the nominated teacher is mandatory during last three year.
4. The name of the Best University Teachers shall be recommended by the **Selection Committee Chaired by the Vice-Chancellor** of the concerned university, comprising the Registrar, Director Quality Enhancement Cell (QEC), Director ORIC, Dean of the relevant faculty and HoD of the relevant department/Institution.
5. The Selection Committee will see that:
  - i. The eligibility criteria are being met.
  - ii. It should not recommend anyone amongst themselves.
  - iii. The name of sitting Vice-Chancellors should not be recommended.
6. The Selection Committee of the University/DAI will recommend two top scoring teachers on prescribed proforma in order of merit along with the required documents clearly indicating score of the teachers evaluated as per prescribed guidelines/criteria and certifying that the nominee is not involved in any disciplinary or plagiarism case. The merit list of all other teachers evaluated must also be sent to HEC.
7. Certificate recorded on the last page of the Proforma should be signed by the Members of Selection Committee with their official stamps and countersigned & stamped by the Vice-Chancellor / Rector / Principal / Director of the concerned University/College/ Institution as the case may be.
8. There should be no disciplinary proceedings and no adverse remark in the ACRs against a nominee during the last five years.
9. A teacher who has already received a Best University Teacher Award could be reconsidered for this award after an interval of five years.
10. The maximum age limit for the nominee may be considered as per age of superannuation (currently 60 years).
11. HEC will entertain only those nominations received through proper channel only
12. Minimum qualifying scores will be 60 out of 100, however for Fine Arts the minimum qualifying scores will be 50 and additional 10% weightage could be given by the Main Award Committee of HEC keeping in view their excellent work in the respective field.
13. At least 80% attendance of teacher in the subjects taught be ensured and QEC is responsible to provide this information
14. The process of Students Evaluations, Supervisors & Peers must be transparent and online mechanism by the universities could be developed for this purpose (may be carried out confidentially by the Director QEC in consultation with the relevant HoD. Committee to be constituted by the HoD for this purpose).

15. The final shortlisting will be done by a scrutiny committee of HEC which will evaluate the performance as per following mechanism/criteria:
- |      |   |     |
|------|---|-----|
| i.   | <b>Qualification 4%</b>                 |     |
| a.   | Ph.D                                    | 03% |
| b.   | Post-Doctoral Fellowship                | 01% |
| ii.  | <b>Teaching 60%</b>                     |     |
| a.   | Students Evaluation                     | 45% |
| b.   | Evaluation by Supervisor (chairman/HoD) | 10% |
| c.   | Peer Review                             | 05% |
| iii. | <b>Research 24%</b>                     |     |
| a.   | Research Projects                       | 06% |
| b.   | Research Publications                   | 08% |
| c.   | Research Supervision                    | 10% |
| iv.  | <b>Others 12%</b>                       |     |
| a.   | Professional Recognition                | 02% |
| b.   | Professional Development                | 06% |
| c.   | Community Service                       | 04% |
16. The HEC Awards Committee will review the nominations and recommend the final names of selected teachers for the “Best University Teacher Award”. In case, where committee disagrees with the nomination sent by the Vice Chancellor, the committee has to record reasons in writing for the said disagreement.
17. Each column of the Proforma may be marked clearly (cutting & overwriting is not acceptable).

**Supporting documents to be attached with the nomination proforma:**

- i. Copy of detailed CV.
- ii. At least 10 evaluation forms must be attached in support of Part B (i.ii & iii).
- iii. List of Research Projects showing their name, number and cost of at least one year duration or above funded by **National/International agencies** completed during the last three years.
- iv. List and details of Publications at National & International level must be attached separately for the last three years.
- v. List of books published during the last three years.
- vi. Name of fellowships of National/International and Professional bodies may be provided, separately.
- vii. List of papers presented in the National & International Seminars/Conferences during last 3 years.
- viii. List of Awards/Distinctions (given by the Government of Pakistan and Foreign Governments may be provided).
- ix. Separate lists of the students supervised at M.Phil and Ph.D level with a copy of Approval Page of thesis supervised by the teacher including Supervisor Name.
- x. Details of collaboration/linkages established at National/ International level.
- xi. Names & numbers of courses taught during the year of nomination.
- xii. Approved time tables for both Semesters (Fall & Spring) of the year.
- xiii. The details of projects written in the proforma must be approved and notified by the University. Copy of notification be attached.
- xiv. In case of Workshop/Seminar/Training organized/conducted by the teacher the documentary evidence may be attached clearly indicating that the initiative is taken by the respective teacher.
- xv. One page of Community Work duly certified by the Vice Chancellor.

**Note:** All the lists must be prepared separately and attached with the nomination proforma duly attested by the Dean/Registrar or Director QEC. The information required may not be mixed with each other. Students Evaluation Performa and report of QEC (duly certified by Director QEC) must ensure 80% class attendance of teacher in the particular course.