



HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan), Phone: (051) 90402124 Fax: (051) 90402102

(Evaluation/Nomination Proforma) BEST UNIVERSITY TEACHER AWARD (BUTA) 2015

2 recent
passport size
pictures

PART-A: BACK GROUND INFORMATION AND QUALIFICATION

1. GENERAL

- i. Name of Teacher
- ii. Father's Name
- iii. Date of BirthN.I.C. No.
- iv. Name of University
- v. Dept./Institute/College
- vi. Present position
- vii. Received BUTA previously (from HEC), please mention the year.....
- viii. Date of Joining service.....Date of joining the current university.....
- ix. Period of study leave availed during last 5 years: (From.....to.....)
- x. Official tour or any other gap during last 5 years: (From.....to.....)
- xi. Phone No.Cell No..... E-mail

Note: Each sub section may be calculated as per following formulae: Page number of documentary proofs must be mentioned in the relevant column.

$\frac{\text{Marks Secured}}{\text{Maximum Marks}} \times (\text{weightage})$

2. QUALIFICATION (Weightage: 4%)

S/No.	Qualification	Detail (write discipline/period)	Maximum Marks	Marks Secured	Proof attached at Page No.
i.	Ph.D		03		
ii	Post-Doctoral Fellowship		01		
		Total Marks	04		

PART-B: TEACHING (Weightage: 60%)

Note: Teacher must have completed his/her workload, credit hours as per defined criteria (may be certified by the QEC). Students Evaluation and peer review 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).

i.	Student's evaluation (45%) (Annexure –I) 80% of students attendance must be ensured during evaluation process	Maximum Marks (45)	Marks Secured	Proof attached at Page No.

ii.	Evaluation by Supervisor (Chairman/ HoD) (10%) certified by QEC	Maximum 10 Marks	Marks Secured	Proof attached at Page No.

iii.	Peer Review (05%) certified by QEC	Maximum 05 Marks	Marks Secured	Proof attached at Page No.

PART-C: RESEARCH (Weightage: 24%)

1.	Research Projects Won (6%)	Detail	Maximum Marks	Marks Secured	Proof attached at Page No.
i.	Research Projects funded by national agencies of at least one year duration or above.	2 Marks for each completed project during last 3 years	6		
ii.	Research Projects funded by International Agencies (greater than 0.6 million).	3 Marks for each completed project during last 3 years	9		
		Total Marks	15		

2.	Research Publications (10%) (maximum 3 publications in last 3 years will be considered)		Detail	Maximum Marks	Marks Secured	Proof attached at Page No.
	i.	International publication with impact factor as a first author	2 Marks per paper during last 3 years	6		
	ii.	International publication with impact factor as a co-author	1.5 Marks per paper during last 3 years	4.5		
	iii.	Res. publication in refereed local research journals of Int. repute recognized by HEC as a 1st author.	1 Marks per paper during last 3 years	3		
	iv.	Res. publication in refereed local research journals of Int. repute recognized by HEC as a co-author	0.5 Mark per paper during last 3 years	1.5		
	v.	No of Books Authored (not edited) and published by International Publisher	3 Marks per book during last 3 years	9		
	vi.	No of Books Authored (not edited) and published by national Publisher (HEC Recognized Publishers)	2 Marks per book during last 3 years	6		
	vii.	Oral Presentations in an International Conference in the year concerned(Abroad)	2 Marks for presentation made per conference	6		
	viii.	Oral Presentations in a national Conference in the year concerned(local)	1 Mark for presentation made per conference	3		
			Total Marks	39		

3.	Research supervision (Weightage: 10%) (Period under evaluation is last three years)		Detail	Maximum Marks	Marks Secured	Proof attached at Page No.
	i.	As a supervisor	Ph.D. (maximum 8 students)	4 Marks per student supervised during last 3 years (only completed thesis)	32	
		M.Phil./ MS (maximum 12 students)	2 Marks per student supervised during last 3 years	24		
			Total Marks	56		

- In case of International Publication with the Impact Factor and publication in local journals as first author, if the nominee exceeds from the maximum limit but do not have any publication as co-author, the nominee will get the score of co-author automatically against his/her additional publications as first author. The same case will be applicable for books published by international and local publishers.

PART-D: OTHER CONTRIBUTION (Weightage: 12%)

1.	Educational achievements	Detail	Maximum Marks	Marks Secured	Proof attached at Page No.
	i.	Professional Recognition (2%)			
		Fellowship of national professional bodies (maximum 2 fellowships will be considered during last 3 years)	2 Marks per Fellowship	4	
	ii.	Fellowship of International professional bodies (last 3 years)	3 Marks per Fellowship	6	
	iii.	Initiating new teaching programme (including setting up new Laboratories) (maximum 2 programs) during last 3 years	3 Marks per program	6	
	iv.	Linkages/ Collaborations((National and International) (maximum 2 linkages) during last 3 years	3 Marks per linkage	6	
		Total Marks		22	

2.	Professional Developments (6%) (Only those training, conferences, workshops attended/organized will be considered which formally notified by the faculty/university) during last 3 years.	Detail	Maximum Marks	Marks Secured	Proof attach. P/ No.
	i.	Session chair in conference/guest speaker/key note speaker	1 mark per session	2	
	ii.	Training attended (maximum 2 trainings)	2 Marks per attended	4	
	iii.	Workshops attended (maximum 2 workshops)	3 Marks per attended	6	
	iv.	Conference/Seminar attended(maximum 2 conference)	3 Marks per attended	6	
	v.	Training organized and conducted (maximum 2 trainings)	4Marks per training	8	
	vi.	Workshops /Conference/ Seminar organized (maximum 2 workshops)	3 Marks per workshop etc.	6	
		Total Marks		32	

Training and workshop having minimum 30 contact hours and Conference and seminar of minimum two days

3. Community Service (during last 5 years) **(Weightage: 4%)** it includes community outreach activities; civil engagements etc. Must be related to the discipline of the nominee including off and on campuses. It can be in the form of volunteer teaching, free classes, youth mobilization activity; etc. One page qualitative description of the services provided and achievement is required. Must be certified by the Vice Chancellor. HEC Committee of Experts for BUTA will decide the scores for this area.

Place _____ Date _____ Applicant's Signature _____

CERTIFICATE

It is certified that the nominee has 5 years consecutive/active service in this university as well as fulfilling all other criteria set by the HEC for the Best University Teacher Award. All relevant documents of the nominee has been checked and examined by the members of the Committee and recommendation has been made keeping in view the Terms & Conditions and criteria set by the HEC. It is also certified that the nominated teacher is not involved in any disciplinary as well as plagiarism case. The supporting documents are attached with this proforma and page No (s) of documentary evidences marked in the relevant column.

Members of the Committee

(1) Signature: _____ Name: _____ Designation: _____ Stamp: _____	(2) Signature: _____ Name: _____ Designation: _____ Stamp: _____
3) Signature: _____ Name: _____ Designation: _____ Stamp: _____	4) Signature: _____ Name: _____ Designation: _____ Stamp: _____
5) Signature: _____ Name: _____ Designation: _____ Stamp: _____	

Dated: _____

Countersigned & Stamp
Vice-Chancellor/Head of Institution