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|  | THE UNIVERSITY OF AZAD JAMMU & KASHMIR |

# ANNUAL SELF ASSESMENT PROFORMA

**(TTS/Tenured)**

|  |  |
| --- | --- |
| **Personal Information:** | |
| Name (in block letters) |  |
| Designation |  |
| Qualification |  |
| Date of joining on TTS |  |
| Evaluation for the Year |  |
| Department/ Institute |  |
| Faculty |  |
| Tel/Mob No. |  |
| E-mail Address |  |

**SSES**

**Section-1**

**TEACHING AND PEER EVALUATION (Maximum Marks 35)**

**1.1. \*Courses Taught (Maximum 20 Marks)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Required Teaching load**  **(Credit hours/year)**  **(RTL)** | **Annual load taken**  **(Credit hours/year)**  **(ALT)** | **Marks obtained**  **= (ALT/RTL) \*20** |
| **Assistant Professor** |  |  |  |
| **Associate Professor** |  |  |  |
| **Professor** |  |  |  |

\* Annexure 1.1 should be endorsed by HOD/Chairman.

**1.2. \*Curriculum Review/Development (Maximum 05 Marks)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contribution** | **Marks /Course** | **No.** | **Marks obtained** |
| Course Developed/Revised/Updated/Reviewed | 05 |  |  |

\* Annexure 1.2 should be filled and supporting documents should be provided.

**1.3.** **\*Evaluation as a Teacher by Students to be provided by Departmental Program Team on Self-Assessment (Assigned by DQE) (Maximum 10 Marks)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Grading Criteria** | **Spring Semester** | | | | | |
| **Weight** | | **Course-1**  **Marks** | **Course-2**  **Marks** | **Course-3**  **Marks** | **Course-4**  **Marks** |
| **1** | Instructor is prepared for class | **2.5** | |  |  |  |  |
| **2** | Instructor communicates subject matter Effectively | **2.5** | |  |  |  |  |
| **3** | Instructor completed the whole course | **2.5** | |  |  |  |  |
| **4** | Course increased knowledge of subject | **2.5** | |  |  |  |  |
| **Sub total** | | **10/course** | | **C1=** | **C2=** | **C3=** | **C4=** |
| **S. No.** | **Grading Criteria** | **Fall Semester** | | | | | |
| **Weight** | **Course-5**  **Marks** | | **Course-6**  **Marks** | **Course-7**  **Marks** | **Course-8**  **Marks** |
| **1** | Instructor is prepared for class | **2.5** |  | |  |  |  |
| **2** | Instructor communicates subject matter Effectively | **2.5** |  | |  |  |  |
| **3** | Instructor completed the whole course | **2.5** |  | |  |  |  |
| **4** | Course increased knowledge of subject | **2.5** |  | |  |  |  |
| **Sub total** | | **10/course** | **C5=** | | **C6=** | **C7=** | **C8=** |
| **Total Marks =** (Average marks of Spring Semester + Average marks of Fall Semester) / 2 | | | | | | |  |

\*Attach report of Departmental Program Team on Self-Assessment as Annexure 1.3.

**Section-2**

**SCHOLARSHIP, RESEARCH AND OTHER CREATIVE WORK (Maximum Marks 58)**

**2.1. BS/M.Sc./M.Phil. and PhD Produced/Supervised/Supervision (Maximum 20 Marks)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Description** | **Marks/Student** | **No. of students** | **Marks obtained** |
| 1 | PhD’s Supervised/Co-supervised | 08 |  |  |
| 2 | PhD Under Process (Supervision/Co-Supervision) | 05 |  |  |
| 3 | M. Phil Thesis Supervised/Co-Supervised | 06 |  |  |
| 4 | M. Phil. Under Process (Supervision/Co-Supervision) | 04 |  |  |
| 5 | \*BS/MSc/Studio project/Associate degree/Equivalent students Supervised/produced \*\*(Maximum 6 marks) | 03 |  |  |
| **Total marks obtained** | | | |  |

**Note:** Evidence must be provided for claims of supervision. **\*** In case of no M.Phil./PhD programs in the Department. \*\*In case a department have M.Phil. or PhD Program (if students available).

**2.2.** **Paper/books publication/patents/variety development/industrial product (Maximum 20 Marks)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Category of Publication** | **Activity** | **Marks /publication/**  **patent/ variety/book/**  **book chapter/ product** | **No.** | **Marks obtained** |
| 1 | Paper published/accepted in Impact factor Journal | Main or  Corresponding author | 07 |  |  |
| Co-Author | 05 |  |  |
| 2 | Paper published/accepted in\*Non-Impact Factor (Indexed in internationally recognized databases OR Local– HEC Recognized Journal) | Main or  Corresponding author | 05 |  |  |
| Co-Author | 04 |  |  |
| 3 | Book authored or edited (International)  (Maximum 10 marks) | Main or  Corresponding author | 06 |  |  |
| Co-Author | 04 |  |  |
| 4 | Book Authored or edited (National)  (Maximum 05 marks) | Main or  Corresponding author | 05 |  |  |
| Co-Author | 04 |  |  |
| 5 | Book chapter published/accepted (International)  (Maximum 08 marks) | Main or  Corresponding author | 04 |  |  |
| Co-Author | 03 |  |  |
| 6 | Book Chapter published/accepted (National)  (Maximum 08 marks) | Main or  Corresponding author | 04 |  |  |
| Co-Author | 02 |  |  |
| 7 | Patent/Industrial Product/variety development (Approved) | International | 10 |  |  |
| National | 07 |  |  |
| 8 | Patent filed/Product or Variety submitted for approval (Maximum 05 marks) | International | 05 |  |  |
| National | 03 |  |  |
| 9 | Industrial design/product approved  (Maximum 4 marks) | International | 03 |  |  |
| National | 02 |  |  |
| **Total marks obtained** | | | | |  |

Note: Evidence should be provided for each claim.

\* As per time-to-time HEC policy for social science journals.

**2.3.** **Academic/Research Activities (Editor/Advisor/Reviewer of Journal/Thesis Evaluation)**

**(Maximum 05 Marks)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Category of Academic activity/ Contribution** | **Creativity** | **Marks/contribution** | **No.** | **Marks obtained** |
| 1 | Chief Editor of a Journal | Journal with impact factor | 05 |  |  |
| Journal with No Impact (HEC recognized) | 03 |  |  |
| 2 | Editor/Member editorial board/advisory committee | Journal with impact factor | 02 |  |  |
| Journal with No impact factor (HEC Recognized) | 01 |  |  |
| 3 | Reviewer of Journal (Maximum 2 marks) | Journal with impact factor | 02 |  |  |
| Journal with no Impact factor (HEC Recognized) | 01 |  |  |
| 4 | External Evaluation or Examiner of PhD/MPhil thesis  (Maximum 2 marks) | PhD/MS/M.Phil. Thesis evaluation | 02 |  |  |
| BS Research reports/projects/Review evaluation | 01 |  |  |
| Member Board of Studies (other than parent Institution) | 02 |  |  |
| 5 | Reviewer for Research Projects  (Maximum 02 marks) | International Level | 02 |  |  |
| National Level | 01 |  |  |
| **Total marks obtained** | | | | |  |

**2.4. Seminars/Conferences/proceedings/Workshops/Trainings/Symposia/talks and other creative work or achievements (Maximum 05 marks)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Nature of Attendance** | **Activity Level** | **Marks/activity** | **Numbers** | **Marks Obtained** |
| 1 | Organized or conducted as Organizer/Focal person/coordinator | On International level | 05 |  |  |
| On National level | 03 |  |  |
| 2 | Participation as Oral/Poster presenter | On International level | 03 |  |  |
| On National level | 01 |  |  |
| 3 | Participated or attended conference/seminar/webinar/workshop/  training/Symposia/talk  (Maximum 3) | On International level | 02 |  |  |
| On National level | 01 |  |  |
| 4 | Interaction or linkage with Industry (established/initiated/signed) | On International level | 04 |  |  |
| On National Level | 03 |  |  |
| 5 | Revenue generated through industrial linkages (funding generated ≥0.5 and <1million PKR) | National/International | 03 |  |  |
| 6 | Revenue generated through industrial linkages (funding generated ≥1.0 million PKR or more) | National/International | 04 |  |  |
| 7 | Collaboration with MOUs Proof/Providing consultancy to an organization | On International level | 02 |  |  |
| On National level | 01 |  |  |
| 8 | Grants Received for conference, symposia seminar, workshop/training ≥ 0.5 million PKR) | National/International | 02 |  |  |
| 9 | Lab/facility Development at University/National/International level | As a leader | 03 |  |  |
| As a member | 02 |  |  |
| **Total marks obtained** | | | | |  |

Note: Evidence must be attached.

**2.5. \*Research or Institutional/lab support grants (Maximum 05 marks)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Nature of Grants** | **Creativity** | **Marks/grant**  **or award** | **Numbers** | **Marks obtained** |
| 1 | Indigenous Research Funding (PKR) >1 million other than the research grant given by the parent University | Principal Investigator | 05 |  |  |
| Co-Principal Investigator | 03 |  |  |
| 2 | Indigenous Research Funding (PKR) >0.5 and < 1 million in PKR other than the research grant given by the parent University | Principal Investigator | 04 |  |  |
| Co-Principal Investigator | 02 |  |  |
| 3 | Foreign Research Grant (PKR)  >0.5 million | Principal Investigator | 05 |  |  |
| Co-Principal Investigator | 03 |  |  |
| 4 | Research Funding given by the parent University  (Maximum 2 marks) | Principal investigator/ Co-investigator/ Co-Principal investigator | 02 |  |  |
| 5 | Project Submitted to National or International funding agency (maximum 02 marks) | Principal investigator | 02 |  |  |
| 6 | Institutional/lab development or Support grant (PKR) > 0.5 million | Principal Investigator | 05 |  |  |
| Co-Principal Investigator | 02 |  |  |
| **Total marks obtained** | | | | |  |

\*Project marks will be given each (every) year till the project completion.

**2.6. \*Awards/Prizes/Honors/Distinctions/Member/Fellowship (Maximum 03 marks)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Type** | **Marks/Award or honor/**  **member** | **No.** | **Marks obtained** |
| 1 | National Awards (Civil / President) Izaz-e-Kamal, Izaz-e-Fazilat, Sitara-i-Imtiaz/ RPA /seerat award etc). | 03 |  |  |
| 2 | International Awards/ Honours/post doc award or any other | 03 |  |  |
| 3 | National Competition awards/Design competition award/honours/HEC best University Teacher Award/Best research paper/Best Book award/Best Young Research Scholar/Best Innovator/Best book or any other award | 2.5 |  |  |
| 4 | Awards/Prize from the parent University | 02 |  |  |
| 5 | Fellowships (earned) of Academic and Research Societies/  organizations/Association/foundations/Council | 03 |  |  |
| 6 | Member of Academic and Research Societies/  organizations/Networks/Associations/foundations/Committees | 02 |  |  |
| **Total Marks obtained** | | | |  |

\* The marks will remain throughout.

**Section-3**

**(Maximum 7 Marks)**

**3.1.** **Service and Personal Characteristics (Maximum 7 marks)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Duties/Job Description** | **Marks / activity assigned** | **Numbers** | **Marks Obtained** |
| 1 | Member of BoS, GRC, BoF, Admission, Scholarship, work, purchase or transport committee.  Timetable/Course Coordinator, Research Coordinator or Exam Coordinator.  Focal person to ORIC, DQE, Directorate of Academics & Research or HEC/National Level/Proctorial or member of any other departmental committee. | 03 |  |  |
| 2 | Member of Academic Council, ASRB, Selection Board (member/experts), Syndicate | 02 |  |  |
| 3 | Member committee for specified assignments at university level | 02 |  |  |
| 4 | Chairman/Director/ Dean/Convener /coordinator | 02 |  |  |
| 5 | Service to the local community/society in which University is located or other part of the Country  (Notified by Registrar/University) | 02 |  |  |
| 6 | \*Personal characteristics  (Effective as a teacher and researcher; disciplined and supportive).  (Factors must be linked to Professional duty - If no incidence reported then faculty member will get full marks). (Maximum 3 marks) | 03 |  |  |
| **Total marks obtained** | | | |  |

\*Clues for the traits of personal characteristics may be found in the dossier by DTRC or recommendation/opinion may be obtained from Chairman/HOD of the Department.

**Declaration:**

I hereby declare that details furnished above are true and correct to the best of my knowledge and belief.

**Name: Signature:**

**Designation:**

**Date:**

**COMMENTS AND RECOMMENDATIONS BY DEPARTMENTAL TENURE REVIEW COMMITTEE (DTRC)**

**Total Score and Performance:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section A** | **Section B** | **Section C** | **Total score obtained** | **Performance based on Score** |
|  |  |  |  |  |

**Recommendations for Performance based Increment and honorarium:**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Increment** | **Recommended/Not recommended** |
| 1 | Performance based Increment |  |
| 2 | Honorarium |  |

Comments/recommendations (any other) by DTRC:

|  |  |
| --- | --- |
| Member Name: | Signature: |
| Member Name: | Signature: |
| Member Name: | Signature: |
| Member Name: | Signature: |
| Convener/Chairperson Name:  Signature with Stamp: |  |

**Dean of the Faculty**

**Vice Chancellor**

## Annexure 1.1 Courses Taught

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Course Code** | **Course Title** | **Program** | **Semester** | **Credit hours** |
|  |  |  |  |  |  |
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Name of Faculty: Signature:

**Endorsed by:**

Chairman/HOD: Date:

Dean (in case the faculty member is Chairman/Chairperson/HOD)

## Annexure 1.2 Curriculum Development

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Code** | **Course Title** | **Semester** | **Program** | **Credit Hours** | **Developed/revised/**  **updated/Reviewed** |
|  |  |  |  |  |  |
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Attach supporting document (s) as evidence.

Name of Faculty: Signature:

**Endorsed by:**

Chairman/HOD: Date:

## Annexure 1.3 Evaluation as a Teacher by Students to be provided by Departmental Program Team on Self-Assessment

Attach Supporting Document

## Annexure 2.1 BS/MSC/M.Phil. and PhD Produced/Supervised/Supervision

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Scholar name** | **Registration ID** | **BS/MSC/MPhil/PhD** | **Supervisor/Co-Supervisor** | **Produced/thesis submitted/Supervising** |
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Supporting documents should be attached for the claims.

Name of Faculty: Signature:

Endorsed by Chairperson/Director:

Date:

## Annexure 2.2. Paper/ books publication/patents/variety development/industrial product

**PAPERS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Title** | **National/**  **International** | **Journal Name** | **Main Author/Corresponding author/Co-Author** | **Impact Factor/No impact factor/HEC Recognized/** | **Published/**  **Accepted/**  **Submitted with date** |
|  |  |  |  |  |  |  |
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Attach supporting documents.

**BOOKS/BOOK CHAPTERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Title** | **National/**  **International** | **Publisher Name** | **Main Author/Corresponding author/Co-Author** | **Published/**  **Accepted/**  **Submitted with date** |
|  |  |  |  |  |  |
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Attach supporting documents

**PATEN/VARIETY/INDUSTRIAL PRODUCT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Title** | **National/**  **International** | **Organization** | **Filed/registered/approved** | **Date** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

Attach supporting documents

Name of Faculty: Signature:

Endorsed by Chairperson/Director:

Date:

## Annexure 2.3. Academic/Research Activities (Editor/Advisor/Reviewer of Journal/Thesis Evaluation)

**CHIEF EDITOR/EDITOR/MEMBER EDITORIAL BOARD/MEMBER ADVISORY BOARD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Chief Editor/Member Editorial boar** | **Impact factor Journal/No Impact (HEC recognized)** | **Journal Name** | **National/International** | **Publisher** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Attach supporting documents

**JOURNAL/BOOK/BOOK CHAPTER REVIEW**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Reviewer** | **Impact factor Journal/No Impact (HEC recognized)** | **Journal Name/Book/book chapter** | **National/International** | **Publisher** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Attach supporting documents

**EXTERNAL EVALUATOR OR EXAMINER OF THESIS/REPORTS/PROJECTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Reviewer/Examiner/**  **Evaluator** | **Title of Thesis/Reports/Projects** | **PhD/MPhil/MS/**  **MSc/BS/Project** | **National/International**  **/PARENT UNIVERSITY** |
|  |  |  |  |  |
|  |  |  |  |  |
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Attach Supporting documents

Name of Faculty: Signature:

Endorsed by Chairperson/Director:

Date:

## Annexure 2.4. Seminars/Conferences/proceedings/Workshops/Trainings/Symposia/talks and other creative work or achievements

**SEMINARS/CONFERENCES/PROCEEDINGS/WORKSHOPS/TRAININGS/SYNPOSIA/TALKS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Organized/**  **Conducted/Focal Person/**  **Coordinator/**  **Participated/**  **Oral/Poster presenter** | **Seminar/Conference etc.** | **National/**  **International** | **Title or theme** | **Venue** | **Date** |
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|  |  |  |  |  |  |  |

Attach supporting documents

**INDUSTRIAL LINKAGE/INTERACTION/OR REVENUE GENERATED/Collaboration/MOUs signed/Consultancy/grant received**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Nature (i.e. linkage/revenue/**  **Collaboration/grant etc.)** | **National/International** | **Revenue generated/Grant/fund received (if any)** | **Industry/collaborator/**  **organization** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

Attach supporting documents

Name of Faculty: Signature:

Endorsed by Chairperson/Director:

Date:

## Annexure 2.5. Research or Institutional/lab support grants

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Title** | **Principal/Co-Principal investigator** | **Nature of Grants** | **Funding Amount** | **Organization** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Attach supporting documents

Name of Faculty: Signature:

Endorsed by Chairperson/Director:

Date:

## Annexure 2.6. Awards/Prizes/Honors/Distinctions/Member/Fellowship

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Type** | **Title** | **Awarding organization/body** | **National/International** | **Date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

Attach supporting documents

Name of Faculty: Signature:

Endorsed by Chairperson/Director:

Date:

## Annexure 3.1. Service (s) and Personal Characteristics

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Duty/ Job type** | **Department/University/Location** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Attach supporting documents

Name of Faculty: Signature:

Endorsed by Chairperson/Director:

Date:

**Guidelines for Annual Self-Assessment**

**CRITERIA:**

1. Faculty members (Tenured or on Tenure Track System) must submit their self-assessment reports (as mentioned in Tenure Track System Statutes) for the grant of annual increments. Faculty members have to submit their self-assessment report with supporting documents respectively to their respective Department Chairpersons/Heads. Furthermore, the Chairpersons/Heads will forward (without DTRC) the reports with their remarks to the Dean of the corresponding Faculty, who has to forward the reports with his comments to the Vice Chancellor.
2. For the recommendation of performance-based increments and honoraria, a faculty member (Tenured or on Tenure Track System) have to submit his/her Annual self-assessment report with supporting documents to his/her respective Departmental Tenure Review Committee (DTRC).
3. As per Tenure Track System Statutes Procedure for grant of annual increment, the faculty member shall be entitled to a pay raise that may consist of three components.
4. One annual **increment of the faculty member** determined by the pay scale of the post to which he is appointed.
5. **Performance based pay increment** will be determined by an evaluation of the performance report of the faculty member for the preceding service year. The performance-based pay increments may be based on the factors planned in the annual assessment report.
6. **Honorarium** to be specified that may be based on factors listed in the annual assessment report. An honorarium is appropriate only for a specific service year.
7. To be eligible for annual increment the faculty member must score at least 50 marks.
8. The performance‐based increment and honorarium, one must fulfil the following criteria:

|  |  |  |
| --- | --- | --- |
| Cadre | Performance based Increment | Honorarium |
| Assistant Professor | Grand Total ≥ 80 | Grand Total ≥ 85 |
| Associate Professor | Grand Total ≥ 85 | Grand Total ≥ 85 |
| Professor | Grand Total ≥90 | Grand Total ≥ 90 |

6. Performance will be evaluated based on the total score obtained and will be based on the following scale/grades:

|  |  |  |
| --- | --- | --- |
| S. No. | Score | Scale/grades |
| 1 | Above 85 | Outstanding |
| 2 | From 60-85 | Excellent |
| 3 | From55-59 | Very Good |
| 4 | From 50-54 | Good |
| 5 | Below 50 | Unsatisfactory |

**Important Instructions**

**Please make sure that the following guidelines are completely followed, and all information is provided in strict compliance to these guidelines**.

1. Please read the document carefully before filling out.

2. Please note that the report should be complete in all respects, incomplete report will not be entertained.

3. Only those points will be awarded for which supporting documents are attached.

4. Please provide Annexures with supporting documents (if points are claimed).

**Annexure 1.1** Courses Taught

**Annexure 1.2** Curriculum development

**Annexure 1.3** Evaluation as a Teacher by Students to be provided by Departmental Program Team on Self-Assessment (Assigned by DQE)

**Annexure 2.1** BS/MSC/M.Phil and PhD Produced/Supervised/Supervision

**Annexure 2.2** Research publications/books publication/patents/variety development/industrial product

**Annexure 2.3** Academic/Research Activities (Editor/Advisor/Reviewer of Journal/Thesis Evaluation)

**Annexure 2.4** Seminars/Conferences/proceedings/Workshops/Trainings/Symposia/talks and other creative work or achievements

**Annexure 2.5** Research or Institutional/lab support grants

**Annexure 2.6** Awards/Prizes/Honors/Distinctions/Member/Fellowship

**Annexure 3.1** Service and Personal Characteristics