

NOTE: Must be completed by the end of the year



**THE BENAZIR BHUTTO SHAHEED  
UNIVERSITY OF TECHNOLOGY AND SKILL DEVELOPMENT  
KHAIRPUR MIRS**

Institute / Department / Center / Section .....

Faculty ..... Campus .....

PERFORMANCE EVALUATION REPORT FOR THE PERIOD.....TO.....

**FOR FACULTY MEMBERS**

**PART-I**

**PERSONAL DATA**

(To be filled in by faculty member)

- 1. Name in full.....
- 2. Academic Qualifications: .....  
.....
- 3. Designation..... Grade.....
- 4. Date of entry in the University..... Adhoc.....Regular
- 5. Date of Appointment in present Post.....
- 6. Confirmed / Probationary / Temporary. ....
- 7. Post (s) held in Previous Years.....  
  
During reporting period.....
- 8. \*Training (s) Received.....

**ACTIVITY REPORT**  
(To be filled in by the faculty members)

**\*1. Teaching Load:** Courses taught during reporting year

Course Title	Class	<b>Theory</b> No. of students	Credit hours / Week
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Course Title	Class	<b>Tutorials / Practical</b> No. of students	Lab hours / Week
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**\*2. Examination:** Assessment / Examiner in following course (s) during report year.

Course Title	Class	No. of students	Date of Examination	Date of awards Submission
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**3. Effective Teaching:** Evaluation by peers and Students

**\*4. Research**

a) Research Scholarship Activities: Guiding MS / M.Phil /Ph.D Scholars.

Total No of MS/PhD Student's Supervised/Co-supervised:

Student Name	Year
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Completion of total No. Research Project(s) as a P.I / Co. P.I with amount awarded / in progress.

b) Other Scholarly / Research Activities: Writing chapter in Book, Editor of research journal etc.

*\*Please use additional sheets if required and provide documentary evidence.*

**5. Academic, Administrative Responsibilities held (tick as appropriate)**

Dean  Chairman /Chairperson / Director  Class Advisor

Other (Please specify).....

**6. Academic / Administrative Committees**

Name of Committees (s) Assignments

**7. Academic / professional Event (s) Attended:**

(Seminars, Workshop, Symposia, Conferences etc.)

**8. Contribution to Community:** For example service in any committee of Sindh Govt, Federal Govt, member of any social, economic, education body, service to NGOs, high school / primary school. (Provide data, use additional sheet, if required).

**9. Professional Services or Academic Distinction:** Contribution or relevant information which may be useful in evaluation of your promotion / appointment. (e.g. Board Members, Journal Editor, officer in professional societies)

Signature

*Evaluation to be done by the Chairman /Chairperson / Director of the concerned department / institute & in case there is no Chairman /Chairperson / Director, the Concerned Dean will be the reporting officer*

**PART II**

<b>Professional and Attitude</b>	<b>Maximum Points</b>	<b>Rating</b>
1. Competence in field / subject of specialization / assignment. (Academic Knowledge, output with exceptional quality)	08	
2. Research Activity	08	
3. Planning (Course design. Lecture planning & Scheduling)	07	
4. Instruction methods, Communication Skills	10	
5. Student's Academic assessment	06	
6. Expression (facile & skill of writing and speech)	06	
7. Supervision and guidance (Academic, Career, Personal)	06	
8. Resourcefulness (come up with ideas and solutions, fertile, initiative)	05	
9. Cooperation (Extending and eliciting cooperation from Superiors /Colleagues /Sub-ordinates)	05	
10. Regularity and Punctuality	06	
11. Personality (general conduct and emotional stability, self-control in tense situations)	05	
12. Sense of duty (perseverance and consistency in attending duty)	06	
13. Integrity	06	
14. Judgment and Sense of Proportion (makes sound decisions and judges the importance)	06	
15. Initiative and Drive (bold and dynamic not timid)	06	
16. Physical fitness (endurance, stamina, energy)	04	
<b>Total</b>	<b>100</b>	

Apprise overall performance for reporting period by placing initial in the appropriate box below

90-100 Excellent	76-89 Very Good	60-75 Good	50-59 Average	Less than 50 Below Average
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Remarks & recommendations by the Reporting Officer of the concerned Institute / Department / Center / Section.

A. Recommendation for improvement (if any)

B. Pen Picture: Comment on any particular strong or weak points without repeating earlier part of the report. Indicate the future possible responsibilities / activities / posting suitable for the employee.

C. Counseling: was the faculty member / employee advised to improve during the reporting period. If so, mention aspects and the results / outcomes.

Name:..... Position: .....

Signature & Stamp:.....Date:.....

Endorsement / Comments by the Dean Concerned

Signature & Stamp: ..... Date: .....

Remarks of the Counter-signing Authority

Signature & Stamp:.....Date: .....

1. Adverse remarks if any, communicated vide letter No:..... Date: .....

2. Decision on representation, if any.

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