



# University of the Punjab

## Annual Confidential Report (Teaching Staff)

### Part-I

Period of Report from \_\_\_\_\_ to \_\_\_\_\_

- 
- 1. Name \_\_\_\_\_
  - 2. Qualification \_\_\_\_\_
  - 3. Department \_\_\_\_\_
  - 4. Civil Awards \_\_\_\_\_
  - 5. Title \_\_\_\_\_
  - 6. Pay \_\_\_\_\_
  - 7. No. of years in present job \_\_\_\_\_
  - 8. No. of years with the University \_\_\_\_\_

### Part-II

**1. Self assessment by the person reported upon for the current year:-**

a. Research work (nature objective, duration, publications and funds utilized)

b. Major assignments given by superior officers.

c. Seminars, conferences and workshops organized or attended or papers presented.

d. Number of thesis supervised

- 1. Masters
- 2. M.Phil
- 3. Ph.D

\_\_\_\_\_  
Signature of the teacher

Name \_\_\_\_\_

Date \_\_\_\_\_

## Part-III

2. Briefly give your opinion concerning the following areas by encircling appropriate grade.

(a) Job Performance and Abilities:

		Excellence	Very Good	Good	Satisfactory	Below Satisfactory
(1)	Knowledge of the Subject	5	4	3	2	1
(2)	Instructional ability	5	4	3	2	1
(3)	Keeping abreast of latest trend in his area of expertise.	5	4	3	2	1
(4)	Analytical Power	5	4	3	2	1
(5)	Regularity in taking classes	5	4	3	2	1
(6)	Effectiveness in covering course syllabi	5	4	3	2	1
(7)	Organizational ability	5	4	3	2	1
(8)	Keeness and enthusiasm	5	4	3	2	1
(9)	Cooperation	5	4	3	2	1
(10)	Accepts responsibility willingly	5	4	3	2	1
(11)	Sincerity	5	4	3	2	1
(12)	Student evaluation	5	4	3	2	1
(13)	Contribution to Organization	5	4	3	2	1

## (b) Achievements

Professors/Associate Professors

Sr. No.	Component	National	International	Max. Marks	Marks. Obtained
1	Awards (1 mark for national, 2 marks for international)			2	
2	Research Papers Published in HEC approved Journals (1 mark for national, 2 marks for international)			2	
3	M. Phil research guided			1	
4	Ph.D research guided			2	
5	Conferences/Symposia/Seminar/Workshops attended (1 mark for national, 2 marks for international)			2	
6	Miscellaneous			2	
	<b>Total</b>			<b>11</b>	

Assistant Professors/ Lecturers

Sr. No.	Component	National	International	Max. Marks	Marks. Obtained
1	Research Papers Published in HEC approved Journals (1 mark for national, 2 marks for international)			2	
2	Conferences/ Symposia/Seminar/Workshops attended (1 mark for national, 2 marks for international)			3	
3	M.Sc./B.Sc (Hons.)/ research guided (1 mark per student)			2	
4	M.Phil research guided (2 marks per student)			2	
5	Miscellaneous			2	
	<b>Total</b>			<b>11</b>	

**(b) Pen Picture** professional knowledge, disciplines, capabilities, potential, strengths & weaknesses and any other aspect not covered in para 2(a) & (b).

**(c) Overall Rating:** (refer to total score in Para 2(a) & (b) above

- |                        |            |                  |         |
|------------------------|------------|------------------|---------|
| (1) Excellent          | (65-76)    | (2) Very Good    | (56-64) |
| (3) Good               | (41-55)    | (4) Satisfactory | (32-40) |
| (5) Below Satisfactory | (Below 32) |                  |         |

**(d) Counseling Session:** (Cover main weaknesses and advice for improvement)

\_\_\_\_\_  
Signature of Reporting Officer

Name \_\_\_\_\_

Date \_\_\_\_\_

**Part-IV**

3. **Remarks of Dean** (Performance, conduct and discipline)

4. **Overall Rating** \_\_\_\_\_

**Signature**\_\_\_\_\_

**Name**\_\_\_\_\_

**Date**\_\_\_\_\_

**Part-V**

5. **Remarks of Vice-Chancellor**

6. **Overall Rating** \_\_\_\_\_

**Signature**\_\_\_\_\_

**Name**\_\_\_\_\_

**Date**\_\_\_\_\_

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**Note: Adverse remarks if any will be conveyed to the reported teacher in writing.**