

**Annual performance Report (for the year 2014) of Faculty members
working under Tenure Track System (TTS) for the grant of
Performance-based increment/honorarium**

Name of Faculty Member: _____

Designation: _____

Department/Center/Institute/College: _____

Joining Date (on TTS): _____

E-mail ID: _____ Phone Number: _____

Category	A	B	C	D	E	F	Grand Total
Sub Total							

Signature: _____

Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____

Date: _____

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

For official use only:

Verified Scores

Category	A	B	C	D	E	F	Grand Total
Sub Total							

Performance based increment recommended

Honorarium recommended

GUIDELINES

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 and incomplete report will not be entertained.
3. It is compulsory to submit this report for performance based increment and/or honorarium for faculty members working under Tenure Track System (TTS).
4. Only those points will be awarded for which adequate supporting documents are attached. If some points are claimed without any supporting documents then such points will NOT be awarded.
5. Please make a complete folder in the following order to submit for evaluation.
 - Annual Performance Report
 - Annexure A (if points are claimed in category A)
 - Supporting documents
 - Annexure B (if points are claimed in category B)
 - Supporting documents
 - Annexure C (if points are claimed in category C)
 - Supporting documents
 - Annexure D (if points are claimed in category D)
 - Supporting documents
 - Annexure E (if points are claimed in category E)
 - Annexure F (if points are claimed in category F)
 - Supporting documents

CLARIFICATIONS

1. Points will be awarded only for those activities that have been concluded during the year 2013.
2. For category A, points will be awarded only for those papers that have been published during the year 2013. Points will NOT be awarded for those papers that have been accepted in 2013 but are yet to be published.
3. For category A1, 'Impact Factor Journal' means a journal indexed by ISI Web of Knowledge and having a non-zero impact factor assigned by Thomson Reuters.
4. First author and supervisor (advisor and advisee) are considered as 'Main Author'.
5. For category A, up to 7th author will be considered as 'Subsequent Authors' and will get the same score. In case of more than 7 (seven) authors, situation will be discussed according to case-to-case basis.
6. For category B, up to 5th author will be considered as 'Subsequent Authors' and will get the same score. In case of more than 5 (five) authors, situation will be discussed according to case-to-case basis.
7. For category C1 – C3, weights are for Principal Investigator (PI). Weight of a Co-PI will be ½ (half) of the weight of PI.
8. For category C1 – C3, claim for a particular year would be made for the total funding secured by all projects in that year. For example, if you have secured funding for two projects in category C2 with the amounts A1 and A2 then you should claim points for total funding secured in this category that would be A1+A2.
9. For category C4, points for an 'International Award' will range from 10 to 50 and the committee on case-to-case basis will make its evaluation.
10. For category C5, points for a 'National Award' will range from 5 to 20 and the committee on case-to-case basis will make its evaluation.

- For some categories, cap value is set. If someone would score more than the cap value, then only the cap value will contribute in the Grand Total.

CAP VALUES

- For category A, there is no cap value.
- For category B, there is no cap value.
- For category C, there is no cap value.
- For category D, cap value is 15. If you will score more than 15 in this category then only 15 points will contribute in the Grand Total.
- For category E, cap value is 30 if E1 is non-zero, i.e., a PhD thesis by your student completed this year. If you will score more than 30 in this category then only 30 points will contribute in the Grand Total.
- For category E, cap value is 15 if E1 is zero, i.e., no PhD thesis by your student completed this year. If you will score more than 15 in this category then only 15 points will contribute in the Grand Total.
- For category F, cap value is 5. If you will score more than 5 in this category then only 5 points will contribute in the Grand Total.

SUPPORTING DOCUMENTS

- For category A, please fill Annexure A followed by the hard copies of publications.
- For category B, please fill Annexure B followed by the hard copies of actual documents.
- For category C, please fill Annexure C followed by the copies of the approvals of funding agencies and hard copies of research proposals.
- For category D, please fill Annexure D followed by the letters of approvals/memberships/participations. A letter that requested to be a reviewer will not be considered as proof of being reviewer. In such case a letter that says you actually reviewed a paper will serve the purpose. Similarly, a letter requesting to be an external examiner will not be required; instead you must present a letter that may prove that you actually examined a work.
- For category E, please fill Annexure E and get it approved/signed by your Controller–Examination and endorsed by your HOD/Director/Principal.
- For category F, please fill Annexure F followed by the office orders.

CRITERIA

- To be eligible for the performance-based increment, one must fulfill the following criteria.
- To be eligible for the honorarium, one must be eligible for 'Performance Based Increment' in addition to the following criteria

	Performance based Increment	Honorarium
Assistant Professor	-Grand Total \geq 50 -Category A+B score \geq 30	-Grand Total \geq 95
Associate Professor	-Grand Total \geq 70 -Category A+B score \geq 50	-Grand Total \geq 115
Professor	-Grand Total \geq 90 -Category A+B score \geq 70	-Grand Total \geq 135

Category A: Publications / Research-output			Nos (a)	Weight (b)	Total (a x b)
1	Impact Factor Journal	Single Author		20	
		Multiple Authors	Main Author		15
			Subsequent Author		10
2	Non Impact Factor – Foreign Journal (Indexed in internationally recognized databases)	Single Author		10	
		Multiple Authors	Main Author		8
			Subsequent Author		5
3	Local – HEC Recognized Journal (X category)	Single Author		15	
		Multiple Authors	Main Author		12
			Subsequent Author		8
4	Local – HEC Recognized Journal (Y category)	Single Author		10	
		Multiple Authors	Main Author		8
			Subsequent Author		5
5	Local – HEC Recognized Journal (Z category)	Single Author		5	
		Multiple Authors	Main Author		4
			Subsequent Author		3
6	International Refereed Proceedings / Conference Paper (NOT a short paper)	Single Author		10	
		Multiple Authors	Main Author		8
			Subsequent Author		5
Category A: Sub-Total					

NOTE: If Category A: Sub-Total is non-zero then it is MUST to attach Annexure A.

Category B: Books Published / Patents			Nos (a)	Weight (b)	Total (a x b)
1	Foreign Publisher (peer reviewed) (NOT Editor/Compiler etc.)	Single Author		40	
		Multiple Authors	Main Author		30
			Subsequent Author		20
2	Local Publisher (peer reviewed)	Single Author		15	
		Multiple Authors	Main Author		12
			Subsequent Author		8
3	Book Chapters Foreign Publisher (peer reviewed)	Single Author		10	
		Multiple Authors	Main Author		8
			Subsequent Author		5
4	Edited Books (Foreign Publisher)	Single Author		10	
		Multiple Authors	Main Author		8
			Subsequent Author		5
5	Patents	Solo		40	
		Multiple Authors	Main Author		30
			Subsequent Author		20
Category B: Sub-Total					

NOTE: If Category B: Sub-Total is non-zero then it is MUST to attach Annexure B.

Category C: Research-Grants / Awards		Nos (a)	Weight (b)	Total (a x b)
1	Foreign Research Funding (USD)	≥ 10,000 and < 25,000	8	
		≥ 25,000 and < 50,000	12	
		≥ 50,000 and <75,000	16	
		≥ 75,000	20	
2	Indigenous Research Funding (National Level) (PKR) (peer reviewed – other than PU)	≥ 1,000,000 and < 2,500,000	6	
		≥ 2,500,000 and < 5,000,000	9	
		≥ 5,000,000 and <7,500,000	12	
		≥ 7,500,000	15	
3	Indigenous Research Funding (National Level) (PKR) (non peer reviewed – other than PU)	≥ 500,000 and <1,000,000	2	
		≥ 1,000,000 and <1,500,000	3	
		≥ 1,500,000 and <2,000,000	4	
		≥ 2,000,000	5	
4	International Awards		10 – 50	
5	National Awards		5 – 20	
Category C: Sub-Total				

NOTE: If Category C: Sub-Total is non-zero then it is MUST to attach Annexure C.

Category D1: Seminars/Workshops/Conferences		Nos (a)	Weight (b)	Total (a x b)
1	Organized (Chief organizer)	International	4	
		National	2	
2	Participated with Oral/Poster Presentation (Without proceedings)	International	5	
		National	3	
3	Participated	International	2	
		National	1	
Category D2: Advisory Service		Nos (a)	Weight (b)	Total (a x b)
1	Chief-Editor/Editor of Journal	Impact Factor Journal	8	
		Non-IF/HEC-Recognized Journal	4	
2	Member Editorial Board of Journal	Impact Factor Journal	4	
		Non-IF/HEC-Recognized Journal	2	
3	Reviewing of Journal Papers	Impact Factor Journal	2	
		Non-IF/HEC-Recognized Journal	1	
4	Reviewing of Conference Papers	International	1	
		National	0.5	
5	Evaluation of Research Work (External Examiner)	PhD Work	2	
		MPhil Work	1	
6	Member Research Projects Evaluation Committees	International	3	
		National	2	
Category D: Sub-Total				

NOTE: If Category D: Sub-Total is non-zero then it is MUST to attach Annexure D.

Category E: Supervision		Nos (a)	Weight (b)	Total (a x b)
1	PhD Theses Completed	1st or 2nd Supervisor	20	
		3rd Supervisor	10	
2	MPhil/MS Theses Completed	1st Supervisor	5	
		2nd Supervisor	3	
3	BS/B.Sc./MA/M.Sc. Theses Completed	1st Supervisor	2	
Category E: Sub-Total				

NOTE: If Category E: Sub-Total is non-zero then it is MUST to attach Annexure E.

Category F: Community Service		Nos (a)	Weight (b)	Total (a x b)
1	Convener/Member of Academic-Council, BOASAR, work/purchase/transport committee, committee for specified assignment etc. (At University Level)		1	
2	Convener/Member of Academic-Council, BOASAR, work/purchase/transport committee, committee for specified assignment etc. (At National/HEC Level)		2	
Category F: Sub-Total				

NOTE: If Category F: Sub-Total is non-zero then it is MUST to attach Annexure F.

Category	A	B	C	D	E	F	Grand Total
Sub-Total							
Supporting Annexure/ Documents Attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Signature: _____

Date: _____

Name of Faculty Member: _____

Annexure A

List of Publications

Sr. No.	Type	Title	Journal /Conference	Impact Factor	Volume No.	Page Nos.	Date

Signature: _____

Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____

Date: _____

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

Guidelines

1. Above is a template for Annexure A.
2. **You are required to fill and submit Annexure A if you have claimed some points in Category A.**
3. In the **Type** column, please mention the type of publication. Possible types are: Impact Factor Journal, Non-IF Foreign Journal, X Category Local Journal, Y Category Local Journal, Z Category Local Journal, and International Conference.
4. In the **Title** column, please mention the title of publication.
5. In the **Journal/Conference** column, please mention the name of Journal or Conference.
6. In the **Impact Factor** column, please mention the impact factor of the journal assigned by Thomson Reuters.
7. In the **Volume No.** column, please mention the volume number of the journal.
8. In the **Page Nos.** column, please mention the page numbers assigned to the publication by the journal. If it is an online journal then simply mention 'online'.
9. In the **Date** column, please mention the date of publication. Please confirm that it is NOT date of acceptance. It should be the date when the publication was actually published.
10. **Please attach a supporting document for each record in Annexure A.**

Name of Faculty Member: _____

Annexure B

List of Books Published / Patents

Sr. No.	Type	Title	Publisher /Organization	ISSBN/ID	Edition/Version	Date

Signature: _____

Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____

Date: _____

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

Guidelines

1. Above is a template for Annexure B.
2. **You are required to fill and submit Annexure B if you have claimed some points in Category B.**
3. In the **Type** column, please mention Foreign-Publisher/Book, Local-Publisher/Book, Foreign-Publisher/Book-Chapter, Foreign-Publisher/Book-Edited, or Patent.
4. In the **Title** column, please mention the title of book, book chapter, or patent.
5. In the **Publisher/Organization** column, please mention the name of publisher who published the book/book-chapter or organization who granted the patent.
6. In the **ISSBN/ID** column, please mention the ISSN number of the book or patent identification number of the patent.
7. In the **Edition/Version** column, please mention the edition of book or version of patent.
8. In the **Date** column, please mention the date when books is published or patent is granted.
9. **Please attach a supporting document for each record in Annexure B.**

Name of Faculty Member: _____

Annexure C

List of Research-Grants / Awards

Sr. No.	Type	Title	Organization	Order No.	Duration	Date

Signature: _____

Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____

Date: _____

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

Guidelines

1. Above is a template for Annexure C.
2. **You are required to fill and submit Annexure C if you have claimed some points in Category C.**
3. In the **Type** column, please mention Foreign-Research-Funding, Indigenous-Research-Funding/Peer-Reviewed, Indigenous-Research-Funding/Non-Peer-Reviewed, International-Award or National-Award.
4. In the **Title** column, please mention the title of research proposal or award.
5. In the **Organization** column, please mention the name of research funding agency or organization that honored an award.
6. In the **Order No.** column, please mention the office order number of approval of research funding or award.
7. In the **Duration** column, please mention the duration of research funding or award.
8. In the **Date** column, please mention the date when research funding was approved or award was honored.
9. **Please attach a supporting document for each record in Annexure C.**

Name of Faculty Member: _____

Annexure D

List of Seminars/Workshops/Conferences/Advisory-Service

Sr. No.	Type	Title	Level	Date

Signature: _____

Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____

Date: _____

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

Guidelines

1. Above is a template for Annexure D.
2. **You are required to fill and submit Annexure D if you have claimed some points in Category D.**
3. In the **Type** column, please mention from the following which is appropriate:
 - a. Organized (Chief organizer)
 - b. Participated with Oral/Poster Presentation
 - c. Participated
 - d. Chief-Editor/Editor of Journal
 - e. Member Editorial Board of Journal
 - f. Reviewing of Journal Papers
 - g. Reviewing of Conference Papers
 - h. Evaluation of Research Work (External Examiner)
 - i. Member Research Projects Evaluation Committees
4. In the **Title** column, please mention the name of Seminar, Workshop, Conference, Journal, or Thesis Title.
5. In the **Level** column, please mention International, National, Impact Factor Journal, Non-IF/HEC-Recognized Journal, PhD Work, or MPhil Work.
6. In the **Date** column, please mention the date of activity.
7. **Please attach a supporting document for each record in Annexure D.**

Name of Faculty Member: _____

Annexure E

List of Research Supervision

Sr. No.	Type	Title	Ownership	Date

Signature: _____

Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____

Date: _____

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

Guidelines

1. Above is a template for Annexure E.
2. **You are required to fill and submit Annexure E if you have claimed some points in Category E.**
3. In the **Type** column, please mention PhD, MPhil/MS, or BS/BSc/MA/MSc.
4. In the **Title** column, please mention the title of thesis.
5. In the **Ownership** column, please mention 1st Supervisor, 2nd Supervisor, or 3rd Supervisor.
6. In the **Date** column, please mention the date when thesis was officially accepted after evaluation.
7. **It is MUST to get Annexure E approved/verified/attested/endorsed by respective HOD/Director/Principal.**

Name of Faculty Member: _____

Annexure F

List of Community Services

Sr. No.	Type	Title	Order No.	Duration	Date

Signature: _____

Date: _____

Endorsed by:

Chairman/Chairperson/HOD/Director/Principal: _____

Date: _____

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

Guidelines

1. Above is a template for Annexure F.
2. **You are required to fill and submit Annexure F if you have claimed some points in Category F.**
3. In the **Type** column, please mention University or National/HEC.
4. In the **Title** column, please mention the name of serving body.
5. In the **Order No.** column, please mention the office order number.
6. In the **Duration** column, please mention the life of membership.
7. In the **Date** column, please mention the date when serving body was established.
8. **Please attach a supporting document for each record in Annexure F.**