



HIGHER EDUCATION COMMISSION

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

(Evaluation/Nomination Proforma) BEST UNIVERSITY TEACHER AWARD (BUTA) 2016

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 3 years: (From.....to.....)
- x. Official tour or any other gap during last 3 years: (From.....to.....)
- xi. Leave availed during 2016: (From.....to.....)
- xii. 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: 5%)

S/No.	Qualification	Detail (write discipline/period)	Maximum Marks	Marks Secured	Proof attached at Page No.
i.	M.phil		03		
ii.	Ph.D		04		
iii.	Post-Doctoral Fellowship		01		
		Total Marks	05		

PART-B: TEACHING (Weightage: 65%)(Period of evaluation-2016)

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 (48%) (Annexure –I) 75% of students attendance must be ensured during evaluation process	Maximum Marks (48)	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 (07%) certified by QEC	Maximum 07 Marks	Marks Secured	Proof attached at Page No.

PART-C: RESEARCH (Weightage: 20%)(Period of evaluation last 3 years)

1.	Research Projects Won (5%)	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 6		
	ii.	Research Projects funded by International Agencies (greater than 0.6 million).	3 Marks for each completed project 9		
		Total Marks	15		

2.	Research Publications (08%) (Period of evaluation last 3 years)		Detail	Maximum Marks	Marks Secured	Proof attached at Page No.
	i.	International publication with impact factor as a first author	2 Marks per paper (Maximum 3)	6		
ii.	International publication with impact factor as a co-author	1.5 Marks per paper (Maximum 3)	4.5			
iii.	Res. publication in refereed local research journals of Int. repute recognized by HEC as a 1st author.	1 Marks per paper (Maximum 3)	3			
iv.	Res. publication in refereed local research journals of Int. repute recognized by HEC as a co-author	0.5 Mark per paper (Maximum 3)	1.5			
v.	No of Books Authored (not edited) and published by International Publisher	3 Marks per book (Maximum 3)	9			
vi.	No of Books Authored (not edited) and published by national Publisher (HEC Recognized Publishers)	2 Marks per book (Maximum 3)	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: 7%) (Period of evaluation is last three years)		Detail	Maximum Marks	Marks Secured	Proof attached at Page No.
	i.	As a supervisor	Ph.D. (maximum 4 students)	4 Marks per student supervised (only completed thesis)	16	
M.Phil./ MS (maximum 6 students)			2 Marks per student supervised	12		
			Total Marks	28		

*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: 10%) (Period of evaluation last 3 years)

1.	Educational achievements	Detail	Maximum Marks	Marks Secured	Proof attached at Page No.
	i. Professional Recognition (2%)				
	Membership of National Professional bodies (maximum 2)	1 marks per membership	2		
	ii. Fellowship of national professional bodies (maximum 2)	2 Marks per Fellowship	4		
	iii Membership of International professional bodies (maximum 2)	1.5 marks per membership	3		
	iv Fellowship of International professional bodies (maximum 2)	3 Marks per Fellowship	6		
	v. Initiating new teaching programme (including setting up new Laboratories) (maximum 1)	6 Marks per program	6		
	vii. Linkages/ Collaborations((National and International) (maximum 2)	3 Marks per linkage	6		
		Total Marks	27		

2.	Professional Developments (4%) (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 conference	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 4% (during last 5 years) *	Detail	Maximum Marks	Marks Secured	Proof P/No.
		Marks may be given by the respective VC	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 duly certified by the Vice Chancellor.

Place _____ Date _____ Applicant's Signature _____

CERTIFICATE

It is certified that the nominee has 3 years consecutive 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