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|  | HIGHER EDUCATION COMMISSION H-9, Islamabad (Pakistan), Phone: (051) 90402125 Fax: (051) 90402102 |

**HEC BEST   
  
HEC BEST UNIVERSITY TEACHER AWARD 2019-20**



Recent passport size picture

1. **GENERAL INFORMATION**

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| --- | --- | --- |
|  | Name |  |
|  | Present Position & Department |  |
|  | Discipline& Area of Specialization |  |
|  | University (Current Employer) |  |
|  | Date of joining (present position) |  |
|  | Total Teaching Experience |  |
|  | Terminal Qualification & University |  |
|  | Date of Birth & Domicile |  |
|  | Received BUTA previously (Year) |  |
|  | Contact Information (Tel, email, Fax) |  |
|  | Covering Note | *(Please attach softcopy of covering note here)* |
|  | Curriculum Vitae | *(Please attach softcopy of CV here)* |

1. **ELIGIBILITY REQUIREMENTS***(Please check all the boxes and attach evidences in provided column).*

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| --- | --- | --- | --- | --- |
| **SN** | **Check List (Please check all the boxes)** | **Response**  **(Yes/No)** | | **Attachevidence**  **(with appropriate title)** |
|  | Is the candidate a full-time permanent faculty member, on TTS, BPS, or long-term contract, at a recognized public or private sector university or DAI? | Yes ☐ | No ☐ | *Employment Letter* |
|  | Has the candidate completed three years of consecutive /active service as a permanent faculty at the nominating university or DAI? | Yes ☐ | No ☐ | *For example:*  *Letter from VC/Registrar/ Director QEC* |
|  | Is the candidate less than 60 years of age? | Yes ☐ | No ☐ | *Copy of CNIC* |
|  | Was the candidate physically present at the university in the previous three years? | Yes ☐ | No ☐ | *For example:*  *Letter(s) from VC/Registrar/ Director QEC* |
|  | Did the candidate attend every class during the calendar year? | Yes ☐ | No ☐ |
|  | In case the candidate missed a class, was it on account of ill health or medical emergency (documentary evidence to be provided), and was the absence compensated by a make-up class? | Yes ☐ | No ☐ |
|  | Did the candidate avail long-term leave (i.e., exceeding 3 weeks during the year of evaluation? | Yes ☐ | No ☐ | *Leave Orders* |
|  | Were there any disciplinary proceedings against the candidate during the previous three (03) years? | Yes ☐ | No ☐ | *For example:*  *Letter from VC/Registrar/ Director QEC* |
|  | Were any adverse remark recorded in the ACRs of the candidate during the previous three (03) years? | Yes ☐ | No ☐ |
|  | Did the candidate receive the national best university teacher award (BUTA) in the last five years? | Yes ☐ | No ☐ |
|  | Did the candidate hold an administrative position at the university (e.g., VC, Registrar, COE, Treasurer, Director (QEC) during the past three years? | Yes ☐ | No ☐ |

1. **UNIVERSITY-LEVEL ASSESSEMENT AS PER HEC BUTA CRITERIA**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **BUTA Evaluation Parameters** | **Maximum Marks** | **Marks Obtained** | | | *Please attach filled questioners with relevant evidences on BUTA Evaluation Parameters for the winner here* |
| **Winner** | **1st Runner Up** | **2nd Runner Up** |
|  | Command of Subject | 10 |  |  |  |
|  | Teaching Philosophy | 10 |  |  |  |
|  | Course Syllabus | 10 |  |  |  |
|  | Grading System, Tests and Assignments | 10 |  |  |  |
|  | Lesson Plan | 05 |  |  |  |
|  | Classroom Teaching | 20 |  |  |  |
|  | Use of Technology | 05 |  |  |  |
|  | Student Interaction and Mentoring | 10 |  |  |  |
|  | Student Evaluations | 20 |  |  |  |
| **Total Score** | | **100** |  |  |  |

1. **REMARKS ON UNIVERSITY-LEVEL WINNER’S PERFORMANCE/QUALITY OF TEACHING IN COMPARISON WITH PEERS&RUNNER UPs WITHIN THE UNIVERSITY**

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**CERTIFICATE**

It is certified that the winner of University-Level “Best University Teacher Award” (*Name of the winner,Designation, Department, University, Year*) has completed three (3) years of consecutive service in this university and has fulfilled all the eligibility requirements set by the HEC and mentioned in the Terms & Conditions for the Best University Teacher Award. All relevant documents of the teacher have been checked and examined by the members of the Committee and recommendations have been made keeping in view the Terms & Conditions and BUTA evaluation parameters. It is also certified that the nominated teacher is not involved in any disciplinary proceedings and plagiarism etc. and that all the supporting documents are properly titled and attached/hyperlinked at relevant sections of this proforma.

**Members of the University Evaluation Committee***Universitymay add/remove members, as per the committee so constituted by the university*

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| **(1)**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **(2)**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **(3)**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **(4)**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **(5)**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Countersigned & Stamp**Vice-Chancellor/Head of Institution

**Note:** The nomination will not be considered in case the Certificate is not signed and counter signed by  
 Head of Institution.