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**Policy No: BUORIC-P16**

**Form No: BUORIC-F16**

**DISTINGUISHED TEACHING AWARD**  **BUMDC, KARACHI**

 (Evaluation/Nomination Proforma)

**PART-A: BACK GROUND INFORMATION AND QUALIFICATION**

* 1. Name of Teacher: ...............................................................................................................
	2. Father’s Name: ...................................................................................................................
	3. Date of Birth: ……………………………………N.I.C. No. ...................................................
	4. Dept./Institute/College: ........................................................................................................
	5. Present Position: ..................................................................................................................
	6. Date of Joining service at BU: ……………………………………………………………...………
	7. Period of study leave availed during last 2 years: (From………………to……………………)
	8. Official tour or any other gap during last 2 years: (From………………to…………………….)
	9. Phone No. …….……………Cell No………………...........E-mail ...........................................

**Note: Page number of documentary proofs must be mentioned in the relevant column.**

**B. APPLICATION CRITERIA**

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| **i.** | **TEACHING** | **WEIGHTAGE** | **70%** |
| **a.** | **STUDENT EVALUATION** | **10 %** |
|  | **Performance Indicator** | Maximum Marks | Marks Secured | Proof attached at Page No. |
|  | Evaluation by Students  | 10 |  |  |
|  |  | **10** |  |  |
| **b.** | **Evaluation by HoD in Annual Performance Evaluation** | **25 %** |
|  | Performance Management Report  | Maximum Marks (25) | Marks Secured | Proof attached at Page No. |
|  |  | **25** |  |  |

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| --- | --- | --- |
| **c.** | **Innovation Pedagogical Approaches Adopted** | **10%** |
|  | Class Lectures/Presentations to be submitted as proof | Maximum Marks (10) | Marks Secured | Proof attached at Page No. |
|  |  | **10** |  |  |
| **d.** | **Contribution in developing/enhancing curricula in last 2 years** | **10%** |
|  | 2 marks for each Curriculum Improvement Proposal/Propositions submitted in FBOS/Academic Council | Maximum Marks (10) | Marks Secured | Proof attached at Page No. |
|  |  | **10** |  |  |
| **e.** | **Research Projects/Supervision** | **5%** |
|  | 1 mark for each thesis/research supervised  | Maximum Marks (5) | Marks Secured | Proof attached at Page No. |
|  |  | **5** |  |  |
| **f.** | **Subject Folder Management** | **5%** |
|  |  | Maximum Marks (5) | Marks Secured | Proof attached at Page No. |
|  |  | **5** |  |  |
| **g.**  | **Publications, Case Studies Book and Book Chapter**  | **5%** | Marks Secured | Proof attached at Page No. |
|  | 1 mark for each case study/research paper utilized | Maximum Marks (5) |  |  |
|  |  | **5** |  |  |
| **Total Marks (Teaching)** | **70** |  |  |

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| **ii.** | **OTHERS** | **WEIGHTAGE** | **30%** |
|  | **Performance Indicator** | **Detail** | **Maximum Marks**  | **Marks Secured** | **Proof attached at Page No.** |
| **a.** | Professional Development relevant to Teaching | 01 mark for each workshop/training/conference attended | **07** |  |  |
| **b.** | Professional Recognition by National/International Organizations | 01 mark for each recognition  | **03** |  |  |
| **c.** | Number of Speakers Invited by Faculty Member | 01 mark for each guest speaker session organized | **06** |  |  |
| **d.** | Invited as Speaker in Seminars, Local and International Conferences | 01 mark for each attended as a speaker | **07** |  |  |
| **e.** | Organizing Seminars, Training and Workshops | 01 mark for each training and workshop organized | **07** |  |  |
| **Total marks (others)** | **30** |  |  |

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| **Documentary Proof Checklist** |
| **Key Performance Indicator** | **Page No** |
| **i.** | **Teaching** |
| **A** | Student Evaluation |
| **B** | Evaluation by HoD-Copy of Performance Management Report  |  |
| **C** | Pedagogical Approaches- Copy of Class Lectures/Presentations |  |
| **D** | Copy of Curriculum Improvement Proposal/Propositions submitted in FBOS/Academic Council |  |
| **ii.**  | **Research** |
| **A** | Copy of Case Study/Research Paper/ Publications Utilized in Teaching |  |
| **B** | Copy of Impact Factor/HEC Recognized Publications in last 1 year. |  |
| **iii.** | **Others** |
| **A** | Copy of post event report related to Workshop/training/conference attended during last 1 year |  |
| **B** | Copy of Professional Recognition Letter by National/International Organizations |  |
| **C** | Copy of Invitation/Organization Letter for arrangement of event(s) in which Guest Speakers invited  |  |
| **D** | Copy of Letter & Certificate for organizing Seminars, Training and Workshops |  |

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| **RECOMMENDATION(S) BY THE HEAD OF DEPARTMENT** |
| ***Comments (if any):*****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**CERTIFICATE**

It is certified that the nominee have 2 years consecutive/active service at Bahria University as well as fulfilling all other criteria set for Distinguished Teacher Award. All relevant documents of the nominee have 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 BU. It is also certified that the nominated teachers are 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) (2)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3) 4)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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

Countersigned & Stamp

 Director General