

OUTSTANDING TEACHER AWARD

(Evaluation/Nomination Proforma)

PART-A: BACK GROUND INFORMATION AND QUALIFICATION

- i. Name of Teacher:
- ii. Department:
- iii. Present Position:
- iv. Date of Joining Namal:
- v. Phone No (Off): Cell No: Email:

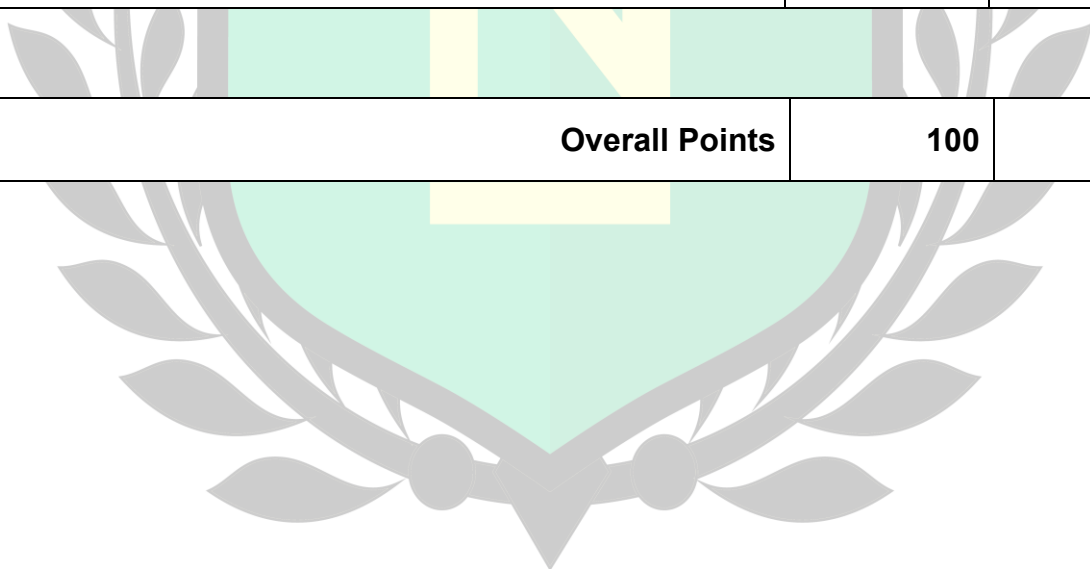
Note: Page number of documentary proofs must be mentioned in the relevant column

B. APPLICATION CRITERIA

1 Teaching		Weightage 75 (%)	
Performance Indicator		Total Points	Points Earned
a	Teacher Evaluation by Students (Average) (Teacher evaluation by students conducted for each subject every semester)	20	
b	Evaluation by HOD in Annual Performance Evaluation (Score assigned by HoD in last Annual Performance Evaluation)	20	
c	Innovation Pedagogical Approaches Adopted (Class Lectures/Assessments/ Presentations to be submitted as evidences)	10	
d	Contribution in developing/enhancing curricula during award year (3 points for one contribution)	10	
e	Course Folder Management (As per QEC guidelines)	5	
f	Final Year Project Supervision (2 point for each FYP supervised)	5	
g	Case Studies & Contemporary Applied Technology used in Teaching (2 point for each case study utilized)	5	
Total Points		75	

3	Services	Weightage (25%)	
Performance Indicator		Total Points	Points Earned
a	Contribution in Student Activities as Patron/Co-Patron/any other role in Namal Societies and Clubs (01 point for each contribution)	5	
b	Membership of Professional Bodies at National and International Level (1 point for each recognition)	5	
c	Number of tangible industrial linkages established (1 point for one participation)	5	
d	Organizing Trainings and Workshops in Namal relevant to their domain (1 point for each training and workshop organized)	5	
e	Community Service (2.5 points for each service rendered to the relevant community)	5	
Total Points		25	

Overall Points	100	
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Document Checklist		
Key Performance Indicator		Page No
i.	Teaching	
	a	Evidence to be extracted from Q-OBE/QEC record
	b	Evidence to be extracted from HR Office record
	c	Pedagogical Approaches- Copy of Class Lectures/Presentations
	d	Evidence to be extracted from Registrar Office/SSO record
	e	Evidence to be extracted from QEC record
	f	Copy of list of students being supervised
	g	Copy of Case Study Utilized in Teaching
ii.	Services	
	a	Evidence/Extracts of contribution in Student activities duly approved by Chief Patron
	b	Copy of Membership Letter by National/International Organizations
	c	Copy of Industrial Linkages Letter, Notification, Emails etc
	d	Copy of Letter, Emails & Certificate for organizing Seminars, Training and Workshops
	e	Copy of Letter/Certificate or any related evidence of Community Services provided/rendered

To be filled by Head of Department	
Comments (if any): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Signature: <hr/>
	Date: <hr/>