National Textile University, Faisalabad



ANNUAL CONFIDENTIAL REPORT

OF

ACADEMIC STAFF

For the Period

January 1, 20 to December 31,

|  |  |
| --- | --- |
| Name: | Designation: |
| Department: | |
| Major responsibilities during the year: | |

**Instructions**

**For**

**Filling the Form of Annual Confidential Report**

1. Part A (Work Report will be filled in by the teacher himself, correctly, based on documentary evidence)
2. Part B of the report will be initiated by the Chairman of the Department concerned: provided that he is not below or equal to the rank of the teacher reported upon. In case the Chairman of the department is below or equal to the rank of the teacher reported upon. The report will be initiated/written by the Dean of the Faculty, Director and the Principal as the case may be.

In case, however, the Dean, Director or the Principal is also below or equal in rank with the teacher to be reported upon the report shall be submitted to the Rector for completion.

The report on Professors, Dean, Directors, and Principal shall be written by the Rector

1. Annual Confidential Report is an assessment of the conduct and the quality of the work that a teacher has performed during the calendar year. On this assessment depend important decisions such as suitability for appointment to a higher post? It is, therefore, imperative that the report should be written impartially, forthrightly and in unambiguous terms. The work of the Reporting Officer will be assessed by the next immediate Officer on the quality of his reporting
2. The opinion expressed in the report should be the result of careful consideration, No personal bias, or favoritism should colour the report. The Reporting Officer should be in a position to justify his views, if called upon, to do so. The reports which are not in accordance with the above principle shall be returned to the Reporting Officer.
3. The Chairman or the Dean, Director or Principal, as the case may be, shall clearly indicate in the report as to which of his remarks shall be communicated to the teacher concerned. Likewise the officer next above the initiating officer if he/she does not agree with the initiating officer should indicate as to whether his remarks should be communicated to the teacher concerned or not.
4. Assessment of integrity should be made without fear and favour in definite terms. Where the grading in any of the factors comes to unsatisfactory/fair the same should invariably be reflected in the remarks column.

**Part A**

ANNUAL Work Report for the Period \_\_\_\_\_\_\_ to \_\_\_\_\_\_

SPECIAL (To be filled by the employee)

**I. GENERAL PARTICULARS**

1. Name (in Block Letter)………………………………………………………………………...

1. Designation…………………………………………………………………………………….
2. Current pay with scale Pay.……………………..…… Scale……………………..…………
3. Date of Birth…………………………………………………………………………………...
4. Date of joining the University…………………………………………………………………
5. Highest academics qualification………………………………………………….………….

…………………………………………………………………………………………………

1. Subject………………………………………………………………………………………….

1. Field of Specialization …………………………………………………………………….......

………………………………………………………………………………………………….

**II. ASSIGNMENTS (during period under report) “please attach evidence of each assignment”**

1. Course offered (No. & Title …………………………………………………………………....

………………………………………………………………………………………………….

1. Student supervised (No. only) M.Sc. PhD
2. Membership of the supervising committees (No. only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Research work done (Extra sheet can be use)

|  |  |
| --- | --- |
| Title (Topic) | Progress |
|  |  |

1. Scientific Research papers, research/technical reports, monographs books, etc (Extra sheet can be use)

|  |  |  |
| --- | --- | --- |
| Title (Topic) | Year | Other details of Publications |
|  |  |  |

1. Talks, popular articles, essays, reviews etc. (Extra sheet can be use)

|  |  |  |
| --- | --- | --- |
| Title (Topic) | Year | Other details of Publications |
|  |  |  |

1. Abstracts in the scientific Proceedings and Seminars (Extra sheet can be use)

|  |  |  |
| --- | --- | --- |
| Title (Topic) | Year | Particulars of Proceedings/ Seminars in which presented |
|  |  |  |

1. Participation in Colloquial, Seminars, Conferences, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Organization of Laboratory facilities, Extension Projects etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Advisory services rendered, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Administrative work, Co-curricular activities and extracurricular activities, etc. (Extra sheet can be use) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Signature of Teacher/Research Worker

**PART B**

1. Name…………………………………………………………………………………………...
2. Designation……………………………………Department……………………………..…..
3. Overall rating of work (please initial box after doing detailed evaluation of attached performa):

Unsatisfactory (Performance generally deficient)

(Score 0-15)

Fair (Performance in some respects is deficient)

(Score 16-35)

Satisfactory (Performance meets requirements)

(Score 36-55)

Good (Performance exceeds basic requirements)

(Score 56-75)

Excellent (Performance in most respects is superior)

(Score 76-95)

Outstanding (Performance is clearly admirable)

(Score 96-100)

Signature of Reporting Authority and date

1. Remarks

1. Remarks of the Intermediate authority, if any

Signature with Designation and date

1. Remarks of the Countersigning Authority if any

Signature of Countersigning Authority

ASSESSMENT

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A.** **PROFESSIONAL PERFORMANCE**  **(Weight 50%)** | **Unsatisfactory** | **Fair** | **Satisfactory** | **Good** | **Excellent** | **Out-standing** | **Not applicable** |
| **i. Teaching**  Power of expression verbal and written up-to-date in subject matter; use effective instructional methods; shows good results. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **ii. Guiding Research**  Up-to-date in research methodology; effective supervision of student research. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **iii. Personal Research /Creative Achievement**  Produce personal research; analyzed current trends in education & developed curriculum accordingly; developed new discipline or organization. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **COMPOSITE AVERAGE SCORE**  Scores in i, ii, iii, divided by the number of sub-factors that are applicable |  | | | | | | |
|  |  | | | | | | |
| **B. CO-PROFESSIONAL PERFORMANCE**  **(Weight 20%)** |  | | | | | | |
| **i. Curricular Activities**  Participants in and supervises students, professional meetings, S.A.R, time tables etc. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **ii. Extra-curricular Activities**  Participants in and supervises students activities, dramas, debates, sports etc. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **iii. Publications**  publishes text books, reading materials, articles in journals, newspaper, exhibitions, fashion shows, product developments etc. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **COMPOSITE AVERAGE SCORE**  Scores in i, ii, iii divided by the number of sub-factors that are applicable |  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **C.** **PERSONALITY & BEHAVIOUR**  **(Weight 20%)** | **Un-satisfactory** | **Fair** | **Satisfactory** | **Good** | **Excellent** | **Out-standing** | **Not applicable** |
| **i. Resourcefulness**  Ideas, initiatives, confidence and drive | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **ii. Co-operation**  Extending and eliciting, co-operation from colleagues/subordinates. Management of personnel. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **iii. Integrity**  Honesty (moral & financial), sense of right and wrong, consistency and up-rightness in behavior; commitment to goals of organization. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **iv. Punctuality**  Keeps appointment; regularity of works; achieves targets in time. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **COMPOSITE AVERAGE SCORE**  Scores in i, ii, iii, iv divided by the number of sub-factors that are applicable |  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **D.** **ADMINISTRATIVE PERFORMANCE**  **(Weight 10%)** |  | | | | | | |
| **i. Development Activities**  Participates in national building activities like  social welfare economic development,  community uplift, etc. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **ii. Utilization of Facilities**  Utilizes available building, equipment, books etc. to the optimum; develops and utilizes the staff potential. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **iii. Disposal of Administrative Work**  Disposal of administrative work with efficiency and accuracy. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **COMPOSITE AVERAGE SCORE**  Scores in i, ii, iii divided by the number of sub-factors that are applicable |  | | | | | | |

OVERALL EVALUATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Factors | Percent weight  (i) | Composites Score  (ii) | Multiple  (iii) | Weighted Percent Score  (ii) & (iii) |
| 1. Professional Performance | 50 |  | 5 |  |
| 1. Co-Professional Performance | 20 |  | 2 |  |
| 1. Personality and Behaviour | 20 |  | 2 |  |
| 1. Administrative Performance | 10 |  | 1 |  |

**PART C**

(For Initiating Authority)

1. Whether the remarks (remarks recorded in Part B) are adverse or advisory?
2. If the remarks are advisory whether these be communicated to the concerned officer/official or not?

Signature of Initiating Authority

(For Intermediary Authority)

1. Whether the remarks (recorded in Part B) are adverse or advisory?

1. If the remarks are advisory whether these be communicated to the concerned officer/official or not?

Signature of Intermediary Authority

(For Final Authority)

1. Whether the remarks (recorded in Part B) are adverse or advisory?

1. If the remarks are advisory whether these be communicated to the concerned officer/official or not?

Signature of Final Authority