Annual Performance Report (From...................... to.........................)

Name of Faculty Member _____

Designation: _____   ☐ BPS (Regular)   ☐ BPS (Probation)   ☐ Tenured   ☐ TTS

Department/Institute/Campus: _____

INSTRUCTIONS FOR COMPLETING ANNUAL SELF-ASSESSMENT REPORT (SAR)

- The new SAR proforma will be applicable from January 2022. Proforma will be applicable to the Departments involved in teaching and postgraduate research.
- SAR needs to be completed online, by 31st January, giving necessary details and proofs of teaching, research projects, research publications (along with DOI), etc and a hard copy endorsed by HOD submitted to the concerned Dean office for verification by 15th Feb. Declaration of wrong information / claims will lead to disqualification, with advisory note.

Pay Raise/Awards (conditions apply) *

Serial No.	Pay Raise/Award	Criteria/ Score
i.	**BPS**: One annual increment (as per pay scale)	Submission of Annual Self-Assessment Report **
ii.	**TTS**: One annual increment as per pay scale of the post to be granted by HEC	Assistant professor: 50 Associate professor/Professor: 60
iii.	**BPS/TTS**: One annual increment on BPS/TTS (I or ii) + One performance-based increment/ honorarium (non-perpetual)	≥90*
iv.	Annual Best Faculty Award (Faculty level) (1 Top each among Assistant Professors, Associate Professor and Professors) Best Dept Award and Best Faculty Award 1 Best Team-Technology Transfer (TTT) Award, (multidisciplinary), 1 Best Innovation Award, 1 Best Commercialized Product Award	Top Lecturer/Assistant Professor/ Associate Professor/Professor Rs 200,000 each Best Department: Rs 30000 each Best Faculty: Rs 500,000 Best TTT Award: Rs 500,000 Best Innovation Award: Rs 500,000 Best Commercialized Product Award: Rs 500,000

* For TTS, Pay Raise: As per clause 2.10.2.4 of Model TT Statutes Version 2.0, 2008 and clarification dated: 06.09.2011.

** For BPS (irrespective of cadre) < 40, score will be considered as unsatisfactory performance/deprival of increment.

*Conditions

a) For performance-based increment/honorarium, Faculty members (TTS/BPS) should have earned minimum research funding of Rs 3.0 million from projects as PI or equivalent (nomenclature such as Project Manager/Principal Investigator/Team Leader/Component Leader etc will be considered equivalent). Resources generated through consultancy will not substitute as the initial minimum funding requirement for performance-based increment/Honorarium.

b) Publications: Minimum one publication in impact factor journal as 1st or corresponding author. In line with HEC policy, after Sept 15, 2021, research publications only in HEC recognized journals in HJRS, will be considered.

c) For top awards, the limit of numbers in category B and C (10) will not be restricted (Development project excluded). Due to limited faculty members in FAH, teaching faculty of FAH and FVS will be treated as one group for top awards.

d) The Best Team-Technology Transfer (TTT) award (multidisciplinary) will be on farm/industry demo showing substantial increase in yield/output/returns to farmer/industry, to be evaluated by a high-level committee including stakeholders. Best Innovation Award, Best Commercialized products Award will be determined by Committee to be notified.

e) Awards comprise of a certificate and cash award as determined by Syndicate.

f) Awards to be given at the Annual UAF Performance Review Ceremony-invited dignitaries/Media (highlights to be shown).

g) Any complaint by the faculty regarding assessment/awards, be submitted to the Grievance Committee (to be notified).

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Name of Faculty Member _____

Designation: _____ ☐ BPS (Regular) ☐ BPS (Probation) ☐ Tenured ☐ TTS

Department/Institute/Campus: _____

Reporting Period: _____ Year on TTS/BPS in current designation _____

Email ID: _____ Cell Number: _____

Marks (Please leave blank A, F and Grand Total) *

Category	A	B	C	D	E	F	Grand Total
Sub Total							

*HOD to mark in A, F and Grand Total. Meets minimum satisfactory performance condition (g).

Score (Yes/No): _____   Publication   (Yes/No):

_____

Signature: _____   Date: _____

Endorsed by Chairman/Director/Principal: _____   Date: _____
(In case the faculty member is Chairman/Director/Principal, to be endorsed by immediate superior authority).

For official use only:

Verified score	A	B	C	D	E	F	Grand Total
Sub Total							

For Performance based Increment   Meets criteria (Yes/No): _____

- Score ≥90: _____
- Research grants (Rs 3.0 million as PI/equivalent): _____
- Publications: _____

(One publication in in impact factor journal as Principal/corresponding author)

For Top Awards Only   Total Research funding/Resource generated (Million Rs): _____

Score in category C-10: _____

Overall Assessment (Please tick)

Cadre/Category	Unsatisfactory	Fair	Satisfactory	Good	Excellent	Outstanding
Lecturer/Assistant Prof.	≤40%	41-49%	50-69%	70-79%	80-89%	≥90%
Associate Prof./Professor	≤40%	41-59%	60-69%	70-79%	80-94%	≥95%

Performance Track (Total Marks)

Year	2020	2021	2022	2023	2024	2025
Marks						
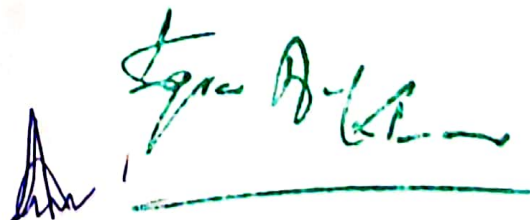
Verified by: _____   Convener of Committee: _____

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Category A-Academics (Teaching and Supervision). Maximum weightage: 40				
Category A1: Teaching **Maximum Weight: 30**				
1.	(Contact hours taught)/ (approved contact hours) x 23			
2.	Marks awarded by Director/Chairperson/HOD based on physical monitoring of teaching material, delivery, and quality (e.g., course files/workbook, online material, course revision, regularity, and quality) (Maximum marks: 5)			
3.	Marks awarded for overall students' evaluation (Maximum marks: 2)			
	Total A1:			

Category A2: Student Supervision* Maximum weight: 10		Weight (a)	Number (b)	Score (a x b)
1.	PhD Theses defended	Supervisor	5		
		Co-Supervisor	3		
		Member	2		
2.	PhD Theses ongoing (After student has qualified comprehensive examination	Supervisor	3		
		Co-Supervisor	2		
		Member	1		
3.	PhD Theses (synopsis defended, one time)	Supervisor	1		
4.	M.Phil./ (M.Sc. (Hons)/MS Theses completed	Supervisor	2		
		Co-Supervisor	1		
		Member (Max 3 marks)	0.5		
5.	MSc (Project Reports) (Max 3)	Supervisor	1		
	Total A2:				
	Total A (A1+A2)				

*Marks as a member should not exceed 1/3rd of the total marks for student supervision.

Category B: Competitive Research Grants, Industrial Projects, Development Projects, and Funds Generated through Consultancy Maximum weight: 15		Weight (a) Marks /Million Rs	Number (b)	Score (a x b)
1.	Research Funding earned as PI or equivalent (including international, national, EFS, industrial projects etc undertaken through ORIC, report required)	1		
2.	Research Funding earned as Co-PI or equivalent (including international, national, EFS, industrial projects etc undertaken through ORIC, report required)	0.25		
6.	Competitive project screened at ORIC level and selected for submission to funding agency-for PI only (max 2 projects)	0.5/project		
7.	Large development projects (≥Rs 50 million) with research component (PM/PD etc) (Limit one project)	5 (Max)		
8.	Large Development projects (≥Rs 50 million) with research component (Chairs etc) (Limit one project)	2 (Max)		
9.	Large Development projects (≥Rs 50 million) with research component (Co-PI /Co-Chair etc) (Limit one project)	1 (Max)		
10.	Funds generated through UAF-approved consultancy (Maximum marks = 5)	1 per Rs. 0.4 million		
	Total:			

The grants/projects include earned, ongoing and completed within the assessment year. Overlapping marks cannot be claimed. Development project amount will not be counted for Top Faculty Awards

Category C: Publications Maximum weight: 20		Authorship	Weight (a)	Number (b)	Score (a x b)
1.	Paper published in journal with impact factor ≥2	1st / corresponding author	8		
		Co-authors	4		
2.	Paper published in journal with impact factor from 1-2	1st / corresponding author	5		
		Co-authors	3		
3.	Paper published in journal with impact factor up to <1	1st / corresponding author	3		
		Co-authors	2		
4.	Paper published in HEC recognized journal with no impact factor (Max 3)	1st / corresponding author	1		
		Co-authors	0.5		
5.	Popular article/brochure (maximum marks = 4)	1st / corresponding author	1		
		Co-authors	0.5		
6.	Abstracts (Max marks 2)		0.25		
7.	Book/Manual (Foreign Publisher with ISBN or approval of any university statutory body) (Maximum marks: 8)		8		
8.	Book/Manual (Local Publisher with ISBN or approval of any statutory body of the University) (Maximum marks: 8)		4		
9.	Book Chapters/Booklet (Foreign/Local Publisher with ISBN and approval of any statutory body of the University) (Maximum marks: 6)		2		
10.	Patent/Variety/Breed/Technology/Product certified by relevant regulatory body (10 marks/patent, variety etc.)		10		
11.	Patent submitted (To be verified by ORIC) (Max 2)		2		
12.	NCBI registered strains (maximum marks = 5)		5		
13.	NCBI registered sequence/Gene		2		
14.	Awards (International)- (Maximum marks 5)		5		
15.	Awards (National*) (Maximum marks 3)		3		
	Total:				

Research papers in HEC recognized journals in HJRS. *Awards like HEC Best Teacher award, University Best Teacher award, Pak Academy of Sciences award, Presidential awards, or similar level awards.

Category D: Outreach/Capacity building/services to community Maximum weight: 10			Weight (a)	Number (b)	Score (a x b)
1.	On-farm demonstration (Year-round cycle) through ORIC or TT Unit etc (report essential)	Per activity	08		
2.	Two or more days Conference/Symposium/ Workshop/Seminar organized as Organizer/Convener/Focal Person/Patron/Secretary (Maximum credit for 2 activities)	International*	6		
		National**	4		
3.	Two or more days Conference/Symposium/ Workshop/Seminar organized as committee member (Maximum credit for 3 activities)	International*	3		
		National**	2		
4.	One-day Conference/Symposium/ Workshop/Seminar organized as Organizer/Convener/Focal Person/Patron/Secretary (Maximum credit for 3 activities)	International*	3		
		National	2		
5.	One-day Conference/Symposium/ Workshop/Seminar organized as committee member (Maximum credit for 2 activities)	International*	2		
		National	1		
6.	Participation in scientific activity with oral /poster presentation or resource person in a training program, (Maximum marks: 2)	Foreign	2		
		Local	1		
7.	Participation in scientific activity as plenary/ keynote speaker (Maximum marks = 4)	Foreign	4		
		Local	2		
8.	Webinar organizer/Presenter (Maximum marks: 4)		2		
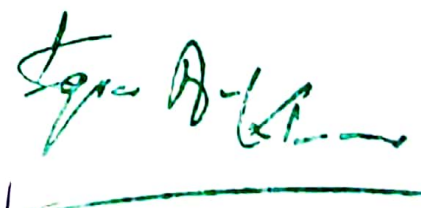
#	Activity		Weight	Number	Score
9.	Participation in trainings (Maximum marks: 2)	Foreign	2		
		Local	1		
10.	Short courses/Field Day/ Farmer Day etc. approved by the university. (Max marks 6)	Per activity	2		
11.	Organizing private sponsored events. (Max marks 6)	Per activity	2		
12.	Routine Community service including visit to farms/industry at the request of client or at the advice of Competent authority/ Dean/HoD. Must be documented at the office of Chairman/HoD (Max 5 marks, 1 mark per assignment)	Per activity	1		
13.	Journal/Magazine Editor /Subject editor (Max 3 marks)	Per activity	3		
14.	Radio talk/TV talk (maximum 3)	Per activity	1		
15.	PhD thesis review from other universities/ Project Reviews/Peer review of journal paper, must have evidence (Max 3 marks)	Per activity	1		
16.	Development of International linkages (MOU/LOI, approved at UAF) (Maximum marks 6)	Per activity	3		
17.	Development of national/Industry linkages (MOU/LOI, approved at UAF) (Maximum marks 4)	Per activity	2		
	Total:				

*International (2, 3 foreign speakers, for 1- and 2-days conf. respectively) ** At Least 3-4 national speakers outside UAF.

Category E: Services to university (Administrative Services Rendered) Maximum weight: 10		Weight (a)	Number (b)	Score (a x b)
1	Administrative Services (Academic administrative assignments)	Dean of Faculty	8		
		Director Institutes / Chairperson of Dept./ Directors- ORIC/ QEC/ Academics/ Principals Colleges and sub-Campuses	6		
2	Administrative services assigned by statuary bodies or competent authority with minimum period of six months one year (Maximum marks 8) *	Principal Officers, Chief Hall Warden, DSA, etc	6		
		Deputy/Associate Hall wardens, Chairs Ethics/Unfair Means Committees, Advisors/Tutor, Hostel Superintendents, Associate DSA etc	4		
		Co-advisors/Co-tutors/ Assistant Superintendent etc	2		
3	Administrative services assigned by Dean/ Director/Chairman on annual basis* (Maximum marks 8)	Per assignment	2		
4	Any other Short-Term Assignments notified by the Competent authority /administrative Heads (Maximum marks 10)	Per assignment	1		
	Total:				

*To claim these marks, at least served for 6 or more months.
**Duties such as Area/Farm In charge, Synopsis Scrutiny Officer, Permanent Store In charge, Secretary BOS, Coordinator Exams etc.

Category F: Pen Picture	Maximum weight: 5	Awarded
Parameter	Comments / Remarks	
Professionalism / Integrity/Leadership / Discipline/Teamwork		
Total:		

Signature (HOD/Dean/VC): _____   Date: _____