

PERFORMA TO UPDATE EMPLOYEE INFORMATION

- This Performa is to Update Employee Detail and his Publication in Employee Directory
- Provide the Information of one employee per Performa
- If you want to update an existing employee information than do **highlight** the updated text

A portal has been created to update employee information on department level, Contact Head of Department or focal person designated by HOD to update employee information over the website

Instruction for HOD /Focal Person: To get your Credentials for the portal kindly contact Information Technology Resource Center and Data Bank (ITRC&DB), University of Agriculture, Faisalabad, Pakistan

Contact # +92 (41) 9200161-70 Ext: 3316

Email ID: director.it@uaf.edu.pk

Employee Details		
1	Name:	
2	Main Division: <i>Faculty</i>	
3	Sub Division: <i>Department</i>	
4	Head of Department: <i>If Yes then Provide Designation</i>	
5	HEC Approved Supervisor: <i>YES or NO</i>	
6	Designation:	
7	Status: <i>i.e regular, Adhoc</i>	
8	Phone: <i>Office #</i>	
9	Fax:	
10	Mobile:	
11	Education:	
12	Email:	
13	Expertise:	
14	Research Interests	

:

Publications

1	Publication Title:			
2	Web Link:			
3	Journal Name:			
4	Journal Volume:			
5	Pages:			
6	Year:			
Authors		First Name	Middle Name	Last Name
	Author: 1			
	Author: 2			
	Author: 3			
	Author: 4			
	Author: 5			

1	Publication Title:			
2	Web Link:			
3	Journal Name:			
4	Journal Volume:			
5	Pages:			
6	Year:			
Authors		First Name	Middle Name	Last Name
	Author: 1			
	Author: 2			
	Author: 3			
	Author: 4			
	Author: 5			

PERFORMA TO UPDATE EMPLOYEE INFORMATION

1	Publication Title:			
2	Web Link:			
3	Journal Name:			
4	Journal Volume:			
5	Pages:			
6	Year:			
Authors		First Name	Middle Name	Last Name
	Author: 1			
	Author: 2			
	Author: 3			
	Author: 4			
	Author: 5			

1	Publication Title:			
2	Web Link:			
3	Journal Name:			
4	Journal Volume:			
5	Pages:			
6	Year:			
Authors		First Name	Middle Name	Last Name
	Author: 1			
	Author: 2			
	Author: 3			
	Author: 4			
	Author: 5			