

UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, LAHORE



ANNUAL CONFIDENTIAL REPORT

OF

ACADEMIC STAFF

Period _____ to _____

Name:	Designation:
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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 Vice-Chancellor for completion.

The report on Professors, Dean, Directors and Principal shall be written by the Vice Chancellor.

3. 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.
4. 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 principal, shall be returned to the Reporting Officer.
5. 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 communicate to the teacher concerned. Likewise the officer next above the initiating officer if he does not agree with the initiating officer should indicate as to whether his remarks should be communicated to the teacher concerned or not.
6. 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.

UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, LAHORE

PART A

ANNUAL Work Report for the period _____ to _____
SPECIAL (To be filled by the employee)

I. GENERAL PARTICULARS

1. Name (in Block Letters)
2. Designation.....
3. Present pay with scale Pay
- Scale.....
4. Date of Birth.....
5. Date of joining the University.....
6. Highest academic qualification.....
.....
7. Subject.....
8. Field of Specialization
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II. ASSIGNMENTS (during period under report)

1. Course offered (No. & Title)
-
2. Students supervised (No. only) M.Sc. M.Phil _____ Ph.D. _____
3. Membership of the supervising committees (No. only):
M.Sc. M.Phil _____ Ph.D. _____

4. Research work done:

<u>Title (Topic)</u>	<u>Progress</u>
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5. Scientific Research papers, research/technical reports, monographs books, etc.

<u>Title</u>	<u>Year</u>	<u>Other details of publications</u>
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6. Talks, popular articles, essays, review, etc.

<u>Title</u>	<u>Year</u>	<u>Other details of publications</u>
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7. Abstracts in the Scientific Proceedings and Seminars:

<u>Title</u>	<u>Year</u>	<u>Particulars of Proceedings/ Seminars in which presented</u>
_____	_____	_____

Participation in Collequia, Seminars, Conferences, etc. _____

Organization of Laboratory facilities, Extension Projects etc. _____

Advisory Services rendered, if any: _____

Administrative work, Co-curricular activities and extra-curricular activities, etc.

Signature of Teacher/Research Worker

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For the year 201_____.

PART B

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

Unsatisfactory (Performance generally deficient)
(Score 0-15)

Fair (Performance in some respects is deficient)
(Score 16-35)

Satisfactory (Performance meets requirement)
(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 Stamp

4. Remarks

5. Remarks of the intermediary authority, if any

Signature with Designation and Stamp

6. Remarks of the Countersigning Authority, if any

Signature of Countersigning Authority

ASSESSMENT

A. PROFESSIONAL PERFORMANCE (Weight 50%)	Unsatis- factory	Fair	Satis- factory	Good	Excel- lent	Out- standing	Not appli- cable
a. 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	
b. Guiding Research Up-to-date in research methodology; effective supervision of student research	0 1	2 3	4 5	6 7	8 9	10	
c. Personal Research/Creative Achievement Produced personal research; analysed 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 a, b and c, divided by the number of sub-factors that are applicable.

B. CO-PROFESSIONAL PERFORMANCE (Weight 20%)							
d. Co-curricular Activities Participates in and supervises students, professional meetings etc.	0 1	2 3	4 5	6 7	8 9	10	
e. Extra-curricular Activities Participates in and supervises students, activities, dramas, debates, sports, etc.	0 1	2 3	4 5	6 7	8 9	10	
f. Publications Publishes text books, reading materials, articles in journals, newspaper etc.	0 1	2 3	4 5	6 7	8 9	10	

COMPOSITE AVERAGE SCORE

Scores in d, e, f, divided by the number of sub-factors that are applicable.

C. PERSONALITY & BEHAVIOUR (Weight 20%)	Unsatis- factory	Fair	Satis- factory	Good	Excel- lent	Out- standing	Not appli- cable
g. Resourcefulness Ideas, initiative, confidence and drive	0 1	2 3	4 5	6 7	8 9	10	
h. Co-operation Extending and eliciting co-operation from colleagues / subordinates. Management of personnel.	0 1	2 3	4 5	6 7	8 9	10	
i. Integrity Honesty (moral and financial), sense of right and wrong, consistency and up-rightness in behaviour; commitment to goals of organization.	0 1	2 3	4 5	6 7	8 9	10	
j. 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 g, h, i, j, divided by the number of sub-factors that are applicable.

D. ADMINISTRATIVE PERFORMANCE (Weight 10%)							
k. Development Activity Participates in national building activities like social welfare economic development, community uplift, etc.	0 1	2 3	4 5	6 7	8 9	10	
l. 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	
m. 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 k, l, m, divided by the number of sub-factors that are applicable.

OVERALL EVALUATION

Factors	Percent Weight (i)	Composite Score (ii)	Multiple (iii)	Weighted Percent Score (ii) (iii)
A. Professional performance	50		5	
B. Co-professional performance	20		2	
C. Personality and Behaviour	20		2	
D. Administrative Performance	10		1	