

UNIVERSITY OF HOME ECONOMICS LAHORE



Performance Evaluation Report (PER)

For Faculty: TTS / BPS-18 & Above

For the Year _____ (Part _____)

Submitted by (Officer Reported Upon) _____

Submitted to the Reporting Officer _____

Name of the First Countersigning Officer _____

Name of the Second Countersigning Officer _____



UNIVERSITY OF HOME ECONOMICS LAHORE

Performance Evaluation Report (PER)

For Faculty: TTS / BPS-18 & Above

For the Year: _____

From _____ To _____

(Please read the instructions before filling in this document)

Part-I:

1. Name: _____

2. Father's Name: _____

3. Domicile: _____

4. CNIC No:

						-										-		
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5. Religion: _____

6. Designation: _____ UHE Employee Code: _____

7. BPS / TTS / Contract: _____

8. Faculty: _____

9. College/Institute/Department: _____

10. Date of Joining as Regular Employee in UHE: _____

11. Academic Qualification (Terminal Degree): _____

12. Specializations: a. _____ b. _____

13. Training(s), Faculty Development, during PER Period (extra page(s) may be annexed):

Sr. No.	Title of Training	Host Institute	Financed by	Duration	
				From	To
1.					
2.					
3.					
4.					

14. Seminar(s)/Conference(s)/Workshop(s)/Exhibition(s) Conducted/Organized/Presenter/Resource Person/ Speaker, during PER Period (extra page(s) may be annexed): (*Event Level: Departmental / University / National / International)

Sr. No.	Title	Nature of Event*	Host Institute	Financed by	Duration		Conducted / Organized / Presenter / Resource Person / Speaker
					From	To	
1.							
2.							
3.							
4.							

If presented presentation as resource person of the event then topic of Presentation is:

Submitted By (Officer Reported Upon): _____

15. Research Paper Published in HEC Recognized Journals, during PER Period (extra page(s) may be annexed):

Sr. No.	Year of Publication	Name of the Author / Authors	Title of Paper	Complete Name of Journal & ISSN	Category (W/X/Y)	Impact Factor	Vol. No.	Issue No.	Page No.		Online URL/DRL
									From	To	
1.											
2.											
3.											

16. Book(s) / Chapter(s) Published / Edited, during PER Period (extra page(s) may be annexed):

Book(s) Authored						
Sr. No.	Name of Authorship	Year	Title of the Book	City of Publication	Name of Publisher	ISBN No.
1.						
2.						
Chapter(s) written in Book(s)						
1.						
2.						
Book(s) / Chapter(s) edited						
1.						
2.						

17. Number of Students Supervised, during PER Period:

Degree	No. of Students	Thesis / Projects
PhD (completed / ongoing)		
MPhil / MS / MFA		
MA / MSc		
BS / BSc (Hons) / BFA		

18. Courses Taught, during PER Period:

Sr. No.	Course Title	Course Code	Credit Hours	Semester	Program
1.					
2.					
3.					
4.					
5.					
6.					

19. Additional Assignment/Duty (Academic/Admin), during PER Period:

Sr. No.	Title of Assignment/Duty	Nature of Assignment		Duration	
		Departmental	Institutional	From	To
1.					
2.					
3.					
4.					
5.					

Pen Picture:

Date of Submission to the Reporting Officer: _____ / _____ /20____ **Signatures:** _____

Name: _____ **Designation:** _____ **Year:** _____

Part II:

(To be filled by the Reporting Officer and submitted to First Countersigning Officer) (Tick ✓ the relevant option)

A. PERSONAL QUALITIES & UNDRSTANDING (Total 25 Marks)							
Marks		01	02	03	04	05	Marks Awarded
1.	Knowledge	Unsatisfactory	Average	Good	Very Good	Excellent	
2.	Emotional Stability	Least Stable	Somewhat Stable	Stable	Very Stable	Highly Stable	
3.	Communication at Workplace (Written)	Non-effective	Less-effective	Effective	Very Effective	Highly Effective	
4.	Personality / Appearance	Very Casual	Casual	Professional	Very Professional	Highly Professional	
5.	Innovation / Creativity / Taking Initiative	Not at all	Sometimes	Often	Mostly	Always	
B. PERSONAL ATTITUDE & HIS/HER PERSONAL COMMUNICATION (Total 25 Marks)							
Marks		01	02	03	04	05	Marks Awarded
1.	Towards Superiors	Not Likable	Little Likable	Somewhat Likable	Mostly Likable	Highly Likable	
2.	Towards Colleagues	Not Likable	Little Likable	Somewhat Likable	Mostly Likable	Highly Likable	
3.	Towards Subordinates	Not Likable	Little Likable	Somewhat Likable	Mostly Likable	Highly Likable	
4.	Conflict Management	Non-Cooperative	Sometime Cooperative	Good	Very Good	Highly Cooperative	
5.	Integrity	Highly Dishonest	Little Dishonest	Somewhat Honest	Mostly Honest	Highly Honest	
C. PROFICIENCY / SKILLS (Total 25 Marks)							
Marks		01	02	03	04	05	Marks Awarded
1.	Performance under Challenging Environment	Poor	Average	Good	Very Good	Excellent	
2.	Punctuality	Frequent Late-comer	Average	Punctual	Mostly Punctual	Always Punctual	
3.	Willingness of Taking Responsibility	Never Willing	Sometime Willing	Often Willing	Mostly Willing	Always Willing	
4.	Evaluation by QEC	Poor	Average	Good	Very Good	Excellent	
5.	Ability to take Decisions	Unsatisfactory	Average	Good	Very Good	Excellent	
D.	Marks for Seminar(s)/Conference(s)/Workshop(s)/Group Exhibition(s)* Conducted/Organized/Presenter/Resource Person/Speaker, during PER Period (01 for each; maximum 05) *if solo exhibition then maximum marks shall be granted						
E.	Marks for Research Paper published in HEC recognized Journals, during PER Period (02 for each; maximum 10) (In case of Faculty of Art & Design: Outstanding and substantial level of professional art activity)						
F.	Marks for Book(s) / Chapter(s) Written / Edited in Book(s), during PER Period (01 for each; maximum 05)						
G.	Marks for Award(s)/Achievement(s)/Project(s) at National / International level (01 for each; maximum 05)						
TOTAL MARKS OBTAINED IN PART-II (OUT OF 100)							

Signatures of Reporting Officer: _____

OVERALL PERFORMANCE DURING REPORTED PERIOD AS PER MARKS OBTAINED IN PART-II				
Range of the Marks Obtained in Part-II	Remarks	Over All Grade Awarded	Initial of the Reporting Officer	Initials of First Countersigning Officer
80-100	Excellent	A		
54-79	Very Good	B		
33-53	Good	C		
18-32	Average	D		
00-17	Unsatisfactory	E		
Grade Awarded to the Employee				

In case Employee has been awarded Grade “E”, documented evidences and justification shall be forwarded by the Reporting Officer.

Detail(s) of Counseling(s) / Warning(s) / Explanation(s) / Enquiry(s), during PER Period:



OVERALL REMARKS OF REPORTING OFFICER (IF ANY)

Signatures of Reporting Officer: _____ **Date:** _____

Name: _____

Designation: _____

REMARKS OF THE FIRST COUNTERSIGNING OFFICER (IF ANY)

Signatures: _____

Name: _____

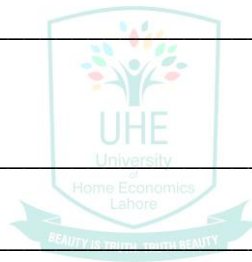
Date: _____

REMARKS OF THE SECOND COUNTERSIGNING OFFICER

Signatures: _____

Name: _____

Date: _____



INSTRUCTIONS FOR FILLING OUT THE PERFORMANCE EVALUATION REPORT

1. The minimum period for assessment of a work and conduct of an employee, for the purpose of performance evaluation report, shall be ninety days in a calendar year. If an employee served for a period of more than ninety days, under more than one reporting officers, the performance evaluation report shall be drawn up by all the reporting officers.
2. The performance evaluation report of an employee shall be initiated by the officer in-charge or the head of the department or the faculty concerned, as the case may be, and shall be countersigned by the next higher administrative authority till thirty first January of the succeeding year.
3. The next higher administrative authority shall countersign the performance evaluation report within fifteen days from its receipt.
4. In case the Dean is not available, the next countersigning officer shall be the Worthy Vice Chancellor.
5. The adverse remarks recorded in the performance evaluation report by the initiating officer and agreed of solely recorded by the counter signing authority shall be underlined in red ink and communicated to the employee till fifteen February of the succeeding year.
6. A representation, if any, against the adverse remarks, shall be made to the Vice Chancellor within fifteen days of the communication of such remarks.
7. If the adverse remarks, in the performance evaluation report, are countersigned and agreed by the Vice Chancellor, the representation shall lie to the Syndicate and decision of the Syndicate shall be final.

