

**CONFIDENTIAL**

**EVALUATION REPORT FOR FACULTY MEMBERS**

**SARDAR BAHADUR KHAN WOMEN'S UNIVERSITY, QUETTA**

Department \_\_\_\_\_

**ANNUAL PERFORMANCE EVALUATION REPORT**

FOR THE PERIOD \_\_\_\_\_, 20\_\_\_\_ TO \_\_\_\_\_, 20\_\_\_\_

**PART – I**

**(TO BE FILLED IN BY THE OFFICER REPORTED UPON)**

1. Name (in block letters) \_\_\_\_\_
  2. Father's / Husband's Name \_\_\_\_\_
  3. Date of Birth \_\_\_\_\_
  4. Academic qualification \_\_\_\_\_
  5. Date of appointment in the service \_\_\_\_\_
  6. Knowledge of Languages \_\_\_\_\_
  7. Special Training \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Post held during the period**

<b>Post</b>	<b>Period</b>	<b>Pay and Scale</b>

The rating should be recorded by initialing the appropriate column or box. The rating denoted by the alphabets is as follows:-

**“AI” very good: “A” Good. “B” Average: “C” Below Average “D” Poor**

		<b>AI</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1	Intelligence and mental alertness					
2	Judgment and sense of Proportion					
3	Initiative and drive					
4	Power of expression:- (a) Writing (b) Speech					
5	Ability to plan organizes and supervises work.					
6	Quality and out put of work.					
7	Perseverance and devotion to duty					
8	Capacity to guide and train subordinates					
9	Co-operation and tact					
10	Integrity (a) Intellectual (b) Moral					
11	Sense of responsibility (a) General (b) In financial matter					

12 Personality

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13. Interest in social Welfare	Takes interest in social Welfare activities  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	It inclined to treat this aspect of her duty as routine function  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14. Behaviour with public	Is modes and helpful  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Is inclines to be arrogant  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15. Standard of living	Lives with known means of income  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Reported to be Living beyond known means of income  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
16. Observance of Security measures	Takes reasonably good care.  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Inclines to be Negligent  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
17. Punctuality	Punctual  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Unpunctual  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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To be initialed only when applicable

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### PART – III

Comparing her with other officers of the same grade give your general assessment of the officer by initialing in the appropriate below:

Very Good	Good Average	Below Average	Poor	Remarks on special aptitude (if any )
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**FITNESS FOR PROMOTION**  
(Initial the appropriate box below)

Recommended for accelerated promotion _____		
Fit for promotion _____		
Recently promoted assessment for further promotion Premature		
Not yet fit for promotion but likely to become fit in Course of time		
Unfit for further promotion she reached her ceiling		

**PEN PICTURE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reporting officers Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

**PART- IV**

Remarks by the Countersigning Officer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Countersigning Officers Signature \_\_\_\_\_

\_\_\_\_\_

Name and Designation \_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

## SELF – ASSESSMENT REPORT

1. Name of the Teacher \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Department \_\_\_\_\_
4. Course taught \_\_\_\_\_
5. No. of students in each course \_\_\_\_\_
6. No. of Lectures delivered \_\_\_\_\_
7. No. of Practical conducted \_\_\_\_\_
8. Research published \_\_\_\_\_
9. Books published \_\_\_\_\_
10. Research in progress \_\_\_\_\_
11. Research guidance \_\_\_\_\_

No of students	Ph.D.	M.Phil.	M.A/ M.Sc.
12. University assignments			
13. Extra-Curricular activities			
14. Administrative responsibilities			
15. Conferences & Symposia attended (a) In Pakistan (b) Abroad			
16. Any other distinction			

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Remarks by the Chairperson / Dean

Date: \_\_\_\_\_

Signature of Chairperson / Dean: \_\_\_\_\_

**Note:** In case of Chairperson / Professor remarks shall be given by the dean of the faculty concerned.

Date: \_\_\_\_\_

Vice Chancellor: \_\_\_\_\_