

ABDUL WALI KHAN UNIVERSITY MARDAN

KHYBER PAKHTUNKHWA



PERFORMANCE EVALUATION REPORT (PER)

FOR ACADEMIC STAFF

For the period from 01-01-2018 to 31-12-2018

Name: _____

Designation: _____

Department: _____

This file contains Confidential reports for the following periods:

20_____

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1	Name:			
2	Designation:			
3	Qualification before joining			
4	Degree/Diploma	Intuition	Year	Division
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
5	Improved Qualification during Service: (In-service degrees, diploma , certificates etc.)			
	Degree/Diploma	Intuition	Year	Division
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
6	Date of appointment and experience			

ANNUAL CONFEDENTIAL REPORT OF ACADEMIC STAFF

Period January 01-20_____ to December 31-20_____

Name:	Designation:
Department:	
Major responsibilities assigned during the year	

INSTRUCTION

For

FILLING THE CONFEDENTIAL REPORT FROM

1. Part One of the form (Assessment) Contains four major factors of an employ's performance and behavior with weights viz (A) Professional performance (60%), (B) co-professional performance (20%), (C) administrative performance (10%), (D) personality and Behavior (10%).
2. Each major facer contains several sub-factors marked as a, b, c, d, e, f_____etc.
3. The employee can be evaluated on each sub-factor on a numerical scale (from 0 to 10) given against each. The numerical scale also corresponds to qualitative marks. Namely unsatisfactory, fair, satisfactory, good, excellent and outstanding.
4. Encircle the numeral (from 0 to 10) which represents best the performance/ personality of the employee on each of the sub-factor, a, b, c, _____etc.
5. If a sub-factor is not applicable to an employee a cross mark may be put against it in the "not applicable" column.
6. Composite average score separately for the four factors may be computed by adding the score and dividing by the number of applicable sub-factors.
7. Part two over –all evaluation contains two tables:

In the first table, per cent weights of the major factors have already been entered in column (i): column (ii) contains multiples

In column (ii) enter the composite average score of the major (brought forth form part one)

In the second table put a cross mark in the in the box which corresponds to the above TOTAL. for instance if the TOTAL is 70 put cross mark in the box 66-85 i.e. Excellent.
8. In part, the final authority may give three general remakes. (it is assumed that the reports will be written by the initiating authority and countersign by a final authority . if they happen to be the same the final authority will be sign in part iii, Each organization is excepted to decide the initiating and final authorities).
9. Adverse remarks may be communicated to the employee concerned within three months of the end of the year for which the report is written.
10. The inside back cover contains a graph. Put cross mark against rating for the year for which report is written. A year-to-year profile will be obtained by joining the cross marks.

PART ONE: ASSESSMENT

A. Professional Performance (Weight 60%)	Un-Sates- factory		Fair		Satis- Factory	Good		Excellent		Out- Standing		Not Appl icabl
	0	1	2	3		4	5	6	7	8	9	
(a) Teaching (up-to-date in subject matter: uses effective instructional methods: Show 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 Achieve Ment (Production of personal research analysed current trends in education and developed curriculum accordingly developed new discipline or organization)	0	1	2	3	4	5	6	7	8	9	10	

Competitive average score:
(score a,b,c divided by the number of sub-factor that are applicable)

**B. Co-Professional Performance
(Weight 20%)**

(d) Co-Curricular Activities (Participates in conferences, Seminars, Professional Meetings etc.)	0	1	2	3	4	5	6	7	8	9	10	
(e) Co-Curricular Activities (Participates in and supervises Student activities, drams, debates sports etc.	0	1	2	3	4	5	6	7	8	9	10	
(f) Publication (Publishes text-books, reading material, articles in journals, newspaper etc.	0	1	2	3	4	5	6	7	8	9	10	

Competitive Average Score:
(Score d,e,f divided by the number
of sub-factor that are applicable

Factor	Per Cent Weight (i)	Composite Score (ii)	Multiple (iii)	Weight Per Cent Score (ii) &(iii)
1. Professional Performance	60		6	
2. Co-Professional Performance	20		2	
3. Administrative Performance	10		1	
4. Personality and Behavior	10		1	

Total

Score	0-15	16-35	36-45	46-65	66-85	86-100
Evaluation	Unsatisfactory	Fair	Satisfactory	Good	Excellent	Outstanding
Put Cross (X) in appropriate Box						

Date

Signature & Stamp of Initiating Authority

PART THREE

Remarks If any:

Date

Signature & Stamp of Final Authority

Performance (Weight 10%)	Un-Satisfactory		Fair	Satisfactory		Good		Excellent		Out- Standing		Not Applicable
(g) Developmental Activity (Participate in Nation building Activities like Social Welfare, Economic Development, Community up-lift etc.)	0	1	2	3	4	5	6	7	8	9	10	
(h) Utilization of facilities (Utilized available building equipment, books to the optimum; develops and utilized the staff potential)	0	1	2	3	4	5	6	7	8	9	10	
(i) Disposal and administrative works (disposes administrative work with efficiency and accuracy)	0	1	2	3	4	5	6	7	8	9	10	

Composite Average Score:
(Score g, h, i, divided by the number
of sub-factors that are applicable)-

D. Personality and Behavior (10%) (j) Resourcefulness (initiates action ideas; impro- solution to problems)	0	1	2	3	4	5	6	7	8	9	10	
(k) Co-operation (Co-operates with colleagues and seniors, accommodates subordinates; helps clients)	0	1	2	3	4	5	6	7	8	9	10	
(l) Integrity (Manifests consistency and uprightness in behavior: takes interest in work: committed to goals of the organization).	0	1	2	3	4	5	6	7	8	9	10	
(m) Punctuality (Keeps appointment works regularly: plans work properly achieves targets in time).												

Composite Average Score:
(Score j, k, l, m, divided by the number
of sub-factors that are applicable)-

EVALUATION

Unsatisfactory

Fair

Satisfactory

Good

Excellent

Out
Standing

	0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
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2010																					
2011																					
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