



# HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan), Phone: (051) 90402125 Fax: (051) 90402102

## Annexure - II

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### HEC BEST UNIVERSITY TEACHER AWARD 2019-20

#### A. GENERAL INFORMATION

1.	Name	
2.	Present Position & Department	
3.	Discipline & Area of Specialization	
4.	University (Current Employer)	
5.	Date of joining (present position)	
6.	Total Teaching Experience	
7.	Terminal Qualification & University	
8.	Date of Birth & Domicile	
9.	Received BUTA previously (Year)	
10.	Contact Information (Tel, email, Fax)	
11.	Covering Note	<i>(Please attach softcopy of covering note here)</i>
12.	Curriculum Vitae	<i>(Please attach softcopy of CV here)</i>

#### B. ELIGIBILITY REQUIREMENTS

*(Please check all the boxes and attach evidences in provided column).*

SN	Check List (Please check all the boxes)	Response (Yes/No)		Attach evidence (with appropriate title)
1.	Is the candidate a full-time permanent faculty member, on TTS, BPS, or long-term contract, at a recognized public or private sector university or DAI?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Employment Letter</i>
2.	Has the candidate completed three years of consecutive /active service as a permanent faculty at the nominating university or DAI?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>For example: Letter from VC/Registrar/ Director QEC</i>
3.	Is the candidate less than 60 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Copy of CNIC</i>
4.	Was the candidate physically present at the university in the previous three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>For example: Letter(s) from VC/Registrar/ Director QEC</i>
5.	Did the candidate attend every class during the calendar year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.	In case the candidate missed a class, was it on account of ill health or medical emergency (documentary evidence to be provided), and was the absence compensated by a make-up class?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.	Did the candidate avail long-term leave (i.e., exceeding 3 weeks during the year of evaluation)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Leave Orders</i>
8.	Were there any disciplinary proceedings against the candidate during the previous three (03) years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>For example: Letter from VC/Registrar/ Director QEC</i>
9.	Were any adverse remark recorded in the ACRs of the candidate during the previous three (03) years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10.	Did the candidate receive the national best university teacher award (BUTA) in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.	Did the candidate hold an administrative position at the university (e.g., VC, Registrar, COE, Treasurer, Director (QEC) during the past three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**C. UNIVERSITY-LEVEL ASSESSEMENT AS PER HEC BUTA CRITERIA**

SN	BUTA Evaluation Parameters	Maximum Marks	Marks Obtained			<i>Please attach filled questioners with relevant evidences on BUTA Evaluation Parameters for the winner here</i>
			Winner	1 <sup>st</sup> Runner Up	2 <sup>nd</sup> Runner Up	
1.	Command of Subject	10				
2.	Teaching Philosophy	10				
3.	Course Syllabus	10				
4.	Grading System, Tests and Assignments	10				
5.	Lesson Plan	05				
6.	Classroom Teaching	20				
7.	Use of Technology	05				
8.	Student Interaction and Mentoring	10				
9.	Student Evaluations	20				
<b>Total Score</b>		<b>100</b>				

**D. REMARKS ON UNIVERSITY-LEVEL WINNER'S PERFORMANCE/QUALITY OF TEACHING IN COMPARISON WITH PEERS & RUNNER UPS WITHIN THE UNIVERSITY**

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## CERTIFICATE

It is certified that the winner of University-Level “Best University Teacher Award” (*Name of the winner, Designation, Department, University, Year*) has completed three (3) years of consecutive service in this university and has fulfilled all the eligibility requirements set by the HEC and mentioned in the Terms & Conditions for the Best University Teacher Award. All relevant documents of the teacher have been checked and examined by the members of the Committee and recommendations have been made keeping in view the Terms & Conditions and BUTA evaluation parameters. It is also certified that the nominated teacher is not involved in any disciplinary proceedings and plagiarism etc. and that all the supporting documents are properly titled and attached/hyperlinked at relevant sections of prescribed nomination format for HEC National Level Best University Teacher Award.

### Members of the University Evaluation Committee

*University may add/remove members, as per the committee so constituted by the university.*

<b>(1)</b>	<b>(2)</b>
Name: _____	Name: _____
Designation: _____	Designation: _____
Signature: _____	Signature: _____
Stamp: _____	Stamp: _____
<b>(3)</b>	<b>(4)</b>
Name: _____	Name: _____
Designation: _____	Designation: _____
Signature: _____	Signature: _____
Stamp: _____	Stamp: _____
<b>(5)</b>	
Name: _____	
Designation: _____	
Signature: _____	
Stamp: _____	

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

### Countersigned & Stamp

Vice-Chancellor/Head of Institution

**Note:** The nomination will not be considered in case the Certificate is not signed by the members and counter signed by Head of Institution.