

ABDUL WALI KHAN UNIVERSITY  
MARDAN



**CONFIDENTIAL**  
**RECORD FILE**  
ACADMEMIC STAFF

Name: .....

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1	<b>Name</b>				This file contains confidential reports for the following periods:
2	Designation				
3	Qualifications before joining Service				
4	<b>Degree/Diploma</b>	<b>Institution</b>	<b>Year</b>	<b>Div</b>	20 _____
	_____	_____	_____	_____	20 _____
	_____	_____	_____	_____	20 _____
	_____	_____	_____	_____	20 _____
	_____	_____	_____	_____	20 _____
5	Improved Qualification during Service: (In-service degrees diplomas, certificates etc)				20 _____
	<b>Degree/Diploma</b>	<b>Institution</b>	<b>Year</b>	<b>Div</b>	20 _____
	_____	_____	_____	_____	20 _____
	_____	_____	_____	_____	20 _____
	_____	_____	_____	_____	20 _____
	_____	_____	_____	_____	20 _____
6	Date of appointment and experience				20 _____
					20 _____
					20 _____
					20 _____
					20 _____
					20 _____

## PART ONE: ASSESSMENT

A. Professional Performance (Weight 60%)	Un-satis- factory		Fair		satis- factory		Good		Excel- lent		Out- standing		Not Appli- cable
	0	1	2	3	4	5	6	7	8	9	10		
(a) Teaching (Up-to-date in subject matter; uses 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 Achieve- ment (Production of personal re- search 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		

Composive Average Score:  
(Scores a, b, c divided by the  
number of sub-factors that are  
applicable)

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

(d) Co-Curricular Activities (Participates in conferences, semi nars, professional meetings, etc.)	0	1	2	3	4	5	6	7	8	9	10	
(e) Extra-Curricular Activities (Participates in and supervises student activities, dramas, debates, sports etc.)	0	1	2	3	4	5	6	7	8	9	10	
(f) Publications (Publishes text-books, reading ma- terials, articles in journals, news papers etc.)	0	1	2	3	4	5	6	7	8	9	10	

Composive Average Score:  
(Scores d, e, f divided by the number  
of sub-factors that are applicable)

## ANNUAL CONFIDENTIAL REPORT OF ACADEMIC STAFF

Period: January 1, 20\_\_\_\_\_ to December 31, 20\_\_\_\_\_

Name	Designation
Department	
Major responsibilities assigned during the year	

### INSTRUCTIONS *for* FILLING THE CONFIDENTIAL REPORT FORM

1. Part One of the form (Assessment) contains four major factors of an employee's performance and behaviour with weights viz: (A) Professional performance (60%), (B) Co-professional performance (20%), (C) Administrative Performance (10%), (D) Personality and Behaviour (10%).
2. Each major factor 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-factors, 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 scores 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 (iii) contains multiples  
In column (ii) enter the composite average scores of the major factors (brought forth from Part one).  
In the second table put a cross mark 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 Three general remarks may be given by the final authority. (It is assumed that the report will be written by the initiating authority and countersigned by a final authority. If they happen to be the same the final authority will sign in Part III. Each organization is expected 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 TWO: OVERALL EVALUATION

Factors	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 Behaviour	10		1	

Total

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

Date:

Signature of Initiating Authority

### PART THREE

Remarks, if any:

Date:

Signature of the Final Authority

C. Administrative Performance (Weight 10%)	Un-satisfactory		Fair		satisfactory	Good		Excellent		Out-standing		Not Applicable
	0	1	2	3		4	5	6	7	8	9	
(g) Developmental Activity (Participates 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 (Utilizes available building equipment, books to the optimum; develops and utilizes the staff potential)	0	1	2	3	4	5	6	7	8	9	10	
(i) Disposal of administrative Work (disposes assigned administrative work with efficiency and accuracy.	0	1	2	3	4	5	6	7	8	9	10	

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

D. Personality and Behaviour (10%)	Un-satisfactory		Fair		satisfactory	Good		Excellent		Out-standing		Not Applicable
	0	1	2	3		4	5	6	7	8	9	
(j) Resourcefulness (Initiates action and ideas; improvisation 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 behaviour; 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).	0	1	2	3	4	5	6	7	8	9	10	

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

