

TEACHER EVALUATION FORM

(Sent by the Higher Education Commission, Islamabad vide letter No. 1-1/M(HRD&SP)/
HEC/2003/43 dated May 6, 2003 duly approved by the Competent Authority)

To be filled by the students

Course Title/Number _____

Name of Instructor _____

Department _____

Semester/year _____

| Use the scale to answer the following questions below and make comments 1-Strongly Disagree, 2-Disagree, 3-Somewhat Agree, 4-Agree, 5-Strongly Agree | | | | | | |
|---|--|---|---|---|---|---|
| Instructor: | | | | | | |
| A. | The instructor is prepared for each class. | 1 | 2 | 3 | 4 | 5 |
| B. | The instructor demonstrates knowledge of the Subject. | 1 | 2 | 3 | 4 | 5 |
| C. | The instructor has completed the whole course. | 1 | 2 | 3 | 4 | 5 |
| D. | The instructor provides additional material apart from the textbook. | 1 | 2 | 3 | 4 | 5 |
| E. | The instructor gives citations regarding current situations with reference to Pakistani context. | 1 | 2 | 3 | 4 | 5 |
| F. | The instructor communicates the subject matter effectively. | 1 | 2 | 3 | 4 | 5 |
| G. | The instructor shows respect towards students and encourages class participation. | 1 | 2 | 3 | 4 | 5 |
| H. | The instructor maintains an environment that is conducive to learning. | 1 | 2 | 3 | 4 | 5 |
| I. | The instructor arrives on time. | 1 | 2 | 3 | 4 | 5 |
| J. | The instructor leaves class on time. | 1 | 2 | 3 | 4 | 5 |
| K. | The instructor is fair in examination. | 1 | 2 | 3 | 4 | 5 |

| | | | | | | |
|----------------|---|---|---|---|---|---|
| L. | The instructor returns the graded scripts etc. in a reasonable amount of time. | 1 | 2 | 3 | 4 | 5 |
| M. | The instructor was available during the specified office hours and for after class consultations. | 1 | 2 | 3 | 4 | 5 |
| Course: | | | | | | |
| N. | The subject matter presented in the course has increased your knowledge of the subject. | 1 | 2 | 3 | 4 | 5 |
| O. | The syllabus clearly states course objectives, requirements, procedures and grading criteria. | 1 | 2 | 3 | 4 | 5 |
| P. | The course integrates theoretical course concepts with real-world applications. | 1 | 2 | 3 | 4 | 5 |
| Q. | The assignments and exams covered the materials presented in the course. | 1 | 2 | 3 | 4 | 5 |
| R. | The course material is modern and updated. | 1 | 2 | 3 | 4 | 5 |

Comments

Course: _____

Instructor: _____

TERMS & CONDITIONS FOR UNIVERSITY TEACHERS AWARD

a: 65% weightage be given to teacher evaluation. The marking procedure is indicated in the proforma attached. A teacher should score at, least 45 points out of a maximum of 65 to be eligible for the award.

b: 24% weightage be given to research supervision of MA/MSc, PhD and MPhil (in the three year period!) as follows: 2 marks per research paper based on the work of supervised students where the student is 'an author/coauthor. Papers should have been published/accepted latest within one year of the submission of the thesis, in the journals accepted by the HEC for the respective disciplines. These publications may also include the proceedings of Conferences conducted outside Pakistan.

c: 11 % weightage for creative efforts in teaching e.g. writing of articles and delivering of lectures for popularization of the general discipline of the candidate or about educational issues; preparation of documentaries or TV or radio programs on education and related topics; development of software for teaching purposes; or any other form of activity that adds to the appreciation of tile general public for the discipline. The evidence to this effect would be submitted by the candidate to the Award Committee of HEC that would then evaluate its merit, upto the limit of 11 % of the total.

1. The competition for. The award has two tier processes; it will be inter-institutional at institution level and intra-institutional at HEC's level.

2. The award should be based on the basis of three-year average of the performance in the three areas identified above. For the first year of the modified scheme, i.e. 2005, the award would of necessity be based on only the past year's performance and in the second year based on the past two years average, while from the third year onwards a three year average would be required.

3. All the applications for this award would be considered strictly according to guidelines for teacher evaluation as per Performa attached through Quality Assurance Cells (QAC) to conduct a reliable teacher evaluation with the involvement of the concerned faculty. In the institutions where the QAC does not exist as yet, the institution is required to give a certification to the effect that the evaluations have been conducted according to the guidelines being proposed

4. The assessment of the research supervision and creative contributions would be made by the Award Committee of HEC.

5. The awardees may like to donate the prize amount for acquiring books, journals or purchase of any other equipment for use of awardees depended.