



# UNIVERSITY OF KAMALIA

## Annual Performance Appraisal Proforma for Faculty

---

### 1 Employee Information

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Faculty: \_\_\_\_\_

Type of Appointment: Regular / Contract

Reporting Period: \_\_\_\_\_

Reporting Officer: \_\_\_\_\_

Countersigning Officer: \_\_\_\_\_

### 2 Weighting Scheme

#### A. Lecturer

- Section I: Teaching, Learning & Student Development = **60**
- Section II: Research, Scholarship & Professional Growth = **15**
- Section III: University Service, Engagement & Institutional Contribution = **15**
- Reporting + Countersigning = **10**
- **Total = 100**

#### B. Assistant Professor / Associate Professor / Professor

- Section I: Teaching, Learning & Student Development = **40**
- Section II: Research, Scholarship & Innovation = **35**
- Section III: University Service, Engagement & Institutional Contribution = **15**
- Reporting + Countersigning = **10**
- **Total = 100**

### 3 General Rules

1. Faculty members may earn marks through different combinations of approved activities, subject to the maximum cap prescribed for each section.
2. The same activity, output, or achievement shall not be claimed under more than one KPI or category.
3. All claims must be supported by valid documentary evidence. Claims without adequate proof shall not be considered.
4. All claimed marks shall remain provisional until verification and approval by the competent authority; only verified marks shall be treated as final.
5. Only those activities performed during the appraisal year shall be considered for evaluation.
6. Research outputs shall be counted only if they are published or officially accepted during the appraisal year.
7. AI-related activities shall be counted only where their use is ethical, transparent, and consistent with the University's approved policies and academic integrity standards.
8. The appraisal proforma shall cover the period from 1 January to 31 December of the relevant year.
9. The completed proforma, along with all required documentary evidence, must be submitted during the month of January of the following year.
10. In cases where the faculty member's length of service is less than 3 months on 31st December, the proforma shall be submitted in the following appraisal cycle.
11. For faculty members holding the rank of Assistant Professor or above, publication of at least one research article as First Author or Corresponding Author is expected.
12. No honorarium or Research Incentive shall be granted to any faculty member against whom a disciplinary penalty has been imposed during the relevant appraisal year. Where an inquiry is pending, the honorarium and Research Incentive shall remain withheld until the matter is decided.
13. Only those publications carrying the affiliation of the University of Kamalia shall be considered for award of marks and honorarium/Research Incentive.
14. A maximum of the first five authors will be considered for appraisal, honorarium & research incentive.
15. Where a publication has multiple authors from the University of Kamalia, honorarium and marks shall be awarded only in accordance with the approved criteria for First Author and/or Corresponding Author, as applicable.
16. Publications in predatory, discontinued, or otherwise non-recognized journals & review papers shall not be considered for marks or honorarium.
17. Any false claim, misrepresentation, or concealment of facts shall render the claim liable to rejection, and the matter may be referred for disciplinary proceedings under the relevant rules.
18. In case of any ambiguity regarding the admissibility of a claim, the decision of the appellate (syndicate) authority shall be final.
19. Honorarium & Research Incentive under this proforma shall be subject to the availability of funds and relevant university rules, policies, and approvals.
20. Late submission of the proforma may not be entertained, except in cases approved by the Vice Chancellor for valid reasons.
21. The University reserves the right to seek any additional evidence, clarification, or verification regarding any claim before final approval.
22. This document shall initially remain valid for one year, and the Vice Chancellor shall be authorized to make minor revisions in light of national trends.

## 4 SECTION I — Teaching, Learning & Student Development

### 4.1 Part A — Core Teaching Compliance

#### 4.1.1 For Lecturers (Cap = 35)

Sr.	KPI	Scoring Rule	Evidence	Max
1	Assigned workload * completed	100% = 6; 90–99% = 5; 80–89% = 4; below 80% = proportionate	Workload order, timetable	6
2	Timely syllabus/course coverage	Fully timely = 5; delayed but completed = 3; partial or poor = 0	Course progress record /LMS	5
3	Average student feedback score	90%+ = 5; 80–89% = 4; 70–79% = 3; 60–69% = 2; below 60% = 0	QEC report	5
4	Timetable compliance / class regularity	90%+ = 5; 80–89% = 4; 70 or Below = 0	Timetable compliance report by QEC	5
5	Sessional activities completed (including feedback to students) as planned	90%+ = 5; 80–89% = 4; 70 or below % = 0	Course/Semester plan (LMS/HOD)	5
6	Timely submission of question papers, assessments and marks	Full = 5; delayed once = 3; repeated delay = 0	Portal/LMS/COE	5
7	Quality and completeness of course file / OBE file	Complete and satisfactory = 5; minor gaps = 4; major gaps = 0	Course file / OBE file / CQI record / (QEC)	5
8	Punctuality in the university	90%+ on time = 5; 85–89.9% on time = 3; Less than 85% = 0	Biometric verification (In and out)	5

#### 4.1.2 For AP / Associate / Professor = 26

Sr.	KPI	Scoring Rule	Evidence	Max
1	Assigned workload * completed	100% = 6; 90–99% = 5; 80–89% = 4; below 80% = proportionate	Workload order, timetable	6
2	Timely syllabus/course coverage	Fully timely = 5; delayed but completed = 3; partial or poor = 0	Course progress record/LMS	4
3	Average student feedback score	90%+ = 5; 80–89% = 4; 70–79% = 3; 60–69% = 2; below 60% = 0	QEC report	5
4	Timetable compliance / class regularity	90%+ = 3; 80–89% = 2; 70 or Below = 0	Timetable compliance report by HOD	3
5	Sessional activities completed (including feedback to students) as planned	90%+ = 3; 80–89% = 2; 70 or below % = 0	Course/Semester plan (LMS/HOD)	3
6	Timely submission of question papers, assessments and marks	Full = 3; delayed once = 2; repeated delay = 0	Portal/LMS/COE	3
7	Quality and completeness of course file / OBE file	Complete and satisfactory = 3; minor gaps = 2; major gaps = 0	Course file / OBE file / CQI record / (QEC)	3

8	Punctuality in the university	90%+ on time = 5; 85–89.9% on time = 3; Less than 85 = 0	Biometric verification (In and out)	5
---	-------------------------------	--	-------------------------------------	---

\* Deans with the approval of Competent authority can notify an equivalent workload (of an assignment)

#### 4.2 Part B — Teaching Innovation, LMS, Digital Teaching & AI

Any combination may be claimed

Sr.	Activity Option	Per-Unit Marks	Evidence	Max
9	Activity-based / problem-based / project-based learning implemented	2 per course	Course file (QEC)	4
10	New course developed or major outline revision approved (by statutory body)	2 per course	Notification	4
11	CLO–PLO mapping updated with usable CQI evidence	1.5 per course	Course file (QEC)	3
12	E-content / recorded tutorial / digital learning material developed	1 per course	Course file (QEC)	2
13	AI-enabled teaching task or assignment designed and used	2 per course	Course file (QEC)	4
14	Ethical AI disclosure / student guidance documented	1 per course	Course file (QEC)	2
15	SDG-linked course activity documented	1 per course	Course file (QEC)	2

Cap: Lecturer = 15; AP / Associate / Professor = 8

#### 4.3 Part C — Student Development, Mentoring & Employability

Any combination may be claimed

Sr.	Activity Option	Per-Unit Marks	Evidence	Max
16	Advising / mentoring meetings conducted and documented	1 per semester group	Documentary evidence	3
17	Support to academically at-risk students	0.5 per documented student	Documentary evidence	2
18	Internship / career exposure / placement guidance support	1 per activity / group	Documentary evidence	2
19	Career support session (CV, interview, graduate readiness)	1 per session	Documentary evidence	2
20	Student competition / project team coached	1 per event / team	Documentary evidence	2
21	Student/team won or qualified under faculty guidance	1 per verified outcome	Documentary evidence	3

Cap: Lecturer = 10; AP / Associate / Professor = 6

#### 4.4 Section I Cap Summary

Category	Part A	Part B	Part C	Section Cap
Lecturer	35	15	10	60
Assistant Professor / Associate Professor / Professor	26	8	6	40

### 5 SECTION II — Research, Innovation, Collaborations and Professional Growth

#### 5.1 A. Lecturer — Section Cap = 15

Sr.	Activity Option	Per-Unit Marks	Evidence	Max
1	Q1 paper, first/corresponding author	6 each	First Page	15
2	JCR (IF) paper, first/corresponding author	4 each	First Page	15
5	Scopus / HEC-recognized paper in Social Sciences, first/corresponding author  (An Art/Design Exhibition will be considered equivalent)	4 each	First Page	15
7	Co-author paper (2nd to 5th)	50% of above marks	First Page	10
8	International co-authorship (a collaborative article with international authors) bonus	1 per paper	Authors page	2
9	Scopus citations received during year	1 mark per 10 citations	Scopus screen shot	8
10	Book with reputed International academic publisher	4 each	First Page	8
11	Edited book / book chapter with reputed International academic publisher	2 each	First Page	4
12	Competitive grant secured as PI (Cash)/year - Marks for International & Industrial grants will be 2 times	2 /million	Award letter & Funds transfer letter	15
13	Competitive grant secured as Co-PI (Cash)/year - Marks for International & Industrial grants will be 2 times	1 /million	Award letter & Funds transfer letter	10

#### 5.2 B. Assistant Professor / Associate Professor / Professor — Section Cap = 35

##### Cluster 1 — Publications, Grants and Scholarly Visibility (Cluster Cap = 28)

Sr.	Activity Option	Per-Unit Marks	Evidence	Max
1	Q1 paper, first/corresponding author	6 each	First Page	28
2	JCR (IF) paper, first/corresponding author	4 each	First Page	28
5	Scopus / HEC-recognized paper in Social Sciences, first/corresponding author  (An Art/Design Exhibition will be considered equivalent)	4 each	First Page	20

7	Co-author paper (2nd to 5th)	50% of above marks	First Page	15
8	International co-authorship (a collaborative article with international authors) bonus	1 per paper	Authors page	2
9	Scopus citations received during year	1 mark per 10 citations	Scopus screen shot	8
10	Book with reputed International academic publisher	4 each	First Page	8
11	Edited book / book chapter with reputed International academic publisher	2 each	First Page	4
12	Competitive grant secured as PI (Cash)/year - Marks for International & Industrial grants will be 2 times	2 /million	Award letter/ Funds transfer letter	28
13	Competitive grant secured as Co-PI (Cash)/year - Marks for International & Industrial grants will be 2 times	1 /million	Award letter/ Funds transfer letter	14

### Cluster 2 — Collaboration, Innovation & Research Culture (Cluster Cap = 7)

Sr.	Activity Option	Per-Unit Marks	Evidence	Max
11	National or international formal collaboration with deliverable (MOU)	1 each	Copy of MOU	4
12	Patent / design / copyright filed or granted	2 each	Copy of document	4
13	Prototype validated	2 each	Copy of document	2
14	Technology transfer / commercialization	4 each	Copy of document	4
15	Oral presentation in a conference (International = 2/ National=1)	2 /1 each	Copy of Program	4
16	Invited keynote / plenary / expert talk	2 each	Copy of Program	4
17	FYP / thesis / project supervision completed	BS= 1 each MS= 2 each PhD= 3 each	Copy of Notification	6
18	Proposal-writing / publication workshop attended or conducted	1 each	Certificate	2
19	ORIC / research culture event contribution	0.5 each	Certificate	2
20	Start Up (SECP registered) launched (by oneself or as an Advisor to students) as certified by BIC	3	Certificate	6
21	Certificate/ Professional Training Course Launched (At least 20 hours)	3	Certificate	6

## 6 SECTION III — University Service, Engagement & Institutional Contribution

### 6.1 Section Cap = 15 for all faculty

Sr.	Activity Option	Per-Unit Marks / Rule	Evidence	Max
1	Dean	8	Notification	8
2	HoD, Director, or equivalent	5	Notification	5
3	University / department committee membership	0.5 each	Notification	3

4	Committee Convener / Secretary / Lead Role (excluding ex-officio assignments)	1 each	Notification	3
5	Governance reports / minutes / compliance submission	1 each	Notification	3
6	SAR / self-assessment / QEC documentation	1 each	Notification	2
7	Accreditation support	1 each	Notification	2
8	Corrective action implementation support	1 each	Report	1
9	Monitoring & Implementation Committee of Strategic Plan	3	Notification & minutes	3
10	Community outreach activity conducted	1 each	Report	3
11	NGO / government / corporate outreach partnership	1 each	Report	2
12	Entrepreneurship / innovation / incubation support	1 each	Report	2
13	Training attended	0.5 each verified training	Certificate	4
14	New certification earned	1 each	Certificate	3
15	AI / digital / pedagogy professional training completed	1 each	Certificate	2
16	Foreign professional membership	2 each	Certificate	2
17	Timely completion of institutional assignments	2 each	Certificate from Assigning Authority	4
18	Teamwork / responsiveness / institutional citizenship	3 = strong; 2 = satisfactory; 1 = weak; 0 = poor	Reporting officer	3

## 7 SECTION IV — Reporting Officer and Countersigning Officer Evaluation

### 7.1 Reporting Officer = 5

Sr.	Criterion	Max	Obtained
1	Professional conduct	1	
2	Reliability and responsibility	1	
3	Initiative and problem-solving	1	
4	Teamwork and departmental citizenship	1	
5	Integrity and compliance	1	

### 7.2 Countersigning Officer = 5

Sr.	Criterion	Max	Obtained
1	Academic contribution	1	
2	Institutional contribution	1	
3	Professionalism	1	
4	Leadership / growth potential	1	
5	Overall recommendation	1	

In case, a contribution criterion is not listed above, a committee of Deans, constituted by Vice Chancellor, will give it an equivalence to existing criterion.

## 8 Final Score Summary

<b>Section</b>	<b>Lecturer</b>	<b>AP / Associate / Professor</b>	<b>Marks Obtained</b>
Section I — Teaching, Learning & Student Development	60	40	
Section II — Research, Scholarship & Professional Growth / Innovation	15	35	
Section III — University Service, Engagement & Institutional Contribution	15	15	
Section IV — Reporting + Countersigning	10	10	
<b>Grand Total</b>	<b>100</b>	<b>100</b>	

### Performance Category

<b>Score Range</b>	<b>Category</b>
90–100	Excellent
80–89.9	Very Good
70–79.9	Good
50–69.9	Satisfactory
Below 50	Unsatisfactory

### Signatures

Faculty Member: \_\_\_\_\_

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

**9 Remarks & Signatures:**

**Remarks by Chairperson / Reporting Officer:**

Strengths:

---

---

Weaknesses:

---

---

Recommendation/ Remarks to be conveyed to faculty member:

---

---

---

---

Signatures of Reporting Officer: \_\_\_\_\_

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

**Remarks by Dean / Countersigning Officer:**

---

---

Signatures of Dean: \_\_\_\_\_

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

**Remarks by Vice Chancellor / 2nd Countersigning Officer:**

---

---

Signatures of Vice Chancellor: \_\_\_\_\_

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

\*Each authority is expected to complete their evaluation within 2 weeks.

Registrar / HR Record: \_\_\_\_\_ Date: \_\_\_\_\_

## Performance Rewards

Score Range	Category	Suggested Recognition
90–100	Excellent	Honorarium / recognition as approved e.g. 1 Basic Pay
80–89.9	Very Good	Honorarium / recognition as approved e.g. 75% of Basic Pay
70–79.9	Good	Certificate / appreciation
50–69.9	Satisfactory	Meets minimum expectations
Below 50	Unsatisfactory	Improvement plan / adverse remarks as applicable

In addition, faculty members securing >70 score will be eligible for an award/incentive for their research publications, as summarized below:

Category	Condition	Award/Honorarium (PKR)	Maximum Cap
Q1 Journal Publication	First or Corresponding Author	25,000 per article	Rs. 200,000
	Co-Authors (up to 5th author position) as a sum	20,000 per article	Rs. 100,000
Q2 Journal Publication	First or Corresponding Author	20,000 per article	Rs. 200,000
	Co-Authors (up to 5th author position) as a sum	15,000 per article	Rs. 100,000
For Arts & Social Sciences W Category Journals	First or Corresponding Author	18,000 per article	Rs. 200,000
	Co-Authors (up to 5th author position) as a sum	15,000 per article	Rs. 100,000
For Arts & Social Sciences X Category Journals	First or Corresponding Author	14,000 per article	Rs. 200,000
	Co-Authors (up to 5th author position) as a sum	10,000 per article	Rs. 100,000
* The total research reward amount for a single researcher in a year shall not exceed Rs. 200,000 under any circumstances.			

These provisions aim to encourage high-quality research output while maintaining equitable and capped financial incentives across authorship categories.

## Grievance Redressal Mechanism:

Any employee aggrieved by the final assessment, marks, remarks, grading, or outcome recorded in the Annual Performance Appraisal Proforma may, within fifteen days of the communication of such appraisal, submit an appeal through proper channel to the Registrar/HR, clearly specifying the grounds of grievance and attaching all relevant documentary evidence in support thereof. Upon receipt of the appeal, a Grievance Committee shall be constituted comprising: (i) Pro-Vice Chancellor, where available, or a Dean / senior faculty member from a faculty other than that of the aggrieved employee, who shall act as Convener; (ii) Director QEC, Member; (iii) Director ORIC, Member; and (iv) Registrar or his nominee, who shall act as Secretary. The Grievance Committee shall examine the appeal, undertake factual verification, obtain comments of the concerned Reporting Officer, Countersigning Officer, and any other relevant authority, where required, and provide the appellant an opportunity of hearing, if deemed necessary. The Committee shall record its findings and submit its recommendations to the Vice Chancellor for appropriate decision. Where the grievance involves a matter requiring placement before the Syndicate, or where the Vice Chancellor considers it appropriate, the case along with the recommendations of the Grievance Committee shall be placed before the Syndicate for consideration and final decision. The Syndicate may confirm, modify, set aside, or remand the appraisal for re-evaluation, in whole or in part, and its decision shall be final. No appeal based on vague allegations, general assertions, or unsupported claims shall be entertained.

### Annex-A: Evidence Log

<b>Sr.</b>	<b>Section</b>	<b>Activity Claimed</b>	<b>Date</b>	<b>Brief Description</b>	<b>Documentary Proof Attached</b>
1					Yes / No
2					Yes / No
3					Yes / No
4					Yes / No
5					Yes / No
6					Yes / No
7					Yes / No
8					Yes / No
9					Yes / No
10					Yes / No