



Beaconhouse National University

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Performa: 2

SELF ASSESSMENT BY FACULTY MEMBERS FOR THE YEAR 2014-15

Faculty Member

School / Department

Date of Joining

1. Summary of teaching and other assignments during the year including name of courses taught and studios or workshops conducted and curriculum review undertaken.

2. Research or special activities undertaken during the year.

3. **Activity Profile**

What percentage of your total professional time was spent on the following activities during the period of this report? (Aggregate must total 100%).

Teaching _____ %
Research Activity _____ %
Guidance to students _____ %
Administration Activity _____ %
Any Other _____ %

4. Your over all evaluation of your performance in relation to the academic standards of the university and your own career objectives:-

(Please evaluate your self on rating a scale of 1-5 by encircling the desired number)

Q#		Poor	Fair	Good	V.Good	Excellent
1	Teaching of Courses	1	2	3	4	5
2	Research Activities including participation in seminars, conferences, exhibitions, sports and cultural activities	1	2	3	4	5
3	Other Activities including books or articles published	1	2	3	4	5

Any Explanations or details of above may be added here:-

Date

Signature of the faculty member

Remarks of the Dean / Head of Department

- I agree with the Evaluation in column 4
Or
- I would modify these Evaluations as shown below

	Poor	Fair	Good	V.Good	Excellent
1	1	2	3	4	5
2	1	2	3	4	5
3	1	2	3	4	5

Any other comments about the performance of the faculty member:

Signature of the Dean / HOD

GUIDELINES

- Evaluation is the key to maintenance of quality and improvement in higher education. It is the analysis and comparison of actual outcomes with planned outcomes so as to help the stakeholders to develop an action plan for improvement.
- Faculty Evaluation forms are available and can be downloaded from the BNU website. The form will shed light on academic, administrative, committee work, and research element.
- Each Faculty member will be expected to complete and submit these forms to respective HoD's within a fortnight after the end of the each semester.
- A summary report based on these evaluations will be prepared by the HoDs in another two weeks, to be forwarded to the Dean for review. The software for preparing the summary will be forwarded by the Department of QA.
- HoD,s will also prepare a annual report based on the semester wise summary of the evaluation reports at the end of the academic year for the Dean, who will sent copies to the Vice Chancellor and the GM, QA.
- All matters relating to evaluations are highly confidential will be treated with extreme discretion