

Guidelines for filling and sending the “Nomination Proforma for HEC National Level BUTA”

Since all the information of documentary evidences cannot be accommodated in the nomination proforma, appropriate spaces have been provided in the proforma so that the softcopies of relevant documentary evidences can be attached in that space and hyperlink is created to the source folder. It will facilitate the Evaluation Committee Members to have access to the evidences just by clicking on the link.

While sending the filled electronic nomination proforma to HEC, also send the softcopies of the documents for which hyperlinks were created in the proforma. For that matter, it is recommended to save both the nomination proforma and the hyperlinked documents in one/single folder and send that folder in a USB/CD to HEC along with the duly signed covering letter and the Certificate of University Level Best Teacher Award winner.

The below sections of the nomination proforma require document attachments:

PART – A GENERAL INFORMATION

11.	Covering Note	<i>(Please attach softcopy of covering note provide hyperlink to source folder)</i>
12.	Curriculum Vitae	<i>(Please attach softcopy of covering note provide hyperlink to source folder)</i>

PART – B ELIGIBILITY REQUIREMENTS

(Please check all the boxes and attach softcopies of evidences with hyperlink to source folder in provided column).

SN	Check List (Please check all the boxes)	Response (Yes/No)		Attach softcopy of evidence with hyperlink (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>

PART – C UNIVERSITY-LEVEL ASSESSEMENT AS PER HEC BUTA CRITERIA

SN	BUTA Evaluation Parameters	Maximum Marks	Marks Obtained			Please attach softcopies of the filled questioners with relevant evidences on BUTA Evaluation Parameters, with for the winner here. (Ensure that hyperlinks to folder are working correctly)
			Winner	1 st Runner Up	2 nd 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				
Total Score		100				