

			to			
Date	Month	Year		Date	Month	Year

Part – I

(To be filled in by the Faculty Member)

1. Name of Applicant (in Block Letters):

2. Employee ID

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3. Faculty: Designation:

Date

Signature of the Faculty Member

Part- II

(To be filled in by the Teacher and Chairman/Dean/Advisor)

SL No.	Criteria	Total points Current	Points Assigned by teacher	Points assigned by Chairperson & Dean
1	Teaching Performance (Students' evaluation) (Teacher shall attach Students' evaluation)	30		
2	Teaching Performance (Chairman/&Advisor/Dean's observation) (Dean to attach report)	30		
3	Academic Pursuit (International Publication, Local publication, Conference/Proceeding Paper, Creative professional Work, Seminars/presentations offered Conference , Seminars, Workshops, Training, etc. attended) [Teacher First Fill in Section A below]	10		
4	Service to Students (Organizing and promoting of co-curricular and extra-curricular activities of the students [Teacher First Fill in Section B below]	10		
5	Service to University (includes maintaining attending meetings, obeying university rules and regulations, participating in departmental activities like preparation of class schedule, curriculum , course outlines and other activities assigned) [Teacher First Fill in Section C below]	10		
6	Punctuality (Strictly maintain the class hours and maintaining office hours*) (*The report need be provided by HR & attached herewith) [Teacher First Fill in Section D below]	5		
7	Motivation and commitment to EU (Personality, Team Work & Cooperation, Initiative, Hard work, Enthusiasm, Loyalty, Promoting the University etc.) [Teacher First Fill in Section E below]	5		
Total		100		

Date

Signature of concerned faculty member

Part- III

Remarks and recommendations of the Chairperson and Dean/Advisor

Remarks of the Department Chairman

Recommendation

Date

Signature of the Department Chairman

Remarks the Dean/Advisor

Recommendation

Date

Signature of the Dean/Advisor

Part – IV

(Remarks of the Countersigning Official)

I consider that the evaluation of the reporting officer is acceptable/not acceptable. I have the following comments to add and I recommend/do not recommend the candidate for annual increment/promotion.

Date

Signature of the countersigning official
(Dean / Pro VC / VC)

SECTION A

(Attach evidence – copy of the paper, acceptance papers, conference announcements etc.)

3. Academic pursuit: *Your total score in this section will be converted into a score out of 10 points for Part – II)*

3.1.1 International : (Defined as reputed journals published in the USA, Canada, UK, Western Europe, Australia, New Zealand, South Korea, and Japan)

12 points per paper (Unless a copy of the paper is attached, it may not be included, in which case, it may be added with the following year ACR)

Paper #	Title with complete reference	# of Authors	Total Points	Credit Earned	Credit assigned by Dean/ Chairperson
1		1	12	12	
2		2	12	6	
3		3	12	4	
4		4 or more	12	3	
Total					
Total Credit Limit 30 Points. Write 30 or the total in the above line whichever is less					

3.1.2 Local and Regional: (Defined as peer reviewed journals in Bangladesh and neighbouring countries, such as India, Srilanka, Nepal, Thailand, Myanmar, Vietnam, etc.) If a publication is not considered meeting desired quality, it may not be included in evaluation. 7 points per paper (Unless a copy of the paper is attached, it may not be included, in which case, it may be added with the following year ACR)

Paper #	Title with complete reference	# of Authors	Total Points	Credit Earned	Credit assigned by Dean/ Chairperson
1		1	7	7	
2		2	7	3.5	
3		3	7	2.33	
4		4 or more	7	1.75	
Total					
Total Credit Limit 25 Points. Write 25 or the total in the above line whichever is less					

3.1.3 International Conference Paper Presentation (Full paper in Proceedings) : (Defined as internationally recognized conference. If a publication is not considered meeting desired quality, it may not be included in evaluation. 7 points per paper (Unless a copy of the paper is attached, it may not be included, in which case, it may be added with the following year ACR)

Paper #	Title with complete reference	# of Authors	Total Points	Credit Earned	Credit assigned by Dean/ Chairperson
1		1	7	7	
2		2	7	3.5	
3		3	7	2.33	
4		4 or more	7	1.75	
Total					
Total Credit Limit 25 Points. Write 25 or the total in the					

above line whichever is less		
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3.1.4 International Conference Paper Presentation (Full paper not in proceedings)

(Defined as internationally recognized conference. If a publication is not considered meeting desired quality, it may not be included in evaluation.

5 points per paper (Unless a copy of the paper is attached, it may not be included, in which case, it may be added with the following year ACR)

Paper #	Title with complete reference	# of Authors	Total Points	Credit Earned	Credit assigned by Dean/Chairperson
1		1	5	5	
2		2	5	2.5	
3		3	5	1.67	
4		4 or more	5	1.25	
Total					
Total Credit Limit 25 Points. Write 25 or the total in the above line whichever is less					

3.1.5 Regional Conference Paper Presentation: (In Bangladesh, India, Pakistan, Nepal, Thailand, Myanmar, Srilanka)

5 points per paper (Unless a copy of the paper is attached, it may not be included, in which case, it may be added with the following year ACR)

Paper #	Title with complete reference	# of Authors	Total Points	Credit Earned	Credit assigned by Dean/Chairperson
1		1	4	4	
2		2	4	2	
3		3	4	1.33	
4		4 or more	4	1	
Total					
Total Credit Limit 25 Points. Write 25 or the total in the above line whichever is less					

3.1.6 Extra Credit for Best Paper Award in International Conference. You can list the same papers you listed above provided the paper received a best paper award.

Paper #	Title with complete reference	# of Authors	Total Points	Credit Earned	Credit assigned by Dean/Chairperson
1		1	5	4	
2		2	5	2	
3		3	5	1.67	
4		4 or more	4	1.33	
Total					
Total Credit Limit 25 Points. Write 25 or the total in the above line whichever is less					

3.1.7 Training attended/certificates earned. (Must be related to your discipline broadly. List all the trainings you attended last year. Enclose certificate. You may also include chairing sessions at conferences.)

Training #	Title/Certificate	International Maximum points	National	Credit assigned by Dean/Chairperson
1		5	4	
2		5	4	
3		5	4	
4		5	4	
Total				
Total Credit Limit 15 Points. Write 15 or the total in the above line whichever is less				

3.1.8 Creative Works

Training #	Title/Certificate (List all your creative works over last academic year. Examples to be considered as creative work, work promoting the image of the university: Literary, investigative, research publications, work of fine arts, performing arts, newspaper articles in well known newspapers, trade journals, key note speeches, etc. The Dean/Chairperson may assign up to 5 points for each work.)	Credit assigned by Dean/Chairperson
1		
2		
3		
4		
Total		
Total Credit Limit 10 Points. Write 10 or the total in the above line whichever is less		

Add up your score for Part - IV Academic Pursuit from the 6 sections above. Use the following Table to write your score on Part – II

	Section A Total Score	Equation	Your score on Part – II # 3	Credit assigned by Dean/Chairperson
	25 or more		10	
	24 to less than 25		9	
	Less than 24	Divide your total score by 3		

Points will vary depending upon the nature, importance, relevance, location (international, regional, national, local, etc.) and duration of the event attended.

SECTION B

4. Service to Students

This pertains to service to students beyond the normal course of duties mentioned in job description of a teacher. extra-curricular involvement, extra time and effort for student counseling, seeking internship and employment for students, guidance in events not covered by regular club activities, etc.

Activity	Role, nature & extent of involvement *	Maximum possible score	Points claimed	Credit assigned by Dean/Chairperson
Co- and Extra-curricular activities		3		
Student counseling(not advising)		3		
Arranging internship		3		
Arranging employment for students,		3		
Guidance in events		3		
Others (specify).....		3		
Total				
If your total is 15 or more, you can claim			10 points	
If your total is 12 or more, but less than 15, you can claim			9 points	
If your total is less than 12, divide your total by 1.5				

*Attach detail statement

SECTION C

5. Service to the University

This pertains to service to university beyond the normal course of duties mentioned in job description of a teacher and activities mentioned in Sl. 4 above. Service to University includes assisting department in administrative matters (e.g., preparation of class schedule, curriculum revision, and other activities assigned by the Chairman/ Dean), maintaining regular contact with him/her, etc. It also includes participating in corporate activities like meetings, seminars, official events (e.g., Foundation day celebration, Orientation program,) social events, etc.

Activity	Role, Nature & extent of involvement *	Maximum possible score	Points claimed	Credit assigned by Dean/ Chairperson
Administrative tasks		3		
Attending meetings		3		
Attending events		3		
Contact with Chair/Dean		3		
Community service as a representative of the university		3		
Others (specify)...		3		
Total				
If your total is 15 or more, you can claim			10 points	
If your total is 12 or more, but less than 15, you can claim			9 points	
If your total is less than 12, divide your total by 1.5				

SECTION D

- 6. Punctuality** (strictly maintain the class hours and maintaining office hours*)
(Pl. collect attendance records from HR and class hours and Make up class report from Program Office. Attached the reports herewith

Activity		Maximum possible score	Points claimed	Credit assigned by Dean/Chairperson
Maintaining class hours		2		
Maintaining office hours		2		
Does not schedule Make-up classes		1		
Total				

SECTION E

7. Motivation and Commitment to University

This pertains to service to university beyond the normal course of duties mentioned in job description of a teacher and activities mentioned in Sl. 4 and 5 above. Attitude (towards students, colleagues, subordinates, superiors, university policies), teamwork and cooperation, initiative, hard work, enthusiasm, loyalty, promoting the university, etc.

Activity	Role, nature & extent of involvement *	Maximum possible score	Points claimed	Credit assigned by Dean/Chairperson
Attitude		1.25		
Teamwork and cooperation		1.25		
Initiative, hard work, enthusiasm		1.25		
Loyalty, promoting the university, etc		1.25		
Total				

SECTION F

8. Negative Credit Factors (Remarks to be written by Chairperson and Dean)

Disobeying and violating university rules, activities clearly detrimental to the university, promoting non-tolerance, actively engaging in internal and external politics, engaging in activities considered clearly unethical or immoral, etc.

*Attach detailed statement