

International Islamic University, Islamabad
Office of Research, Innovation and Commercialization (ORIC)

Terms of References for the IIU Annual University Awards

Introduction:

The Terms of References (TORs) shall be called “TORs for Annual University Awards (AUA)”. The TORs are framed in line with the academic environment of IIUI and in accordance with the quality standards set by HEC. The TORs mentioned in this document would be monitored/referred to decide for the nomination and announcement of all three categories of awards.

Objectives

The objective is to encourage and motivate the teaching departments to adopt the prescribed standards of teaching, research and overall uplift the degree programs at the University. Faculty and Administrative Offices/Program Offices should, in all aspects of their teaching/research and relevant activities, perform their tasks as per the requirement of the age to meet international best practices. To develop a professional attitude for the stakeholders towards future endeavours and challenges.

Terms and Conditions

- i. The information/applications must be uploaded to the online portal created for the purpose, to maintain transparency.
- ii. The Directorate of Quality Assurance and Development (QAD) would make the initial scrutiny and would refer the eligible application(s) to a committee, which would be constituted by the VP (R&E) in consultation with the VP (Academics). The Committee will finally evaluate the documents and present its recommendations to President IIUI for his approval and announcement of the Award.
- iii. The online portal would be open for all three categories from 20 June to 15 July during the academic year. QAD will process the cases of eligible applicants by 31st July, and the meeting may be convened in the first week of August. The awards may be announced by the end of August every year.
- iv. The ToRs for the subject award in three different categories i.e. Best Teaching Program, Best Teacher, and Best Researcher with the purpose to encourage and which would be a motivation of the academic staff as well as administrative Incharge of degree-awarding departments/faculties.

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The Terms of References (TORs) to Award in the following three categories are mentioned hereunder:

Category – I: IIU Award for Best Teaching Program

Following ToRs are prepared for the IIU Award for the Best Teaching Degree Program and would be considered to nominate the best:

- i- To gauge the quality of work there is a mechanism to quantify by giving numbers as supposed from 1 to 10 marks may be assigned to score for the best one.
- ii- Candidates' interest in admission to the Program. It may be determined by the total number of applicants who applied in the specific program of BS, MS, and PhD Levels. Correspondingly, student's intake/who joined in the respective program after passing through the admission process (from the last three/five years). Moreover, the closing merit of the Program should be considered in the relevant Program.
- iii- Documentary proof of the approval of the Academic Council, accreditation (if required) from relevant body/authority/council, of the Program is required.
- iv- Approval of up-to-date scheme of studies (Revision of the scheme, once in last three years), relevancy of Course Contents with the Program and updated reference books are required.
- v- Properly defined the 'Objectives' and 'Learning Outcome(s)' of the specific Program must be mentioned.
- vi- NOC (if required by HEC) for the Programs which are launched in 2013 and onwards.
- vii- Financial viability of the Program.
- viii- Teacher/student ratio in the Program.
- ix- Program-based societies and involvement of teachers and students of the department/faculty.
- x- Engagement of students enrolled in the program in co-curricular activities such as debates, community services, availability of mentorship, student counselling etc.
- xi- International parameters for the best department/program are required to be explored and may be adapted as per our system.
- xii- Level of satisfaction of existing students and teachers regarding course contents, infrastructure etc., may be determined through students' feedback.
- xiii- Number of PhD faculty teaching the program.

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- xiv- Faculty turnover rates, reasons and measures taken to retain faculty by the department.
- xv- Graduates'/Alumni's feedback regarding the Program (in terms of its scope and market demand).
- xvi- Market/Employers' feedback for the specific Program.
- xvii- Diversity of the Program (in terms of specializations and level of experts).
- xviii- No. of graduates in passed-out in last year.
- xix- Availability of Infra-structure to run the Program. (optional as provided by the University)
- xx- Students' activity regarding conferences and workshops.
- xxi- The department may apply for any of the best programs offered in the last three academic years, irrespective of the level of the program.

Category – II: IIU Best Teacher Award

Following ToRs are prepared for the IIU Best Teacher Award and would be considered to nominate the best:

- i- Course workload/number of teaching hours in a week/semester. Teaching additional courses without compromising the quality of teaching will get higher scores.
- ii- Maintenance of Course Folder (which should include course outline (with 16 weeks' break-up), attendance record, quiz, assignment record, mid-term paper & result after conducting exam ...)
- iii- Punctuality and Regularity (mode of judgment is required to be discussed).
- iv- Students' Feedback (on the quality of teaching in class, use of updated material/books, use of relevant reference materials, attitude towards students, interaction and motivation of students, effective communication, subject knowledge, respect for fellow colleagues and inclination towards personal growth).
- v- The contribution of the faculty member towards departmental development.
- vi- The contribution to various departmental committees such as QAD, GRC, focal person for ORIC / QAD, DAC, Admission Committee, Examination Committee, and Discipline Committees.
- vii- Engagement with the students (display time (no. of hours) and availability for students' consultancy)
- viii- The member having any administrative post (Dean/Chairman etc.) may not be considered for the nomination of the award.

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- ix- Assistant Professors/Lecturers may preferably be considered for the award of the best teacher.
- x- Involvement of the teachers in curricular and extracurricular activities (like conduct/arrangement of seminars/workshops in the department)
- xi- Relevancy of question papers, marking/grading approach.
- xii- The Best Teacher Award may be announced for each Faculty.

Category – III: IIU Best Researcher Award

Following ToRs are prepared for IIU Best Research Award and would be considered nominated the best:

- i- The Best Researcher Award may be further categorized in discipline-wise as the award may be separated for Natural Sciences and Social Sciences/Arts.
- ii- All Professors/Associate/Assistant Professors and Lecturers may be considered for the researcher's award.
- iii- No. of publications Papers/Research Articles, their Citation, Impact Factor is required to be considered.
- iv- Publication(s) in HEC-recognized journals with W, X, or Y category, is required to be marked in the last 5 years.
- v- Authorship may be assigned numbers/scores with regard to the solo author, first author, and corresponding author.
- vi- No. of paper presentation in conferences at national and international levels in an academic year. (added)
- vii- No. of projects won by the researcher in an academic year.
- viii- No. of MS and PhD students supervised/produced by the researcher in an academic year.



IIU AWARD FOR BEST TEACHING PROGRAM (YEAR: 20)

A. General Information

1.	Name of the Program (as per Advertisement)	
2.	Name (Printed on Degree)	
3.	Level (Undergraduate/BS/Graduate/Masters/MS/PhD/Post Doc.)	
4.	Discipline and Area	
5.	Department	
6.	Faculty/Institution	
7.	Incharge/Chairman of Department	
8.	Dean Faculty/DG Institution	
9.	Year of Launching	
10.	Academic Coordinator/Focal Person	
11.	No. of Support Staff	

B. Eligibility: All degree programs offered by IIU.



Evaluation Criteria for The Best Teaching Program

Sr. No.	Criteria for Evaluation	Department/Faculty Response	Score Rubrics by Evaluation Team (0 to 10) Refer to the Grading Scale given below*	Attach Evidences/Verifications** (with appropriate title/Annex number)
		Mention Yes/No or Justification in Numbers or N/A		
1.	Approval of Academic Council			**
2.	Accreditation from relevant body/authority/council of the Program (If required for the said program)**			**
3.	NOC If required by HEC for the Programs launched from 2013			**
4.	Candidates' interest for admission to the Program (Determined by the total no. of applicants who applied in the specific program of BS, MS, and Ph.D. Levels)			Verification from Admission Section**
5.	Approval of up-to-date Scheme of Studies Date:			Notification**
6.	Objectives and Learning Outcome(s) of the specific Program			**
7.	Ratio: Regular faculty and Visiting to teach the Program			Provide the list of Regular Faculty and the Notification of PPT**
	<div>No. of Regular Faculty</div> <div>No. of Visiting</div>			



		Faculty (last two terms)			
8.	Ratio: Teacher and Students in the Program				i- Combined List of Teacher (Regular & Visiting) ** ii- No. of Students appeared in the Exam of the last Term**
	No. of Regular Teachers (Ph.D. & Non-PhD)	No. of Students (Male & Female)			
9.	No. of graduates in passed-out in last year				Final Term Exam Record/Gazette Copy**
10.	Financial viability of the Program (Subsidized/Self-Financed Program)				Verified Fee Collection Report**
11.	Rate of Fee Defaulters (determined with regard to total no. of students and no. of fee defaulters)				List of Defaulters**
12.	Program-based societies and involvement of teachers and students of the dept./faculty				Internal Notification of the Dept.**
13.	Level of satisfaction of enrolled students regarding course contents, infrastructure, etc.				Determine through students' feedback**
14.	Level of satisfaction of teachers of the Program regarding course contents, infrastructure, etc.				Determine through teachers' feedback**
15.	Graduates'/Alumni's feedback regarding the Program (In terms of its scope and market demand)				Verifiable Justification
16.	Market/Employers' feedback for the specific Program				Verifiable Justification



17.	Diversity of the Program (In terms of specializations and level of experts)			Verifiable Justification
18.	Students' activity regarding conferences and workshops			Documentary Evidence of one Academic Year**
19.	Availability of Infra-structure to run the Program (No. of Rooms, Laboratory, Library)			Provide List of Rooms Occupied in a semester, justified with Timetable
20.	LMS/Online Teaching and Examination Mechanism			Determine through Automation/Examination Sections**
(Please attach all the documents of evidence tagged/annexed in order)				
For Official Use Only				
Total Score:		Obtained Score:	% Score:	Total No. of Attached Documents:
Remarks on Winner's Overall Score in comparison with Runner-ups				

* Grading Scale is given below:

Sr.No.	Grading Scale	Description
1.	10	Outstanding/Yes
2.	09	Excellent
3.	08	Very Good
4.	07	Good
5.	05	Average/Somewhat
6.	03	Weak
7.	02	Poor
8.	01	Very Poor
9.	00	Nullity/No
10.	N/A	Exempted from Total

** Compulsory Requirement



IIU BEST TEACHER AWARD (YEAR: 20__)

A. General Information

1.	Name	
2.	Designation	
3.	Present Position/Administrative Post (Dean/Chairman/Chairperson etc.) [if any]	
4.	Discipline and Area of Specialization	
5.	Department	
6.	Faculty/Institution	
7.	Date of Joining	
8.	Total Teaching Experience	
9.	Terminal Qualification with year and name of degree awarding Institution/University	
10.	Date of Birth	
11.	Contact Information (Office, Official Extension, Phone, Cell number, Email)	



Evaluation Criteria for The Best Teacher

Sr. No.	Criteria for Evaluation	Teacher's Response	Score Rubrics by Evaluation Team (0 to 10) Refer to the Grading Scale given below*	Attach Evidences/Verifications** (with appropriate title/Annex number)
		Mention Yes/No or Justification in Numbers or N/A		
1.	Corse workload/number of teaching hours in a week/semester			**
2.	Maintenance of Course Folder [course outline (with 16 weeks' break-up), lesson plan of the lecture, attendance record, quiz, assignment record, mid-term paper & result after conducting exam]			**
3.	Command of Subject			Verified from students Feedback and checked by VLE
4.	Punctuality & Regularity			Verified from Program Office with evidence**
5.	Class Room Teaching /LMS***			Share few recordings
6.	Use of Technology			Google meet/Classroom**
7.	Student Interaction & Mentoring: Engagement with the students (display time (no. of hours) and availability for students' consultancy)			Documentary Evidence ** verified from Program Office/Incharge/Chairperson
8.	Engagement of the teacher in curricular and extracurricular activities (conduct/arrangement of seminar/workshops in the department)			Verification from Admission Section**



9.	Relevancy of Question Papers			Verification from Chairman/Chairperson and Dean/DG
10.	Marking/Grading Approach (Quizzes, Tests, and Assignments)			Verification from Chairman/Chairperson and Dean/DG with Documentary Evidence
11.	Student Evaluations***			VLE report
For Official Use Only				
Total Score:		Obtained Score:	% Score	Total No. of Attached Documents:

* Grading Scale is given below:

Sr.No.	Grading Scale	Description
1.	10	Outstanding/Yes
2.	09	Excellent
3.	08	Very Good
4.	07	Good
5.	05	Average/Somewhat
6.	03	Weak
7.	02	Poor
8.	01	Very Poor
9.	00	Nullity/No
10.	N/A	Exempted from Total

** Compulsory Requirement

***Total Score: 20



Evaluation Criteria for The Best Researcher Award

Sr. No.	Criteria for Evaluation	Researcher's Response	Score Rubrics by Evaluation Team (0 to 10) Refer to Grading Scale given below*	Attach Lists, Evidences/Verifications** (with appropriate title/Annex number)
		Justification in Numbers or N/A		
1.	No. of Research Papers Published in HEC recognized to ranked Journals (as Principal Author)			As per the attached format*** with impact factor and citation
2.	No. of Research Papers Published in HEC recognized to ranked Journals (as Co-Author)			As per the attached format*** with impact factor and citation
3.	No. of Books Published by reputed Publishers (as Principal Author)			As per the attached format*** with impact factor and citation
4.	No. of Books Published by reputed Publishers (as Co-Author)			As per the attached format*** with impact factor and citation
5.	No. of MS and PhD students supervised/produced by the researcher in an academic year.			As per the attached format****
6.	No. of paper presentation in conferences at national and international level			As per the attached format***
7.	No. of projects won by the researcher			As per the attached format***
8.	No. of Patents Acquired			As per the attached format***
9.	No. of Tech Transfer/Commercialization Activities			As per the attached format***



10.	No. of any other significant contributions			
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Total Score:		Obtained Score:	% Score	Total No. of Attached Documents:

* Grading Scale is given below:

Sr.No.	Grading Scale	Description
1.	10	Outstanding/Yes
2.	09	Excellent
3.	08	Very Good
4.	07	Good
5.	05	Average/Somewhat
6.	03	Weak
7.	02	Poor
8.	01	Very Poor
9.	00	Nullity/No
10.	N/A	Exempted from Total

** Compulsory Requirement

***Total Score: 20



***Format for the List of Publications, Patents, Copyright, Technology Transfer Activities, Supervisions, Conferences

1- For List of Research Paper(s)

Sr.No.	Required Fields			
1.	Title			
2.	Publication Date			
3.	Publisher			
4.	Volume and Page Number			
5.	Name of Authors as appeared on the Publication			
6.	Role of Author (First/Lead or corresponding)			
7.	Citation (from Web of Science or Scopus)	No. of Citations	Source	Citation web link
8.	Research Journal Listing as per Journal Citation Report and/or HJRS			
9.	Digital copy of Publication at online Research Database of ORIC			

2- For List of Book(s)

Sr.No.	Required Fields	
1.	Title	
2.	Publication Date	
3.	Publisher	
4.	Number of authors	
5.	Name of Authors as appeared on the Publication	
6.	Role of Author (First/Lead or corresponding)	
7.	Digital copy of Book at online Research Database of ORIC	

3- For List of Patents/Copyright for Art and Literary Work/Technology Transfer

Sr.No.	Required Fields	
1.	Title	
2.	Patent Ref. Number (for patents)	
3.	Patent Type (National/International)	
4.	Copyright Category/Field (for copyright)	
5.	Field or Subject	
6.	Industry (for Tech. Transfer)	
7.	Unique Identification Number	
8.	Awarding Date	
9.	Number of Inventors/Creators	



10.	Name of Inventors/Creators as appeared on the Publication	
11.	Role of Applicant (First/Lead or corresponding)	
12.	Commercial Aspect	
13.	Digital Record/Copy of Agreement at online Research Database of ORIC	

4- For List of MS and PhD Students Supervised/Produced by the Researcher

Sr.No.	Academic Year	MS/LLM/PhD	Name of Student	Title of Thesis

5- For List of Paper Presentation in Conferences at National and International Level

Sr.No.	Academic Year	National/International	Title of Conference	Title of Paper	Published/unpublished

6- For the List of Projects won by the researcher

Sr.No.	Academic Year	National/International & Name of Donner	Title of Project	Grant	Present Status (Completed/in the process)

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September 21, 2023

NOTIFICATION

It is notified for the information of all concerned that upon the recommendations of the VP(R&E), President IIU has been pleased to approve the Term of References (TORs) for the Annual University Awards (AUA) for the nomination and announcement in three categories: (a) Best Teaching Program, (b) IIU Best Teacher Award and (c) IIU Best Researcher Award. The TORs are formulated in line with the academic environment of IIUI and in accordance with the quality standards set by HEC, which would be referred to consider and decide the nomination for the best one in each of the mentioned categories.

1- The nominations/ applications must be uploaded to online portal that would be open **during 20 June to 15 July** every year. However, this year call for nominations will be announced once online portal is ready.

2- This issue with the instructions of the VP (Research & Enterprise) for information and implementation by all concerned.


(Prof. Dr. Muhammad Amir)
Director, ORIC

Encl:

- TORs for Annual University Awards
- 03 Evaluation Criteria

Distribution:

- i- All VPs
- ii- All DGs/Executive Directors
- iii- All Deans/Incharge of All Teaching Departments
- iv- Director/Incharge (HRMD/Gen. Admin./Acad./Exams/Audit/Finance/QAD)
- v- Legal Advisor, IIUI
- vi- Webmaster (with a request to upload the policy and circulate the info electronically.)
- vii- Relevant File

Cc: SPS to Rector
SPS to President
APS to Director ORIC

ORIC

Diary # 12-76
Dated 03-10-2023