SOHAIL UNIVERSITY

Policies & Procedures

SOHAIL UNIVERSITY

SOP Title: Awarding Best Teacher Award	
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To be implemented by: **Quality Enhancement Cell and other departments of Sohail University**	
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	Designation	**Date**
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Reviewed by: Syed Najeeb Haider Jafri **Sign:**	Director QEC	11/6/26
Approved by: Prof. Dr. Saeed Quraishy **Sign:**	Vice Chancellor	11/6/2026

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1. Purpose

To establish a transparent, fair, and merit-based mechanism for the selection and awarding of the **Best Teacher Award**, recognizing excellence in teaching, academic contribution, research, mentorship, and professional conduct.

2. Scope

This SOP applies to:

- All full-time faculty members
- Visiting faculty (minimum one academic year service)
- Faculty across all departments (UG & PG)

3. Objectives

- Promote excellence in teaching and learning.
- Encourage innovation in pedagogy and student engagement.
- Recognize research, mentorship, and institutional contribution.
- Strengthen quality culture in line with QEC standards.

4. Eligibility Criteria

A faculty member must:

1. Have completed at least **one full academic year** of service.
2. Have completed **at least two courses** during the evaluation period.
3. Have no disciplinary action pending.
4. Have participated in institutional QA processes (e.g., surveys, RIPE, PREE, SAR where applicable).

5. Evaluation Criteria & Weightage

Sr.	Criteria	Weightage (%)	Evaluation Source
1	Student Course Evaluation (Average Score)	30%	QEC Survey Data

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2	Peer Review / HOD Evaluation	15%	Structured Rubric
3	Teaching Innovation & Methodology	15%	Teaching Portfolio
4	Research & Publications	10%	Verified Publications
5	Student Mentorship & Supervision	10%	Project Records
6	Professional Development (Workshops, Training)	5%	HR Records
7	Institutional Contribution (Committees, Events)	10%	Official Records
8	Attendance & Academic Discipline	5%	Academic Office Data

Total = 100%

6. Detailed Evaluation Indicators

6.1 Student Evaluation (30%)

- Average score above institutional benchmark (e.g., ≥ 3.5/5 or 70%).
- Consistency across multiple courses.

6.2 Peer/HOD Review (15%)

- Classroom management
- Subject mastery
- Communication skills
- Professional ethics

6.3 Teaching Innovation (15%)

- Use of LMS, digital tools, simulations
- Case-based learning, project-based learning
- Student engagement techniques

6.4 Research & Academic Output (10%)

- Publications in recognized journals
- Conference presentations
- Research grants (if applicable)

6.5 Mentorship (10%)

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- Supervision of FYP/Thesis
- Academic advising
- Student support activities

6.6 Professional Development (5%)

- Participation in workshops
- Certifications
- Faculty development programs

6.7 Institutional Contribution (10%)

- Membership in committees
- Participation in accreditation activities
- Event organization

6.8 Discipline & Compliance (5%)

- Timely submission of results
- Course files maintenance
- Compliance with academic calendar

7. Selection Process

Step 1: Nomination

- Automatic eligibility screening by HR & QEC based on criteria.
- HOD may recommend faculty with justification.

Step 2: Data Compilation

- QEC compiles student evaluation results.
- HR compiles service record.
- HOD submits peer evaluation form.

Step 3: Evaluation Committee Review

Committee Composition:

- Chair: Dean / Director
- Member: QEC Representative
- Member: HR Representative

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- Member: Senior Faculty (Not from nominee's department)

Step 4: Scoring & Ranking

- Weighted scoring applied.
- Top 3 shortlisted.
- Final approval by Academic Council / Management.

Step 5: Approval & Announcement

- Official approval by Vice Chancellor / Director.
- Award announced in Annual Ceremony / Convocation.

8. Frequency of Award

- Once per academic year.
- Separate category may be created for:
    - Junior Faculty
    - Senior Faculty
    - Research Excellence

9. Award Benefits

- Certificate of Recognition
- Cash Prize / Honorarium (as per Finance approval)
- Recognition on website & social media
- Entry in annual performance record

10. Transparency & Record Keeping

- All evaluation records to be archived by QEC.
- Results to be documented in annual Quality Report.
- Feedback mechanism available for grievances within 7 working days.

11. Disqualification Criteria

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- Proven academic misconduct.
- Poor compliance with academic duties.
- Manipulation of survey data (if detected).

12. Review of SOP

This SOP shall be reviewed every **two years** by QEC and HR to ensure alignment with institutional policies and quality standards.

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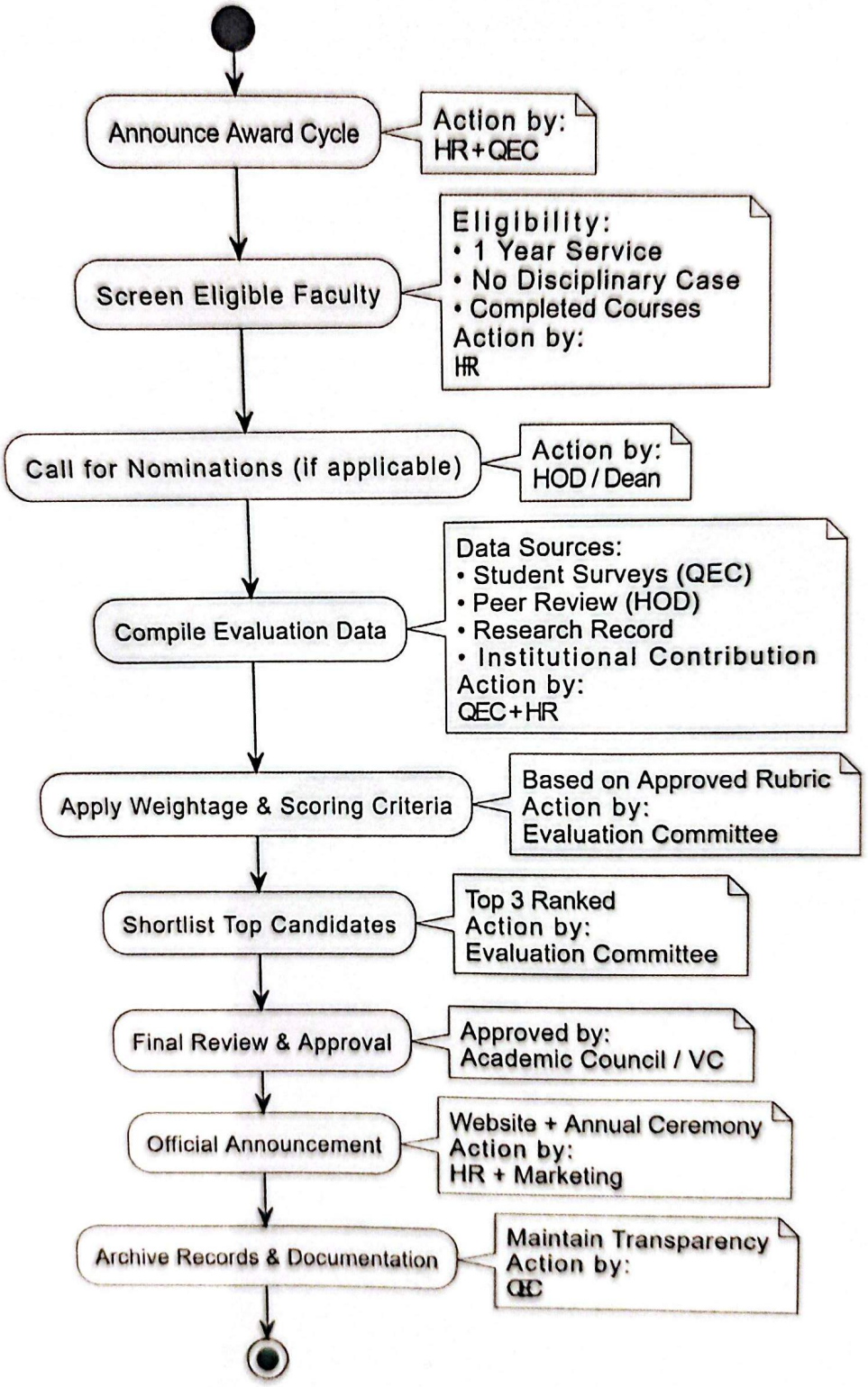
Best Teacher Award Process Flowchart



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