

Annual Report of Continuous Professional Development (Hours)

What does it mean?

We as a university, intend to retain our 'W' rating with HEC. In compliance of HEC requirements, among others, FCC faculty has to show evidence for 36 hour of Continuous Professional Development (CPD) during an academic year (July–June)

1. Following is the list of activities (not exhaustive) recognized by HEC as faculty development:

- Participation in seminars and conferences (preferably HEC approved)
- Attending talks by experts
- CLT workshops and seminars
- Classroom observing and observation
- Participation in curriculum development seminars
- Departmental seminars and research colloquium (not meetings)
- Syllabus revision and updating discussions (not regular staff meetings etc.)

Note: Papers and publications count in the Research category not in CPD hours

2. All faculty members are expected to keep a record/evidence of their activities

3. CLT will keep a record of participation and certify all CLT activities

4. Record of all other activities should be kept by the individual faculty to be provided to the head for completing the table below

5. Complete table to be certified and duly signed by the Head of the Department

6. A draft for the Table showing CPD activity by faculty name is attached for the convenience of the department heads

7. We have considered all CPD activities at CLT, Departmental and/or individual level and developed the table accordingly but do modify as required

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Department: _____

From: _____ To: _____

Faculty		CLT Activities							Other Activities			Total PD Hours	
Code	Name	Faculty Annual Meeting	Seminars/I- nteractive Sessions	Learning Groups	Observation Sessions	Skype Session	Blended Courses	As Resource Person	Departmental Activities	Advising Sessions	National Conferences		International Conferences

Head of CLT
Rukhsana Zia - PhD

Head of the Department