F. No. NITA. 3 (127-GEN)/ 2022/ 2250-56

Date: July 18th 2023

CIRCULAR

Subject:　　Submission of Annual Performance Appraisal Report for the period of 1st July, 2022 to 30th June, 2023 by the regular employees of NITA – regarding.

Consequent upon the decision taken by the BOG at its 42nd meeting held on 27.12.2017, subsequent approval of the Competent Authority and in pursuance of the Office Memorandum No. 21011/ 1/ 2005-Estt (A) (Pt-II), dated: 23rd July, 2009 for submission of performance based self appraisal report, the following time schedule is mentioned here under:

Sl. No.	Activity	Date by which to be completed
1.	Submission of Self Appraisal to Reporting Officer by the individual	30th September, 2023
2.	Submission of report by Reporting Officer to reviewing Officer.	
3.	Report to be completed by Reviewing Officer and to be sent to Estt. Section/ accepting Authority.	In between
4.	Appraisal by accepting Authority wherever provided	
5.	Disclosure to the Officer reported upon where there is accepting Authority	
6.	Receipt of representation, if any, on APAR	
7.	Forwarding of representation to the competent Authority	
8.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	
9.	End of entire APAR process, after which the APAR will be finally taken on record	31st October, 2023

Therefore, all the regular employees of NITA are requested to submit their Self Appraisal Report to their concerned HoD/ Section In-Charge duly signed in all the pages of APAR as the time schedule indicated above. Thereafter, HoD/ Section In-Charge shall directly submit the same to DR (Admin) for taking further necessary action.

This is issued with the approval of the competent Authority.

[Col. (Dr.) Ashish Badola]
REGISTRAR

Encl: Format of APAR.
To
All concerned.

Copy to:
1) The P.A. to the Director, NIT Agartala for kind information of the Director, NITA.
2) All Deans/ HoDs/ Legal Advisor, NIT Agartala.
3) The Dy. Registrar (Admn)/ Dy. Registrar (F&A)/ Dy. Librarian, NIT Agartala.
4) The Medical Officer/ SAS Officer, NIT Agartala.
5) All Section In-charges, NIT Agartala.
6) Shri Kamal Kanti Paul, System Administrator, NITA to upload the above circular on the website of NITA.

[Col. (Dr.) Ashish Badola]
REGISTRAR

राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA–799046(TRIPURA)

SELF APPRAISAL-FACULTY (REGULAR)
July 1, 20_____ / to June 30, 20_____
(Attach additional sheet, if required)

I. Personal Information:

Name:	
Designation :	
Date of Joining on the present Post:	
Pay Scale and Basic Pay:	
Dept./School/Centre:	
Email:	
Whether Annual Property Return submitted	(Yes/No)

II. Instructional Elements:
(a) Teaching Engagement:

Programme	Activity				Credit Points	
	Semester	Course no & Title	No. of students	Weekly L – T - P	Student feedback (max 5) (Ex-5, Very Good-4, Good 3 etc)	Course credit (1 credits/credit hr)
UG (Undergraduate)						
PG (Postgraduate)						

Particulars to be given below, in respect of any course above, which is taken for part of the semester;
Innovation in teaching, if any:

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(b) Project and Thesis (Dissertation) Supervision: B.Tech, BS-MS,BT-MT/M.Tech/M.Sc/MCA/MBA/Ph.D

Level	Title of Project/Thesis (Dissertation)	Name of Students	Name of other Supervisor (If any)	Credit Points	Remark*
UG					
PG					

*Mention if industry or hardware related, UG- 0.25 credit points / project, PG- 0.5 credit points per project

(c) Other Instructional Tasks: (Such as development of Lab/course etc.)

Level	Activity	Faculty Score	Credit Points	Remarks

Details of Responsibility Entrusted	Department/School/ Centre/Section	Duration		Credit Points	Remarks
		Starting Date	End Date		
HOD, Dean, Chief Warden , Professor Incharge (Training & placement), Advisor (Estate), CVO, PI (Exam), TEQIP (Coordinator)					

- 2 points per semester

Details of Responsibility Entrusted	Department/School/ Centre/Section	Duration		Credit Points	Remarks
		Starting Date	End Date		
Warden, Assistant Wardens, Associate Dean, Chairman / Convener institute academic committees, Faculty In charge Computer Center / IT Services / library / Admission / student activities and other institutional activities,					

- 1 Credit / Semester

Details of Responsibility Entrusted	Department/School/ Centre/Section	Duration		Credit Points	Remarks
		Starting Date	End Date		
Chairman and Convener of different standing committee and Special Committee (Ex officio status will not be considered). FIC. (Each for one year duration) of different Units or equivalent					

- 0.5 Credit / Semester

Details of Responsibility Entrusted	Department/School/ Centre/Section	Duration		Credit Points	Remarks
		Starting Date	End Date		
Departmental activities identified by HOD like lab in charges, or department level committee for a min. period of one year.					

- 0.5 Credit / Semester

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Academic Research and Publication Element:

(a) Ph.D Research Supervision

Sr. No.	Name of Student	Reg Year and Status (Full Time /Part-Time)	Thesis Title	Other supervisor (s) (if any), name & department	Date of award/Submission /Viva voce	Credit Points

- 8 per Ph.D. student. In case there are more than one supervisor, then the Guide (1st Supervisor) gets 5 credit points per student and the rest to be divided equally amongother supervisor(s)

(b) Journal Papers (SCI or Scopus) (Published during the report period)

Authors names (sequence as in paper)	Title of paper	Name of journal	Vol. No. (Year) Page nos.	SCI/SCOPUS	Credit Points	remarks

- **Paid Journals are not allowed.**
- **4 point per paper. First author or Main supervisor will get 2 point and rest will be divided among others.**

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(c) Refereed Conference Research Papers (Published ones during the report period) Information to be given in the order as below:

Authors names (sequence as in paper)	Title of paper	Name of journal	Name of Conference	Place ,Year & Page No	Credit Points	Remarks

- 1 credit points/ paper. First author / Main Supervisor will get 0.6 and rest will be divided among the rest.

(d) Books, Monographs, Lab or Design Manuals – Authored/ Edited
(Excluding Editing of Conf. / Seminar / Workshop Proceedings)

Authors names (sequence as in paper)	Title of Book, Monographs, Lab or Design manuals	Name of publisher	International/National	Year & Page No	Credit Points	Remarks
			International		6 credit points per book	
			National			

- 2 credit points per book

(e) Book Chapter (International)

Sr. No.	Title of Book	Title of Book Chapter	Authors (same order as in publication)	Credit Points	Remarks

- 2 credit points per book chapter

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II. Sponsored R & D Consultancy & Extension Element:

(a) Sponsored Research Projects

Sr. No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I and other Investigators	Status: started or completed or in progress	Credit Points	Remarks

- 8 / project or 8 / patent as inventor (In case of more than one person in a Project, the Principal Investigator gets 5 credit points and the rest to be divided equally among other members).

(b) Consultancy Projects:

Sr. No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I and other Investigators	Status: started or completed or in progress	Credit Points	Remarks

- 2 Credit points @ Rs.5 lakhs of consultancy

(c) Products/ Processes/ Development and Technology Transfer/ Patents:

Sl. No.	Name of the Technology Transfer/Patent granted with name of Inventor(s)	Date	Credits	Remarks
1				

- 8 / Technology transfer /patent as inventor

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(d) Workshop / FDP / short term courses of min 05 working days duration offered as coordinator or convener:

Sl.No.	Title of the Course	Duration		Co-ordinator (s)	Credits	Remarks
		Starting Date	End date			

- 2 credit per course.

(e) Conduct of national programmes like GIAN etc as course coordinator

Sl.No.	Title of the Course	Duration		Co-ordinator (s)	Credit Points	Remarks
		Starting Date	End date			

- 2 credit points per course of Program of 2 week duration
- 1 credit points per course of Program of 1 week duration

(f) Conduct of National /International conference as chairman or secretary

Sl. No.	Title of the National /International Conference	Duration		Chairman or Secretary	Credit Points	Remarks
		Starting Date	End date			

- 3 per program

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III. **Other Academic Activities:**

Awards/ Distinctions	Honours	Membership of National Committees	Membership of Professional Societies

IV. **Other Work (not included in the form above)**

(a) **Establishment of new Labs**

Sl.No.	Name of Lab. Established	Sponsoring Agency	Lab incharge	Credit Points	Remarks
1					

- 4 credit points/ lab

(b) **Details of significant outreach activities**

Sl. No.	Activity	Duration	Credits	Remarks
1				

- 1 credit points / activity

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Fellowships of IEEE, FNA, FNAE, FNASc:

Sl.No.	Professional Society	Year	Credits	Remarks
1	Fellow IEEE, FNA, FNAE, FNASc		10 credit points per fellowship	

(c) Placement percentage (only for the placement cell officers/faculty in-charge of placement

Sl.No.	Year	Percentage of placement (% to be based on total number of students passing out and single job offer)	Credits	Remarks
1		above 85%		
2		75% - 84%		

• above 85%- 4 credit points per year, (75% - 84%)- 2 credit points per year.

V. **Self Appraisal**

(Comments on the work including particulars of circumstances for not being able to undertake activities in some elements)

VI. **Comments/ Suggestions for future work**

(Including difficulties faced, if any, and suggestions for improvement, training, infrastructure etc. for professional growth and for achievement of excellence)

(Signature of faculty member with date)

VII. **Separate Summary Of Work In Other Department / Centre**

(Applicable only to joint faculty)

VIII. **The Head of the Department/Reporting Officer should indicate subject-wise whether result is poor/below average/average/above average:**

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Sl No	Activity	Assessment
I. Rating of teaching ability in :- Report of Head of the Department		
1.	Lecture work	Proficient/Good/Average/Poor
2.	Last work shop	Proficient/Good/Average/Poor
3.	Tutorial Work	Proficient/Good/Average/Poor
4.	Project Work	Proficient/Good/Average/Poor
II.	Punctuality and regularity	• Punctual and Regular/ Occasional late comer/ Habitual late comer
III	Conscientiousness in taking classes and practicals	• Takes his/her classes • Regular engages the classes for • Skips the classes often • Engages the classes for period • Skips the classes often and also does not engages the classes the full period.
IV.	Personal	
1.	Maturity	Mature/Immature
2.	Conduct	Good/Bad/Misbehavior
3.	Temperament	Normal/Sensitive/Hyper
4.	Initiative & Drive	Very Good/Good/Fair/Poor
5.	Sense of Responsibility	Responsible/Irresponsible
6.	Response towards Office Orders	Co-operative/Reluctantly Co-operative/Non-Co-operative/Obstructive.
7.	Response towards emergent/urgent call for work during the holidays and or beyond office hours.	Respond promptly/Respond Reluctantly/Does not Respond at all.
8.	Discipline/Obedient	Obedient and Discipline/Occasional Tendency to be Disobedient and in-discipline/ Frequently Disobedient.
9.	Relation with student	Good/Fair/Bad
10.	Has any tendency to instigate student against administration being noted.	Yes/No
11.	Has any tendency to create groupism with staff being noticed	Yes/No
12.	For Misc. Institutional work relating to his/her profession	Accept the work willingly/Accept the work Reluctantly/Refuses the work.

Forwarded by Head of Department/ Centre:

(With comments, if necessary, about the information given)

(Signature of H.O.D. with date)

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<u>Assessment by Reporting / Reviewing Officer</u>

Please state that whether you agree with the self appraisal of the faculty concerned reported upon as mentioned in above Form. If not, please furnish the factual details.

(Signature of Reporting Officer. With date)

Remarks of the reviewing officer

Do you agree with assessment made by the Reporting Officer with respect to the self appraisal of the faculty concerned. In case of difference of opinion, please give details and reasons for the same.

(Signature of Reviewing Officer. With date)

Acceptance

Do you agree with the remarks of the Reporting/Reviewing Authorities?:   Yes/No

In case of difference of opinion details for the same may be given:

Date :

Place:

(Signature of the Accepting Authority)

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Guidelines

Henceforth, for Assessment of APAR in respect of Faculty of NITA, the following revised guidelines are issued for compliance with immediate effect.

1. Numerical Gradings/Credit points mentioned by the Faculty concerned are to be evaluated and endorsed by the Reporting and Reviewing Authorities for their quality of work output, personal attributes and functional competence of the faculty concerned reported upon.

2. Reviewing Officer may indicate specifically the differences, if any, with the assessment made by the Reporting Officer and the reasons therein in the relevant Section of Self Appraisal.

3. HoDs will act as Reporting Officer for the employees under their control and Dean (FW) will be the Reviewing Officer.

4. For HoDs, Dean (FW) will certify/ assess at Sl. VIII, page 8 & 9 of the format and act as Reporting Authority and Director or the Nominee will be the Reviewing Authority.

5. For Deans, Nominee of the Director/Director will be the Reporting and Reviewing Authority.

6. If Deans/Heads are having lower position than some of the employees, then their Reporting and Reviewing Authority will also be the Director or his nominee.

7. All HoDs should certify/ assess activities of all the Faculty members under their control which are detailed in the Activity page 8 & 9 at point VIII of the APAR format and to submit the assessment Report to the Dean (FW) to assess APARs as Reporting/ Reviewing Officer as the case may be.

8. All the regular employees (Teaching & Non-Teaching) of NITA should submit APAR to their respective HoDs/ Sectional Heads duly filled and signed in all the pages.

9. If there is any deviation from above, Directors' decision shall be final and binding on all employees.

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NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA – 799046 (TRIPURA)

ANNUAL PERFORMANCE APPRAISAL REPORT (NON-TEACHING-REGULAR)

July 1,20_____ / to June 30,20_____

(Attach additional sheet, if required)

PART-A

I. Personal Information:

Name:	
Designation :	
Employee Code:	
Date of Joining on the present Post:	
Pay Scale and Basic Pay:	
Dept./School/Centre/Section:	
Educational Qualifications	
Email:	
Whether Annual Property Return submitted	(Yes/No)

II. Period of absence on leave, etc :

Activity	Period	Type	Remarks
On Leave			
Others (specify)			

III. Training Courses Attended:

Sl. No.	Name of theTraining Course	Name of the Organization/Institution	Period

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Part-B
(Self Assessment)

IV. Brief description of duties on which the staff has been employed during this period of report, including significant achievements and challenges faced. Also mention any exceptional contribution or major systematic improvement.

V. Please indicate specific areas in which you feel the need to upgrade your skills through training programs.

VI. Areas in which you have upgraded yourself in the last year:

(Signature of the employee)

Date:
Place:

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Part-C

Assesment by Reporting / Reviewing Officer

I. Please state that whether you agree with the self appraisal of the employee concerned reported upon as mentioned in above form. If not, please furnish the factual details. Is skill up-gradation needs as identified by the employee.

II. Assessment of work output (weightage to section would be 40%)
(Grades should be assigned on the scale 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade.)

Sl. No.	Performance Parameters	(Scale 1 to 10)		Initial of Reviewing Authority
		Reporting Authority	Reviewing Authority	
1.	Accomplishment of planned work / Work allot as per subjects allotted			
2.	Quality of Output			
3.	Analytical ability			
4.	Accomplishment of exceptional Work / unforeseen tasks performed			
	Overall Grading on 'Work Output'(mean value)			

III. Assessment of personal attributes (weightage to section would be 30%)
(On the scale of 1-10)

Sl. No.	Performance Parameters	(Scale 1 to 10)		Initial of Reviewing Authority
		Reporting Authority	Reviewing Authority	
1	Attitude to work			
2	Sense of Responsibility			
3	Maintenance of Discipline			
4	Communication skills (including commendable work done In official language Hindi, if any)			

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5	Leadership qualities			
6	Capacity to work in team spirit			
7	Capacity to work in time limit			
8	Inter-personal relations			
Overall Grading on personal Attributes(mean value)				

IV. Assessment of functional Competency:

Sl. No.	Performance Parameters	(Scale 1 to 10)		Initial of Reviewing Authority
		Reporting Authority	Reviewing Authority	
1	Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly			
2	Strategic planning ability			
3	Decision making ability			
4	Coordination ability			
5	Ability to motivate and develop subordinates			
Overall Grading on personal Attributes(mean value)				

V. Overall numerical grading of the APAR on the basis of weightage given in Sec. II. Sec. III. And Sec. IV. Above (weighted mean= 40% of II + 30% of III + 30% of IV):_____ Final Score of APAR :_____ .
   * See instructions 1(c) to (f)

VI. Integrity:
Please comment on the integrity of the Officer:

(Signature of the Reporting Officer)

Date :
Place:

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Remarks of the Reviewing Officer

Do you agree with assessment made by the Reporting Officer with respect to the self appraisal of the faculty concerned. In case of difference of opinion, please give details and reasons for the same.

(Signature of Reviewing Officer. With date)

Part-D

Acceptance

Do you agree with the remarks of the Reporting/Reviewing Authorities? Yes/No

In case of difference of opinion details and reason for the same may be given:

Date :

Place:

(Signature of the Accepting Authority)

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Guidelines for filling up APAR

1. Numerical Gradings are to be awarded by the Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1 – 10. Where 1 refers to the lowest and 10 the highest. The following will be kept in mind while awarding numerical gradings.

   (a) The columns in APAR should be filled with due care and attention and after devoting adequate time.

   (b) It is expected that any grading of 1 or 2 (Against work output of attributes or overall grade) would be adequately justified by way of specific failure and similarly any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1 – 2 or 9 – 10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

   (c) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

   (d) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.

   (e) APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.

   (f) APARs graded below 4 will be given a score of zero.

2. Reviewing Officer may indicate specifically the differences, if any, with the assessment made by the Reporting Officer and the reasons therefor in the relevant Section of APAR.

3. The overall numerical grade of the APAR on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% for assessment of personal attributes and 30% for functional competency. It will be based on addition of the mean value of each group of indicators in proportion to the weightage assigned.

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