



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
National Institute of Technology Agartala

अगरतला/AGARTALA – 799046 (त्रिपुरा/Tripura)

संख्या/No.F.NITA.2(166-Estt)/Cont/Teaching/2023/ 691A-16.

दिनांक/ Dated, 28/12/2023

सूचना/NOTICE

Subject : Contractual engagement of Faculty & Non-Faculty Staff.

Based on the approval of the Competent Authority, all the Heads of the Departments/Sections are requested to forward the applications with the Requisite information in the prescribed format (enclosed) in respect of the contractual Faculty and Non-Faculty staff who is interested to be engaged on contractual basis for a further period beyond their present tenure of engagement, along with the Recommendation of the existing 3 member's Committee, constituted earlier by the Deptt./Section concerned with the approval of the Competent Authority for this purpose.

The Committee will call the candidates for an interview-cum-interaction for evaluation of their performance and after the interaction, the Committee will submit its recommendation to the Administration (i.e. Establishment Sec. NITA) **by 5th Jan.2024** without fail for further necessary action.

2. The interview-cum-interaction for evaluation of the performance in respect of the staff working in the Office of the Director, Registrar and Deans will be carried out by the Committee constituted with 3 members of Dean.

Encl : Format of Requisite information.

कुलसचिव (कार्य प्रभारित)/ **Registrar(I/C)**
एनआईटी अगरतला/ NIT Agartala.

To

All Deans/ All Head of the Departments/Sections, NITA for information & necessary action.

Copy to :

1. P.S. to Director for kind information of the Director, NITA.
2. The Faculty- in-charge, Website & Networking, NITA for information. He is requested to arrange the uploading of the revised format of requisite information and the reporting of the HoD immediately in the Institute Website.

कुलसचिव (कार्य प्रभारित)/ **Registrar(I/C)**
एनआईटी अगरतला/ NIT Agartala.

Requisite Information (Contractual Non-Teaching)

I. Personal Information:

| | |
|--|--|
| Name | |
| Designation | |
| Present Engagement | |
| Consolidated Pay | |
| Dept./School/Centre | |
| Email | |
| Educational Qualification | |
| Whether you have involved in any in disciplinary activities, if yes, specify | |

II. Brief description of duties on which the staff has been employed (include innovative activity/initiatives).

III. Please indicate specific areas in which you feel the need to upgrade you skills;

IV. Areas in which you have upgraded yourself

V. Other responsibilities you can handle, if any;

(Signature of the Contractual Staff with date)

**Reporting by the Head of the Department/Centre / School or Section In charge /
Branch In charge;**

1. Whether you agree with the statement made by the incumbent, if not specify;
2. General Assessment:

| Sl. No. | Activity | Assessment |
|---------|---|---|
| a. | Punctuality and regularity | Punctual and Regular/ Occasional Late Comer/Habitual late Comer. |
| b. | Sense of Responsibility | Responsible / Irresponsible |
| c. | Response towards Office Orders | Co-operatives / Reluctantly Co-operative / Non-Co-operative/ Obstructive. |
| d. | Response towards emergent/urgent call for work during the holidays and or beyond office hours | Respond promptly / Respond Reluctantly / Does not Respond at all. |
| e. | Discipline / Obedient | Obedient and Discipline / Occasional Tendency to be Disobedient and in-discipline / Frequently Disobedient. |
| f. | Relation with Student | Good / Fair / Bad |
| g. | Has any tendency to instigate students against administration being noted. | Yes / No. |
| h. | Has any tendency to create groupism with staff being noticed. | Yes / No. |
| i. | Whether the candidate carried out the additional responsibilities in the given time period. | Yes / No. |

3. Whether the staff was found involved in any indiscipline activities, which tarnished the image of NIT Agartala.
4. Give your recommendation regarding the candidature about his / her conduct.,

(Signature of Head of the Dept. or
Section In-charge / Branch In-charge with date)

Requisite Information (Contractual Faculty)

I. Personal Information:

| | |
|---|--|
| Name | |
| Designation | |
| Present Engagement | |
| Consolidated Pay | |
| Dept./School/Centre | |
| Educational Qualification (If not PhD, whether registered for PhD or not, if registered, please give details) | |
| Email | |
| Whether you have involved in any indisiplinary activities, if yes, specify | |

II. Instructional Elements (for 1 year 01-01-2023 to 31-12-2023) :

(a) Teaching Engagement:

| Sl. No | Activity | Task Performed | | | |
|--------|----------------------------|----------------|---|------------------|-----------------------------------|
| | | Level | Course No. & Title | No. of students | Weekly L-T-P |
| 1. | Subject/Lab taught in past | | | | |
| 2. | Project & Thesis in past | Level | Title of Projects/Thesis (Dissertation) | Name of Students | Name of other Supervisor (if any) |
| 3. | No..of Hours. | | | | |
| 4. | Percentage of results | | | | |

(b) Student Feedback :

| Activity | Assessment | Score (Maximum 5) |
|----------|---------------------------------------|-------------------|
| Feedback | Excellent/Very Good/Good/Average/Poor | |

© Other Academic Activities carried-out, if any : (Such as development of Lab/Course etc.);

III. Academic Research and Publication Element :

(a) Journal Papers :

(b) Conference Research Paper Published :

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(c) Other responsibilities carried-out, if any (administrative, student supervision etc):

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|--|--|
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| | |
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| | |

(Signature of Contractual Faculty member with date)

Whether the faculty was absent abroad or in any other place & dates, which furnished the name of NIT Agartala.

3. Whether the candidate fulfills the requisite qualifications as per the guidelines of Govt. of India.

4. Give your recommendation regarding the candidature about his / her conduct.

Forwarded by Head of Department/Center/Section
(With complete details about the candidate)

(Signature of Head of the Dept. with date)

Reporting by the Head of the Department/Centre / School:

1. Whether you agree with the statement made by the incumbent, if not, specify;
2. Give student Feedback regarding the candidate::
3. General Assessment :

| Sl. No. | Activity | Assessment |
|---------|---|---|
| a. | Punctuality and regularity | Punctual and Regular/ Occasional Late Comer/Habitual late Comer. |
| b. | Sense of Responsibility | Responsible / Irresponsible |
| c. | Response towards Office Orders | Co-operatives / Reluctantly Co-operative / Non-Co-operative/ Obstructive. |
| d. | Response towards emergent/urgent call for work during the holidays and or beyond office hours | Respond promptly / Respond Reluctantly / Does not Respond at all. |
| e. | Discipline / Obedient | Obedient and Discipline / Occasional Tendency to be Disobedient and in-discipline / Frequently Disobedient. |
| f. | Relation with Student | Good / Fair / Bad |
| g. | Has any tendency to instigate students against administration being noted. | Yes / No. |
| h. | Has any tendency to create groupism with staff being noticed. | Yes / No. |
| i. | Whether the candidate carried out the additional responsibilities in the given time period. | Yes / No. |

4. Whether the faculty was found involved in any indiscipline activities, which tarnished the image of NIT Agartala.
5. Whether the candidate fulfills the requisite qualification as per the guidelines of Govt. of India.
6. Give your recommendation regarding the candidature about his / her conduct.,

Forwarded by Head of Department/Centre/School:
(With comments, if necessary about the information given)

(Signature of Head of the Dept. with date)