



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
National Institute of Technology Agartala

अगरतला/ AGARTALA – 799046 (त्रिपुरा/Tripura)

संख्या/No.F.NITA.2(166-Estt)/Cont/Teaching/2023/1785-87.

दिनांक/ Dated, 22/06/2023

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 Committee (3 members) constituted with the approval of the Competent Authority.

2. The Committee will be chaired by the concerned Head of the Department/Section and other 2(two) members can be opted by the HoD from his own Department/Section or allied Department/Section. 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 **28th June, 2023** without fail for further necessary action.

3. 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.

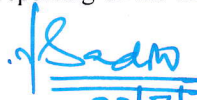

{Col. (Dr) Ashish Badola}
कुलसचिव/ Registrar
एनआईटी अगरतला/ NIT Agartala

To

All Heads of the Department/Section, 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.


{Col. (Dr) Ashish Badola}
कुलसचिव/ Registrar
एनआईटी अगरतला/ NIT Agartala

Requisite Information (Contractual Faculty)
(Attach additional sheet, if required)

I. Personal Information:

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

II. Instructional Elements:

(a) Teaching Engagement:

Sl.No.	Activity	Task Performed			Weekly L - T - P
		Level	Course no & Title	No. of students	
1.	Subject/Lab taught in past				
2.	Project & Thesis in past	Level	Title of Project/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/VeryGood/Good/Average/Poor	

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

(d) III. Academic Research and Publication Element:

(a) Journal Papers:

(b) Conference Research Papers:

(c) Other responsibilities carried-out, if any:

(Signature of Contractual Faculty member 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/ Occassional late comer / Habitual late comer
b.	Sense of Responsibility	Responsible/Irresponsible
c.	Response towards Office Orders	Co-operative/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/Obidient	Obdient and Discipline/Occassional Tendency to be Disobidient and in-discipline/ Frequently Disobidient.
f.	Relation with student	Good/Fair/Bad
g.	Has any tendency to instigate student 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 responsibility 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 candidate 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)

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 indisciplinary activities, if yes, specify:	

II. Brief description of duties on which the staff has been employed.

III. Please indicate specific areas in which you feel the need to upgrade your 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
Incharge / Branch Incharge:**

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-operative / 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 candidate about his / her conduct:

(Signature of Head of the Dept. or
Section Incharge/Branch Incharge with date)