

HOLY CROSS COLLEGE, AGARTALA
Lembucherra, Jubatara, Tripura West.
NAAC A+ Grate (Cycle-2), AICTE Approved, UGC 2(f), 12(B)

Ref: HCC/CAS/2024-25/03

Date: 30-01-2025

NOTIFICATION

This is to inform all the members of the teaching faculty (contractual) to submit the compulsory Annual Self-Appraisal Report in the prescribed format (available on the college website) to the IQAC Coordinator, Holy Cross College, Agartala, within **45 days** from the date of notification.

Supporting documents must be submitted by the applicant for every claim made in the format.


30.01.2025
(Principal, Holy Cross College)

Enclosure: As stated.

PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

Format of Self-Appraisal for Contractual Teachers

Confidential Self Appraisal Report

I. Personal Data (To be filled by the applicant):

Name	
Date of Birth	
Designation	
Academic Qualification	

II. Self-Summary Appraisal

1. Subject taught during the reporting year:

Subject taught	Total number of classes allotted in last two semester (weekly allocation)	Total numbers of classes taken in last two semesters	Score obtained (to be provided by the Principal and screening committee) Above 90-100%=10 Above 80-90%=8 Above 70-80%=6 Above 60-70%=4 40-60%=2 Below 40%=0

(To be verified by HoD)

2. Additional responsibilities discharged (if any please specify):

Special responsibility such as Coordinator of NAAC Criterion, Member of different clubs and committees of the college etc.	Activities done with proof	Verified by person in charge.	Score obtained (To be provided by the Principal and screening committee) >4 Responsibilities =10 2-3 Responsibilities = 6 1 Responsibilities = 3 Nil= 0

3. Regularity during last two semester:

Attendance in percentage of total working days	Score obtained (to be provided by the Principal and screening committee) 80-100%=10 60-79%=8 40-59%=6 Below 40%=0

4. Publications/ Paper Presentations/ Workshop/ Seminar/FDP etc.
Attended (Excluding programmes organised by HCC):

Sl No	Nature of Programme/ Title of the programme/Paper	Duration / No. of Authors
		>7 = 10 4-6 = 7 2-3 = 4 <2 = 0

Any other information:

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Assessment by the Applicant

Sector / Component	Total Marks	Marks obtained
Ability to Teach	10	
Activities/ Responsibilities	10	
Regularity	10	
Research and development	10	
Overall	10	
Total	50	