

# **PERFORMANCE APPRAISAL POLICY FOR TEACHING & NON TEACHING STAFF**



## **St. Vincent Pallotti College, Raipur**

Recognised by UGC under 2 (F) & 12 (B)  
PERMANENTLY AFFILIATED TO PT. RAVISHANKAR SHUKLA UNIVERSITY  
NAAC ACCREDITED WITH 'B++' GRADE

Tel. : +91-771-2283334, E-mail : pallotti.college@gmail.com, Website : www.stvincentpallotticollege.org, Facebook Page : St. Vincent Pallotti College, Raipur

Ref. No. .... **PERFORMANCE APPRAISAL POLICY FOR TEACHING** Date : .....

### **& NON –TEACHING STAFF**

05-06-2023

The Annual General Body meeting of Vidya Protsahan Sangh held in June 2023 made the following policy to evaluate teaching staff and non-teaching staff of the institution. The policy will be active and for 5 years .

#### **Performance Appraisal for the Teaching and Non-teaching Staff**

Under the following format teaching staff have to be evaluated

##### **1. Personal attributes:**

1. Behavior
2. Punctuality
3. Research minded/ Use of Library
4. Updating computer, sports or any learning etc.
5. Language
6. Commitment to the institution and involvement in its development.
7. Docility to Improvement.

##### **2. Fidelity to the Vision Mission of the college:**

1. Attitude to Service
2. Promotion to equality and justice
3. Respect to all religions and culture
4. Promotion of Love and service
5. Promotion eco-concern
6. Cooperation and collaboration
7. Promotion of weaker section of the society

##### **3. Towards the Management**

1. Cooperation with the management
2. Willingness and generosity to help the management
3. Promote the institution
4. Maintain confidentiality
5. Respect for all
6. Fidelity to the institution

**Courses Offered : B.Com., B.B.A., B.C.A., B.Ed., B.P.E., P.G.D.C.A., M.Com., M.A. (Eng.), P.G. Dip. (Yoga)**



# St. Vincent Pallotti College, Raipur

Recognised by UGC under 2 (F) & 12 (B)

PERMANENTLY AFFILIATED TO PT. RAVISHANKAR SHUKLA UNIVERSITY

NAAC ACCREDITED WITH 'B<sup>++</sup>' GRADE

Tel. : +91-771-2283334, E-mail : pallottl.college@gmail.com, Website : www.stvincentpallottlcollege.org, Facebook Page : St. Vincent Pallotti College, Raipur

Ref. No. ....

Date : .....

#### 4. Attitude towards the Teachers

- 1) Respect for all
- 2) Dolly city to the store teachers
- 3) Promptness in the work
- 4) Cooperation and collaboration
- 5) Readiness to help

#### 5. Responsibility towards Institution/ Building

- 1) Care for the building
- 2) Care for the equipments
- 3) Care for the gadgets/ furniture/ fixtures

#### 6. Towards Colleagues

- 1) Respect
- 2) Operation and collaboration
- 3) Respect and concern
- 4) Teamwork
- 5) Willingness to help

**Director**  
**St. Vincent Pallotti College**  
**Kaps, Lodhipara,**  
**RAIPUR (C.G.) - 492004**

# PERFORMANCE APPRAISAL FORM

## TEACHING STAFF

### DEPARTMENT OF COMPUTER SCIENCE

#### St. Vincent Pallotti College, Raipur

#### Performance Appraisal Form [Teaching Staff] 2023-24

[Note: To be filled by the teachers,]

Name of the Department : Department of Computer science.  
Name of the Faculty : Dr. Pooja Rathi.  
Present Designation : HoD (Asst. Prof.)  
D.O.B : 8/10/1976.  
Date of Joining : 01/07/2010  
Mobile No. : 9039293034  
Email ID : rathipooja.08@gmail.com.

#### PART A: EDUCATIONAL QUALIFICATIONS AND EXPERIENCE DETAILS

##### A.1 Educational Qualifications

(Masters Degree: 5 Points each, Ph.D. pursuing: 10 Points, Ph.D. completed: 15 points, NET: 15 points, Diploma: 5 Points, D.Lit.: 20 points)

Degree	Branch/ Specialization	University	Year of completion	%	Score obtained
UG	B.Sc. (CS)	Amravati Univ. (MS)	1997	78.50%	5
PG	M.Sc. (CS)	Ami. Univ. (MS)	1999	56.00% (3 <sup>rd</sup> merit)	5
	MCA	CV Raman (CG)	2002	76.66	5
Ph.D.	Comp. Applic <sup>n</sup>	CSVTU	2024	-	15
<del>PG</del>	M.Phil. (CS)	YCMOU	2010	82.60 (1 <sup>st</sup> merit)	5
Diploma					
D.Lit.					

##### A.2. Experience Details (5 points per year)

S.No.	Position held	Exp. in Years	Score	Score obtained
1	Principal			
2	Vice principal			
3	H.O.D.	13 yrs	60.65	} 70
4	Asst. Prof.	01 yr.	5	

**PART-B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**B.1 Teaching and Other Contribution to Academia**

Item		Score (5/4/3)	Score obtained
i.	Availability to students during working hours	5	48
ii.	Punctuality to classes	5	
iii.	Regularity in taking classes as per time table	5	
iv.	Maintenance of students attendance register and course files	4	
v.	Regularity in giving home assignments	4	
vi.	Availability for examination work including invigilation/valuation	5	
vii.	Participation in college/departmental activities	5	
ix.	Content delivery and nature of communication	5	
x.	Use of innovative teaching-learning methodologies: ICT based teaching-learning material (except PPT), Interactive methods, Collaborative methods.	5	
xi.	Number of classes per week	5	

**B. 2. Additional Significant Expertise (5 marks each)**

Item		Number	Score obtained
i.	Remedial classes	5	30
ii.	Technical Trainings (CTET/CG TET/Others etc.)	NA	
iii.	Lecture notes upload in website /developing blog	5	
iv.	Developing subject videos/lecture notes/ppt. for better understanding etc.	5	
v.	AQAR Criteria convener/member	5	
vi.	Additional: IQAC Co-coordinator, NIRF, DCF, PAR, AICTE etc.	5	
vii.	Committee convener/ member	5	

C. Research Publications /Books/Book Chapters/Patents

(SCOPUS: 10 points, UGC listed: 5 points, Books:10, Book Chapters:5, Patents:10)

Category	Title of the Publication	Score	Score obtained
Paper Publication	AI based Learning - NEP 2020	5	45
Book chapters	Promoting sustainable practices - A focus on Green Computing.	5	
Book chapl.	E-waste in India - Awareness Disposal	5	
Patent	AI Based Device to monitor Emp. Performance.	10	
Copyright	Digital Edu. system.	10	
Journal Renewal	Sustainable India ISSN - 25840517	10	

D. FDPs/Training Activities/ Workshops Attended/presented/Guest Lecture/Resource person)  
(5 points each)

	Title of the programme	Duration	Organized by	Score	Score obtained
1	FDP- Innovative T&L Pedagogy	1 week	Pazul Univ.	5	55
2	FDP- Adv. Research & IPR	1 week	Pallotti College	5	
3	FDP- Use of AI in T&L	2 days	SVP C	5	
4	National Webinar	1 day	CESCO	5	
5	Webinar - Energy Cons.	1 day	Columbia College	5	
6	Workshop - Adv AI Tools	1 day	IGNITE	5	
7	Workshop - ICT	1 day	NIT Raipur	5	
8	Workshop - Patent & IPR	2 days	The Progress	5	
9	Guest Lecture	2 hrs	The Progress	5	
10	Membership	..	The Progress & Sustainable India.	10	

- Satisfactory  
submitted to apply  
for Research Guide.

Pallotti  
02/01/2025

  
Dr. Kuldeep Dubey  
PRINCIPAL  
St. Vincent Pallotti College  
RAIPUR (C.G.)



# PERFORMANCE APPRAISAL FORM

## TEACHING STAFF

### DEPARTMENT OF COMMERCE

St. Vincent Pallotti College, Raipur

Performance Appraisal Form [Teaching Staff]

[Note: To be filled by the teachers.]

Name of the Department : COMMERCE  
Name of the Faculty : NEETU GUPTA  
Present Designation : ASSISTANT PROFESSOR  
D.O.B : 22/08/1982  
Date of Joining : 16/10/2016  
Mobile No. : 9406402270  
Email ID : neetuvishal06@gmail.com

#### PART A: EDUCATIONAL QUALIFICATIONS AND EXPERIENCE DETAILS

##### A.1 Educational Qualifications (Max. of 50 points):

(Masters Degree: 5 Points each, Ph.D. pursuing: 10 Points, Ph.D. completed: 15 points, NET: 10 points, Diploma: 5 Points, D.Lit.: 20 points)

Degree	Branch/ Specialization	University	Year of completion	%	Score obtained
UG	Commerce, B.Ed., Law	Pt. R.S.U	2000	68.59 59%	—
PG	Commerce	PRSU	2007	70	5
Ph.D.	Commerce	PRSU		10	10
Net	—	—	—	—	
Diploma	Tally JD	—	—	—	10
D.Lit.					

##### A.2. Experience Details (5 points per year)

S.No.	Position held	Exp. in Years	Score	Score obtained
1	Principal	—	—	
2	Vice principal	—	—	
3	H.O.D.	—	—	
4	Asst. Prof.	8	40	40

**PART-B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**B.1 Teaching and Other Contribution to Academia**

Item		Score (5/4/3)	Score obtained
i.	Availability to students during working hours	5	64
ii.	Punctuality to classes	5	
iii.	Regularity in taking classes as per time table	4	
iv.	Maintenance of students attendance register and course files	5	
v.	Regularity in giving home assignments	5	
vi.	Availability for examination work including invigilation/valuation	5	
vii.	Participation in college/departmental activities	5	
ix.	Content delivery and nature of communication	5	
x.	Use of innovative teaching-learning methodologies: ICT based teaching-learning material (except PPT), Interactive methods, Collaborative methods.	4	
xi.	Number of classes per week	21	

**B. 2. Additional Significant Expertise (5 marks each)**

Item		Number	Score obtained
i.	Remedial classes	05	25
ii.	Technical Trainings (CTET/CG TET/Others etc.)	-	
iii.	Lecture notes upload in website /developing blog	-	
iv.	Developing subject videos/lecture notes/ppt. for better understanding etc.	-	
v.	AQAR Criteria convener/member	-	
vi.	Additional: IQAC Co-coordinator, NIRF,DCF,PAR,AICTE etc.	-	
vii.	Committee convener/ member	5x 4=20	

**C. Research Publications /Books/Book Chapters/Patents**

(Front page of publication to be enclosed)

(SCOPUS: 10 points, UGC listed: 5 points, Books:10, Book Chapters:5, Patents:10)

Category	Title of the Publication	Score	Score obtained
			—

**D. FDPs/Training Activities/ Workshops Attended/presented/Guest Lecture/Resource person)**

(Necessary proofs to be enclosed) {5 points each}

Title of the programme	Duration	Organized by	Score	Score obtained
1. Use of AI in Teaching Learning & CO-PO attainment Calculation for OBE	5 days	St. Vincent Pallotti College Raipur	5	25
2. Advance Research Techniques and IPR	5 days	St. Vincent Pallotti College Raipur	5	
3. Emotional Intelligence for College Teachers	1 day	Kalinga University	5	
4. Master Class on Claude AI	1 day	Skill Nation	5	
5. Research & Publication Ethics	30 hrs.	Pt. RSU	5	

— No Publications observed.  
Suggested for Paper  
— Publications suggested for Ph.D  
work.

Total



**Dr. Kuldeep Dubey**  
PRINCIPAL  
St. Vincent Pallotti College  
RAIPUR (C.G.)

234



# PERFORMANCE APPRAISAL FORM

## TEACHING STAFF

### DEPARTMENT OF EDUCATION

#### St. Vincent Pallotti College, Raipur

#### Performance Appraisal Form [Teaching Staff] 2023-24

[Note: To be filled by the teachers.]

Name of the Department : EDUCATION  
Name of the Faculty : Dr. R. GAYATRI IYENGAR  
Present Designation : HEAD OF DEPARTMENT  
D.O.B : 08/05/1969  
Date of Joining : 01/07/2000  
Mobile No. : 9424233899  
Email ID : gayatriiyengar111@gmail.com

#### PART A: EDUCATIONAL QUALIFICATIONS AND EXPERIENCE DETAILS

##### A.1 Educational Qualifications

(Masters Degree: 5 Points each, Ph.D. pursuing: 10 Points, Ph.D. completed: 15 points, NET: 15 points,  
Diploma: 5 Points, D.Lit.: 20 points)

Degree	Branch/ Specialization	University	Year of completion	%	Score obtained
UG	B.Sc	Pt. Ravishankar Shukla University	1988	59.9%	
	B.Ed	Raipur (C.G.)	2000	75.0%	
PG	M.Sc	Pt. Ravishankar Shukla Univ. (CG)	1990	57.81	05
	M.Ed	Shukla Univ. (CG)	2007	63%	05
Ph.D.	Education	Pt. Ravishankar Shukla University	2023	-	15
Net	Education	UGC	2009	-	15
Diploma					
D.Lit.					

##### A.2. Experience Details (5 points per year)

S.No.	Position held	Exp. in Years	Score	Score obtained
1	Principal			
2	Vice principal			
3	H.O.D.	07	35	120
4	Asst. Prof.	17	85	

**PART-B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**B.1 Teaching and Other Contribution to Academia**

Item		Score (5/4/3)	Score obtained
i.	Availability to students during working hours	4	56
ii.	Punctuality to classes	5	
iii.	Regularity in taking classes as per time table	5	
iv.	Maintenance of students attendance register and course files	4	
v.	Regularity in giving home assignments	4	
vi.	Availability for examination work including invigilation/valuation	5	
vii.	Participation in college/departmental activities	5	
ix.	Content delivery and nature of communication	5	
x.	Use of innovative teaching –learning methodologies: ICT based teaching-learning material (except PPT), Interactive methods, Collaborative methods.	4	
xi.	Number of classes per week	15	

**B. 2. Additional Significant Expertise (5 marks each)**

Item		Number	Score obtained
i.	Remedial classes	05	26
ii.	Technical Trainings (CTET/CG TET/ <i>Others etc.</i> )	03	
iii.	Lecture notes upload in website /developing blog	—	
iv.	Developing subject videos/lecture notes/ppt. for better understanding etc.	03	
v.	AQAR Criteria convener/member	05	
vi.	Additional: IQAC Co-coordinator, NIRF,DCF,PAR,AICTE etc.	05	
vii.	Committee convener/ member	05	

C. Research Publications /Books/Book Chapters/Patents


(SCOPUS: 10 points, UGC listed: 5 points, Books: 10, Book Chapters: 5, Patents: 10)


Category	Title of the Publication	Score	Score obtained
Scopus	Academic self-concept and Academic Achievement of Indian CBSE school students.	10	20
Scopus	Psychometric Properties of the Academic Self concept scale among Indian CBSE school Students	10	

D. FDPs/Training Activities/ Workshops Attended/presented/Guest Lecture/Resource person)  
(5 points each)

Title of the programme	Duration	Organized by	Score	Score obtained
① FDP on use of AI in teaching learning	5-10-2023 to 9-10-2023	St. Vincent Pallotti college of eng & tech Raipur	05	15
② Advance research techniques in IPR	18-07-2023 to 22-07-2023	Vidhya Pratodan Sangh	05	
③ orientation & Sensitization Programme.	15-02-2024 to 24-02-2024	UGC Mahatma Mission Teacher training program	05	

Satisfactory.  
Suggested to apply for research for Guide.

  
Dr. R. Gayatri, Jyegur.

  
Dr. Kuldeep Dubey  
PRINCIPAL  
St. Vincent Pallotti College  
RAIPUR (C.G.)

## PERFORMANCE APPRAISAL

### NON TEACHING STAFF

St.Vincent Pallotti College,

Kapa, Raipur (C.G)

Performance Appraisal of Non-Teaching Staff

2023-24

Name: Mrs. Anita Rangire  
Date of birth: 04/06/1977  
Date of joining: 03/09/2014  
Designation: Office Assistant  
Qualification: B.A, PGDGA, Steno, Typing

Grade the answers out of 10

S.no	Particulars	Self	Management
1	PUNCTUALITY (समय का पालन)	10	09
2	POLITENESS (विनमता)	10	10
3	ENTHUSIASM (उत्साह)	09	08
4	WORKING KNOWLEDGE (कार्य ज्ञान)	10	09
5	COMPUTER KNOWLEDGE (कम्प्युटर ज्ञान)	10	10
6	COMPLETION OF WORK(काम पूरा करना)	10	09
7	RELATIONSHIP WITH STUDENTS(छात्रों के साथ संबंध)	09	09
8	TEAM SPIRIT (टीम भावना)	10	09
9	LEADERSHIP QUALITIES(नेतृत्व के गुण)	09	09
10	EXTRA WORK (अतिरिक्त काम)	10	09

Anita

SIGNATURE OF INDIVIDUAL

JK

SIGNATURE OF SUPERVISOR

St. Vincent Pallotti College,  
Kapa, Raipur (C.G)

Performance Appraisal of Non-Teaching Staff  
2023-24

Name: Jageshwar Prasad Koria  
Date of birth: 05-03-1989  
Date of joining: 05-01-2015  
Designation: Computer Officer & Tech.  
Qualification: B.Com, M.Com, MA-Economic, B.A &

Grade the answers out of 10

S.no	Particulars	Self	Management
1	PUNCTUALITY (समय का पालन)	10	09
2	POLITENESS (विनमता)	08	08
3	ENTHUSIASM (उत्साह)	10	09
4	WORKING KNOWLEDGE (कार्य ज्ञान)	09	09
5	COMPUTER KNOWLEDGE (कम्प्युटर ज्ञान)	09	09
6	COMPLETION OF WORK (काम पूरा करना)	10	08
7	RELATIONSHIP WITH STUDENTS (छात्रों के साथ संबंध)	09	09
8	TEAM SPIRIT (टीम भावना)	09	09
9	LEADERSHIP QUALITIES (नेतृत्व के गुण)	09	09
10	EXTRA WORK (अतिरिक्त काम)	09	08

J.P.K.

J.P.