

# POLICY DOCUMENT FOR PERFORMANCE APPRAISAL SYSTEM OF TEACHING STAFF.



## St. Vincent Pallotti College, Raipur

Affiliated to UGC under 2(F) & 12 (B)  
(PERMANENTLY AFFILIATED TO PT. RAVISHANKAR SHUKLA UNIVERSITY)  
(A NAAC ACCREDITED SELF FINANCE INSTITUTION)

Tel. : +91-771-2283334, E-mail : pallotti.college@gmail.com, Facebook : pallottiraipur, Website : [www.stvincentpallotticollege.org](http://www.stvincentpallotticollege.org)

Ref. No. : .....

Date : .....

The Annual General Body of Vidhya Prothsahan Sangh held on 22.04.2019 made the following Policy to evaluate the teaching staff of the college.

### Performance Appraisal of the Teaching Staff

Under the following format the teaching staffs have to be evaluated.

#### 1. Personal Attributes:

- a. Behaviour
- b. Punctuality
- c. Research minded/ use of Library
- d. Updating; computer, sports, any other learning etc
- e. Language
- f. Use of Casual Leave
- g. Fitness and Health
- h. Commitment and Hard work
- i. Docility to improvement

#### 2. Fidelity to the vision mission of the school

- a. Attitude of service
- b. Promotion of equality and justice
- c. Respect for all religions' and culture
- d. Promotion of love and service
- e. Promotion of eco-concern
- f. Cooperation and collaboration
- g. Promotion of weaker section of the society

#### 3. Towards the Management:

- a. Cooperation with the management
- b. Willingness and generosity to help the management
- c. Promote the institutions
- d. Maintain confidentiality/ secrecy
- e. Respect for all
- f. Completion of files and registers
- g. 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)



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#### 4. Towards Colleagues:

- Cooperation and Team Work
- Respectful attitude towards others
- Enjoying the job in the college
- Attitude of companionship
- Willingness to help others
- Good counsellor

#### 5. Towards Responsibility

- Teaching Proficiency
- Creativity and innovations
- Honesty
- Fidelity to the responsibility

#### 6. Towards College

- Care for the building and equipments
- Responsibility of the cleanliness
- Responsibility of fixers in the college
- Sense of belongingness
- Love for the college

#### 7. Towards Professional Achievements:

- Part of the college team
- Participations in the seminars
- Scholarly Contributions



(Rev. Fr. Shanti Prakash Panna)

St. Vincent Pallotti College  
Director Kapa, Lohipara,  
RAIPUR (C.G.) - 492004

For, St. Vincent Pallotti College

**POLICY DOCUMENT FOR PERFORMANCE APPRAISAL SYSTEM OF  
NON TEACHING STAFF.**



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**The Annual General Body of Vidhya Prothsahan Sangh held on  
22.04.2019 made the following system of evaluation of the non-teaching  
staff of the college.**

**Performance Appraisal of the Non-teaching Staff**

Under the following format the non-teaching staffs have to be evaluated.

**1. Personal Attributes:**

- a. Personal presentation
- b. Qualifications
- c. Abilities on different areas
- d. Smartness
- e. Health

**2. Attitude towards the management:**

- a. Fidelity to the management/Institution
- b. Attitude of Service
- c. Attitude of operation and collaboration
- d. Promotion of values like equality, justice, care etc
- e. Promotion of eco-friendliness

**3. Attitude towards the parents and students:**

- a. Care for the parents
- b. Care for the students
- c. Attitude towards parents and students
- d. Respect for all
- e. Service mindedness

**4. Attitude towards the teachers**

- a. Respect for all
- b. Docility to the teachers
- c. Promptness in the work
- d. Cooperation and collaboration



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## 5. Responsibility towards Institution/building

- Care for the building
- Care for the equipments
- Care for the gadgets/furniture's/ fixers etc

## 6. Towards Colleagues:

- Respect
- Operations and collaboration
- Respect and concern
- Team work
- Willingness to help

(Rev. Fr. Shanti Prakash Panna)  
Director

Director, St. Vincent Pallotti College  
Kapa, Lodhipara,  
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