



THE ASSAM

ROYAL GLOBAL UNIVERSITY

RGU
PERFOR
ASSES

POLICY GUIDELINES

1. PERFORMANCE ASSESSMENT OF FACULTY
2. PROMOTION OF FACULTY
3. PERFORMANCE FEEDBACK AND MONITORING

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POLICY GUIDELINES

Performance Assessment of Teachers

1. Every Faculty member appointed in RGU will be assessed for his/her performance based on the Academic Performance Indicator (API) score obtained in various Categories of Performance Based Appraisal System (PBAS) proforma.
2. The PBAS proforma has been evolved as per guidelines stipulated in "UGC Regulations on Minimum Qualifications for Appointment of Teachers in Universities and Measures for the Maintenance of Standards in Higher Education-2010" hereafter referred as **UGC regulations**.
3. The API scores as endorsed and verified in the PBAS Proforma will be the primary means of assessing a Faculty member for the purposes of promotion under Career Advancement Scheme (CAS), increments and other awards/Incentives including key appointments/assignments and deputations.
4. All other instructions issued earlier in this regard are superseded by issue of these Policy Guidelines.
5. **It is not mandatory for the Professor Emeritus / Professor / any other faculty member above the age of 65 years, to fill the PBAS proforma.**
6. The PBAS proforma is placed at **Appendix I** and will be used by Faculty of all streams. The Scales to be used for awarding Scores for different performance parameters are as explained and stipulated at **Appendix-II-Compendium for Scoring Methodology**. The faculty members are advised to read the PBAS form, the Annexures and the Compendium carefully before filling up the form.
7. In case of shortage of space while filling up the various fields in the proforma, own Annexures can be created with proper numbering and later attaching them with the form.

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8. PBAS proforma shall have to be filled up indicating all performance achievements pertaining to the academic year immediately preceding **30 June** (except few points where duration has been specifically mentioned), e.g. if it is filled up as on 01 July 17, it will be labeled as PBAS for Academic Year 2016-17 i.e. from 1st July, 2016 to 30 June, 2017. All existing faculty members shall be required to fill up the Annual PBAS, once for each Academic year. All new joinees working in RGU for minimum 6 months shall also fill up the PBAS proforma.
9. The HR Department will maintain a record of API score for each year of each Faculty.
10. It is to be noted that PBAS proforma is to reflect performance activities undertaken only during that relevant Academic year. No performance achievement is to be repeated in subsequent proforma.
11. **Submission of PBAS Proforma.** Responsibility for filling up the PBAS Proforma correctly and submitting it to the HoD or the HoS as applicable will rest with the individual Faculty. Cat I, II & III will be filled up by the individual Faculty. Cat -IV will be filled up by the Head of Department (HoD), who will submit it to the Head of School (HoS) within a stipulated time after fully verifying the details filled in by the Faculty. The HoS will forward it to the HR Office.
12. The HoD/HoS will be the immediately next superior authority, as the case may be.
13. The PBAS Proforma will be a 'Confidential' document and will be seen only by the authorized personnel and also will be submitted at every stage in sealed envelopes.
14. The constitution of Promotion Committees for different levels, their functions and awarding system will be formed in consultation with the Competent Authority. Meetings of Promotion Committees will be held once a year for each stream. The Faculty member, who is eligible, shall be required to submit an Application alongwith the PBAS proforma to the next hierarchy for further forwarding to HR Office.
15. The Management as per its policy always endeavours to reward the individuals for their professional performance and achievements. As one of the incentives, Faculty members are considered for suitable Increments/Allowances based on their assessed Performance Grade and recommendations of the HoI/HoD. For the purpose of Performance Grade/API Ratings, API score of PBAS will be considered.

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16. Performance Feedback & Monitoring: Basis the Faculty Performance Grade/API Rating, each faculty shall be given feedback on his/her performance. This shall be documented. While the HoD/HoS shall be doing the performance review with each faculty member, he/she shall also be required to give requisite improvement paths to the faculty in areas where the faculty member is lacking. The HoD/HoS, is in the best position to comprehend the individual's level of Knowledge, Skill and Attitude; therefore, it is imperative that he/she take responsibility of enhancing the quality of the faculty in his/her institution. The framework for sharing the Performance Feedback and thereby, Monitoring Improvement of the faculty member is deliberated upon and will be shared later.

17. All HoSs are requested to give wide publicity to these Policy Guidelines.

Member *Approved*

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