

**Krishna Kanta Handiqui State Open University
Guwahati, Assam, India**

PERFORMANCE APPRAISAL POLICY



**(Approved by the Board of Management in its
51st Meeting held on 27/09/2019)**

1. Preamble:

The University pledges to put in place a Performance Appraisal Policy for a continuous evaluation of employees' performance and to know their situations in the organisation. It is a process in which the level of achievement would be verified, good behaviour and values are appreciated and necessary action is taken to ensure the development of employees working in the organisation. KKHSOU provides an annual performance appraisal system that identifies performance goal necessary to achieve the University's mission and evaluates employee's accomplishments towards these goals.

2. Definitions:

2.1 University means Krishna Kanta Handiqui State Open University.

2.2 Employee: Employee of the University that includes officers, teachers and other employees of the University.

2.3 Performance Plan means a document that describes the work to be completed by an employee.

3. Purpose of the Policy:

The Performance Appraisal system in the University would aim at the following -

- To identify the strengths and weaknesses of employees.
- To assess the potential present in a person for further growth and development.
- To provide feedback to employees regarding their performance.
- To provide with opportunities for education, training and development.

4. Applies to:

Employees of the University holding a permanent appointment or a tenure appointment.

5.1 Performance Plan

Each employee of the University shall have a Performance Plan established on an annual basis at the beginning of each financial year, which must be derived from the essential duties and responsibilities to the University. The appraisal of the performance would be carried out on the basis of role expectations.

5.2 Types of Appraisal

There will be three types of Appraisal System mainly for the teachers, officers and other employees. The self appraisal system would be adopted for the officers and teachers. Confidential report system by controlling officers would be in place for other employees.

5.3 Action based on Performance Appraisal

- If employee's performance falls below expectations, the authority shall communicate to her/him in writing and take actions accordingly. Performance counselling should be an integral part before undertaking any action for poor performance.
- The newly recruited employee who is performing assigned duties in a satisfactory manner, the reviewing authority shall recommend that employee be made permanent. If performance is less than satisfactory, the reviewing authority shall request extension of probationary period.
- The reviewing authority would consider the performance of the employees serving under probationary period and accordingly would make recommendation towards confirmation or extension of probationary period as may be applicable.
