**Annexure 7/4**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Individual Work Planning Form for Academics** | | | | | | | |
| **Section A: Staff Details** | | | | | | | |
| APPRAISAL PERIOD: | | | | | | | |
| SID NUMBER: | | | | | | | |
| NAME OF THE STAFF: | | | | |  | | |
| POSITION TITLE: | | | | | POSITION LEVEL: | | |
| DIVISION: | | | | | DEPARTMENT/SECTION: | | |
| **SECTION B: Performance Assessment (80%)** | | | | | | | |
|
| **College/Department Output** | **Activities** | **Maximum API** | **Minimum API** | **Self Rating** | | **Supervisor’s Feedback** | **Final Score** |
| 1. …….. | 1. Teaching and Learning |  |  |  | |  |  |
| 1.1. |  |  |  | |  |  |
| 2. ……... | 2. Research and Innovation |  |  |  | |  |  |
| 2.1. |  |  |  | |  |  |
| 3. ……. | 3. Academic Services |  |  |  | |  |  |
| 3.1. |  |  |  | |  |  |
| **Total Score** | | | |  | | | |