**Annexure 7/4**

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|  **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** |  |