**Annual Performance Plan**

*(This form is to be completed jointly by the faculty and his/her HOD or Dean before the start of the financial year. The annual performance planning session and half-yearly appraisal and feedback sessions must take place before or at the time of completing this form..)*

**Section A: *Basic Information***

|  |  |
| --- | --- |
| Faculty's Name: | Job Title/ Position: |
| School: | Department/ Program:  |
| Name of HOD/ Dean:  |
| Performance Period*: From*   | *To* |
| Completion Date: *By Faculty*  | *By HOD/Dean:*  |
| Date of Submission to HR Section: | Date of Last Planning: |

**Section B1: *Performance Targets*** (use extra sheet if necessary)

|  |  |  |
| --- | --- | --- |
| **Key Result Area**  | **Time Allocation (in percentage)^** | **Annual Performance Targets\*** |
| 1. | Teaching and teaching learning activities (in academic programs) |  |  |
|  |
|  |
|  |
|  |
| 2. | Research/ Consulting/ Training (for clients) |  |  |
|  |
|  |
|  |
| 3. | Service (to the University) |  |  |
|  |
|  |

^ Refer to FPMS Guidelines document for the normal range of time allocation for various KRAs across different positional levels.

\* To be prepared on the basis of agreed measurable/ verifiable performance indicators - quantity, quality, time, cost, revenue, customer approval rating.

**Section B2: *Other Planned Works***

|  |  |  |
| --- | --- | --- |
| **Planned Works** | **Justification** | **Expected Outputs/ Results** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**Section C: *Monthly Work Plan***

|  |  |
| --- | --- |
| **Performance Target Related Activities** | **Time Line (in months\*)** |
| S | B | A | K | M | P | M | F | C | B | J | A |
| 1. Teaching and teaching learning activities (in academic programs) |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Research/ Consulting/ Training (for clients) |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Service (to the University) |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other Works** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Section D: *Competencies and Other* *Performance Requirements for Meeting the Targets***

|  |  |
| --- | --- |
| **Additional/ New Competencies Required:** | **Other Resources and Supports Required:** |
|  |  |

**Section E: *Comments on the Objectives and Activities***

|  |  |
| --- | --- |
| **Faculty:** | **HOD/Dean:** |
|  |  |

Signature (faculty) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (HOD/Dean) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_