

Employee Name : Chandrashekhar Marathe  
 Manager's Name : Vilas Kakade  
 Goalsheet Of Year: 2017-2018

**KRA Category : Business**  
**KRA Weightage : 20**  
**KRA Description : Cost reduction**

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Reduce packaging cost 15 lakhs / year . ( by developing new vendors and by exploring other suitable alternatives. )	Text			NA	NA	To achieve 95 % to 105 % of the target	NA	NA
Reduce the number of samples from Utility ( presently 300 nos / month . ) & ETP ( presently 600 nos. / month ) by 10%.	Text			NA	NA	To achieve 95 % to 105 % of the target	NA	NA
New vendors to be developed ( min. 2 suppliers for packaging materials )	Text			NA	NA	To achieve 100% of the target	NA	NA

**KRA Category : Process**  
**KRA Weightage : 20**  
**KRA Description : Improve quality**

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1. Conduct vendor evaluation for key packaging and raw materials suppliers. ( 3 nos. each per year )	Text			NA	NA	To achieve 90% of the target	NA	NA
1. Conduct vendor evaluation for key packaging and raw materials suppliers. ( 3 nos. each per year ) 2. Do why why analysis on each customer compliant and implement effective CAPA, across all relevant levels.( 100 % compliance )	Text			NA	NA	To achieve 100% of the target	NA	NA
3. Conduct internal quality audits and QA checks within stipulated / defined periods. ( Internal audits once in 6 months for min. 5 departments and QA checks every day except sundays.)	Text			NA	NA	To achieve 100% of the target	NA	NA
4. Customer complaints to be closed within 15 days of it's intimation.	Text			NA	NA	To achieve 100% of the target To achieve 100% of the target	NA	NA
5. Ensure 100% implementation of CAPA at all relevant levels within 30 days	Text			NA	NA	To achieve 100% of the target	NA	NA

**KRA Category : People**  
**KRA Weightage : 20**  
**KRA Description : Safety**

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Refreshment training within department for all on the topic " Safety & Emergency preparedness" by March 2016	Text			NA	NA	To achieve 100% of the target	NA	NA
Training to all on topic "laboratory safety " by March 2016	Text			NA	NA	To achieve 100% of the target	NA	NA
Provide awareness training to all lab people, within 6 months.	Text			NA	NA	To achieve 100% of the target	NA	NA
Provide awareness training to all lab people, within 6 months. 4 support ( documentation , training, Audits ) for 14000/18000 certification .	Text			NA	NA	To achieve 100% of the target To achieve 100% of the target	NA	NA

**KRA Category : Customer**  
**KRA Weightage : 20**  
**KRA Description : Ensure customer satisfaction**

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Ensure customer satisfaction	Text			NA	NA	To achieve 90% of the target	NA	NA
2. Provide analysis data results to the internal customers with out delays. Delay incident should not exceed 3 in the year.	Text			NA	NA	To achieve 100% of the target	NA	NA
3. Respond to queries from other departments within 24 hrs., preferably within 10 hrs.	Text			NA	NA	To achieve 90% of the target	NA	NA
4. Business samples to marketing to be sent within 3 days of the receipt of intimation. 100% compliance for regular products. 80% compliance for special samples. )	Text			NA	NA	To achieve 100% of the target	NA	NA

**KRA Category : People**

KRA Weightage : 20

KRA Description : To access the application for RBNQA "OPERATION FOCUS "CRITERION .

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
To get trained as accessor by completing refresher course	Text			NA	NA	To achieve 100% of the target	NA	NA
To achieve 100% of the target	Text			NA	NA	To achieve 100% of the target	NA	NA
Discuss and deliberate the application contents with owner	Text			NA	NA	To achieve 100% of the target	NA	NA
Finalise the application in consultation with team	Text			NA	NA	To achieve 100% of the target	NA	NA

vvf57e264fd8d3ef

Individual Development Plan (WI.CHR.03 F.NO. 1)

Employee Name	Manager's name	Employee ID	Year
Chandrashekhar Marathe	Vilas Kakade	10000328	2017-2018

*Please discuss your strengths and work related weaknesses with your manager and identify your training needs. Your development will happen through the following ways:*

**Part A: Development through Instructor led training in Classroom**

No	Name of program	Faculty	Days	Please explain why the training is needed
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	1	new topic ,interesting

\*Mandatory for all employees to attend this program

\*\*Mandatory for employees working at locations covered by the certifications

*If you need a program that is not mentioned above, please use the space below. Please note this program may be offered if at least 20 people request for it.*

No	Topics required	No. of Days	Internal faculty name

1			
2			

**Note: Part B and Part C are to be filled by only AGM and above employees.**

**Part B: Development through developmental relationships**

No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Completed	Reviews
1	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	Anirudha Bansod	6	31/Jan/2018		
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	Prasad Kale	4	20/Mar/2018		

**Part C: Development through action learning projects**

<b>Project Title</b>	application of vvf products
<b>Review date</b>	30/Aug/2017
<b>Target end date</b>	15/Feb/2018
<b>Project scope</b>	application of fatty acids and fatty alcohols in other industry
<b>Project exclusions</b>	application in cosmetics
<b>Project deliverables</b> (Target at rating 3: good solid performance)	application of products in other industry
<b>What is the employee expected to learn from this project</b>	product expansion and customer satisfaction
<b>Reviewer(s) name</b>	Vijay Rao
<b>Project Status</b>	

Project Status Comments	
-------------------------	--