

Employee Name : Dipti Todkar
 Manager's Name : Mohan Sonar
 Goalsheet Of Year: 2016-2017

KRA Category : Process

KRA Weightage : 15

KRA Description : Co-ordination and people management

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. Secretarial support for Company formation in India & Foreign company and related work	Text	55		no support.	no support	providing support and completing the job	.providing support and completing the job	providing support and completing the job.
2. Preparation of quarterly compliance report of VVF Limited & VVF India and group companies	Text	25		no report given	no report given	report given within 15 days from end of quarter	report given before 15 days from the end of quarter	.providing support and completing the job
3. Coordinating , monitoring CSR activities, compliances	Text	20		no corordination	no coordination	legal documentation and assistance	legal documentation and assistance	legal documentation and assistance

KRA Category : People

KRA Weightage : 15

KRA Description : Monitoring and apprasing of regulatory updates

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. Lisioning with various Govt. officials like ROC, RD	Text			-	-	-	-	-
2. Checking of all Foreign Companies documentation resolutions, agreements etc.	Text			-	-	-	-	-
3. Coordination and managing of Statutory Auditors, Internal Auditors and Secretarial Auditor	Text			-	-	-	-	-
4. Support on Completion of audit process - Statutory, Secretarial and Internal	Text			-	-	-	-	-

KRA Category : Business

KRA Weightage : 15

KRA Description : Training and Development

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
Effective time management and execution	Text		
Influencing skills	Text		
CSR Project of VVF	Text		

KRA Category : Customer

KRA Weightage : 15

KRA Description : Legal Documentation Support

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
Support on drafting and vetting of various legal documents as requested by HOD / Functional Head	Text		

KRA Category : Business

KRA Weightage : 40

KRA Description : Secretarial Compliance

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. Preparation of Minutes, Notices, Agendas for Board, Committees, General Meetings of VVF India ,VVF Limited and Group Companies	Text	20		agenda to be sent atleast 7 days before meeting. Minutes to be recorded with 30 days of the meeting in minutes book	agenda to be sent atleast 7 days before meeting. Minutes to be recorded with 30 days of the meeting in minutes book	agenda to be sent atleast 7 days before meeting. Minutes to be recorded with 30 days of the meeting in minutes book	agenda to be sent atleast 7 days before meeting	agenda to be sent atleast 7 days before meeting. Minutes to be recorded with 30 days of the meeting in minutes book
2 Updating the Statutory Registers of VVF India, VVF Limited and its group companies	Text	5		not completeing	not completing	on due date precribed by the act	within due date precribed by the act	within due date precribed by the act
3. Filing of various forms with ROC for VVF and Group Companies	Text	30		not filing	late fillings	within due date	within due dat	within due date
4. Coordination with the Directors for arranging Board, Committee and General Meeting	Text	5		not coordination	rarely coordinating	coordinating	proactively coordinating	proactivey coordinating
5. Necessary Compliance and Corporate Actions under Companies Act, 2013 for VVF and group companies	Text	25		not completion	non completion and payment of additional fees	within prescribed due date as per the act	within prescribed due date as per act	within prescribed due date as per the act
6. Providing legal support, documents, advice and guidance on the Companies Act aspect to management and interdepartment	Text	10		not completing	within 10 days on receipt of documents	within 7 days of receipt of documents	within 3 days of receipt of documents	within 3 days of receipt of documents

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
7. Assist for interdepartmental work, provide legal and secretarial advice, opinion	Text	5		not assiting	depends on the urgency of the matter but within 3 days	depends on the urgency of the matter but within 3 days	depends on the urgency of the matter but within 3 days	providing immediate assistance as per urgency

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

Employee Name	Manager's name	Employee ID	Year
Dipti Todkar	Mohan Sonar	10003582	2016-2017

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 14001, OHSAS 18001 **	EHS Team	0.5	This is mandatory
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory
3	Environment Health and Safety *	EHS Team	1	This is mandatory
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	Anant Pednekar	1	

*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	Coaching through leader in own function for functional inputs					
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	
Review date	
Target end date	
Project scope	
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	

Project Status	Completed
Project Status Comments	