Employee Name : PRATIK PATIL
Manager's Name : Chandrashekhar Marathe
Goalsheet Of Year: 2017-2018

**KRA Category : Process**
**KRA Weightage : 20**
**KRA Description : Ensure error free Protocols, auditable documentation with proper filing. Updation of SAP reports on time.**

| 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 completion of protocols as soon as the batch is finished (within one day for acids & alcohols, five days for glycerin) | Text | | | Random audits compliance below 80% | Random audits compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| Ensure entries of batch reports in SAP as soon as the batch is complete (before 5 days) | Text | | | Random audits compliance below 80% | Random audits compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| Visit plant, ware house & sampling point at least 5 times in a year& submit abnormality report iid any | Text | | | No visit | only one visit | 2 to 5 visits | more than 5 visits | na |
| Check & counter sign final batch protocols, check signatures on final protocols | Text | | | Random audits compliance below 80% | Random audits compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |

**KRA Category : Business**
**KRA Weightage : 40**
**KRA Description : Ensure optimum output from the shift and reduce the cost of analysis**

| 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 |
|---|---|---|---|---|---|---|---|---|
| Check if we are doing unwanted analysis or if the plant or internal customer is demanding useless analysis. Report atleast 4 implementations per year | Text | | | 0 implementations | 1 implementations | 2 implementations | 3 implementations | 4 implementations |
| Take proper decision in time ( either with your own common sense or by consulting with siniors ) and do not cause un necessary delay or non actions. | Text | | | Random audits should compliance below 80% | Random audits should compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| All glasswaare breakages are to be registered | Text | | | Random audits should compliance below 80% | Random audits should compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| All instrument spares breakages are to be registered | Text | | | Random audits should compliance below 80% | Random audits should compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |

**KRA Category : Customer**
**KRA Weightage : 20**
**KRA Description : Ensure error free and timely reporting of results of analysis of samples to our internal customers**

| 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 |
|---|---|---|---|---|---|---|---|---|
| Communicate properly to the concerned department if any deviation of results obtained. No delays should occur . | Text | | | Random audits should compliance below 80% | Random audits should compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| Ensure that all inputs of analysis ( reagents & standard solutions are with correct quality and strength ) are ok and chemists follow the SOPs correctl | Text | | | Random audits should compliance below 80% | Random audits should compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| Distribute the works evenly to all members in the shift and ensure that all pending jobs are listed neatly with necessary details. | Text | | | Random audits should compliance below 80% | Random audits should compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |
| Any abnormal / non routine sample came to the lab to be treated specially and has to inform the seniors either verbally ( during general shift hours ) or through log book. | Text | | | Random audits should compliance below 80% | Random audits should compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95% | Random audits should comply 100% |

**KRA Category : People**
**KRA Weightage : 20**
**KRA Description : Engage in self development activities & to Ensure occupational safety in lab.**

| 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 that there is no accident / incident in lab. | Text | | | More than one incidence | one incidence | NA | NA | NA |
| Ensure that all chemists use PPEs whenever needed | Text | | | Random audits compliance below 80% | Random audits compliance below 90% | Random audits should comply above 90% | Random audits should comply above 95 | Random audits should comply 100% |
| No arrogant behaviours / non cooperation / quarrelling with other departments | Text | | | 2 to 5 instances | Upto 2 instances | No instances | NA | NA |
| Ensure IDP of yourself and chemists working with you are complete | Text | | | 25% | 50% | 100% compliance | NA | NA |
| Appreciate your team members for their good performances | Text | | | No instances of appreciation | upto three instance | More than than three instances | NA | NA |

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

| Employee Name | Manager's name | Employee ID | Year |
|---|---|---|---|
| PRATIK PATIL | Chandrashekhar Marathe | 10000437 | 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 | |

*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 | | | |

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

**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** | |
| **Project Status Comments** | |