

10003433 Sagar Kamble

Employee Name : Sagar KambleManager's Name : Amit Shukla

Goalsheet Approval Date : 13-Apr-2017

**KRA Category : Process**

**KRA Weightage : 20 \_**

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	Actual achievement of year end	Appraisee comment on actual achievement
1 Maintaining Stocks for solvents ,chemicals,reagents related to analytical work.	Text			.	.	Due date < 5 Days	Due date < 4 Days	Due date < 3 Days	5	completed as per requirement and time to time
2 Preparation of Stock solution (Volumetric, Reagents,Indicators) for daily routine Analysis.	Text			.	.	As per agreed	10 % above	.	5	Completed as per daily basis
3 Sensory panel identification - Training ,Implementation as per protocol	Text			.	.	As per agreed	10 % above	.	5	As per requirement participated in sensory panel

**KRA Category : Customer**

**KRA Weightage : 20 \_**

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	Actual achievement of year end	Appraisee comment on actual achievement
1 Observation & analysis of daily routine products (Soaps,Liquids)	Text			.	.	< 4 days after sample submission	< 3 days after sample submission	< 2 days after sample submission	5	completed on daily basis
2 Benchmark product analysis & reporting.	Text			.	.	< 4 days after sample submission	< 3 days after sample submission	< 2 days after sample submission	5	completed Approximately 231 benchmark product (including Liquids, semisolids, soaps,oil etc) analysis.eg one copy attached here eg. one copy attached
3 Preparation of protocols & reports for daily analytical work. Protocol releasing work	Text			.	.	< 4 days after sample submission	< 3 days after sample submission	< 2 days after sample submission	5	Completed and send to party as per requirement eg attached protocol

**KRA Category : People**

**KRA Weightage : 20 \_**

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	Actual achievement of year end	Appraisee comment on actual achievement
100 % Completion of IDP	Text			.	.	by 02/2017	by 01/2017	by 12/2016	5	Completed as given
Effective time management and execution	Text			..	.	by 02/2017	by 01/2017	by 12/2016	5	Completed on 26 august 2016
EHS training	Text			.	.	by 02/2017	by 01/2017	.by 12/2016	5	Completed on 21 july 2016

#### KRA Category : Business

KRA Weightage : 20 \_

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	Actual achievement of year end	Appraisee comment on actual achievement
1 Stability studies of new developed products for CMB & CPD	Text			.	.	within 4 days	within 3 days	within 2 days	5	Completed on regular basis
2 Development of analytical methods-(CMB & CPD)	Text			.	.	2	3	4	4	As per requirement we make it eg. one method attached here
3 Complete analysis for CMB & CPD products.(Liquids, Soap, Creams, Shampoo, Lotion)	Text			.	.	< 4 days after sample submission	< 3 days after sample submission	< 2 days after sample submission	5	Completed on regular basis
4 Development of Product assesement method for Soap as per global protocol .To be documented & implemented	Text			.	.	As per agreed	10 % above	20 % above	5	Completed as per requirement eg. one global protocol attached herewith

#### KRA Category : Customer

KRA Weightage : 20 \_

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	Actual achievement of year end	Appraisee comment on actual achievement
1 Regular checking & maintenance of stability chambers.	Text			.	.	1 month	20 days	15 days	5	Completed with all validation, calibration along with maintenance
2 Regular analysis of stability products along with its complete documentation.(Protocols, reports)	Text			.	.	Due date < 5 Days	Due date < 4 Days	Due date < 3 Days	5	Completed on regular basis eg. one analysis report attached herewith
3 Follow-up for AMC of stability chamber along with data storage.	Text			.	.	Due date < 5 Days	Due date < 4 Days	Due date < 3 Days	5	Completed as per requirement
4 Stability sample input & outgoing work according to	Text			.	.	.	.	.	5	Completed 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	Actual achievement of year end	Appraisee comment on actual achievement
stability calendar.										

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

<b>Employee Name</b>	Sagar Kamble	<b>Manager's name</b>	Amit Shukla
<b>Employee Code</b>	10003433	<b>Year</b>	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	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2			
2	Advanced Communication skills( only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	Ok	Yes	completed on date
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	No	pending and continued
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	Ok	Yes	completed on date

	**					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	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	Program Completed	Reviews
1				undefined	undefined
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					
2	<b>Coaching</b> through leader in own function for <b>functional</b> 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	Not Applicable
Project Status Comments	