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Employee Name : Manager's Name :
Goalsheet Approval Date : 26-Apr-2017

KRA Category : Process
KRA Weightage : 15

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
Strengthing of Lighting arrestors & layout	Text			.	.	Layout by Sept, 16 & actions by Dec, 16	.	.	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.	fdffffffffffffffffffffffffff ffffffffffffffffffffffffffb ut not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.
Fire/ Accident due to electrical	Text			.	.	zero	.	.	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.
Electrical Safety audit of plant	Text			.	.	2 nos & 75% compliance within 2 Month	.	.	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.
House keeping of DFA	Text			.	.	8 marks yearly avarage	.	.	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.
Plant safety initiatives	Text			.	.	2 Initiatives	.	.	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.

KRA Category : Business
KRA Weightage : 40

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
Implementation of Condition Monitoring schedule for motors & Panels	Text			.	.	96%	.	.	Implementation of Condition Monitoring schedule for motors & Panels	Implementation of Condition Monitoring schedule for motors & Panels
Corrective action to be taken on abnormality found in CM & PM	Text			.	.	Action within 3 days	.	.	Implementation of Condition Monitoring schedule for motors & Panels	Implementation of Condition Monitoring schedule for motors & Panels
Battery set health checkup ,reliability improvement initiatives & its disposal	Text			.	.	96% compliance , minimum 2 initiatives	.	.	Implementation of Condition Monitoring schedule for motors & Panels	Implementation of Condition Monitoring schedule for motors & Panels
Implementation of Preventive Maintenance schedule for Transformer & oil testing	Text			.	.	Maintenance 96%, oil testing by nov~16	.	.	Implementation of Condition Monitoring schedule for motors & Panels	Implementation of Condition Monitoring schedule for motors & Panels
Implementation of Preventive Maintenance schedule for Capacitor	Text			.	.	96%	.	.	Implementation of Condition Monitoring schedule for motors & Panels	Implementation of Condition Monitoring schedule for motors & Panels
Thermal Imaging of all electrical panels by external expert and actions on observations (Subject to availability of shutdown)	Text			.	.	Audit by June, 16 Action by Oct, 16	.	.	Implementation of Condition Monitoring schedule for motors & Panels	Implementation of Condition Monitoring schedule for motors & Panels
Support to other departments for installation of new equipents in present setup with limited budget	Text			.	.	2 initiatives	.	.	Implementation of Condition Monitoring schedule for motors & Panels	Implementation of Condition Monitoring schedule for motors & Panels

KRA Category : People
KRA Weightage : 15

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
Preparation of Rootcause Analysis report of breakdowns	Text			.	.	within 48hrs with different tools	.	.	Preparation of Rootcause Analysis report of breakdowns	Preparation of Rootcause Analysis report of breakdowns
Clean room area GMP certifiation of pestillator	Text			.	.	six monthly	.	.	Preparation of Rootcause Analysis report of breakdowns	Preparation of Rootcause Analysis report of breakdowns
Electrical inspector yearly compliance	Text			.	.	Oct, 16	.	.	Preparation of Rootcause Analysis report of breakdowns	Preparation of Rootcause Analysis report of breakdowns
Meeting Statutory compliance of walkey talkey	Text			.	.	March, 17	.	.	Preparation of Rootcause Analysis report of breakdowns	Preparation of Rootcause Analysis report of breakdowns
Lift inspector Yearly compliance	Text			.	.	Feb, 17	.	.	Preparation of Rootcause Analysis report of breakdowns	Preparation of Rootcause Analysis report of breakdowns
ISO 9001 documentation & compliance	Text			.	.	No NC & Smart reports	.	.	Preparation of Rootcause Analysis report of breakdowns	Preparation of Rootcause Analysis report of breakdowns

KRA Category : People
KRA Weightage : 15

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
self IDP	Text			.	.	90%	.	.	Preparation of Rootcause Analysis report of breakdowns	Preparation of Rootcause Analysis report of breakdowns
Training attendance of Department employee	Text			.	.	Insure 8Hrs. Of training for each employee	.	.	Preparation of Rootcause Analysis report of breakdowns	Preparation of Rootcause Analysis report of breakdowns
Training to department employees	Text			.	.	2 trainings in year	.	.	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:
Answer:-Due to multiple projects and tasks being worked upon simultaneously meeting deadlines is a challenging task.
2. I have gone the extra mile to help my colleagues/team/organization by:
Answer:-From April till August 2017 supported the TA function as Yogita had moved out of it completely and the new resource joined in Aug 2017
3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:
Example1:-Displayed agility by taking up tasks during the times team member is not available. Also for induction and on boarding, voluntarily took up tasks of seating arrangements in the absence of team member.
Example2:-
4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:
Example1:-Took ownership of ensuring that all training deputation requests are met with. Right from managing creation o vendor codes to ensuring payments to the vendors competed the tasks end to end.
Example2:-

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

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

Employee Name			Manager's name	
Employee Code			Year	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	Interpersonal skills	Yes	KKKKKKKKKKKKKKKK KKKKKKKKKKKKKKKK K
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	No	ffffffffffffffffffffffffffffffffffffffff ffffffffffffffffffffffffffffffffffffff
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	Yes	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.
8	Training on ISO 9001 &	ASHOKRAO PATIL	0.5			

	22000						
9	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	Ok		Yes	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.
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	Advance PPT Training	4	atul.mhatre@vvfltd.com?ATUL MHATRE	Yes	44444444444444444444444
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	Mr. Jayesh Menon	4	30/12/2016	No	gggggggggggggggggggggggggggggggggggg
2	**Coaching** through leader in own function for **functional** inputs		Array			

Part C: Development through action learning projects

Project Title	SPRUCE UP
Review date	25/12/2016
Target end date	30/03/2017
Project scope	1. Men Grooming Market in India – Overview. 2. Market Segments
Project exclusions	NA
Project deliverables (Target at rating 3: good solid performance)	NA
What is the employee expected to learn from this project	NA
Reviewer(s) name	Mr Jayesh Menon
Project Status	Completed
Project Status Comments	Please give at least 1 example but not more than 2 examples that are meaningful. These examples can be of the same value or of different values. Not the number of examples that matter but the impact created by living that value that matters.