

Employee Name : Indresh Kumar
 Manager's Name : Sudhakar D
 Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 20

KRA Description : Manufacturing & process Control

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
Reduction in borne out Market complaint for products manufactured at Daman Site	Percentage			1	5	10	15	20
Process Equipment, product wise Process Qualification and validation meeting the acceptance criteria	Text			NA	NA	Dec 2018	Jan 2018	Dec2017
Ensure in-process samples are tested on time	Percentage			50	60	70	80	90
Ensure all inputs materials are analyzed and approved as per specification	Percentage			60	70	80	90	100
Ensure APQR in place for all products	Text			NA	NA	April 2018	March 2018	Feb. 2018

KRA Category : Process

KRA Weightage : 20

KRA Description : Monitoring,process control & 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
Ensure protocol / environmental monitoring as per schedule	Percentage			50	60	70	80	90
Ensure protocol / water testing and reporting as per schedule	Percentage			60	70	80	90	100
Ensure Trending of water & environmental monitoring	Percentage			60	70	80	90	100
Ensure all SOP'S revised and update within specified time	Percentage			50	60	70	80	90
Implement new QL policy at Daman site, as it is launched by corporate QA	Text			NA	NA	Within 30 days	Within 15 days	Same month

KRA Category : Customer
KRA Weightage : 20
KRA Description : Disciplined Quality Management Systems (DQMS)

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
Release of product post explicit review of batch & test reports, ensure compliance as per specification	Percentage			60	70	80	90	100
Internal Quality Audit Schedule, planned ,performed and compliance	Percentage			50	60	70	80	90
NCs/ Deviation Reporting / Change control with consolidated data & risk assessment	Percentage			50	60	70	80	90
Ensure micro tested,review and release on time as per specification	Percentage			60	70	80	90	100
Ensure finished good release on time with complying as per specification	Percentage			50	60	70	80	90

KRA Category : Business
KRA Weightage : 20
KRA Description : New product development Quality and Regulatory Compliance 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
Ensure Daman facility readiness for C'GMP	Text			10 Major	8 Major	5 Major	3 Major	2 Major
Ensure all external laboratories audited as per schedule	Percentage			60	70	80	90	100
Ensure Stability Studies performed for new product in time as per protocol	Days			20	15	10	7	5
Ensure all testing (Physical /chemical/Micro) shall be performed as per approved specification for new products	Percentage			50	70	80	90	100
Ensure Technology Transfer performed in time with proper documentation & clearance as per the Quality compliance.	Days			15	07	05	03	02

KRA Category : People

KRA Weightage : 20

KRA Description : QMS training on internal NCs/ OOS/ Deviation /CCF/CAPA in QA/QC department

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
Install daily meetings with quality team to review and discuss the content and feedback	Percentage			55	65	75	85	100
To train the teams on current cGMP, risk analysis, impact analysis.	Percentage			60	70	80	90	100
Ensure everyone trained in QA /QC for the good documentation practices as per QMS	Percentage			50	55	65	75	85
Training on DATA integrity in QA/QC & Shop floor	Percentage			60	70	80	90	100
QMS & GLP Training	Percentage			50	60	70	85	100

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

Employee Name	Manager's name	Employee ID	Year
Indresh Kumar	Sudhakar D	10003933	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.

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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	
Project Status Comments	