

10003816 Akshay Virkar

Employee Name : Akshay VirkarManager's Name : Vijay Rao

Goalsheet Approval Date : 28-Apr-2017

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
Number of Training Workshop that will be attended	Text			1	2	3	4	5	3	Attended 1. Fire, Safety & Emergency Preparedness program : 21st July 2016 2. Effective Time Management : 16th September 2016 3. Interpersonal Skills 21st March, 2017 4. I have been involved in IDP Program for Fatty alcohol derivatives (Lead by Mr. Vilas Kakade) This task for added after mid review. Kindly accomodate this also in My LEARN AND GROW - KRA scoring.

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
Number of New Product Launch	Text			1	2	3	4	5	1	VEGA E TS was launched and sold to new Customer 'Next Polymers'. The Pressure on NPD team regarding piled of stock of VEGA E TS was normalized due to this launch. With My immediate efforts after joining NPD department lead to the liquidation of piled up stock of VEGA E TS. This achievement is upto 12th Jan 2017. Later Department was changed. Many New Products were pushed under evaluation stage after VEGA E TS launch. As the product has to pass through critical Evaluation stages prior to its launch and proper product facility needs to acquired or developed, hence further new products launch has delayed.

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
Sales Volume	Text			100	200	480	600	700	130 + 75 = 205 130 : New products 75 : Primary Products	I have been shifted to Sales department in Jan'17 due to which the My sales focus has been shifted from New Product to Our primary products. Additional to 130 Tons, I have got 75 MT order of primary products from Jan'17 to March'17.

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
Number of New Product Orders	Text			1	2	3	4	5	2	For VEGA E TS, I have developed below 2 new customers and Orders :- 1) NEXT POLYMERS 2) BHANSALI ENGINEERING POLYMERS My above achievement is till 12th Jan'17. Some of the Challenged faced to develop new orders - Many of the Top MNCs across the world were showing reluctance to evaluate our Vega E TS because they wanted us to be among the vendor list for other TOP MNCs ,etc. Moreover, their requirement for REACH CERTIFICATE. Similar such requirement for ROHS certificate for was successfully acquired and managed to get our product approved at Bhansali Engg. Polymers.

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
Number of Market Study Reports to be generated	Text			2	3	4	5	6	6	I am mentioning just 6 study reports for which I have given MY 100% efforts. 1) Vega E TS 2) Alkyl Polyglucoside 3) Isopropyl Myristate 4) Sorbitan Mono Oleate 5) Lauryl Alcohol Ethoxylates 6) Ceto Stearyl Ethoxylates There are other such study reports like Tertiary amine, Azelaic Acid, Pelargonic Acid which were worked before my joining. In those reports, I have contributed additional 20-50% efforts to re-evaluate reports and understand the market scenario based on current situations.

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:

Answer:-

2. I have gone the extra mile to help my colleagues/team/organization by:

Answer:-

3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:

Example1:-I have Proactively deduced a set of steps for flow of information among the departments involved with respect to execution of Order of VEGA E TS to avoid delay in dispatch of material for the customer. This steps has reduced the Order Execution earlier time of 10-11 days to 4-5 days. (Innovation)

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:-Successfully solved VEGA E TS rejection at customer end by arranging well communication & updating network within involved internal departments like QC, QA, R&D,etc. and external department i.e. Distributor. The combined efforts of the team of departments helped us resolve the issue positively and the customer (Next Polymers) again started procuring material. I was the key person for the transfer of information and co-ordination among the departments, distributor and customer. (Teamwork) (Report of On-site inspection of rejected material attached.)

Example2:-

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

Employee Name	Akshay Virkar	Manager's name	Vijay Rao
Employee Code	10003816	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			
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2	To effectively utilize time.	Yes	Learning of the session showing positive impact in day-to-day Life.
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	To know & understand Safety Measures.	Yes	Created awareness and helped acquaint the measures.
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5			
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5			

	**					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1			
12	The Super Manager	Amit Sanas	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	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	Not Applicable
Project Status Comments	