

Employee Name : SANJAY PRAJAPATI
 Manager's Name : Chandrashekhar Marathe
 Goalsheet Of Year: 2016-2017

KRA Category : Business

KRA Weightage : 40

KRA Description : Ensure detailed quality analysis (of new supplier) to increase no's new supplier. Cost saving measures in laboratory

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
Get samples from interested suppliers of EMO , in case of doubts, go personally to supplier's premise and do sampling. Do analysis and inform the feedback on time. (one month)	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Experiment & implement new cost saving method in laboratory	Text			Not Available	Not Available	Atleast one method	More than one method	Not Available
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
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%

KRA Category : Customer

KRA Weightage : 20

KRA Description : Ensure speedy support to reduce downtime

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
Inspect the empty tankers , approve / reject with out delays.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Approvals for despatches of RMO without delays.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Provide support to production by doing experiments in lab , in case of plant problems.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available

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 that all the equipments and instruments in lab are calibrated and always running smoothly.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Ensure that AMC are done for required instruments, all the spare parts are available whenever the need arise.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Ensure that all inputs of analysis (reagents & standard solutions are with correct quality and strength) are ok and chemists follow the SOPs correctly.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Arrange all chemicals and reagents required for the analysis , always in time.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available

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
Appreciate your team members for their good performances	Text			Not Available	Not Available	At least 5 instances	Not Available	Not Available
Ensure that IDP's identified are received by your team members.	Text			Not Available	Not Available	Not Available	100% compliance	Not Available
No arrogant behaviours / non cooperation / quarrelling with other colleagues	Text			2 to 5 instances	Upto 2 instances	No instances	Not Available	Not Available
Always follow lab safety measures , always use proper PPEs while on duty.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Random audits should comply 100%
Ensure proper housekeeping in lab. Conduct internal audits by production person, keep relevant records	Text			Not Available	Not Available	Random audits should comply above 90%	Not Available	Not Available

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

Employee Name	Manager's name	Employee ID	Year
SANJAY PRAJAPATI	Chandrashekhar Marathe	10001220	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

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No	Name of program	Faculty	Days	Please explain why the training is needed
1	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	This is mandatory
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory
3	Environment Health and Safety *	EHS Team	1	This is mandatory
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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			

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	