

Employee Name : JITENDRA KOLI
 Manager's Name : Chandrashekhar Marathe
 Goalsheet Of Year: 2016-2017

KRA Category : Process

KRA Weightage : 20

KRA Description : Ensure error free COA / Protocols & auditable documents with proper filing / retrieval system.

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 export COAs are prepared and sent within 24 hrs. of despatch.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Ensure preparation of COA at the time of batch approval / protocol preparation.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Ensure auditable documentation, clubbing and filing of documents for their easy retrieval as well as for quality audits.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%

KRA Category : People

KRA Weightage : 20

KRA Description : Training of new chemist & IDP

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
Train atleast three peoples for dispatch related activities	Text			No trainings imparted	only one person trained	Two persons trained	More than three persons trained	More than 5 persons trained
Ensure that the self IDP is complete	Text			Note a single IDP completed	Only one ID complete	Two IDP complete	More than two IDP complete	100 % IDP complete
Train atleast three peoples for handling of hazardous chemicals & preparation and standardisation of standard chemicals	Text			No trainings imparted	only one person trained	Two persons trained	More than three persons trained	More than 5 persons trained
Conduct intermittent chemical storage checks & sample control room checks & generate deviation report	Text			No checks done	Only one check	3 times check	5 times check	.
Conduct training sessions on MSDS for subordinates	Text			No trainings imparted	only one person trained	More than three persons trained	More than three persons trained	100% Complete

KRA Category : Customer

KRA Weightage : 20

KRA Description : Monitor batch approval and despatches to avoid any kind of mistake in despatches.

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
Check the specs of the customer, and allotted batch results so that wrong despatches do not take place.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply above 100%
Check labels as per the requirements of the customer and approve them against printed text matter with a counter copy of the batch same kept in QC. records.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply above 100%
Internal audits of labies approval given by QC persons	Text			More than 6 complaints of labels from customer	5 to 6 complaints of labels from customer	2 to 4 Complaints of labels from customer	1 to 2 Complaints of labels from customer	No complaints related to labels
Any new specs / format to be discussed with colleagues. Scanned COA copy of the batch should be available in LAN , max. within 10 hrs. of the batch completion.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%

KRA Category : Business

KRA Weightage : 40

KRA Description : Cost saving, Customer audits & marketing samples

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
Preparation, implementation & intermittant audits of new sampling plan	Text			Sampling plan implementation post December 2016	Sampling plan implementation from December 2016	Sampling plan implementation from October 2016	Sampling plan implementation from September 2016	Sampling plan implementation from August 2016
Arrange to send the marketing samples to customers on time. (Before three days)	Text			50% of samples took more than 10 days	70% of samples took upto 10 days	85% of samples took upto 5 days	90% of samples took upto 3 days	95% of samples took upto 3 days
Respond to the queries from despatch planning team (within 2 working days)	Text			More than 5 cases of no response	More than 3 cases of no response	2 cases of no response	1 cases of no response	No case of delay
Customer audits	Text			More than 5 NC's per audit	3 NC's per audit	2 NC's per audit	1 NC	No NC
New initiatives of cost savings in packing materials	Text			10% target covered	25% target covered10% target covered	50% target covered	75% target covered	90% target covered

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

Employee Name	Manager's name	Employee ID	Year
JITENDRA KOLI	Chandrashekhar Marathe	10000398	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
1	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	
3	Environment Health and Safety *	EHS Team	1	
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	This training will help me to face internal quality audits & customer audits, I will be more organised & will keep watch on document control.
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	Being Quality Control person I am part of GMP practices, by gaining this knowledge I will be more vigilant towards final product quality.
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	Hazardous labels training	1	amresh.patange@vfltd.com? AMRESH PATANGE
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	