

10003866 Vinayak Mangalur

Employee Name : Vinayak MangalurManager's Name : SATISH JADHAV

Goalsheet Approval Date : 05-May-2017

**KRA Category : Business**

**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
Availability of spare feeders	Text			Not Available	Not Available	Minimum 20 feeder spare feeders upto Jan 17	Not Available	Not Available	75% Compliance	15 Feeders were made ready.
Area owner of MCC room working monitoring & its complince	Text			Not Available	Not Available	within 7 days after finding	Not Available	Not Available	100% Compliance	Completed.Maintened housekeeking in all electrical area. Also done Chakkar plate arrangement & Rubber mats provided to panels
Maintain availability of consumable & critical equipments spare parts	Text			Not Available	Not Available	No deviation during breakdown	Not Available	Not Available	100% Compliance	Maintained availability of every time. Especially on Forklift, stacker, bearings.

**KRA Category : Process**

**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
Completion of all PM as per the schedule.	Text			Not Available	Not Available	95%	Not Available	Not Available	97% Compliance	Completed all PM activity of year 2016-17
Completion of Bearing CM of all motor as per the schedule.	Text			Not Available	Not Available	95%	Not Available	Not Available	97% Compliance	Completed all Motor CM activity of year 2016-17
Corrective action to be taken on abnormality found in PM/CM.	Text			Not Available	Not Available	within 3 days after finding	Not Available	Not Available	100% Compliance	Completed. Taken all proper action on PM/CM abnormal findings on next day as per availability from production.
Preventive maintenance of battery, transformer,earth pit.	Text			Not Available	Not Available	95%	Not Available	Not Available	100% Compliance	Completed all PM activity of year 2016-17
Preperation of breakdown report	Text			Not Available	Not Available	within 3 days	Not Available	Not Available	100% Compliance	Completed all breakdown report.

**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
Completion of self IDP	Text			Not Available	Not Available	90%	Not Available	Not Available	100% Compliance	Completed. Taken training on Effective time mangement, ISO 9001, 14001, 22000, GMP, work permit system & implemented in routine work
Technical training to subordinates	Text			Not Available	Not Available	Min 2 sessions	Not Available	Not Available	Compliance Pending	Pending. Training not provided
Departmental training sheet update	Text			Not Available	Not Available	After every training, no deviation	Not Available	Not Available	100% Compliance	Completed.

### KRA Category : Business

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
Emergency Light Trial and maintain its healthyness	Text			Not Available	Not Available	No Ddeviation in year	Not Available	Not Available	80% Compliance	Completed activity as per PM schedule
Electrical safety audit in plant (internal/ external) & compliance	Text			Not Available	Not Available	75% within 2Month	Not Available	Not Available	75% Compliance	Listed out audit points in Jutasama, DFA, Alcohol plant
Compliance to above safety audit points	Text			Not Available	Not Available	75% within 2Month	Not Available	Not Available	30% Compliance	Compliance of points are pending.
To ensure the strict compliance of work permit system	Text			Not Available	Not Available	3Nos. of compliants of non permit working	Not Available	Not Available	100% Compliance	Completed. No complaints on work permit
Up keeping of housekeeping & safety materials.	Text			Not Available	Not Available	8 marks	Not Available	Not Available	100% Compliance	Maintained housekeeping all electrical area. For Pigeon control net arrangement done.. Taken rounds regularly to maintain housekeeping.

### KRA Category : Customer

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
Updation of all maintenance documents for audit	Text			Not Available	Not Available	No NC in audit	Not Available	Not Available	100% Compliance	Completed. Maintained all related documents.
Maintain of GT & MSEDCL tripping data.	Text			Not Available	Not Available	within 3 days after finding	Not Available	Not Available	100% Compliance	Completed. Maintained all data regularly.

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	Appraiser comment on actual achievement
Monthly report	Text			Not Available	Not Available	immediate on 2nd of next month	Not Available	Not Available	100% Compliance	Completed. Prepared monthly report timely.
OHSAS 18001 & ISO 14001 Documentation.	Text			Not Available	Not Available	100% Compliance	Not Available	Not Available	100% Compliance	Completed. Maintained all data regularly.
Develop PM plan for material moving equipments.	Text			Not Available	Not Available	Quarterly 100% Compliance	Not Available	Not Available	100% Compliance	Developed PM plan, also maintained history of Forklifts & stackers

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:
<b>Answer:-</b> I have maintained all documentation without affecting routine activity.
2. I have gone the extra mile to help my colleagues/team/organization by:
<b>Answer:-</b> I have gone the extra mile to help store department to match electrical material stock as per SAP module. So as to find availability of electrical material.
3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:
<b>Example1:-</b> I observed transparency and communicated openly to my superiors as well as colleagues about the cause of equipment failure.(Openness)
<b>Example2:-</b>
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:
<b>Example1:-</b> Successfully encouraged the apprentices and subordinates to work together for improvement in housekeeping activities and got it done by providing necessary arrangements, thus making the material availability easy at the time of urgent work.
<b>Example2:-</b> Taken initiatives to improve knowledge of Electrical apprentice. So that there improved knowledge will smoother routine maintenance work.

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

<b>Employee Name</b>	Vinayak Mangalur	<b>Manager's name</b>	SATISH JADHAV
<b>Employee Code</b>	10003866	<b>Year</b>	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 manage Plant maintenance work efficiently	Yes	Completed
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	Yes	Completed
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	ok	Yes	Completed
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5	Department ISO documentation as per new standard	Yes	Completed
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	ok	Yes	Completed

	**					
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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	
<b>Review date</b>	

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	