

Employee Name : Sudhakar D
 Manager's Name : Raghuvir Singh Rathore
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 20

KRA Description : Suppliers Qualification, Control & Compliance (SQCC)

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
Approved vendor list of RM/PM and Hygiene check of available latest specs.	Text			NA	NA	Sep 2017	Aug 2017	July 2017
Risk based RM/PM assessment and identification of key parameters	Text			NA	NA	NA	Oct 2017	Aug 2017
Review of sampling plan, based on risk level and performance level	Text			NA	NA	NA	Jan 2018	Nov 2017
Audit plan for key suppliers	Text			NA	NA	NA	Either RM or PM by Dec 2017	Both RM & PM by March 2018
Explore Information from key suppliers on system & process	Text			NA	NA	NA	Either RM or PM by Dec 2017	Both RM & PM by March 2018

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
Technology Transfer Document review/ clearance as per the Quality compliance.	Days			15	10	7	5	2
To ensure Master Documents are available with Site QA before commercial batch is made.	Text			Not received.	After 3 batches completion	After the execution	Just at the time of execution	Before commercialisation
Successful tech transfer and product manufacturing at plant post reviewing 3 commercial batches.	Days			20	15	10	7	5

KRA Category : People

KRA Weightage : 20

KRA Description : QMS training on internal NCs/RCA/shopfloor workmen on defect monitoring & CPP parameters

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
Delegation & empowerment to the supervisory level to highlight the problems non compliance when they occur to avoid pass on mistakes	Date			31/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017	01/Dec/2017
Job description of cross function teams to drive commitment to quality	Date			31/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017
To train the teams on current cGMP, risk analysis,	Text			2	3	4	5	6
Present NC's and CAPAs on the boards	Text			Nil	Annually	half yearly	quarterly	Monthly

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 finished product post explicit review of batch manufacturing & Packing documents	Text			NA	NA	Jan 2018	Dec 2017	Nov 2017
Failure Investigation and CAPA implementation tracking CAPA effectiveness	Text			NA	NA	Half yearly	Quarterly	Monthly
Deviation Reporting / Change control with consolidated data & risk assessment	Text			NA	NA	Half yearly	Quarterly	Monthly
Internal Quality Audit Schedule and compliance tracking continual improvement	Text			NA	NA	March 2018	Feb 2018	Jan 2018
Auditing of all sites once in a year to ensure laid down systems are being followed.	Text			NA	NA	Feb 2018	Jan 2018	Dec 2017

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
Product wise process flow based IPC check to ensure high manufacturing compliance	Date			31/Jan/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017	30/Sep/2017

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
Manufacturing, Dispensing and Packing IPC checklist & control	Date			30/Nov/2017	31/Oct/2017	30/Sep/2017	31/Aug/2017	01/Aug/2017
Tracking system for defect rate for the defined attributes.	Text			Nil	Annually	half yearly	Quarterly	Monthly
Review of market picked up samples for quality defects.	Text			Nil	Nil	Annually	half yearly	Quarterly
To revise QL policy and to ensure data is authentic and defects are restricted before dispatch.	Date			30/Sep/2017	31/Aug/2017	01/Aug/2017	31/Jul/2017	15/Jul/2017

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

Employee Name	Manager's name	Employee ID	Year
Sudhakar D	Raghuvir Singh Rathore	10003887	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.

No	Topics required	No. of Days	Internal faculty name
1			

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	Raghuvir singh Rathore	5	01/Feb/2018		
2	Coaching through leader in own function for functional inputs	Raghuvir Singh Rathore	3	31/Dec/2017		

Part C: Development through action learning projects

Project Title	Product development (POC) upto product launch
Review date	11/Jan/2018
Target end date	15/Dec/2017
Project scope	To provide Specimen template of PDR to R&D with challenge tests to be considered for each scenario.
Project exclusions	No direct involvement in Product development.
Project deliverables (Target at rating 3: good solid performance)	Product Quality, Elimination of obvious defects. Avoid rework after launch.
What is the employee expected to learn from this project	Development Process with Challenges.
Reviewer(s) name	Raghuvir Singh Rathore
Project Status	
Project Status Comments	

