

Employee Name : Sagar Kamble
Manager's Name : Amit Shukla
Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : Daily Routine Analysis

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
Observation & analysis of daily routine products and stability products (All Personal care,Home care & Oleo products)	Text	50		Due date <6 days	Due date <5 days	Due date <4 days	Due date <3 days	Due date <2 days
Maintenance & calibration of equipments	Text	25		Due date <6 days	Due date <5 days	Due date <4 days	Due date <3 days	Due date <2 days
Monitoring all activities of lab as per requirement (Reagent,Volumetric solutions Indicators preparation and storage)	Text	25		Due date <6 days	Due date <5 days	Due date <4 days	Due date <3 days	Due date <2 days

KRA Category : Customer

KRA Weightage : 20

KRA Description : Implementation of Analysis for New product

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
Development of analytical methods-(CMB & CPD)	Percentage	50		60	70	80	90	100
Development of Product assesement method for Soap as per global protocol .To be documented & implemented	Percentage	50		60	70	80	90	100

KRA Category : People

KRA Weightage : 20

KRA Description : 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
Training on ISO 9001 :15000	Text	40		by 30 March 2018	by 15 march 2018	by 28 Feb. 2018	by 15 Feb 2018	by 30 jan 2018
Environment Health and Safety	Text	20		by 30 March 2018	by 15 march 2018	by 28 Feb. 2018	by 15 Feb 2018	by 30 jan 2018
Prevention of Sexual Harassment	Text	20		by 30 March 2018	by 15 march 2018	by 28 Feb. 2018	by 15 Feb 2018	by 30 jan 2018
Effective Communication Skills	Text	20		by 30 March 2018	by 15 march 2018	by 28 Feb. 2018	by 15 Feb 2018	by 30 jan 2018

KRA Category : Process

KRA Weightage : 20

KRA Description : Regular maintenance and data generation

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
Regular checking & maintenance of stability chambers.	Text	40		Due date <6	Due date <5	Due date <4	Due date <3	Due date <2
Regular analysis of stability products along with its complete documentation.(Protocols,reports)	Text	20		Due date <6	Due date <5	Due date <4	Due date <3	Due date <2
Follow-up for AMC of stability chamber along with data storage.	Text	20		Due date <6	Due date <5	Due date <4	Due date <3	Due date <2
Stability sample input & outgoing work according to stability calendar.	Text	20		Due date <6	Due date <5	Due date <4	Due date <3	Due date <2

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

Employee Name	Manager's name	Employee ID	Year
Sagar Kamble	Amit Shukla	10003433	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			
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	
Project Status Comments	