

10002289 DEEPAK PATEL

Employee Name : DEEPAK PATELManager's Name : Tomy Kalapurackal

Goalsheet Approval Date : 11-Apr-2017

KRA Category : People

KRA Weightage : 20

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
1 IT Technical Open House	Text			Once in 3 months	Once in 2 months	Once in 1 Months	once in 15 Days	once in 7 Days	5	trained user for VPN access ,supported to synergy location ,CCTV operation hands on training ,Office 365, one drive awareness to all users
2 IT technology hands on Training	Text			Once in 3 months	Once in 2 months	Once in 1 Months	once in 15 Days	once in 7 Days	5	kaseya training,office365 and onedrive also sharepoint,MFA awareness, trainings ,technical support for cctv
3 Completion of IDP	Text			Not done	After 15st March 2017	On or Before 15st March 2017	Before 01/02/2017	Before 01/01/2017	5	completed in time

KRA Category : Business

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
*1 Implementation of Forti-Client for Data security *	Text			After 30th Oct 2016	After 30th Sept 2016	On or before 30th August 2016	Before 30 th July 2016	Before Jne 2016	5	installed in all laptop and desktop and enabled user to access SAP outside organisation
*2 Managing the Firewall *	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%	4	new policy implemented after changing bandwidth of AIRTEL with co-ordination with orient
*3 Ensure Anti-Virus with latest patch on all End point devices *	Text			Below 85 %	Below 98 %	98 Percent	Above 99 %	100%	5	upgraded all laptop and desktop with new version 14 build
*4 Software compliance *	Text			Below 85 %	Below 98 %	98 Percent	Above 99 %	100%	5	removed all unnecessary softwares from PC and laptops.

KRA Category : Process

KRA Weightage : 20

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
1 PC on boarding to AD for all locations	Text			After 28/02/2017	After 30/01/2017	On or Before 30/12/2016	Before 30/11/2016	Before 30/10/2016	5	all user are part of AD now
2 Integration of On Prem AD with ADFS Azure And Office 365 and Single Sign on	Text			After 28/03/2017	After 28/02/2017	On or Before 30/01/2017	Before 30/12/2016	Before 30/11/2016	5	done with extra effort to integration and user now able to login office 365 with security OTP from their mobile devices

KRA Category : Customer

KRA Weightage : 20 _

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
1 Manage and ensure proper functioning of Computers, LAN Devices, Projectors and guiding the resources provided by Vendor. Managing Office 365, Firewall, Routers, Core Core Switches, Wireless Controllers and Access Points for all locations	Text			Below 85 %	Below 98%	98 Percent	Above 99 %	100%	5	shifting of critical network devices at new server room and establishment of new network with ups backup also other switches strength with ups backup to avoid network breakage in case of power off.
*2 Technology upgrade- based on need and Fund availability *	Text			After 30 th March 2017	After 15th March 2017	On or before 01st March 2017	Before 01/02/2017	Before 01/01/2017	5	1 three new PC enabled for critical users at daman and one pc navsari and one pc at palanpur location.
*3 Closing of Audit observations *	Text			Below 100 Days	Below 90 Days	Within 60 days	Within 30 Days	Before 01/01/2017	NA	done for HPLC, GC and Spectrometer PC hide of c and d drive, no user can change time and date, and admin and users are created to have safeguarding of data
*4 Ensure Kesaya and Forticlient with latest patch on all End point devices *	Text			Below 85 %	Below 98%	98 Percent	Above 99 %	100%	5	completed
*5 Maintenance of IT Asset inventory (hardware, networking & Software) *	Text			Below 85 %	Below 98%	98 Percent	Above 99 %	100%	5	on track

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

Employee Name	DEEPAK PATEL	Manager's name	Tomy Kalapurackal
Employee Code	10002289	Year	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	Need to do self-planning in order to complete the task on time	Yes	
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	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	Yes	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	Ok	Yes	

	**						
10	Influencing skills	Internal TBD	2				
11	Strengths based team building	Charles Carvalho	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	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	