

10001994 PRAVIN KAMBLE

Employee Name : PRAVIN KAMBLEManager's Name : Chandrashekhar Marathe

Goalsheet Approval Date : 05-Apr-2017

**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	Appraisee comment on actual achievement
Do the analysis and all other works in lab strictly as per SOPs.	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 all analysis results are entered at proper sites and in the first level register with sign and date	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 all batch results entries in shifts in SAP	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%		
Maintain proper house keeping in Lab.	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 : 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
Ensure minimum glassware breakages	Text			More than 10 cases of breakage	10 cases of breakage	5 cases of breakage	3 cases of breakage	only 1 cases of breakage		
Minimise absenteeism (Overtime saving)	Text			more than 10 leave without pay	more than 5 leave without pay	more than 3 leave without pay	No leave without pay	Minimum absenteeism		
Ensure that the revised sampling plan is followed	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**

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
Complete the IDP training	Text			no attempt	50 % complete	100 % complete	NA	NA		
Get famlier with a general picture of all plant activities and visit all plants atleast 5 times per year.	Text			No visit	2 time visit with abnormlity report	3 time visit with abnormlity report	5 time visit with abnormlity report	NA		
Ensure , by year end, all the working area related to chemist is learnt and is manageable independantly.	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 90%		
Always wear proper PPEs while working in lab and while visiting the plants.	Text			More than one case in year	one case in year	NA	NA	NA		
Always refer DOs & Don'ts in the lab , do not make spillages , do not use broken glasswares.	Text			More than two case in year	two case in year	NA	NA	NA		
Mobile usage inside laboratory premises to be restricted	Text			More than two case in year	two case in year	NA	NA	NA		
No arrogant behaviours / non cooperation / quarrelling with other departments	Text			More than two case in year	two case in year	NA	NA	NA		

#### KRA Category : Customer

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
Ensure correct communication from shift to shift, time to time	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 that the results are communicated to the internal customers with out delays & with out errors.	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% Random audits should comply 100%		
SAP entries are to be done for complete batches before 5 days	Text			More than 30 days	More than 20 days	More than 10 days	5 to 10 days	Upto 5 days		
The deviations with respect to specifications should be brought to notice of seniors & shift in charge	Text			No case reported	Less than three cases reported	Three cases reported	Four cases reported	More than 5 cases reported		

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

Employee Name	PRAVIN KAMBLE	Manager's name	Chandrashekhar Marathe
Employee Code	10001994	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			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	.		
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	.		
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5	This training will help me to face internal quality audits & customer audits, I will be more organised & will keep watch on document control.		
9	Good Manufacturing	ASHOKR AO PATIL	0.5	Being Quality Control person I am part of GMP practices, by		

	Practices (GMP +) and cGMP **			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			

\*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					
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	.	.	31/Mar/2017		
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	.	.	31/Mar/2017		

**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	
Project Status Comments	