

Employee Name : SARANG POLAKE
 Manager's Name : Chandrashekhar Marathe
 Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 30

KRA Description : Ensure that QMS and GLP are followed

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
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, protocols and in the first level register with sign and date	Text			Three cases without sign and date	Two cases without sign and date	One cases without sign and date	No case	No case
Ensure the instruments used in analysis are calibrated prior use & also learn calibration procedure of instruments	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 & keep all the instruments clean.	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 the reagent used in analysis are standardised on time also learn standardisation procedures	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 : 15

KRA Description : COST REDUCTION

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
Ensure minimum glassware breakages	Text			More than 10 cases of breakage	10 cases of breakage	Five cases of breakage	Three cases of breakage	Only one case 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 : 15

KRA Description : Engage in self development activities & to Ensure occupational safety in lab.

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
Complete self IDP training	Text			No attempt	50% complete	100% complete	NA	NA
Get famillier with a general picture of all plant activities and visit all plants atleast 5 times per year.	Text			No visit	2 times visit	3 times visit	5 times visit	NA
Always wear proper PPEs while working in lab and while visiting the plants.	Text			more than one case in a year	one case in a year	NA	NA	NA
Always refer DOs & Don'ts in the lab , do not make spillages , do not use broken glassware	Text			more than two case in a year	two case in a year	NA	NA	NA
Mobile usage inside laboratory premises to be restricted, No arrogant behaviours / non cooperation / quarrelling with other departments	Text			more than two case in a year	two case in a year	NA	NA	NA

KRA Category : Customer

KRA Weightage : 40

KRA Description : Ensure error free analysis and internal customer satisfaction

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
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 error	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%
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			NA	NA	90% cases reported	95% cases reported	100% cases reported

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

Employee Name	Manager's name	Employee ID	Year
SARANG POLAKE	Chandrashekhhar Marathe	10000536	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

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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

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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	