

10003403 Harshal Malvi

Employee Name : Harshal MalviManager's Name : Vadiraj Ekkundi

Goalsheet Approval Date : 10-Apr-2017

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
1 India Projects : New Development reday for launch staus	Text		45	.	.	14 Products	16 Products	18 Products	NA	NA
2.International projects:Contribute to development of atleast 12 to 20 products	Text		10	.	.	By March 2017	By Jan 2017	By Nov.2016		
3.Functional Products:Develop 1-2 new products and keep it ready for launch by March 2017(Claim substantiation)	Text		45	.	.	2 products	3 products	4 products		

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
1.Establish liquid pilot plant facility in R&D	Text		25	.	.	By March 2017	By Feb 2017	By Jan 2017	NA	NA
2.Improve existing lab infrastructure	Text		75	.	.	By March 2017	By Feb 2017	By Jan 2017		

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
Prepare Prototypes and submit to customer for approval & support successful roll out in production.	Text		45	NA	NA
1.Submit samples for approval based on customer	Text		45	.	.	4 weeks	3 weeks	2 weeks		

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
formulation										
2.Submit samples for approval based on in-house development	Text		10	.	.	8 weeks	6 weeks	4 weeks		
3. Roll out in plant post stability studies & as per customer needs.	Text			.	.	As per the agreed target	1 Week before the agreed target	2 Weeks before the agreed target.		

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 Entry Strategy for Andhra	Text		10	.	.	ByMarch 2017	By Jan 2017	By November 2016	NA	NA
2 Advanced Communication skills	Text		80	.	.	ByMarch 2017	By Jan 2017	By November 2016		
3 Mentoring and coaching Purvaja in functional areas of formulation development	Text		10	.	.	ByMarch 2017	By Jan 2017	By November 2016		

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
1.Record and regulatory related information	Text		50	.	.	All records finalised on time.	No issues with records from any quarters.	.	NA	NA
2.Tech transfer first time right.	Text		50	.	.	95% first time right	98% first time right	100% first time right		

vvf57e264fd8d3ef

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

Employee Name	Harshal Malvi	Manager's name	Vadiraj Ekkundi
Employee Code	10003403	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	For communicated with supplier & external labs	undefined	
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	NA	undefined	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	NA	undefined	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	NA	undefined	

	**					
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	Entry Strategy for Andhra
Review date	Q2
Target end date	31/Mar/2017

Project scope	To identify brand/ products to enter Andhra market which will give reasonable volume and GC
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	1 To come up with a brand/ product idea by Sept 2016 2. To prepare product Development & launch strategy by March 2017. 3. Market launch April to June 2017
What is the employee expected to learn from this project	1. Brand and consumer understanding of Andhra market 2. To understand how to convert an idea into a commercial proposition. 3. Understand how to develop a state focus strategy and come up with a model to replicate in other geographies.
Reviewer(s) name	Mr. Amarjit Mishra
Project Status	Select
Project Status Comments	