

Employee Name : Vikas Bhalerao
 Manager's Name : Chandrashekhar Marathe
 Goalsheet Of Year: 2016-2017

KRA Category : Customer

KRA Weightage : 20

KRA Description : Documentation as per required statutory rules and regulations of FDA and other quality systems

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
Preparation of various SOPs with the help of seniors	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 document and records on daily and monthly basis (Compilation and records keeping)	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%
Documentation and recording as per FDA and other regulatory rules	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

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 the IDP training	Text			No attempt	50% complete	75% complete	100% complete	.
Always wear proper PPEs while working in lab and while visiting the plants.	Text			More than one case in year	One case in year	No case registered	.	.
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	No case registered	.	.
Mobile usage inside laboratory premises to be restricted	Text			More than two case in year	two case in year	No case registered	.	.
No arrogant behaviours / non cooperation / quarrelling with other departments	Text			More than two case in year	two case in year	No case registered	.	.
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 abnormality report	3 time visit with abnormality report	5 time visit with abnormality report	.

KRA Category : Business
KRA Weightage : 40
KRA Description : Timely testing of microbial contamination

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
Testing of samples of fatty alcohols, Glycerine for IP, BP & USP grade (within 2 days of production	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%
Maintenance of records in an auditable way and keeping systematically so that retrieval is easy whenever needed	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 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

KRA Category : Process
KRA Weightage : 20
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
Updation of house keeping records, validation of all processes	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%
Updation of calibration & validation of all instruments in micro 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%
updation of documentation and records	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%
Closing of various NC's if any, related to microbiology lab and activities in microbial 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%

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

Employee Name	Manager's name	Employee ID	Year
Vikas Bhalerao	Chandrashekhhar Marathe	10003399	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

	Name of program	Faculty	Days	Please explain why the training is needed
No				

1	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	
3	Environment Health and Safety *	EHS Team	1	
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	
8	Advanced Excel (only AGM & above)		2	This training will help me to face internal quality audits & customer audits, I will be more organised & will keep watch on document control.
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	Being Quality Control person I am part of GMP practices, by 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	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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

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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	