

Employee Name : SUSHANT DESAI
 Manager's Name : Dr. Rajesh Rao
 Goalsheet Of Year: 2017-2018

KRA Category : Customer
KRA Weightage : 20
KRA Description : Customer oriented

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
New Products related to Oleo domain during 2017-18 as Alkyl Polyglucoside to take trial on SPD and finalize the process, preparation of 5 Kg sample.	Text			Not completed	Finalize the lab process in SPD after august end.	Before July end to finalize the process on SPD.	Before August end to prepare the 5 Kg sample and kept for stability	Before July end to prepare the 5 Kg sample and kept for stability. By Jan 2018 should be ready with stability data.
Application study for VVF range products.	Text			Not completed	Completed after Jan 18	Completed before Jan 18 as and when request	Completed before Dec 17 as and when request	Completed before Nov 17 as and when request

KRA Category : Business
KRA Weightage : 40
KRA Description : New Business Development

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
Vega E SI 65 scale up. Supply of 5MT to Mr. Kurush. Commercial scale up to 500MT per annum Process optimization. Process validation and commercial trial run.	Text			Not completed	Completed after 60 days	Before end of dec 2017 scale up trial to be conducted or after hand over of plant in within 45 days.	Process validation trial and 5MT after hand over of plant within 30 days. followed by its performance evaluation.	Process validation trial and 5MT before End of Jan 2017 followed by its performance evaluation this will also include commercialization.
E WAX 200 - Development of process and product stabilization stability studies. Pilot Plant and commercial trials.	Text			Not completed	completed the process validation after august 15	By june End, process development and validation in lab.	By End July, process validation in lab and PP or within 30 days after raw material in hand. Stability studies, Shelf life declaration Commercial before Dec end 2017	By End July, process validation in lab and PP or within 15 days after raw material in hand. Stability studies, Shelf life declaration Commercial before Dec end 2017
Agro application based surfactants sythesis. 13 ethoxylate derivative of Crude Fatty alcohol. RM Specs preparation. Finish Specs Preparation. TDS and MSDS for all the product developed. If possible addition of EO or other derivatives to taken up.	Text			Not completed	completed after july end	By July 15 should be ready with RM & FG specs for all the 13 product.	By August 15 we should be ready with all the specs MSDS TDS and PDS for commercial.	We need to add two more surfactants to the existing list.
Trial to be conducted at Venus Ethoxyethers for atleast one grade alcohol to see its accuracy and precision for ethoxylation.	Text			Not completed	completed after june end	To be completed before June end.	To be completed before june 15.	To be completed before May end.

KRA Category : People
KRA Weightage : 20
KRA Description : Individual Development Plan

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
IDP goal completion benefiting company and self. (Attending as per HR schedule and timeline)	Text			Not completed	only two in classroom training attended	Minimum 3 in classroom training attended which are mandatory	Minimum 3 in classroom training attended which are mandatory with one external seminar training	Minimum 3 in classroom training attended which are mandatory with min two external seminar training
RBQNA - Knowledge management Maker	Text			Not completed	Completed after Dec 2017	Completed before Dec 2017	Completed before Nov 2017	Completed before Oct 2017

KRA Category : Process
KRA Weightage : 20
KRA Description : Process improvement

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
Vega ETS - Resolve caking issues on transit, MP AV improvement and scale in PP / 3rd party if required Clear bottle neck. Commercial establishment of a grade with high MP based on customer sample evaluation.	Text			Not completed	got clarity on packaging and finalize specs for the same after october 15	Before end of September get clarity on packaging and finalize specs for the same.	Before end of Aug get clarity on packaging and finalize specs for the same. And by RM qualification for lower grade and share the out come to concern department before Sept 2017.	Both before end of August 2017
EW 300 RM specs approval atleast 2 vendor. Stability studies. EWAX evaluation with process and production team.	Text			Not completed	Vendor qualification after sept 2017	Stability studies.Shelf life declaration Commercial by Jan 2018 EWAX 300 Vendor qualification sept 2017.	EWAX 300 Vendor qualification August 2017.	EWAX 300 Vendor qualification July 2017.
EW100 RM change from CSA 20 to 22 to be done. Freezing of Specs RM vendor qualification. Stability data generation.	Text			Not completed	completed after Sept 2017	Completed after Sept 2017	Completed after August 2017	Completed after July 2017. Continuous process finalisation for trial by jan 2017.
New Ewax sample to be prepared as and when intimated by marketing.	Text			Not completed	Completed after 3 month	Possibility of matching the required specs and lab validation within 3 months after request from marketing.	Possibility of matching the required specs and lab validation within 2 months after request from marketing.	Possibility of matching the required specs and lab validation within 45 days after request from marketing.

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

Employee Name	Manager's name	Employee ID	Year
SUSHANT DESAI	Dr. Rajesh Rao	10000491	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

	Name of program	Faculty	Days	Please explain why
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No				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

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	