

10001973 Vijay Mhatre

Employee Name : Vijay MhatreManager's Name : S. Sriram

Goalsheet Approval Date : 10-Apr-2017

**KRA Category : Customer**

**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. Berg & Schmidh A/c : Europe Business Report	Text			Not Available	Not Available	Within 2 days of B&S data submission.	Not Available	Not Available		
2. Transmacro A/c: USA Business Report	Text			Not Available	Not Available	Within 3 days of VVF LLC data submission.	Not Available	Not Available		
3. PT.VVF Indonesia Business Report	Text			Not Available	Not Available	Within 2 days of PT.VVF Indonesia's data submission.	Not Available	Not Available		

**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. Preparing & Circulating PUC Report	Text			Not Available	Not Available	On or Before 9th of Every Month	Not Available	Not Available		
2. Preparing & Circulating Fatty Acids (Mustard based) Report	Text			Not Available	Not Available	On or Before 11th of Every Month	Not Available	Not Available		
3. Preparing & Circulating Glycerine Market Report	Text			Not Available	Not Available	On or Before 13th of Every Month	Not Available	Not Available		
4. Preparing & Circulating V1214 Profitability Report	Text			Not Available	Not Available	On or Before 9th of Every Month	Not Available	Not Available		
5. Preparing & Circulating C1618 Profitability Report	Text			Not Available	Not Available	On or Before 9th of Every Month	Not Available	Not Available		

**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. Safeguard Duty Applications Support	Text			Not Available	Not Available	As per Needs	Not Available	Not Available		
2. Annual Business Plan (ABP) workings	Text			Not Available	Not Available	As per Needs	Not Available	Not Available		
3. Creating Presentations: ABP, Townhall, Industry Conferences, Financial Institutions.	Text			Not Available	Not Available	As per Needs	Not Available	Not Available		
4. Business Review Presentation	Text			Not Available	Not Available	Every Month, 2 days before date of Business Review Meeting	Not Available	Not Available		

**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. Preparing & Circulating Imports Data - Fatty Acids, Fatty Alcohols	Text			Not Available	Not Available	on Thursday of every Week	Not Available	Not Available		
2. Preparing & Circulating Exports Data - Fatty Acids, Fatty Alcohols	Text			Not Available	Not Available	on Thursday of every Week	Not Available	Not Available		
3. Preparing & Circulating EXIMs Data - Fatty Acids, Fatty Alcohols, Glycerine and Surfactants along with Major observations.	Text			Not Available	Not Available	On or Before 7th of Every Month	Not Available	Not Available		

**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. NPD & NBD feasibility Report	Text			Not Available	Not Available	As per Needs	Not Available	Not Available		
2. Product : Inhouse or Outsource Report	Text			Not Available	Not Available	As per Needs	Not Available	Not Available		
3. Raw Material and Product Pricing Report	Text			Not Available	Not Available	As per Needs	Not Available	Not Available		

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

<b>Employee Name</b>	Vijay Mhatre	<b>Manager's name</b>	S. Sriram
<b>Employee Code</b>	10001973	<b>Year</b>	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	To improve interpersonal skills		
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			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	.		

	**					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1	To improve interpersonal skills as a team player		

\*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	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	Proactive data submission for Safeguard
Review date	
Target end date	31/Mar/2017

<b>Project scope</b>	The data submission will include all market related information available in public domain along with our regular subscribe data.
<b>Project exclusions</b>	All competitors information NOT available in private and public domain unless source is authenticated.
<b>Project deliverables</b> (Target at rating 3: good solid performance)	1. To gather and collect the market information for Safeguard application 2. To analyse and submit the market information for Safeguard application 3. Collect and use the information (COP data analysis)from MIS team for costing purpose and incorporate into Safeguard application.
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	
<b>Project Status Comments</b>	