

Employee Name : Dipti Todkar
 Manager's Name : Mohan Sonar
 Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 40
KRA Description : Secretarial compliance

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
1. Preparation of Minutes, Notices, Agendas for Board, Committees, General Meetings of VVF India ,VVF Limited and Group Companies	Text			not done	not done	done	done	done
2 Updating the Statutory Registers of VVF India, VVF Limited and its group companies	Text			not done	not done	done	done	done
3. Filing of various forms with ROC for VVF and Group Companies	Text			not done	not done	done	done	done
4. Necessary Compliance and Corporate Actions under Companies Act, 2013 for VVF and group companies	Text			not done	not done	done	done	done
5. Annual filings after the end of financial year	Text			not done	not done	done	done	done

KRA Category : Business
KRA Weightage : 15
KRA Description : training and 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
Leadership skills	Text			training needed	training needed	training needed	training needed	training needed
out of box thinking	Text			training needed	training needed	training needed	training needed	training needed

KRA Category : Process
KRA Weightage : 15
KRA Description : Co-ordination and people management

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 quarterly compliance report of VVF Limited & VVF India and group companies	Text			not provided	not provided	provided	provided	provided
Coordinating , monitoring CSR activities, compliance	Text			no coordination	no coordination	provided	provided	provided
Interdepartment support for secretarial and legal matters	Text			not provided	not provided	not provided	not provided	not provided
Check, issue, FD receipts and return	Text			not done	not done	not done	done	done

KRA Category : People

KRA Weightage : 15

KRA Description : Co-ordination and people management

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
1. Lisoning with various Govt. officials like ROC, RD	Text			work done	work done	work done	work done	work done
2. Assist and coordination in foreign companies documentations like resolutions, agreements	Text			work done	work done	work done	work done	work done
4. Support on Completion of audit process - Statutory, Secretarial and Internal	Text			work done	work done	work done	work done	work done

KRA Category : Customer

KRA Weightage : 15

KRA Description : Legal documentation

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
Support on drafting and vetting various legal documents of VVF Limited and Foreign companies and Joshi Trust	Text			as needed	as needed	as needed	as needed	as needed
Trademarks application and renewal for VVF Limited and group companies	Text			as needed	as needed	as needed	as needed	as needed
Approval of artworks under legal meterology for VVF Limited and group companies	Text			as needed	as needed	as needed	as needed	as needed

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

Employee Name	Manager's name	Employee ID	Year
Dipti Todkar	Mohan Sonar	10003582	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

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	improvement in leadership skills
6	Six Thinking Hats		1	out of box thinking
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	