

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

KRA Category : People
KRA Weightage : 15
KRA Description : RBQNA

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
RBQNA - Knowledge management Maker Team leader is Mr. Mahesh Kasbekar Collection of existing reports from all departments	Text			Not Ready	Feb 2018	AUG2017	Jul 2017	Jun 2017
Ready with One page Summary on Key Performance Matrix which will be submitted to internal auditor	Text			Not Ready	More time then defined in 3	Jan 2018	Dec 2017	Nov 2017
Fixing Errors and submitting Final Matrix for Audit	Text			Not ready	More time then defined in 3	Mar 2018	Feb 2018	Jan 2018

KRA Category : Business
KRA Weightage : 15
KRA Description : New Product

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			After Mar 2018	Mar 2018	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 concern department before Sept 2017.	Both before end of August 2017
Tertiary amine and quats review and technical support	Text			After Mar 2018	Mar 2018	Support on experimental evaluation and process validation based on team requirement	Support on experimental evaluation and process validation based on team requirement This will also include quats	This will include Pilot plant / commercial run of either tertiary amine or quats.

KRA Category : Process
KRA Weightage : 15
KRA Description : Application study for Range of VVF product

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
Coating	Text			Not ready with data	time taken more than rating 3	Before Jan 2018	Before Dec 2017	Before Nov 2017
Lubricant	Text			Not ready with data	time taken more than rating 3	Before Jan 2018	Before Dec 2017	Before Nov 2017

KRA Category : Business

KRA Weightage : 40

KRA Description : NBD

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
Agro application based surfactants sythesis, scale up of blends @ in-house or third party. Max 2 product commercial launch. 13 ethoxylate derivative of Crude Fatty alcohol. RM Specs preparation. Finesh Specs Preparation. TDS and MSDS for all the product developed. If possible addition of EO or other derivatives to taken up	Text			After Dec 2017	After Nov 2017	By June 30 should be ready with RM & FG specs for all the 13 product. for 15th July TDS & PDS in Lab	By Aug 15 we should be ready with all the specs MSDS and TDS.PDS for commercial toll manufacturing	We need to add two more surfactants to the existing list.
E WAX 200 - Development of process and product stabilization stability studies. Pilot Plant and commercial trials. EW100 RM change from CSA 20 to 22 to be done. Freezing of Specs RM vendor qualification. Stability data generation. EW 300 RM specs approval atleast 2 vendor. Stability studies. Continuous process for EWAX evaluation with process and production team.	Text			EW300 100 by Mar 2018	Ew 100 300 by Dec2017	E Wax 200 End July process development and validation in lab and PP. Stability studies.Shelf life declaration Commercial by Jan 2018 EWAX 300 Vendor qualification August 2017. EWAX 100 Sep2017	E Wax 200 End June process validation in lab and PP. Stability studies.Shelf life declaration Commercial before Dec end 2017 EWAX 300 Vendor qualification July 2017. EWAX 100 Sep2017	E Wax 200 End June process validation in lab and PP. Stability studies.Shelf life declaration Commercial before Dec end 2017 EWAX 300 Vendor qualification July 2017. EWAX 100 July2017 Continuous process finalization for trial by Jan 2018
New E Wax	Text			Not ready	After deadline for 3 rating	within 3months of request from Marketing	2months on request from Marketing including 1month stability	45 on request from marketing with 30 days stability

KRA Category : Customer

KRA Weightage : 15

KRA Description : Vega E SI65

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. Generating the effluent data. Data on regulatory requirement	Text			No development	trial happens next financial year 2018	Before end of dec 2017 scale up trial to be conducted. valid within 45days of hand over of plant	Process validation trial and 5MT before End of Feb 2017 followed by its performance evaluation Generating the effluent data. Data on regulatory requirement within 30days on handing over of plant	Process validation trial and 5MT before End of Jan 2018 followed by its performance evaluation this will also include commercialization. Tech transfer Generating the effluent data. Data on regulatory requirement
Process validation and commercial trial run. Generating the effluent data. Data on regulatory requirement	Text			No development	No development	Before end of dec 2017 scale up trial to be conducted	Process validation trial and 5MT before End of Feb 2017 followed by its performance evaluation Generating the effluent data. Data on regulatory requirement	Process validation trial and 5MT before End of Jan 2017 followed by its performance evaluation this will also include commercialization. Tech transfer Generating the effluent data. Data on regulatory requirement

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

Employee Name	Manager's name	Employee ID	Year
Dr. Rajesh Rao	Vadiraj Ekkundi	10003554	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	Like to attend the lecture
5	The Super Manager	Amit Sanas	2	Like to attend the lecture
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	NA	NA	vadiraj.ekkundi@vvf ltd.com?V

			adiraj Ekkundi
2	NA	NA	vadiraj.ekkundi@vvfltd.com?V adiraj Ekkundi

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	Dr. Vadiraj E	6	31/Dec/2017		
2	Coaching through leader in own function for functional inputs	Mr. Vijay Rao	6	31/Dec/2017		

Part C: Development through action learning projects

Project Title	Application Study of VVF product
Review date	15/Dec/2017
Target end date	28/Feb/2018
Project scope	Application of Fatty acid and Fatty alcohol in industries
Project exclusions	Cosmetic Industries
Project deliverables (Target at rating 3: good solid performance)	Application of product in other industries
What is the employee expected to learn from this project	Product expansion and customer satisfaction
Reviewer(s) name	Mr. Vijay Rao
Project Status	

Project Status Comments	
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