

Employee Name : Mumtaj Shikalgar  
 Manager's Name : Vadiraj Ekkundi  
 Goalsheet Of Year: 2017-2018

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : Application study of VVF products**

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
Technical data collection for application of products in coating	Text			Not generated data	After Feb 18	Before Jan 18	Before Dec 17	Before Nov
Technical data collection for application of VVF products in lubricant application	Text			Not generated data	After Feb 18	Before Jan 18	Before Dec 17	Before Nov

**KRA Category : People**

**KRA Weightage : 15**

**KRA Description : Personal development and capability building**

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
To initiate project activity with existing lab facility to provide technical support to customers.	Text			Not started	restarted partially	Start formulation activity using existing facility.	Provide technical support to customer using our existing facility as well as other third party facility.	Successfully delivered products using existing facility
To attend conferences and trainings related to Oleochemicals, Agrochemicals and surfactants.	Text			Nil	1	2	3	More than 3

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : Development of Surfactants for Agrochemical Formulations**

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
Identify different surfactants within VVF capability, get developed from local tollier and find application in Agrochemical formulation. Number of surfactants identified	Text			less than 15	15	20	25	more than 25
Finalize specifications for raw material as well	Text			less than 15	15	20	25	more than 25

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
as finished product								
Prepare product data sheet for developed surfactants.	Text			less than 15	15	20	25	more than 25
Analysis of surfactant from third party with respect to some surfactancy properties also to get evaluation of product at field level.	Text			Not identified	Identified but not done	To identify at least one institution and one surfactant for field trails	To get done surfactant properties and field trial of at least 2 products	To get done surfactant properties and field trial of more than 3 products

**KRA Category : Customer**

**KRA Weightage : 15**

**KRA Description : Management of Projects at North Maharashtra University,Jalgaon**

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
Coordinate and collaborate with university to achieve set targets,focus will be on microencapsulation and suspoemulsion	Text			Not achieved	Not completed given targets	Achieved set targets	Included one more collaboration either company or institution.	Initiated work with other institution or company
Project followup and guidance to project candidates at Jalgaon	Text			Not achieved	Project not completed in specified time	Project not completed in specified time	Project completion within specified period	Continued with more projects

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Customer interactions and customer specific projects**

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
Visit to different customers to understand their need and to get projects. Total customer specific projects started	Text			less than 10	10	15	18	more than 18
Technical support to customers by developing formulations as per required specification and cost. Develop at least 10 new different formulations that are cleared from VVF side.	Text			less than 8	8	10	15	more than 15
Commercialization of surfactant.	Text			Nil	1	2	3	4

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

Employee Name	Manager's name	Employee ID	Year
Mumtaz Shikalgar	Vadiraj Ekkundi	10003951	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	Improve communication skill
5	The Super Manager	Amit Sanas	2	To learn good managerial skill
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	Dr.Vadiraj Ekkundi	6	31/Dec/2017		

2	Coaching through leader in own function for functional inputs					
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Part C: Development through action learning projects

Project Title	Application study of VVF products
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	