

Employee Name : PRAMODKUMAR SAHOO

Manager's Name : ASHOKRAO PATIL

Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : Maintenance & strengthening of the QA function

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
Routine monitoring in plant for checking system adherence	Percentage			70	80	85	90	100
QAMR / QA Miss report	Percentage			70	80	85	90	100
Aware of WI of all department,any changes there in.	Percentage			70	80	85	90	100
To generate at least one suggestion to highlight gap into the system	Percentage			70	80	85	90	100

KRA Category : Customer

KRA Weightage : 20

KRA Description : Customer complaint report & CAPA effectiveness in plant

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
Complaint investigation as when required and prepare report within timeline	Percentage			70	80	85	90	100
Monitoring effectiveness of CAPA in plant during routine visit	Percentage			70	80	85	90	100
Validation of product for customer Audit requirement	Percentage			70	80	85	90	100

KRA Category : Process

KRA Weightage : 20

KRA Description : Data collection & Analysis for Improvement & effectiveness

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
Update of Run log data for all Alcohol product respect to catalyst change	Percentage			70	80	85	90	100
Update of Tank farm data for monitoring O2%,temp. and PRV status for product quality issue	Percentage			70	80	85	90	100
Analysis of plant sample when required	Percentage			70	80	85	90	100

KRA Category : People

KRA Weightage : 20

KRA Description : Training to production people for ISO 9001,Food safety(22000), GMP+ feed safety

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 documents and training to production people for ISO 9001,Food safety(22000)	Percentage			70	80	85	90	100
Training to plant people on GMP+ feed safety during routine plant visit	Percentage			70	80	85	90	100

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

Employee Name	Manager's name	Employee ID	Year
PRAMODKUMAR SAHOO	ASHOKRAO PATIL	10000331	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	

6	Six Thinking Hats		1	It will be useful in my day to day work during plant rounds.
7	Art of Charm	Anant Pednekar	1	It will be useful in my day to day work during plant rounds

*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	ISO 9001:2015 Lead Auditor training	5	ashokrao.patil@vvfltd.com?AS HOKRAO PATIL
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	