

Employee Name : Hitesh Patel
Manager's Name : SHARAD DAHAKE
Goalsheet Of Year: 2017-2018

KRA Category : Customer
KRA Weightage : 40
KRA Description : Service

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
S&OP Plan compliance (weekly basis)	Percentage	25		75	85	95	98	100
Quality Level (over all)	Text	25		4.5	4.8	5.0	5.2	5.4
Reduction in Consumer complaints,comapire to last year	Percentage	25		20	30	40	45	50
Audit status	Text	25		Red	Amber	Green	Green	Green

KRA Category : Process
KRA Weightage : 20
KRA Description : Delevary in time

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
Adherence to Planned weekly / monthly schedule for C&S of area and equipment.	Percentage	25		85	90	95	98	100
Adherence to filling & packing operation as per BMR (to achieve Zero rework)	Text	25		90	95	100	100	100
Completion of SAP entry & submission of BMR on time (max. next day).	Percentage	25		90	95	98	99	100
Making of root cause analysis & CAPA	Text	25		90	95	100	100	100

KRA Category : People
KRA Weightage : 20
KRA Description : Manpower Develoaped

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
Planned / on job training and evaluation to improve the level of the person up to proficiency (Associate level)	Text	35		< 36	48	60hrs	72	84
Effective closer of identify gap (Safety / Gamba walk / Internal audit)	Percentage	35		80	85	90	95	100
Adherence to uses of PPE	Text	30		90	95	100	100	100

KRA Category : Business

KRA Weightage : 20

KRA Description : Achieving EBITA Target 42 Crores

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
Improvement in shift output by 10% over last year.	Percentage	25		6	8	10	12	14
Monitoring and control of wastages in raw and packing material and plan for reduction by 5% compared to last year achieved figures.	Percentage	25		3	4	5	6	7
Improvement (5%) in direct manpower deployment over last year	Percentage	25		2	3	5	7	10
Formation of quality circle / small group activity	Text	25		4	6	8	10	12

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

Employee Name	Manager's name	Employee ID	Year
Hitesh Patel	SHARAD DAHAKE	10002162	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	To improve managerial skill
5	The Super Manager	Amit Sanas	2	NA
6	Six Thinking Hats		1	NA
7	Art of Charm	Anant Pednekar	1	NA

*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	excel	1	murali.nama@vvfltd.com?Nama Murali
2	word	1	murali.nama@vvfltd.com?Nama Murali

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	