

Employee Name : Prashant Pathak
Manager's Name : Aniruddha Bansod
Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 15
KRA Description : Safety and Training

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
Maintain Safety in Instrument Department	Percentage			96	97	98	99	100
Compliance the ISO 9000/ 14000/OSHAS	Percentage			96	97	98	99	100
Training to Department people	Days			5	4	3	2	1

KRA Category : Customer
KRA Weightage : 15
KRA Description : Safety and Training

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
Maintain Safety in Instrument Department	Percentage			96	97	98	99	100
Compliance the ISO 9000/ 14000/OSHAS	Percentage			96	97	98	99	100
Training to Department people	Days			5	4	3	2	1

KRA Category : Business
KRA Weightage : 20
KRA Description : Ensure the Instrument Reliability

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
Reduction in Engg Stores Inventory Identification of the Engg materials Value	Value		5	< 3.45	3.5 to 4.75	4.8 to 5.25	5.3 to 6.45	6.95
Compliance of Preventive Maintenance & Critical monitoring Schedules	Percentage			96	97	98	99	100
DCS Upgradation	Date			20/Mar/2018	20/Feb/2018	30/Jan/2018	10/Jan/2018	15/Dec/2017
Heat Calculation of Fatty Acid	Date			31/Oct/2017	30/Sep/2017	31/Aug/2017	31/Jul/2017	30/Jun/2017
Maintain the calibration of Weighbridge and weighscales	Days			5	4	3	2	1

KRA Category : Process

KRA Weightage : 20

KRA Description : Improvement in Process and Cost Cutting Initiatives in Automation

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 cost saving projects taken by production teams.	Days			5	4	3	2	1
Installation of Flaker Detector	Date			15/Sep/2017	15/Aug/2017	31/Jul/2017	15/Jul/2017	30/Jun/2017
Improve the Availability of Coal Heater To provide the change in Heat Load alarms in Fatty Acid to improve on availability of Coal Heater.	Date			15/Jan/2018	31/Dec/2017	15/Nov/2017	30/Oct/2017	01/Oct/2017

KRA Category : Business

KRA Weightage : 30

KRA Description : Ensure Instrument availability to meet the production target with respect to Volume & Reduce the Overheads & Cost

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
Ensure Instrument availability for production	Days	50		6	5	4	3	2
To maintain the Instruments overhead expenses within budget.	Percentage	20		15	10	6	5	1
Support new products project for Instrument and Automation (soap	Days	10		5	4	3	2	1

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
noodles/ tertiary amine/ asphalt emulsion plants)								
Completion of Statutory compliance.	Percentage	10		96	97	98	99	100
Ensuring the Traceability of Master Instrument.	Percentage	10		96	97	98	99	100

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

Employee Name	Manager's name	Employee ID	Year
Prashant Pathak	Aniruddha Bansod	10000376	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	Yes Required
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	OPC training	3	External Faculty
2	Siemens system	6	Prashant.Pathak@vvfltd.com? Prashant Pathak

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	Marathe	4	15/Dec/2017		
2	Coaching through leader in own function for functional inputs	Amit Sanas	2	15/Mar/2018		

Part C: Development through action learning projects

Project Title	VVF Product Detail
Review date	Every Month
Target end date	15/Mar/2018
Project scope	To detail the Product and their internal usages
Project exclusions	For Cosmetic purpose
Project deliverables (Target at rating 3: good solid performance)	To make at least 2 usages ready for Internal usage within VVF.
What is the employee expected to learn from this project	Cost Saving within Organisation.
Reviewer(s) name	C.R. Marathe
Project Status	
Project Status Comments	