

Employee Name : HITESH PATEL
Manager's Name : Indresh Kumar
Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 25

KRA Description : New product development Quality and Regulatory Compliance support

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 ensure all Master Documents are available before commercial batch is made.	Text			Not Recieved	After 3 batches completed	After the execution	Just at the time of execution	Before commercialisation
Stability Studies performed for new product in time as per protocol	Days			20	15	10	7	5
Technology Transfer performed in time with proper documentation & clearance as per the Quality compliance.	Days			15	7	5	3	2

KRA Category : People

KRA Weightage : 25

KRA Description : 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
To train for Instrument calibration	Text			NA	NA	1	2	3
To train of documentation for APQR & Trend Analysis	Text			NA	NA	1	2	3

KRA Category : Process

KRA Weightage : 25

KRA Description : Process control

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 borne out Market complaint for products manufactured at Daman Site	Percentage			1	5	10	15	20

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
Process Equipment, product wise Process Qualification and validation meeting the acceptance criteria	Text			NA	NA	Dec 2018	Mar 2018	Dec 2017
Prepare APQR in place for all products	Text			Jun 2018	May 2018	Apr 2018	Mar 2018	Feb 2018
Prepare all SOP'S revised and update within specified time	Percentage			50	60	70	80	90

KRA Category : Customer

KRA Weightage : 25

KRA Description : Disciplined Quality Management System

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
Market complaint investigation completed within specified limit as per SOP	Days			40	35	30	20	15
Timely submission of customer monthly report	Days			15	10	7	5	3
NCs/ Deviation Reporting / Change control with consolidated data & risk assessment	Percentage			50	60	70	80	90
Internal Quality Audit Schedule, planned ,performed and compliance	Percentage			50	60	70	80	90

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

Employee Name	Manager's name	Employee ID	Year
HITESH PATEL	Indresh Kumar	10002167	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	
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					
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	