

Employee Name : Vishal Revandkar
 Manager's Name : Kishor Salunke
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 30

KRA Description : Support Plant operation

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
Audit Compliance - ISO 9001, ISO 22000, EMS 14001, OHSAS 18001, SEDEX, URSA, GMP, GMP+B2 and Other Customer Audits	Text	30		More than 10 Major NC	More Than 5 Major NC	Less than 5 Major NC	Less than 2 Major NC	No Major NC
Renewal of Factory License, Registration of Contract Labour, Quarterly Returns and Annual Returns	Text	30		Delay by 1 day	.	.	.	On Time
Court Matter - Attendance, Court Fees, Advocate Fees	Text	10		No Gaps
IR Updates to HOD Unit HR	Text	20		Delay more than 1 day	Delay by 1 day	Same Day	Delay by few hours	Immediately
R&R Activities and support for Rumbles.	Text	10		No Nomination	1 Nomination	2 Nomination	3 Nomination	More than 3 Nomination

KRA Category : People

KRA Weightage : 20

KRA Description : Organisational effectiveness enhancement

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
Talent Acquisition	Days	30		360	250	180	90	45
Probation and Confirmation	Text	10		Delayed by 1 month	Delayed by 1 week	Delayed by 2 days	Delayed by 1 day	On Time
Learning and Development - Completion of IDP Self and for Talaja Plant	Percentage	20		60	70	80	90	100
GET Gurukul program :Ensure smooth running of program, Project initiation, completion & Evaluation.	Text	30		Delayed by 1 month	Delayed by 1 week	Delayed by 2 days	Delayed by 1 day	On Time
Co-ordination of Inplant Trainees	Text	10		Not Done	Delay By 1 month	Delay By 1 Week	Delay By 2 days	On Time

KRA Category : Process**KRA Weightage : 15****KRA Description : Change Management and culture building through HR Process**

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
Apprentice - End to End Process	Text	20		After December	Before December 2017	Before November 2017	Before October 2017	Before September 2017
Statutory Compliance - HR, Non-Compliance and Factory	Text	30		Delayed by 1 Month	Delayed by 1 Week	Delayed by 2 days	Delayed by 1 day	On Time
Contract Labour - Compliances	Percentage	20		60	70	80	90	100
PMS Coordination - Goal Setting, Mid Year Review and Year End Appraisal	Text	10		Delayed by 3 months	Delayed by 2 months	Delayed by 1 Month	Delayed by 1 Week	On Time
Maintenance of Discipline: by adopting disciplinary procedures as per applicable Model standing orders.	Days	20		60	30	7	5	3

KRA Category : Customer**KRA Weightage : 15****KRA Description : Zero Mandays lost on account of Industrial Relations**

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
Mediclaime, Weekly Benefit under GPA	Text	30		After 1 Month	After 1 week	After 2 days	After 1 day	Same Day
Compliance of Safety Committee, Works Committee, Canteen Committee and Sexual Harassment Committee	Percentage	10		40	50	60	80	100
Administration - Guest arrangement for visitors and Auditors, Drainage Cleaning, Water cooler maintenance etc	Text	10		-	-	-	-	Timely Service
Employee Engagement - Birthday Pen, Dussera, Diwali, Sports and Farewell	Text	20		-	-	-	-	Timely Compliance
Annual Health Check up, Shoes, Uniform, Rain Wear	Text	30		Delay by 6 Months	Delay by 3 Months	Delay by 1 Month	Delay by 2 Weeks	On time as per committed schedule

KRA Category : Business**KRA Weightage : 20**

KRA Description : Business Development

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
Talent Acquisition - JMC & ABove	Days	50		360	250	180	90	45
Support RBNQA Application	Text	50		Not Completed	Work Completion after March 2018	Work Completion Before March 2018	Work Completion Before February 2018	Work Completion Before January 2018

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

Employee Name	Manager's name	Employee ID	Year
Vishal Revandkar	Kishor Salunke	10003305	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		2	
5	Getting Things Done		1	
6	The Super Manager	Amit Sanas	2	
7	Six Thinking Hats		1	
8	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	