

Employee Name : Ketan Patel
Manager's Name : MRUDANG VACHHARAJANI
Goalsheet Of Year: 2017-2018

KRA Category : Customer

KRA Weightage : 25

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
IR intelligence	Text	25		0	0	Loss of Zero Man days	0	0
Improvement in Admin facilities	Text	25		0	0	Min 3 initiatives	Initiatives above 3	0
Recruitment against PRF for replacement	Text	25		0	0	within timeline	1 week before timeline	2 week before timeline
Provide Manpower as per requirement	Text	25		0	0	As per guideline	0	0

KRA Category : Business

KRA Weightage : 30

KRA Description : Business

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
Compliance Way forward	Text			0	0	Adhere time line for all returns / licence as per act	0	0
Compliance related to Audits	Text			0	0	NIL Major NC	Minor NCs to be Neutralised within 15 days	0
Reduction in Plant HR OH	Text			0	0	10% w.r.t. FY 2016 17	15% w.r.t. FY 2016 17	0

KRA Category : People

KRA Weightage : 20

KRA Description : Organisational Effectiveness by enhancing development of employees

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
Completion of Plant IDP	Text	35		Less than 70%	Less than 80%	80% by 31st Mar 2018	80% by 01st Feb 18	80% by 31 Dec 17
Completion Self	Text	30		0	0	100% by 31 Mar 17	100% by 31 Jan 18	0
Training as per calander for class room	Text	35		0	0	80%	90%	100%

KRA Category : Process

KRA Weightage : 25

KRA Description : Change Management - Culture Building through HR Processes

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
Workmen Engagement survey in House	Text	25		0	0	Survey completion 31 Oct 17	Result discussion with HO 30 Nov 17	0
Implementation of action points of engagement survey	Text	20		0	0	25% Implementaion by 31 Jan 18	50% Implementaion by 31 Jan 18	0
Induction for Cont. Lab. W.r.t. safety. Of existing as well as new joiners	Text	25		0	0	Identification of training Areas from Plant Head by 30 Sept 17 (training completion 30% by 31 Oct 17 60% by 31 Jan 18)	Completion of training with records by 31 Mar 18	0
PMS of OC & Associates	Text	30		0	0	Implementation by 31 08 2017	Implementation without IR issue by 31 08 2017	0

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

Employee Name	Manager's name	Employee ID	Year
Ketan Patel	MRUDANG VACHHARAJANI	10003925	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		1	This is mandatory

	Harassment *			
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	