

Employee Name : Dipti Malvankar
Manager's Name : Madhulika Pathak
Goalsheet Of Year: 2016-2017

KRA Category : Business

KRA Weightage : 15

KRA Description : Annual Business Plan 2016-17 (PCP)

| 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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| 1. Preperation of Data Formats | Text | | | - | - | 20th Jan'2016 | 15th Jan'2016 | 12th Jan'2016 |
| 2.ABP Data updation | Text | | | - | - | 20th Feb'2017 | 14th Feb'2017 | 8th Feb'2017 |
| 3.Monthly Phasing of ABP P&L and Sales | Text | | | - | - | 31st March'2017 | 20th March'17 | 15th March'17 |

KRA Category : Process

KRA Weightage : 20

KRA Description : Monthly/Quartely reporting & other assignments

| 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 |
|--|------|---------------|-------|-----------------------------------|--------------------------|--|--|--|
| 1.Data requirement for banks (Treasury reqt) | Text | | | - | - | within 5 working days from requirement | within 3 working days from requirement | within 2 working days from requirement |
| 2. Divisional P&L in Financial format for VVF (India) LTD(Monthly) | Text | | | - | - | 10th woking day | 8th woking day | 7th Working day |
| 3. RM consumption & Additives rates (Monthly) | Text | | | - | - | 3rd working day | 2nd working day | 1st working day |

KRA Category : People

KRA Weightage : 15

KRA Description : IDP

| 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 |
|---|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| 1.Completion of IDP | Text | | | - | - | - | - | - |

KRA Category : Customer

KRA Weightage : 25

KRA Description : Statutory requirements

| 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 |
|--|------|---------------|-------|-----------------------------------|--------------------------|--|--|--|
| 1.CAS 4 certification working - PCP (quarterly & Yearly) | Text | | | - | - | 27th woking day | 25th Working day | 20th Working day |
| 2. Data for AE & NON AE segmental P&L 2015-16 | Text | | | - | - | 31st Oct2017 | 25th Oct2017 | 15th Oct2017 |
| 3. Releasing Costing of new FG & SFG products on request | Text | | | - | - | within 3 working days from requirement | within 2 working days from requirement | within 1 working days from requirement |
| 4.Maintaining costing Views & Scrap Material rates | Text | | | - | - | within 3 working days from requirement | within 2 working days from requirement | within 1 working days from requirement |
| 5.Data For Anti Dumping | Text | | | - | - | within 8 working days from requirement | within 5 working days from requirement | within 2 working days from requirement |
| 6.Data For Treasury | Text | | | - | - | within 5 working days from requirement | within 3 working days from requirement | within 2 working days from requirement |
| 7.Power & Fuel Schedule for statutory Audit | Text | | | - | - | 18th woking day | 16th woking day | 14th Working day |
| 8.Any other Special assignment | Text | | | - | - | within 3 working days from requirement | within 2 working days from requirement | within 1 working days from requirement |

KRA Category : Business

KRA Weightage : 25

KRA Description : Divisional Profit & Loss - PCP

| 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 |
|--|------|---------------|-------|-----------------------------------|--------------------------|-------------------------------|-----------------------------|--------------------------------|
| 1. Divisional P&L of CMB/CPD Monthly | Text | | | - | - | 7th woking day | 6th Working day | 5th Working day |
| 2.Monthly Productwise Profitability & cost sheet | Text | | | - | - | 7th woking day | 6th Working day | 5th Working day |

| 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 |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--------------------------|-----------------------------|
| 3.CMB Customer wise & CPD Brandwise profitability Monthly & YTD | Text | | | - | - | 10th woking day | 9th woking day | 8th woking day |
| 4.Update of Costing Module for new SKU | Text | | | - | - | 4th woking day | 3rd Working day | 2nd Working day |

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

| Employee Name | Manager's name | Employee ID | Year |
|-----------------|------------------|-------------|-----------|
| Dipti Malvankar | Madhulika Pathak | 10002077 | 2016-2017 |

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 14001, OHSAS 18001 ** | EHS Team | 0.5 | |
| 2 | Good Manufacturing Practices (GMP +) and cGMP ** | ASHOKRAO PATIL | 0.5 | |
| 3 | Environment Health and Safety * | EHS Team | 1 | |
| 4 | Interpersonal skills | Amit Sanas | 2 | |
| 5 | Advanced Communication skills(only AGM & above) | Charles Carvalho | 2 | |
| 6 | Effective time management and execution | Amit Sanas | 2 | ok |
| 7 | Inspirational Leadership (only AGM & above) | Charles Carvalho | 2 | ok |
| 8 | Advanced Excel (only AGM & above) | | 2 | |
| 9 | Training on ISO 9001 & 22000 | ASHOKRAO PATIL | 0.5 | ok |
| 10 | Influencing skills | Internal TBD | 2 | |
| 11 | Strengths based team building | Charles Carvalho | 1 | It will help in working effectively as a team . |
| 12 | Getting Things Done | Charles Carvalho | 1 | |
| 13 | Influencing skills | 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 | Not Applicable |
| Project Status Comments | |