



Welcome to

Samriddhi
Towards Collective Prosperity

A decision making framework to drive the growth of the Organization



INDEX

TOPIC	APPLICABLE ROLE	SLIDE NO.
How to Set Goal	All	6 - 11
Goal Setting	User	12 - 54
Goal Approval	Manager	55 - 67
Goal Resubmission	User	68 - 71
Self Assessment	User	72 - 91
Self - Assessment Approval	Manager	92 - 104
Self - Assessment Resubmission	User	105 - 108
Types of errors	User Awareness	109 - 113

HOW TO SET THE GOALS?



To direct performance which will **deliver shareholder value**

To **involve employees** in Business planning & success

To agree **priorities** and make decisions

BUSINESS REASONS

To provide **measures** of business And individual success

To **mobilize** efforts and Build commitment

WHY WE SET GOALS?

To **align** individual performance To business priorities and plan how to meet job related development needs

To provide a framework for **measuring & rewarding** success

To provide **direction** & clarity of expectation

INDIVIDUAL REASONS

To provide **challenge** and **stretch**

To provide **anchor** for feedback

To support **personal development**

Goals: Measurable outputs asked of a person in a given role

- A goal helps a unit, a business/function or the company achieve its overall goals, including:
 - Targets (financials, time, quality)
 - Improvements (to such things as processes and client relations)
 - Resolution of specific problems
 - Innovation
 - People management/supervisory responsibilities
 - Key performance indicators (KPIs)
- Some goals take the form of projects; others are ongoing.



How to Write Smart Goals?

S

SPECIFIC

Exactly what is my goal?
State outcomes, not activities, and be precise.

M

MEASURABLE

What would a good job look like?
Ensure it is quantifiable in numbers or standards.

A

ALIGNED

Is my goal consistent with wider team, business/function and global goals?

R

REALISTIC

Is my goal realistic and achievable? Do we have the right resources to ensure that these are realistic?

T

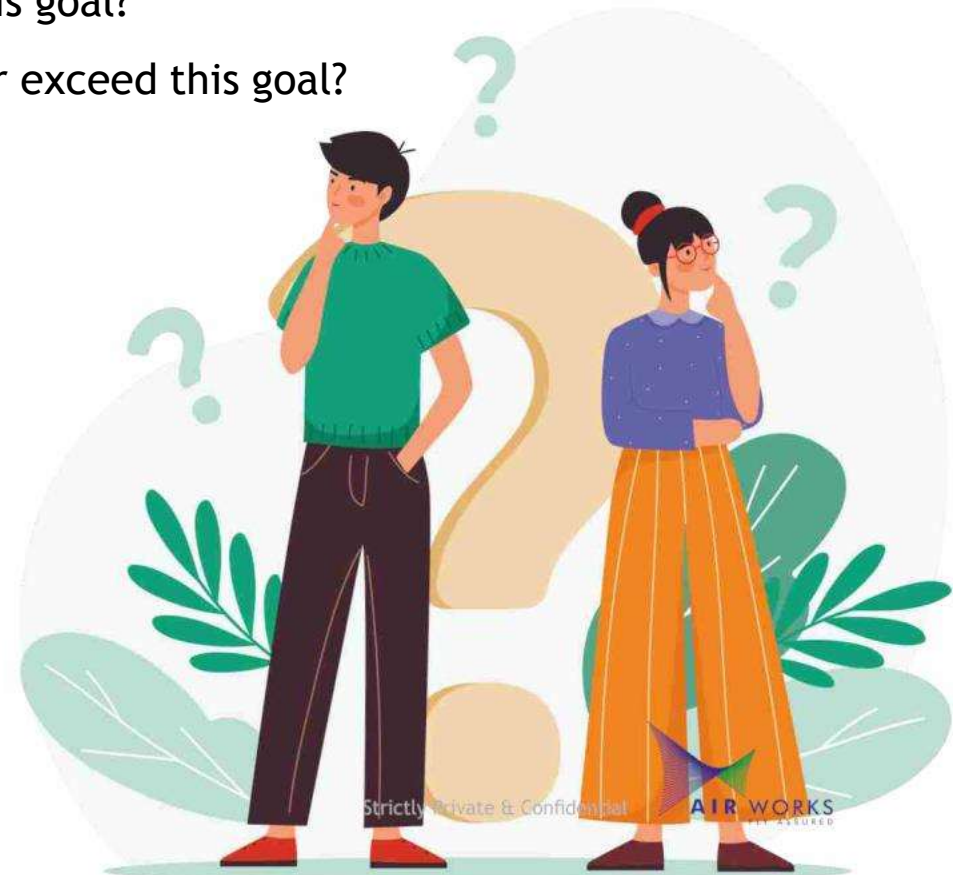
TIME BOUND

Is my goal traceable?
Specify target dates, timescales or deadlines

How to write SMART Goals | Defining Success Measures

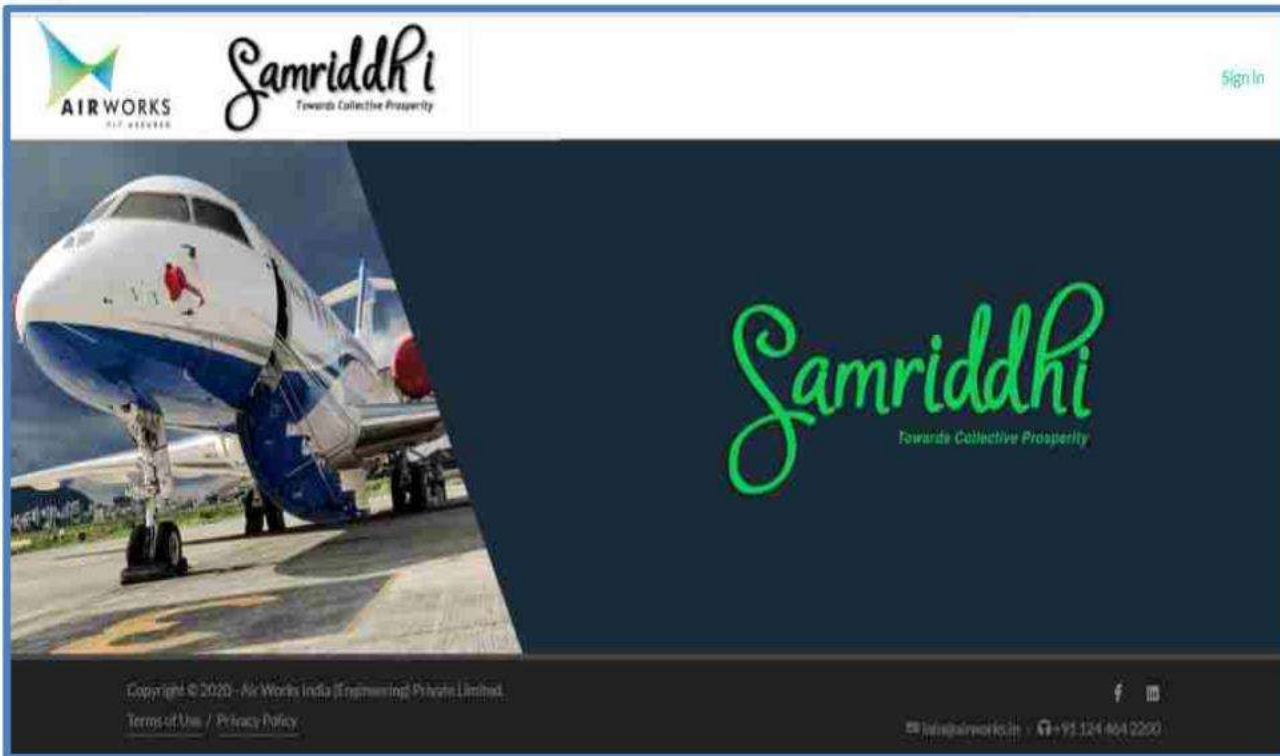
When drafting goals, ask yourself:

- How will I know that I have achieved this goal?
- What will I see/what will happen if I achieve this goal?
- What will the perfect outcome be if I achieve or exceed this goal?



GOAL SETTING USER

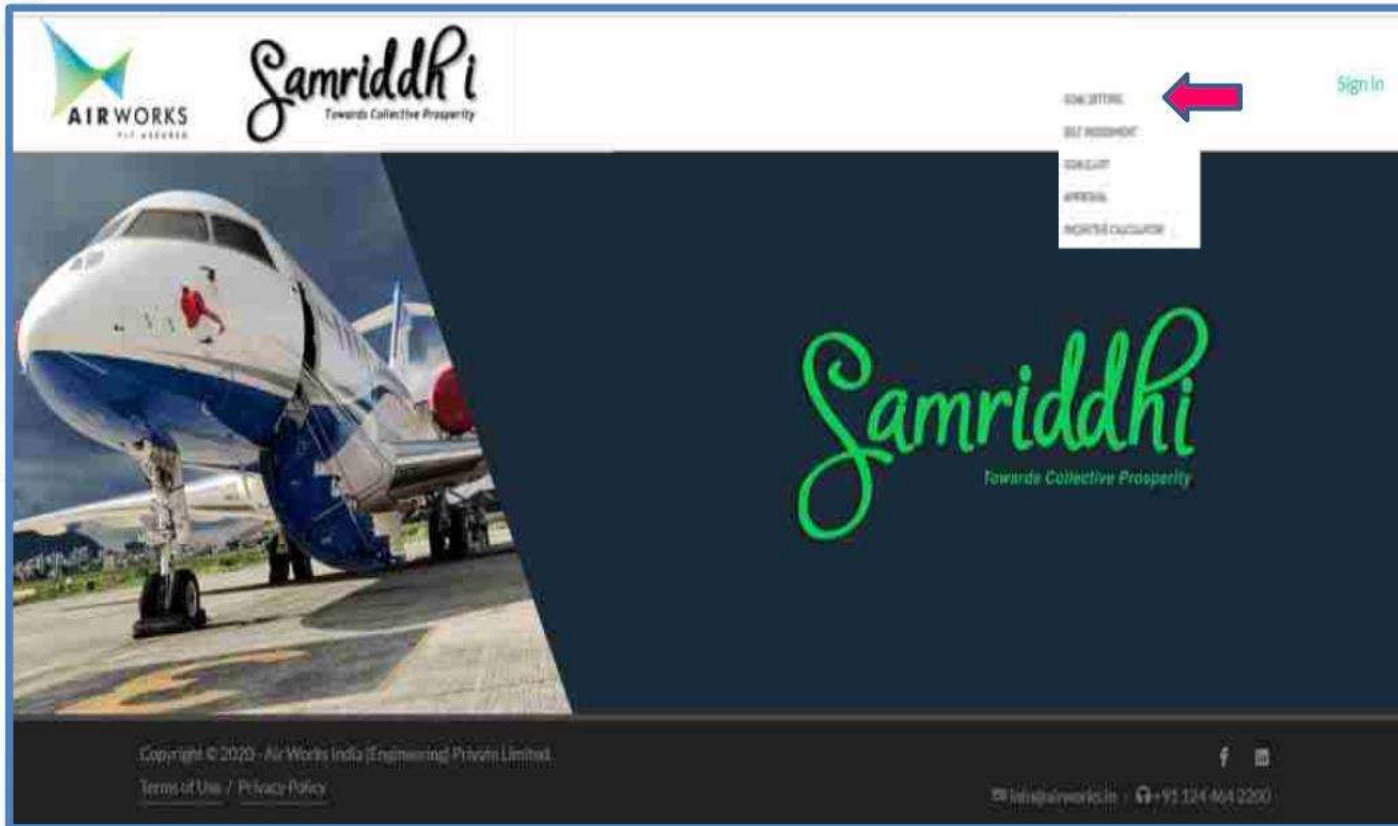
Samriddhi - Main Window



Login To – Samriddhi Module
with your Email Id

<https://samriddhi.airworks.in>

Samriddhi - Goal Setting



Once logged in,
Click on **Samriddhi** and in
the drop down box click
Goal Setting

Samriddhi - Goal Setting



GOAL SETTING Approver: URMILA S POONKAVANAM

TIMELINE* 2021: 01 JAN 2022 TO 31 MAR 2022

CATEGORY* Mandatory

SUBCATEGORY* -Select-

MEASURABLE* -Select-

MEASURABLE DESCRIPTION*

EMPLOYEE INPUT/DETAIL*

TARGET TYPE* -Select-

TARGET*

WEIGHTAGE %* - 3 +

Cancel Add

[Download Measurable](#)

Compulsory (Measurable: 5, Weightage: 18 %)
Mandatory (Minimum measurable: 2, Current measurable: 1) (Required Weightage: 22%, Current Weightage: 3%)
Non-Mandatory (Minimum measurable: 2, Current measurable: 0) (Required Weightage: 60%, Current Weightage: 0%)

Total Minimum measurable required: 18, Current measurable: 6, Required Weightage: 100%, Current Weightage: 21 %

OVERALL INPUT

Overall input

Finalize

What are Measurables?

Measurable are responsibility areas that have been created to broadly cover all the roles that are under the purview of the UNNATI program

Unnati - Mandatory Goals



AIR WORKS **Samriddhi** **Towards Collective Prosperity** ADMIN UNNATI DASHBOARD HELP Hello, Manasa Chandrasekhar Sign out

GOAL SETTING Approver: MANASA CHANDRASEKHAR

TIMELINE* 2021: 01 JAN 2022 TO 31 MAR 2022

CATEGORY* Mandatory

SUBCATEGORY* -Select-
-Select-
Customer (Internal and External)
Environment Based
Review Mechanism
Function Specific Measurables
All

MEASURABLE* -Select- **MEASURABLE DESCRIPTION***

EMPLOYEE INPUT/DETAIL* **TARGET TYPE*** -Select- **TARGET***

WEIGHTAGE %* - 8 + Cancel Add

Review All Goals

What are the different sub - categories of mandatory measurables?

- Customer (Internal and External)
- Environment Based
- Review Mechanism
- Function Specific Measurables

Samriddhi - Non-Mandatory Goals



AIR WORKS **Samriddhi** Towards Collective Prosperity

ADMIN UNNATI DASHBOARD HELP Hello, Manasa Chandrasekhar Sign out

GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline* 2021: 01 Jan 2022 To 31 Mar 2022

CATEGORY* Non-Mandatory

SUBCATEGORY*
-Select-
-Select-
Customer (Internal and External)
Environment Based
Operational
People Based/Personal Traits
Function Specific Measurables
All

Measurable* -Select- Measurable DESCRIPTION* [Greyed out]

Employee Input/detail* TARGET TYPE* -Select- Target* [Empty]

- 6 +

+ Add

Review All Goals

What are the different sub - categories of non - mandatory measurables?

- Customer(Internal and External)
- Environment Based
- Operational
- People Based / Personal Traits
- Function Specific Measurables

Samriddhi - Goal Setting



Compulsory (Measurable: 5, Weightage: 18 %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	TARGET TYPE	TARGET	WEIGHTAGE %
Financial	Revenue	Delivering budgeted revenue for the business / company.	Number	939000000	4
People Based/Personal Traits	Peer Review	Peer feedback received for self on Attitude to work, displaying team spirit, dependability and displaying ownership and achieving closure of tasks in totality and effective completion of the task.	Number		5
Financial	Delivering Return on Investment	Delivering on Returns, year on year (YOY) on Invested Capital - (PAT (Profit after Tax) + Depreciation)/ average (Shareholder Fund + Loan Fund).	Percentage	14	4
Financial	Delivering budgeted EBITDA	Achieving EBITDA Less Finance Lease charge (Profit) for the business / company	Number	73600000	4
People Based/Personal Traits	Activity on Social Media / Employee engagement	Whether the employee is active on Social Media (Yammer, LinkedIn etc.) in terms of posting, liking, and reading content and is overall engaged, motivated and committed to contribute to organizational success, with an enhanced sense of belongingness with the organizational objective by providing continuous update on action happening at ground	Yes/No		1

What are Compulsory Measurables?

There are a set of measurables that have been mapped as compulsory to each role. The targets against these compulsory measurables will be present in the system.

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	Action
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuously self-monitoring target deliverables.	Percentage	92	5	 
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Presentation based updations for project analysis and new updates	Percentage	85	7	 
Customer (Internal and External)	Escalation Management	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.	Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations	Yes/No	Yes	4	 
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs.	Percentage	95	4	 

What are Mandatory Measurables?

Certain measurables have been identified as mandatory for each role. Each of these mandatory measurables will be pre-defined and targets need to be entered against those measurables.

The mandatory measurables for various subcategories according to the user's role is available in the system.

Samriddhi - Goal Setting



Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	ACTION
Operational	Time management	Timely completion of daily timesheet with accurate data	Focusing on creating timely spreadsheets for mailers and analysis	Percentage	96	6	
Operational	Time management	Timely completion of daily timesheet with accurate data	Manpower requirement analysis for each department based on location	Percentage	85	6	
People Based/Personal Traits	Safety Management	Ensuring upholding of the prescribed safety guidelines with respect to engineering services as well as regular safety instructions, even outside office hours and being safety conscious at all times.	Following safety precautions as per rules and regulations .	Yes/No	Yes	3	
Customer (Internal and External)	Process Improvement projects implemented	Any process improvement resulting in reduced TAT, increased quality and optimum utilization of resources, worked on and implemented.	Leave and attendance management assessment for analysing and adjusting reminder alerts accordingly in order to reduce gaps	Percentage	93	5	

What are Non- Mandatory Measurables?

Non-mandatory measurables are measurables that are not necessarily mandatory to be chosen for the respective role; however, can be selected in case any particular measurable is relevant to the role.

Identify which of these Measurables (apart from the Compulsory and Mandatory) are relevant to the respective roles.

The non-mandatory measurables for various subcategories according to the user's role is available in the system.

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	Action
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuously self-monitoring target deliverables.	Percentage	92	5	 
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Presentation based updates for project analysis and new updates	Percentage	85	7	 
Customer (Internal and External)	Escalation Management	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.	Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations	Yes/No	Yes	4	 
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs.	Percentage	95	4	 

Importance of EMPLOYEE INPUT in Goal setting

- To make the goals professional and personnel specific
- Increase transparency
- To work on internal improvements
- To give you an ownership of your goals

How to develop functional roles and responsibilities in your team?

1. Determine what needs to get done. Make a list of all the tasks that need to be completed.
2. Identify strengths and weaknesses of team members.
3. Refer back to a team member's job description and identify functional goals.
4. Get feedback and timely assessment to be conducted.



Samriddhi - Goal Setting Window



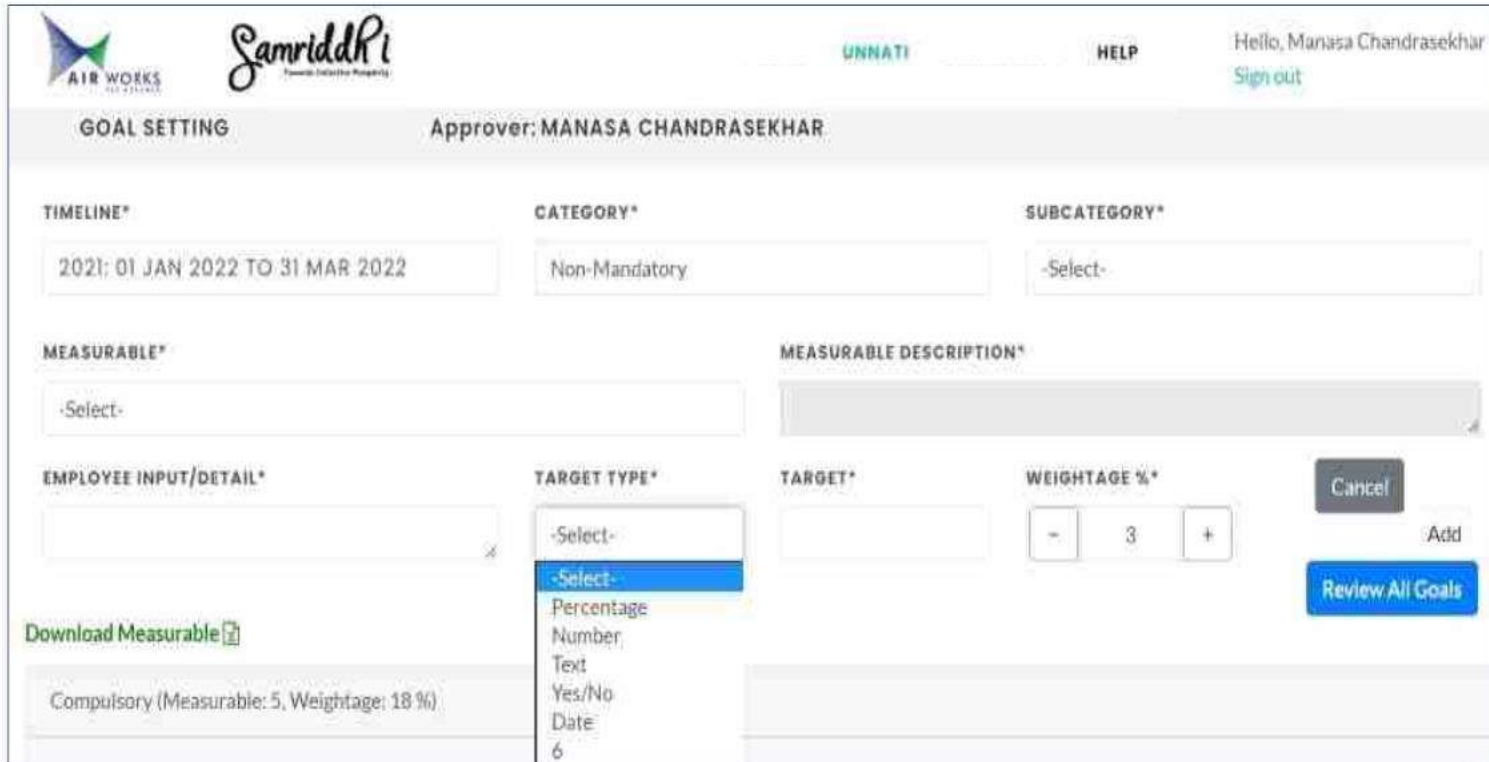
Role Name	Compulsory	Compulsory Weightage	Mandatory	Minimum Mandatory	Mandatory Weightage	Mandatory Weightage Range	Non-Mandatory	Minimum Non-Mandatory	Non-Mandatory Weightage	Non-Mandatory Weightage Range	Minimum Measurables
Production (Non-certifying & Operational)	5	18%	12	10	60%	3% - 9%	16	4	22%	1% - 6%	21
CAMO	5	18%	11	9	60%	3% - 10%	7	2	22%	1% - 6%	18
Quality	5	18%	14	6	60%	5% - 15%	8	2	22%	1% - 6%	21
Stores	5	18%	18	14	60%	2% - 6%	11	3	22%	1% - 6%	26
Planning	5	18%	19	15	60%	2% - 6%	18	5	22%	1% - 6%	29
Support Functions	5	18%	4	2	22%	6% - 17%	15	2	60%	1% - 6%	18
Certifying Engineer-GA-Fixed Wing	5	18%	23	21	60%	1% - 4%	26	7	22%	1% - 6%	35
Certifying Engineer-GA-Fixed+Rotary Wing	5	18%	23	21	60%	1% - 4%	25	7	22%	1% - 6%	35
Certifying Engineer-GA-Rotary Wing	5	18%	23	21	60%	1% - 4%	25	7	22%	1% - 6%	35
Certifying Engineer-GA-Structure	5	18%	22	20	60%	2% - 5%	25	7	22%	1% - 6%	34
Certifying Engineer-AMRO-Base Maintenance	5	18%	17	15	60%	2% - 6%	22	6	22%	1% - 6%	28
Certifying Engineer-AMRO-Line Maintenance	5	18%	18	16	60%	2% - 6%	24	7	22%	1% - 6%	30
Certifying Engineer-AMRO-Structures	5	18%	17	15	60%	2% - 6%	22	6	22%	1% - 6%	28

Apart from the mentioned :

- The member can add any number of employee defined measurable.
- The member can add any number of manager defined measurables respectively.

Payout Plan Examples

Current CTC		500,000	1,000,000	1,500,000
Fixed Incentive		25%	25%	25%
Amount		125,000	250,000	375,000
At the end of 3rd Year	75%	56,250	112,500	168,750
At the end of 5th Year	Balance	68,750	137,500	206,250
Incremental Incentive		75%	75%	75%
Amount		375,000	750,000	1,125,000
At the end of 3rd Year	75%	168,750	337,500	506,250
At the end of 5th Year	Balance	206,250	412,500	618,750



The screenshot shows the 'GOAL SETTING' interface in the Samriddhi system. At the top, there are logos for AIR WORKS and Samriddhi, along with user information: UNNATI, HELP, and 'Hello, Manasa Chandrasekhar' with a 'Sign out' link. The main header indicates 'GOAL SETTING' and 'Approver: MANASA CHANDRASEKHAR'.

The form contains several fields:

- TIMELINE***: 2021: 01 JAN 2022 TO 31 MAR 2022
- CATEGORY***: Non-Mandatory
- SUBCATEGORY***: -Select-
- MEASURABLE***: -Select-
- MEASURABLE DESCRIPTION***: (Empty text area)
- EMPLOYEE INPUT/DETAIL***: (Empty field with a close icon)
- TARGET TYPE***: A dropdown menu is open, showing options: -Select-, Percentage, Number, Text, Yes/No, Date, and 6.
- TARGET***: (Empty input field)
- WEIGHTAGE %***: A spinner control showing the value '3'.

Buttons include 'Cancel', 'Add', and 'Review All Goals'. A 'Download Measurable' link is also present. A summary row at the bottom shows 'Compulsory (Measurable: 5, Weightage: 18 %)'.

What is a Target?

A target is the result that we want to achieve. This can be a number or a statement, etc. The type of target that has to be set, is defined in the application against each measurable. However, certain measurables have been pre-defined as Compulsory or Mandatory. The Compulsory Targets will be input into the system for the employee to see and cannot be changed by them.

Samriddhi - Goal Setting



AIR WORKS **Samriddhi** Towards Collective Prosperity ADMIN UNNATI DASHBOARD HELP Hello, Manasa Chandrasekhar Sign out

GOAL SETTING Approver: MANASA CHANDRASEKHAR

TIMELINE* 2021: 01 JAN 2022 TO 31 MAR 2022 CATEGORY* Non-Mandatory SUBCATEGORY* -Select-

MEASURABLE* -Select- MEASURABLE DESCRIPTION*

EMPLOYEE INPUT/DETAIL* TARGET TYPE* TARGET* WEIGHTAGE %*

-Select- - +

Download Measurable

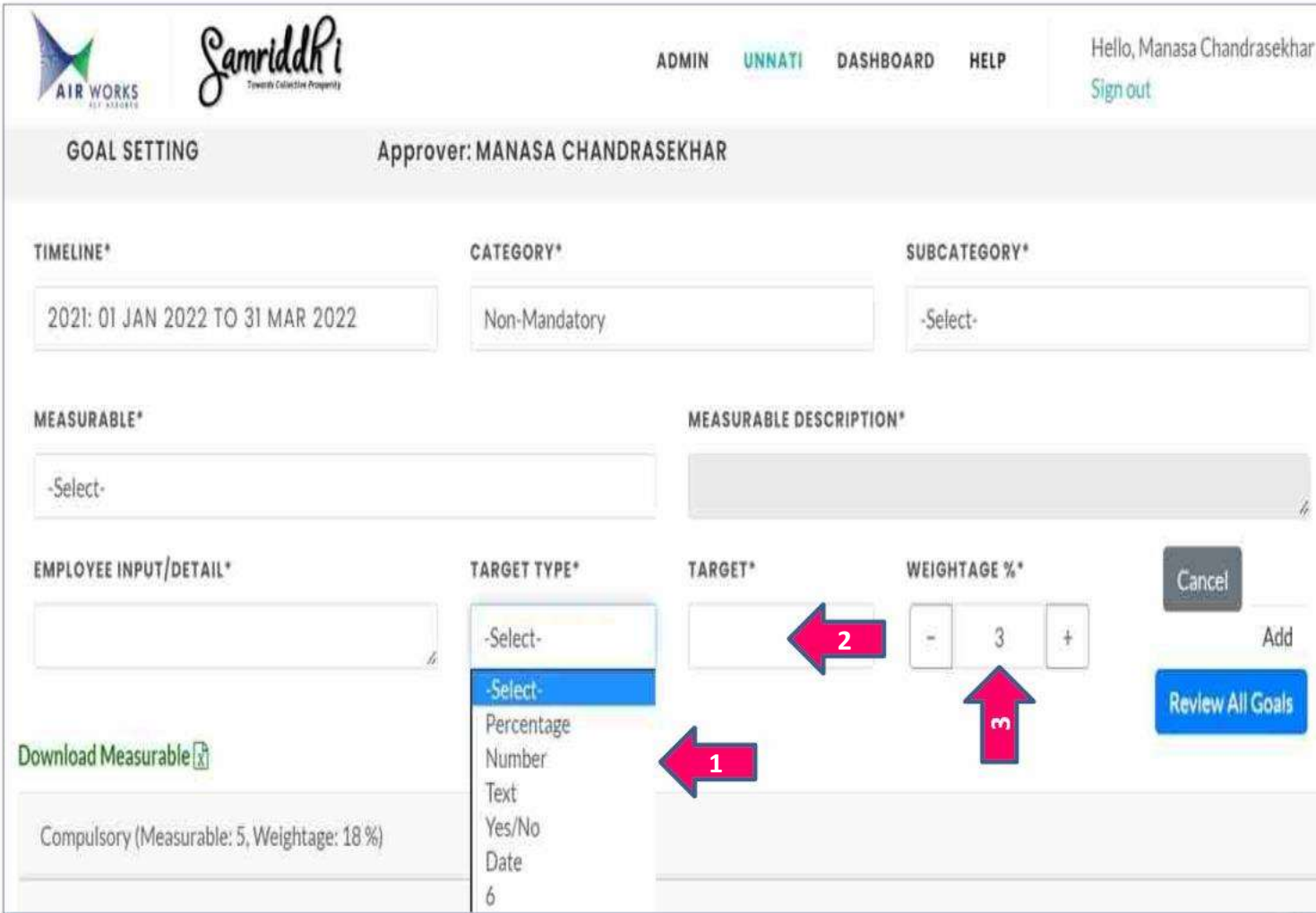
Compulsory (Measurable: 5, Weightage: 18 %)

- Select-
- Select-
- Percentage
- Number
- Text
- Yes/No
- Date
- 6

Select Target ←

How do we set targets against these Measurables?

Once the measurables are identified, select the **target type** from the drop down provided and mention the target accordingly.



The screenshot shows the 'GOAL SETTING' interface. At the top, there are navigation links for ADMIN, UNNATI, DASHBOARD, and HELP, along with a user greeting 'Hello, Manasa Chandrasekhar' and a 'Sign out' link. The main header displays 'GOAL SETTING' and 'Approver: MANASA CHANDRASEKHAR'.

The form includes several sections:

- TIMELINE***: A date range selector showing '2021: 01 JAN 2022 TO 31 MAR 2022'.
- CATEGORY***: A dropdown menu with 'Non-Mandatory' selected.
- SUBCATEGORY***: A dropdown menu with '-Select-' selected.
- MEASURABLE***: A dropdown menu with '-Select-' selected.
- MEASURABLE DESCRIPTION***: A text input field.
- EMPLOYEE INPUT/DETAIL***: A text input field.
- TARGET TYPE***: A dropdown menu with a list of options: '-Select-', '-Select-', Percentage, Number, Text, Yes/No, Date, and 6. A red arrow labeled '1' points to this dropdown.
- TARGET***: A text input field with a red arrow labeled '2' pointing to it.
- WEIGHTAGE %***: A numeric input field with a value of '3' and minus/plus buttons. A red arrow labeled '3' points to the value '3'.

Buttons for 'Cancel', 'Add', and 'Review All Goals' are located at the bottom right of the form. A 'Download Measurable' link is also present.

1

Select the category from the drop down on the measurables

2

Set the target according to the target type

3

Set the weightage accordingly









Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	Action
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuously self-monitoring target deliverables.	Percentage	92	5	 
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Presentation based updates for project analysis and new updates	Percentage	85	7	 
Customer (Internal and External)	Escalation Management	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.	Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations	Yes/No	Yes	4	 
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs..	Percentage	95	4	 

Adding Mandatory Goals

- The Mandatory Targets need to be entered by employee.
- Select the Category for Mandatory Goals.
- Add the weightage accordingly.

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	ACTION
Operational	Time management	Timely completion of daily timesheet with accurate data	Focusing on creating timely spreadsheets for mailers and analysis	Percentage	96	6	 
Operational	Time management	Timely completion of daily timesheet with accurate data	Manpower requirement analysis for each department based on location	Percentage	85	6	 
People Based/Personal Traits	Safety Management	Ensuring upholding of the prescribed safety guidelines with respect to engineering services as well as regular safety instructions, even outside office hours and being safety conscious at all times.	Following safety precautions as per rules and regulations.	Yes/No	Yes	3	 
Customer (Internal and External)	Process Improvement projects implemented	Any process improvement resulting in reduced TAT, increased quality and optimum utilization of resources, worked on and implemented.	Leave and attendance management assessment for analysing and adjusting reminder alerts accordingly in order to reduce gaps	Percentage	93	5	 

Adding Non-Mandatory Goals

The non-mandatory measurables and the targets as well as the target types need to be entered by the employee.

1

Select the appropriate measurable from the drop down

2

In case you want to add a Function driven measurable, select "Function Specific" from the drop down

3

Type in the measurable and the description.

4



Select the target type from the drop down.

5

Add the target and the weightage and save.

Samriddhi - Goal Setting



  UNNATI HELP Hello, Manasa Chandrasekhar. [Sign out](#)

GOAL SETTING Approver: [MANASA CHANDRASEKHAR](#)

[Download Measurable](#)

Compulsory (Measurable: 5, Weightage: 18 %)
Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)
Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

Total Minimum measurable required: 18, Current measurable: 21, Required Weightage: 100%, Current Weightage: 100 %

Overall input

< /div >

Job profile specific measurables and weightage

The minimum measurables required will vary as per your job role .

The mandatory and non-mandatory goals should be aligned accordingly, to match the 100% weightage.

Samriddhi - Goal Setting



GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline*	CATEGORY*	SUBCATEGORY*
2021: 01 Jan 2022 To 31 Mar 2022	Mandatory	-Select-

Measurable*
-Select-

Employee Input/detail*

Weightage %* 3 +

Cancel + Add Review All Goals

Download Measurable [x]

Error !

Sum of Mandatory measurables weightage should be 22%, But there is 25%.

Close

- Sum of Weightages are predefined in the system and the system will prompt in case of mis-match.
- Revisit the goals under mandatory and non-mandatory categories and make the changes as required match the preset criteria.



Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	Action
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuously self-monitoring target deliverables.	Percentage	92	5	 
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Presentation based updations for project analysis and new updates	Percentage	85	7	 

Click the pencil icon on the respective goal to edit it.

GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline* CATEGORY* SUBCATEGORY*

Measurable* Measurable DESCRIPTION*

Employee Input/detail* TARGET TYPE* Target* Weightage %*



Once changes are made click on **Update**

GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline* 2021: 01 Jan 2022 To 31 Mar 2022

Category* Mandatory


Subcategory* -Select-


Measurable* -Select-

Measurable description*

Employee input/detail* Target type* -Select- Target* Weightage %* 3

Cancel + Add

Download Measurable 



To review your goals, click on **Review all Goals**

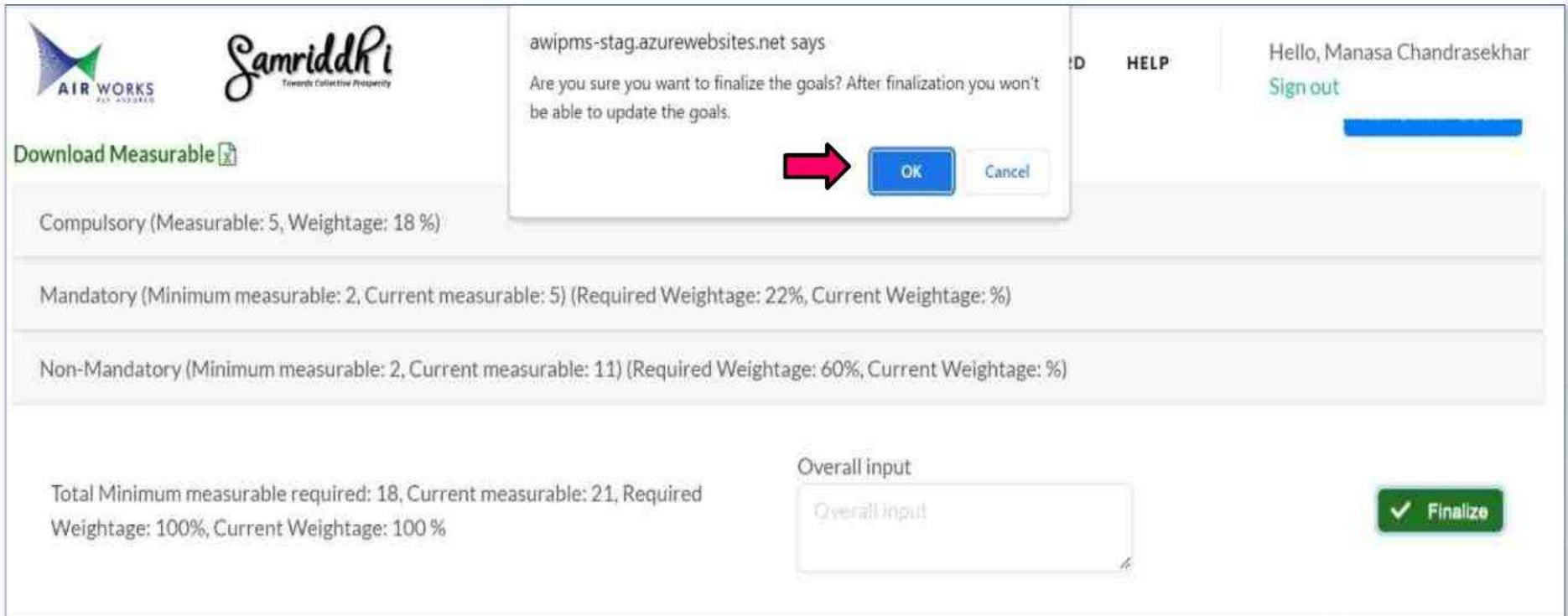
Review All Goals

and effective completion of the task.

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: 25%)

TIMELINE	SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT
2021: 01 Jan 2022 To 31 Mar 2022	Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practice with measurable and targeted outouts.
2021: 01 Jan 2022 To 31 Mar 2022	Customer (Internal and External)	Escalation Management	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.	Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations
2021: 01 Jan 2022 To 31 Mar 2022	Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuous self- monitoring target deliverables.


Check your goals before finalizing



awipms-stag.azurewebsites.net says

Are you sure you want to finalize the goals? After finalization you won't be able to update the goals.

OK Cancel

Download Measurable 

Compulsory (Measurable: 5, Weightage: 18 %)

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

Total Minimum measurable required: 18, Current measurable: 21, Required Weightage: 100%, Current Weightage: 100 %

Overall input

Overall input

Finalize

Save goals and **Finalize**.

Click **“OK”** to Finalize.

Samriddhi - Goal Setting



GOAL SETTING Approver: [\[Name\]](#) [\[Details\]](#)

Download Measurable [2]

- Compulsory (Measurable: 5, Weightage: 18 %)
- Mandatory (Minimum measurable: 2, Current me
- Non-Mandatory (Minimum measurable: 2, Curre

Total Minimum measurable required: 18, Current Weightage: 100%, Current Weightage: 100 %

< /div >

Success!



Finalized Successfully.

✕ Close

Goals are Finalized Successfully

Samriddhi - Goal Setting



  UNNATI HELP Hello, Manasa Chandrasekhar
[Sign out](#)

GOAL SETTING Approver: **MANASA CHANDRASEKHAR**

[Download Measurable](#)

Compulsory (Measurable: 5, Weightage: 18%)

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

Total Minimum measurable required: 18, Current measurable: 21, Required Weightage: 100%, Current Weightage: 100 %

Overall input
Overall Input

< /div >

The Approver name is highlighted in Blue

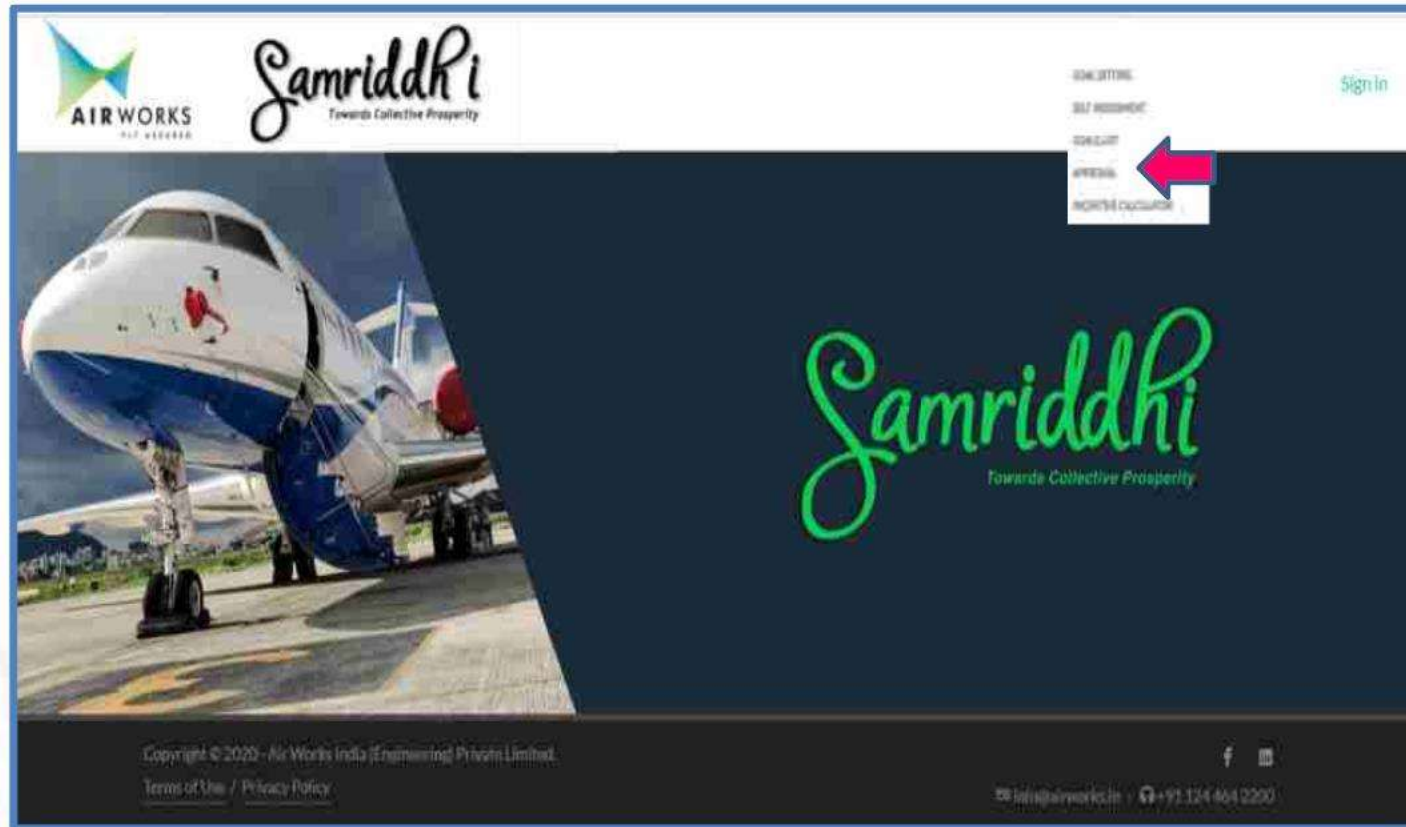
Important to remember

- Goals once finalized cannot be edited.
- Once goals finalized, it will further move for manager approval.
- Manager have the option for rejection and approval of all goals.
- Self assessment will be done by the employee and ratified by the reporting manager basis the goals set.
- The achievement will have to be noted against the targets in the system.

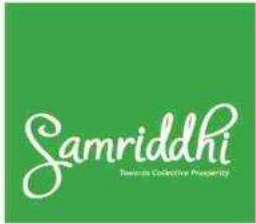
GOAL APPROVAL MANAGER



Samriddhi - Goal Approval



- Login into the **Samriddhi** website.
- Click on **Samriddhi** .
- From the drop down menu choose **Approval**



Samriddhi - Goal Approval

The screenshot displays the 'GOAL APPROVAL' section of the Samriddhi application. It includes a header with the AIR WORKS logo, the Samriddhi logo, and user information for Manasa Chandrasekhar. The main content area shows two tabs: 'GOAL APPROVAL' and 'ASSESSMENT APPROVAL', both with a timeline of '2021: 01 Jan 2022 To 31 Mar 2022'. Below the tabs, there is a 'SELECT EMPLOYEE:*' dropdown menu. The dropdown is open, showing three options: '-Select-', '-Select-', and 'MANASA CHANDRASEKHAR (TGUR080)'. A red arrow points to the selected employee name.

- Click on **Goal Approval**.
- For approving the goals submitted by team members , from the drop down list **select the employee**.

Samriddhi - Goal Approval



GOAL APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022) ASSESSMENT APPROVAL (Timeline:)

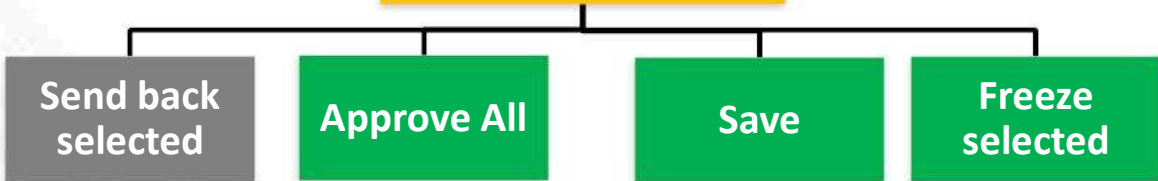
SELECT EMPLOYEE:* MANASA CHANDRASEKHAR (TGUR080) **Send Back Selected** **Approve All** **Freeze selected** **Save**

Mandatory (Required Weightage: 22%, Current Weightage: 21%)

EMP CODE	NAME	SUBCATEGORY	MEASURABLE	STATUS	TARGET TYPE	TARGET	WEIGHTAGE %	REMARK
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	92	- 4 +	



There are 4 options available on the top right corner of the screen



Samriddhi - Goal Approval



APPROVAL

[GOAL APPROVAL](#) (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022) | [ASSESSMENT APPROVAL](#) (Timeline: |

SELECT EMPLOYEE:*

Mandatory (Required Weightage: 22%, Current Weightage: 21%)

EMP CODE	NAME	SUBCATEGORY	MEASURABLE	STATUS	TARGET TYPE	TARGET	WEIGHTAGE %	REMARK
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	92	- 4 +	

TIME LINE 2021: 01 Jan 2022 To 31 Mar 2022

DESCRIPTION Monthly Updates on key developments and deliverables

EMPLOYEE INPUT Focusing on achieving deadlines and continuously self-monitoring target deliverables.



- You can view the goals in detail by clicking the ‘+’ symbol on the left side.
- If there are no changes to be made, Click on **Approve All** to approve all the submitted goals.

Samriddhi - Goal Approval



AIR WORKS **Samriddhi** ADMIN **MANNA** DASHBOARD HELP Hello, Manasa Chandrasekhar [Logout](#)

APPROVAL

GOAL APPROVAL (Timeline: 2021-01-Jan-2022 To 31-Mar-2022) ASSESSMENT APPROVAL (Timeline: 2021-01-Jan-2022 To 31-Mar-2022)

SELECT EMPLOYEE: Send Back Selected Save

Success!

Approved successfully.

Close

Mandatory

EMP CODE	NAME	SUBCATEG	WEIGHTAGE %	REMARK
<input checked="" type="checkbox"/>	TGURO00 MANASA CHANDRASEKHAR	Review Mechanism	4	
<input checked="" type="checkbox"/>	TGURO00 MANASA CHANDRASEKHAR	Review Mechanism	6	Monthly Updates FINALIZE Percentage 85
<input checked="" type="checkbox"/>	TGURO00 MANASA CHANDRASEKHAR	Customer (Internal and External)	4	Escalation Management FINALIZE Yes/No Yes
<input checked="" type="checkbox"/>	TGURO00 MANASA CHANDRASEKHAR	Environment Based	4	Adoption of best practices RESUBMITTED Percentage 95 Good level of initial adaption skills

You have approved the employee goals **successfully**.

Samriddhi - Goal Approval



Make the required changes

Add the remarks in the highlighted box

Tally the weightage and tick check box accordingly

Save the input & Click on **Send back Selected**

If there are changes to be made by the employee and you have to send back a few goals for correction

GOAL APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022) ASSESSMENT APPROVAL (Timeline:)

SELECT EMPLOYEE:* MANASA CHANDRASEKHAR (TGUR080) **Send Back Selected** **Approve All** **Freeze selected** **Save**

Mandatory (Required Weightage: 22%, Current Weightage: 23%)

EMP CODE	NAME	SUBCATEGORY	MEASURABLE	STATUS	TARGET TYPE	TARGET	WEIGHTAGE %			REMARK	
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	92	-	4	+		<input checked="" type="checkbox"/>
TGUR080	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	85	-	6	+		<input checked="" type="checkbox"/>
TGUR080	MANASA CHANDRASEKHAR	Customer (Internal and External)	Escalation Management	FINALIZE	Yes/No	Yes	-	4	+		<input checked="" type="checkbox"/>
TGUR080	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FINALIZE	Percentage	95	-	5	+	Good level of initial adaption skills	<input checked="" type="checkbox"/>
TGUR080	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FINALIZE	Yes/No	Yes	-	4	+		<input checked="" type="checkbox"/>



Samriddhi - Goal Approval



Approver Overall input

Has shown a seamless transition in adapting to the new work environment.
Expecting good work flow skills.

Assign additional goal to employee.

CATEGORY* Mandatory
SUBCATEGORY* -Select-
Measurable* -Select-
Measurable DESCRIPTION*
Employee Input/detail*
TARGET TYPE* -Select- Target* Weightage %* 8

+ Add

Note :

You can add the **Approver Overall input** and **Assign Additional goals** to the employee before **sendback**

GOAL APPROVAL (Timeline: 2021-01-01 to 2022-01-31 Mar 2022)

ASSESSMENT APPROVAL (Timeline)

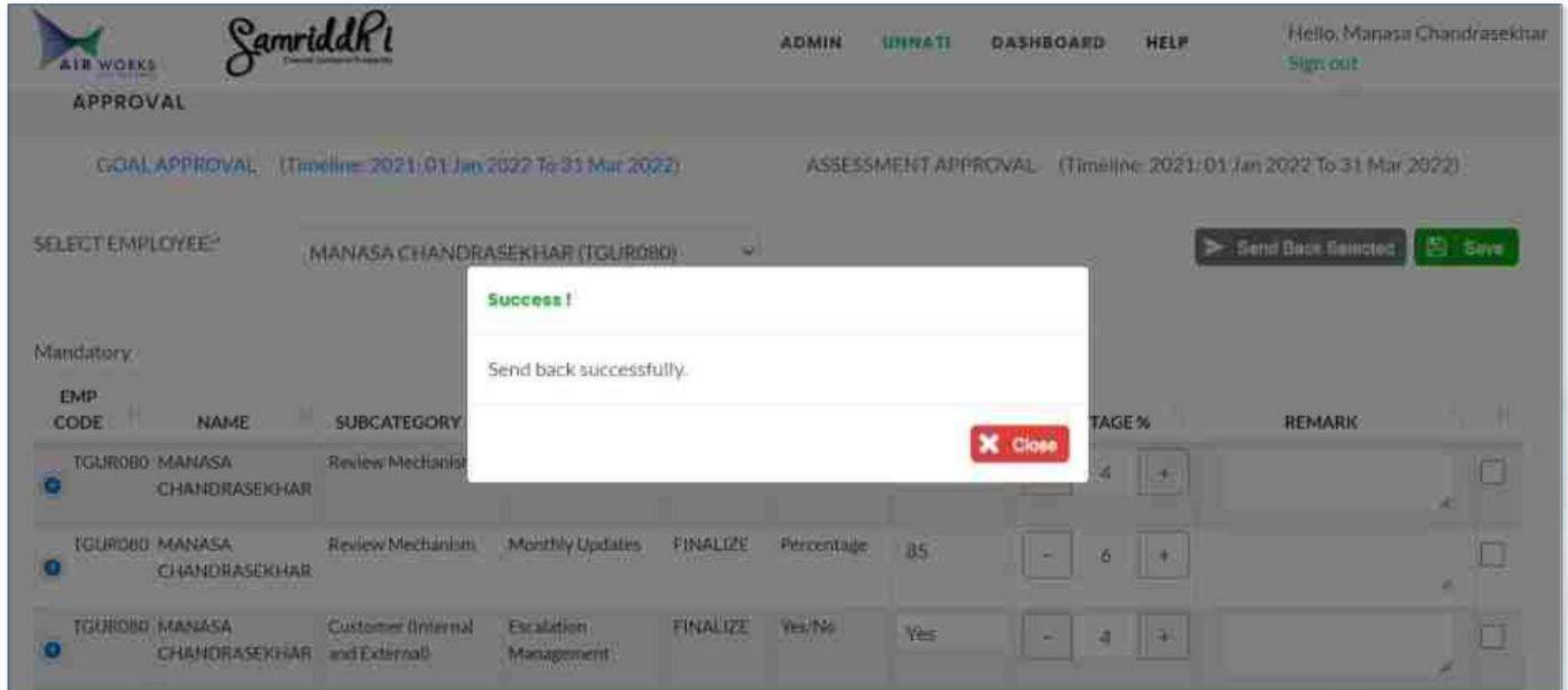
SELECT EMPLOYEE* MANASA CHANDRASEKHAR (TGUR00)

Send Back Selected Approve All Freeze selected Save

Mandatory (Required Weightage: 22% Current Weightage: 22%)

EMP CODE	NAME	SUBCATEGORY	MEASURABLE	STATUS	TARGET TYPE	TARGET	WEIGHTAGE %	REMARK
TGUR00	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Update	FINALIZE	Percentage	92	4	
TGUR00	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Update	RESUBMITTED	Percentage	85	4	
TGUR00	MANASA CHANDRASEKHAR	Customer (Internal and External)	Escalator Management	FINALIZE	Yes/No	Yes	4	
TGUR00	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FROZEN	Percentage	85	4	
TGUR00	MANASA CHANDRASEKHAR	Environment Based	Adoption of best practices	FINALIZE	Yes/No	Yes	4	

You can also click on the **Freeze selected** option to freeze the goals that should not be edited further by the user before selecting **sendback**



The screenshot shows the 'GOAL APPROVAL' section of the Samriddhi system. A modal window displays a 'Success!' message: 'Send back successfully.' with a 'Close' button. The background interface includes a navigation bar with 'ADMIN', 'IHRNATI', 'DASHBOARD', and 'HELP'. The user is identified as 'Hello, Manasa Chandrasekhar' with a 'Sign out' link. Below the navigation, there are two tabs: 'GOAL APPROVAL' (Timeline: 2021-01-Jan-2022 To 31-Mar-2022) and 'ASSESSMENT APPROVAL' (Timeline: 2021-01-Jan-2022 To 31-Mar-2022). A 'SELECT EMPLOYEE' dropdown is set to 'MANASA CHANDRASEKHAR (TGUROB0)'. Buttons for 'Send Back Selected' and 'Save' are visible. Below the modal, a table lists employee goals with columns for EMP CODE, NAME, SUBCATEGORY, and various status/percentage fields.

EMP CODE	NAME	SUBCATEGORY				PERCENTAGE	REMARK
TGUROB0	MANASA CHANDRASEKHAR	Review Mechanism				85	
TGUROB0	MANASA CHANDRASEKHAR	Review Mechanism	Monthly Updates	FINALIZE	Percentage	85	
TGUROB0	MANASA CHANDRASEKHAR	Customer (Internal and External)	Escalation Management	FINALIZE	Yes/No	Yes	

The selected inputs will be sent back to the respective employees for correction and resubmission

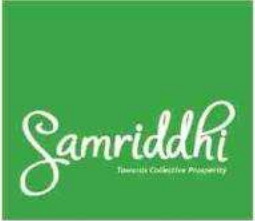


GOAL RESUBMISSION



SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	Action
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Focusing on achieving deadlines and continuously self-monitoring target deliverables.	Percentage	92	4	
Review Mechanism	Monthly Updates	Monthly Updates on key developments and deliverables	Presentation based updations for project analysis and new updates	Percentage	85	6	
Customer (Internal and External)	Escalation Management	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.	Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations.	Yes/No	Yes	4	
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs.	Percentage	95	4	 

Once the employee gets a send back notification from the manager, the mentioned inputs need to be changed respectively as per requirement



Samriddhi - Goal Resubmission

Update the goals

Tally weightage and **Review all goals** again

Click on **Finalize** to resubmit the updated goals

GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline* 2021: 01 Jan 2022 To 31 Mar 2022 CATEGORY* Mandatory SUBCATEGORY* -Select-

Measurable* -Select-

Employee Input/detail*

Success!
Goal updated successfully

Download Measurable [?]

Compulsory (Measurable: 5, Weightage: 18 %)

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

Review All Goals

GOAL SETTING Approver: MANASA CHANDRASEKHAR

Timeline* 2021: 01 Jan 2022 To 31 Mar 2022 CATEGORY* Mandatory SUBCATEGORY* -Select-

Measurable* -Select-

Employee Input/detail*

Download Measurable [?]

Compulsory (Measurable: 5, Weightage: 18 %)

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

Total Minimum measurable required: 18, Current measurable: 21. Required Weightage: 100%, Current Weightage: 100 %



Overall input
Overall input

Finalize



Samriddhi - Goal Setting




 

ADMIN UNNATI DASHBOARD HELP

Hello, Manasa Chandrasekhar
[Sign out](#)

GOAL SETTING

Approver: **MANASA CHANDRASEKHAR**

Download Measurable 

Compulsory (Measurable: 5, Weightage: 18 %)

Mandatory (Minimum measurable: 2, Current measurable: 5) (Required Weightage: 22%, Current Weightage: %)

Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: %)

Total Minimum measurable required: 18, Current measurable: 21, Required Weightage: 100%, Current Weightage: 100 %

Overall input

Overall input

Once your Goals gets an **Approval**, The Approver name is highlighted in **Green**

SELF ASSESSMENT USER





Once logged in,
Click on **Samriddhi** and in the drop down box click **Self Assessment**



RATING	SUBJECTIVE	OBJECTIVE
1	Grossly inadequate delivery against the desired goals with serious attitude and aptitude issues.	Less than 40% complete
2	Performance is below expectations of the role	40% - 90% complete
3	Performed as per expectation of the role	90% - 110% complete
4	Exceeded expectations	110% - 125% complete i.e. Over-achieved in value / volume / timeline etc.
5	Exceeded expectations and demonstrated capabilities and qualities showcasing readiness for the next level	Above 125% complete i.e. Outstanding over-achievement in value / volume / timeline etc.

Rating scale

- This screen pops up for the user to understand the objective of each rating ranging from 1 to 5 depending on which the Approval can be finalized
- **Note : For using rating 3,4 and 5 you must have a strong reason which can be evaluated objectively**

Samriddhi - Self Assessment



SELF ASSESSMENT Approver: MANASA CHANDRASEKHAR Timeline: 2021: 01 Jan 2022 To 31 Mar 2022

Mandatory Average Rating : 0.71 [Review All Assessment](#)

SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT	ASSESSMENT	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	4	YES	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6%	4		Delivered		NEW
Environment Based	Adoption of best practices	Yes/No	Yes	4%	4	YES	Delivered		NEW
Review Mechanism	Monthly Updates	Percentage	92	4%	2		Partially Dell		NEW
Review Mechanism	Monthly Updates	Percentage	85	4%	1		Not Delivere		NEW

Fill the Rating, Achievement and Assessment, Assessment input and the required supporting records as attachment against each Goal set in the Goal Setting exercise.

- The goals against which there are specific inputs will have to be backed by data.
- In case the discrepancy arises due to absence of any supporting data, the same will have to be resolved through discussion with your manager.

Unnati - Self Assessment



SELF ASSESSMENT Approver: MANASA CHANDRASEKHAR Timeline: 2021: 01 Jan 2022 To 31 Mar 2022

Mandatory Average Rating: 0.00 [Review All Assessment](#)

SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT	ASSESSMENT	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	0	0	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6%	0		Delivered		NEW

File Attachments
You can upload one or more files for each Self – Assessment subcategory

Upload Attachment: Choose Files No file chosen Upload Close

SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT	ASSESSMENT	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	0	0	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6%	0		Delivered		NEW
Environment Based	Adoption of best practices	Yes/No	100	4%	0	0	Delivered		NEW

Choose the respective attachments with respect to your assessment measurable from your folders and click **Upload**

SELF ASSESSMENT Approver: MANASA CHANDRASEKHAR Timeline: 2021: 01 Jan 2022 To 31 Mar 2022

Mandatory Average Rating : 0.71 [Review All Assessment](#)

SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT	ASSESSMENT	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	4	YES	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6%	4		Delivered		NEW
Environment Based	Adoption of best practices	Yes/No	Yes	4%	4	YES	Delivered		NEW
Review Mechanism	Monthly Updates	Percentage	92	4%	2		Partially Delivered		NEW
Review Mechanism	Monthly Updates	Percentage	85	4%	1		Not Delivered		NEW

Select the assessment level - **Delivered, Partially Delivered or Not Delivered** for each Goal

SELF ASSESSMENT		Approver: MANASA CHANDRASEKHAR				Timeline: 2021: 01 Jan 2022 To 31 Mar 2022				
Mandatory		Average Rating : 0.71				Review All Assessment				
SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT	ASSESSMENT	ASSESSMENT INPUT	STATUS	
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	4	YES	Delivered		NEW	
Environment Based	Adoption of best practices	Percentage	95	4%	4		Delivered		NEW	
Environment Based	Adoption of best practices	Yes/No	Yes	4%	4	YES	Delivered		NEW	
Review Mechanism	Monthly Updates	Percentage	92	4%	2		Partially Del		NEW	
Review Mechanism	Monthly Updates	Percentage	85	4%	1		Not Delivere		NEW	

If you select **partially delivered** or **not delivered** in this quarter then these goals will be added to your next quarter goals.

- If you select **Partially delivered**, then the rating will be limited to **2**.
- If you select **Not delivered**, then the rating will be limited to **1**.

Samriddhi - Self Assessment



Compulsory

SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT
Financial	Delivering budgeted EBITDA	Number	73600000	4		
Financial	Delivering Return on Investment	Percentage	14	4		
Financial	Revenue	Number	939000000	4		
People Based/Personal Traits	Activity on Social Media / Employee engagement	Yes/No		1		
People Based/Personal Traits	Peer Review	Number		5		

Compulsory goals are non editable for the users.

Samriddhi - Self Assessment



SELF ASSESSMENT Approver: MANASA CHANDRASEKHAR Timeline: 2021: 01 Jan 2022 To 31 Mar 2022

Mandatory Average Rating : 0.00 [Review All Assessment](#)

SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	%	ACHIEVEMENT	ASSESSMENT	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	0	0%	YES	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	6%	0			Delivered		NEW



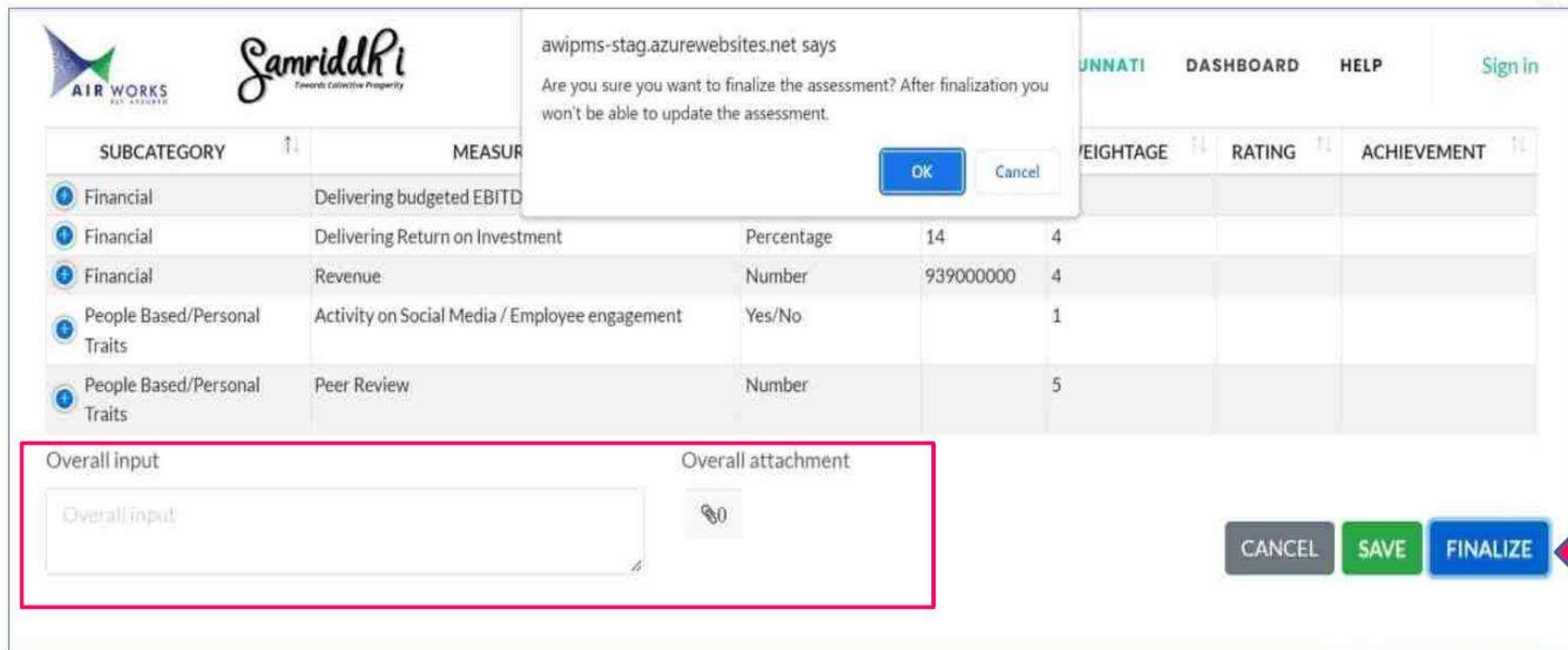
To review your self – assessment, click on **Review all Assessment**

Review Assessment

Mandatory

SUBCATEGORY	MEASURABLE	DESCRIPTION	MEASURABLE INPUT	TARGET TYPE	TARGET	WEIGHTAGE
Customer (Internal and External)	Escalation Management	Ensure that escalations received for self and team are at the minimum and whatever received are closed qualitatively and in a cost effective manner.	Maintaining a regularized and qualitative flow of achieving targets in turn reducing escalations	Yes/No	Yes	4
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Awareness mailers for Unnati - Samriddhi assessment and goal setting for beneficial results	Yes/No	Yes	4
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs..	Percentage	95	4

Check the self-assessment before finalizing



awipms-stag.azurewebsites.net says
Are you sure you want to finalize the assessment? After finalization you won't be able to update the assessment.

OK Cancel

SUBCATEGORY	MEASURE	UNIT	WEIGHTAGE	RATING	ACHIEVEMENT
Financial	Delivering budgeted EBITD				
Financial	Delivering Return on Investment	Percentage	14	4	
Financial	Revenue	Number	939000000	4	
People Based/Personal Traits	Activity on Social Media / Employee engagement	Yes/No		1	
People Based/Personal Traits	Peer Review	Number		5	

Overall input:

Overall attachment:

CANCEL SAVE FINALIZE

- Note : You can also add an **Overall input** and **Overall attachment** for your self – assessment before finalizing
- Once all Goals are filled with Achievement details; click the **Finalize** button.

Samriddhi - Self Assessment



SELF ASSESSMENT Approver: **MANASA CHANDRASEKHAR** Timeline: 2021: 01 Jan 2022 To 31 Mar 2022

Mandatory [Review All Assessment](#)

SUBCATEGORY	MEASURABLE	TARGET TYPE	ASSESSMENT	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Delivered		NEW
Environment Based	Adoption of best practices	Yes/No	Delivered		NEW
Environment Based	Adoption of best practices	Percentage	95	95	NEW
Review Mechanism	Monthly Updates	Percentage	85	80	NEW

Success!

Assessment saved successfully.

✕ Close

Your Self Assessment is **Saved Successfully.**

Samriddhi - Self Assessment



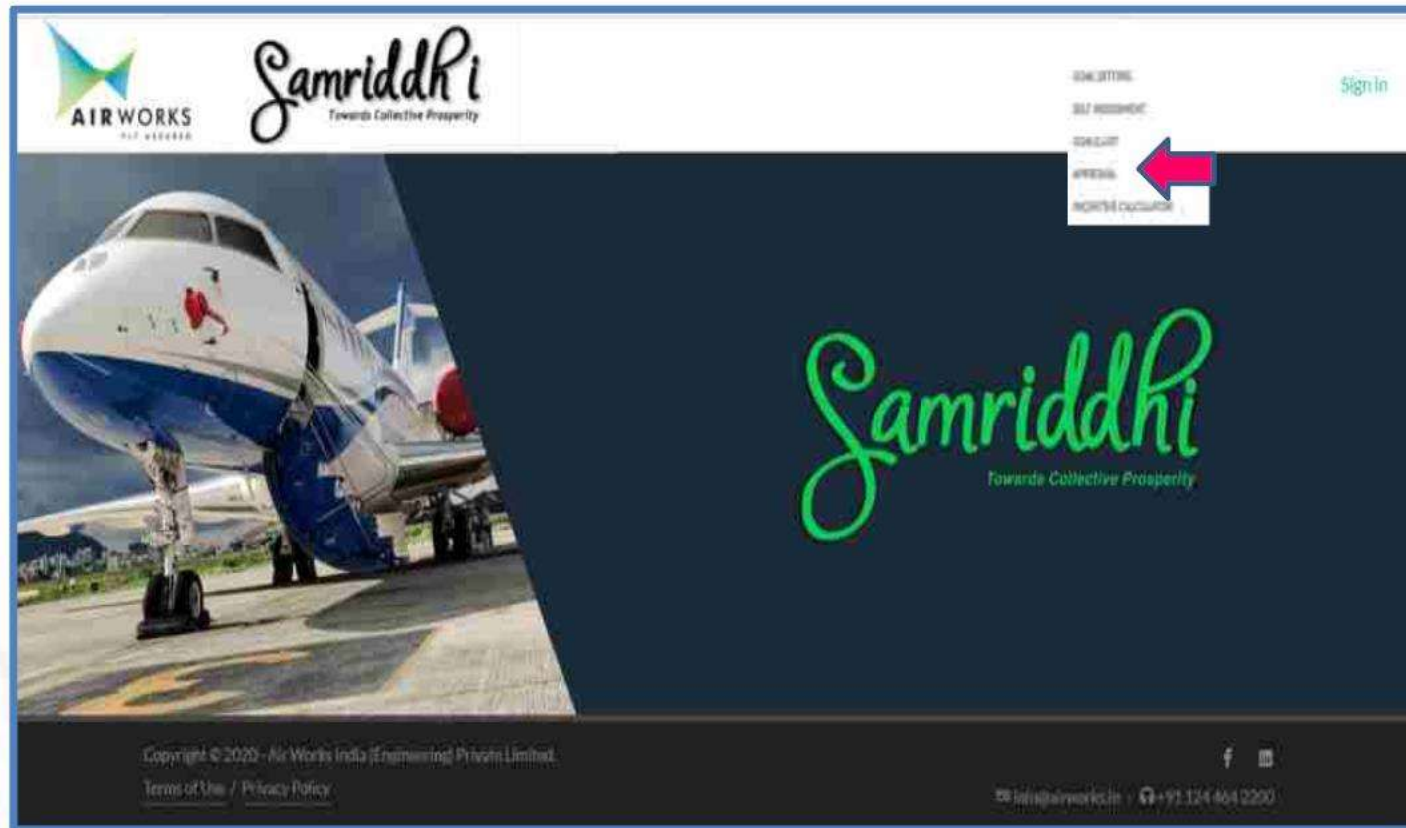
SELF ASSESSMENT		Approver: MANASA CHANDRASEKHAR					Timeline: 2021: 01 Jan 2022 To 31 Mar 2022			
Mandatory		Average Rating : 2.86					Review All Assessment			
SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT	ASSESSMENT	ASSESSMENT INPUT	STATUS	
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	4	YES	Delivered		FINALIZED	
Environment Based	Adoption of best practices	Percentage	95	6%	4	95	Delivered		FINALIZED	
Environment Based	Adoption of best practices	Yes/No	Yes	4%	4	YES	Delivered		FINALIZED	

The Approver name is highlighted in **Blue**

ASSESSMENT APPROVAL MANAGER



Samriddhi - Goal Approval



- Login into the **Samriddhi** website.
- Click on **Samriddhi** .
- From the drop down menu choose **Approval**

Samriddhi - Assessment Approval



- Click on **Assessment Approval**.
- Select the employee who's self assessment you want to approve



RATING	SUBJECTIVE	OBJECTIVE
1	Grossly inadequate delivery against the desired goals with serious attitude and aptitude issues	Less than 40% complete
2	Performance is below expectations of the role	40% - 90% complete
3	Performed as per expectation of the role	90% - 110% complete
4	Exceeded expectations	110% - 125% complete i.e. Over-achieved in value / volume / timeline etc.
5	Exceeded expectations and demonstrated capabilities and qualities showcasing readiness for the next level	Above 125% complete i.e. Outstanding over-achievement in value / volume / timeline etc.

Rating scale

This screen pops up for the manager to understand the objective of each rating ranging from 1 to 5 for finalizing the approval.

Samriddhi - Assessment Approval



GOAL APPROVAL (Timeline:) ASSESSMENT APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022)

SELECT EMPLOYEE:* RECOMMENDATION:

MANASA CHANDRASEKHAR (TGUR) Recommendation

Send Back Selected Approve All Save

Mandatory Average Rating: 3.75

MEASURABLE	TARGET	ACHIEVEMENT	EMPLOYEE ASSESSMENT	ASSESSMENT INPUT	STATUS	RATING	ASSESSMENT	REMARK
Escalation Management	Yes	YES	Delivered		FINALIZE	4	Delivered	
Adoption of best practices	95	95	Delivered		FINALIZE	4	Delivered	



There are 3 options available on the top right corner of the screen

Approve All

Send back selected

Save

APPROVAL

GOAL APPROVAL (Timeline:) ASSESSMENT APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022)

SELECT EMPLOYEE:* RECOMMENDATION:

MANASA CHANDRASEKHAR (TGUR) Recommendation

Send Back Selected **Approve All** Save

Mandatory Average Rating: 3.75

MEASURABLE	TARGET	ACHIEVEMENT	EMPLOYEE ASSESSMENT	ASSESSMENT INPUT	STATUS	RATING	ASSESSMENT	REMARK
Escalation Management	Yes	YES	Delivered		FINALIZE	4	Delivered	
Adoption of best practices	95	95	Delivered		FINALIZE	4	Delivered	

If there are no changes to be made, Click on **Approve All** to approve all self-assessed goals

Samriddhi - Assessment Approval



APPROVAL

GOAL APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022) ASSESSMENT APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022)

SELECT EMPLOYEE:* RECOMMENDATION:

-Select- [Dropdown] [Recommendation Input]

Success!

Approved successfully.

Approve All Send Back Selected

Mandatory

MEASURABLE	TARGET	ACHIEVEMENT	EMPLOYEE ASSESSMENT	ASSESSMENT INPUT	STATUS	RATING	ASSESSMENT	REMARK
No data available in table								

Non-Mandatory

MEASURABLE	TARGET	ACHIEVEMENT	EMPLOYEE ASSESSMENT	ASSESSMENT INPUT	STATUS	RATING	ASSESSMENT	REMARK
No data available in table								

You have approved the self-assessed goals **successfully**.

Samriddhi - Assessment Approval



If there are changes to be made by the employee and you have to send back a few self - assessed goals for correction

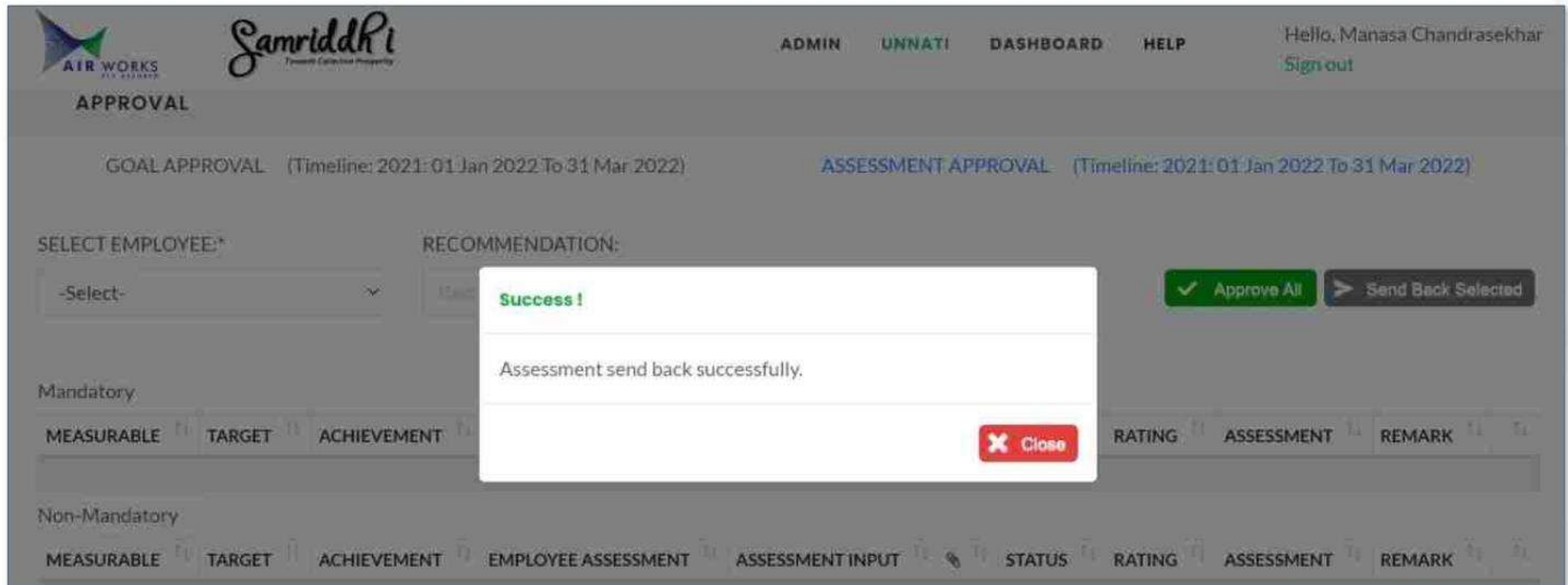
Make the required changes

Add the remarks in the highlighted box

Tick the checkbox accordingly and Click on **Send back Selected**

Mandatory Average Rating: 3.69

MEASURABLE	TARGET	ACHIEVEMENT	EMPLOYEE ASSESSMENT	ASSESSMENT INPUT	STATUS	RATING	ASSESSMENT	REMARK	
Escalation Management	Yes	YES	Delivered		FINALIZE	- 4 +	Delivered		<input type="checkbox"/>
Adoption of best practices	95	95	Delivered		FINALIZE	- 4 +	Delivered		<input type="checkbox"/>
Adoption of best practices	Yes	YES	Delivered		FINALIZE	- 3 +	Delivered	Upskill basic understandings	<input checked="" type="checkbox"/>
Monthly Updates	92	75	Partially Delivered		FINALIZE	- 2 +	Partially Del		<input type="checkbox"/>

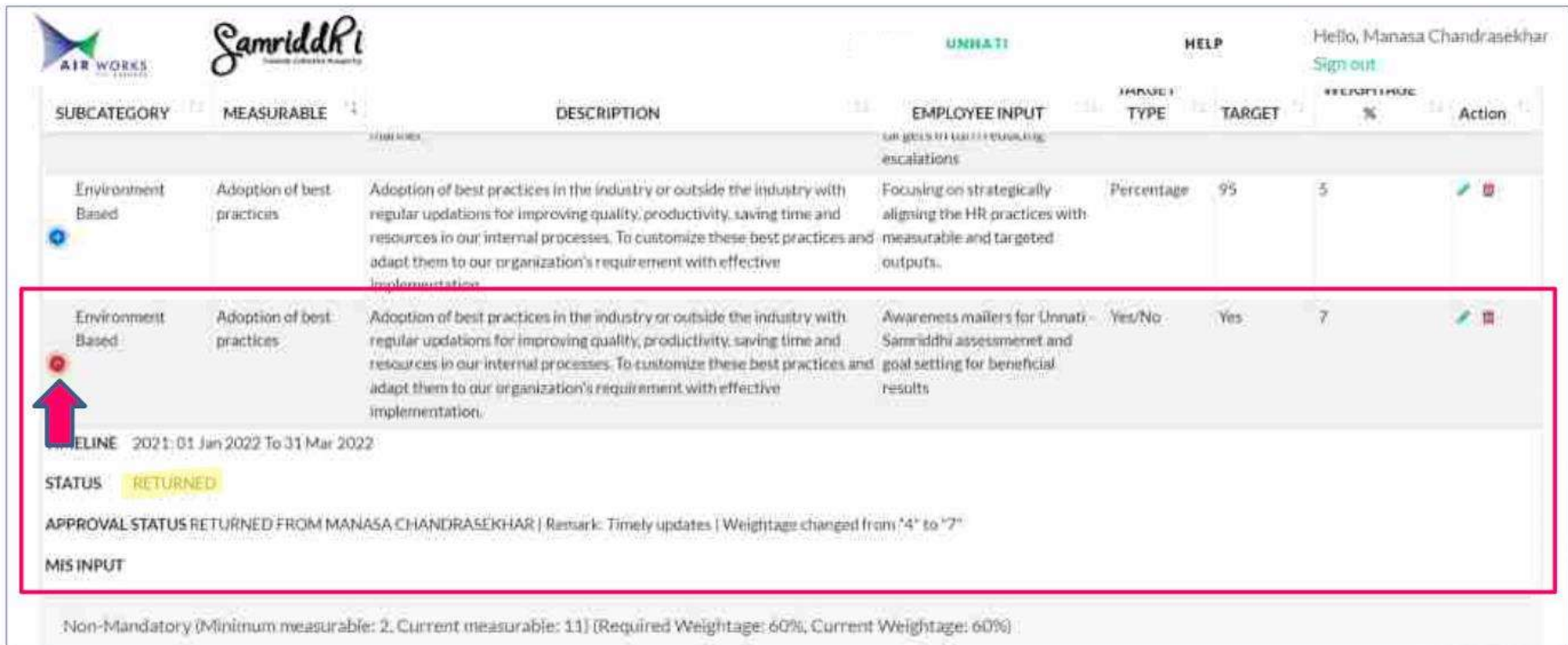


The screenshot shows the 'ASSESSMENT APPROVAL' section of the Samriddhi web application. The interface includes a navigation menu with 'ADMIN', 'UNNATI', 'DASHBOARD', and 'HELP'. The user is logged in as 'Manasa Chandrasekhar' and can 'Sign out'. The main content area is titled 'APPROVAL' and shows 'ASSESSMENT APPROVAL (Timeline: 2021: 01 Jan 2022 To 31 Mar 2022)'. There is a 'SELECT EMPLOYEE*' dropdown menu currently set to '-Select-'. A 'RECOMMENDATION:' field is visible. A modal dialog box is open in the center, displaying a green 'Success!' message and the text 'Assessment send back successfully.' with a 'Close' button. On the right side, there are two buttons: 'Approve All' (green) and 'Send Back Selected' (grey). Below the modal, there are two tables. The first table, labeled 'Mandatory', has columns for 'MEASURABLE', 'TARGET', and 'ACHIEVEMENT'. The second table, labeled 'Non-Mandatory', has columns for 'MEASURABLE', 'TARGET', 'ACHIEVEMENT', 'EMPLOYEE ASSESSMENT', 'ASSESSMENT INPUT', 'STATUS', 'RATING', 'ASSESSMENT', and 'REMARK'.





The selected inputs will be sent back to the respective employees for correction and resubmission



SELF-ASSESSMENT RESUBMISSION



The screenshot shows the Samriddhi self-assessment interface. At the top, there are logos for AIR WORKS and Samriddhi, along with user information: UNHATI, HELP, and Hello, Manasa Chandrasekhar. Below this is a table with columns: SUBCATEGORY, MEASURABLE, DESCRIPTION, EMPLOYEE INPUT, TARGET TYPE, TARGET, WEIGHTAGE %, and Action. Two rows are visible. The second row is highlighted with a red box, and a red arrow points to a '+' icon on the left side of the row. Below the table, there is a section for the selected goal, showing a timeline (2021: 01 Jan 2022 To 31 Mar 2022), a status of 'RETURNED', and an approval status note: 'APPROVAL STATUS RETURNED FROM MANASA CHANDRASEKHAR | Remark: Timely updates | Weightage changed from *4* to *7*'. At the bottom, there is a note: 'Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: 60%)'.

SUBCATEGORY	MEASURABLE	DESCRIPTION	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTAGE %	Action
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Focusing on strategically aligning the HR practices with measurable and targeted outputs.	Percentage	95	5	 
Environment Based	Adoption of best practices	Adoption of best practices in the industry or outside the industry with regular updations for improving quality, productivity, saving time and resources in our internal processes. To customize these best practices and adapt them to our organization's requirement with effective implementation.	Awareness mailers for Unnati - Samriddhi assessment and goal setting for beneficial results	Yes/No	Yes	7	 

Timeline: 2021: 01 Jan 2022 To 31 Mar 2022

STATUS: RETURNED

APPROVAL STATUS: RETURNED FROM MANASA CHANDRASEKHAR | Remark: Timely updates | Weightage changed from *4* to *7*

MIS INPUT

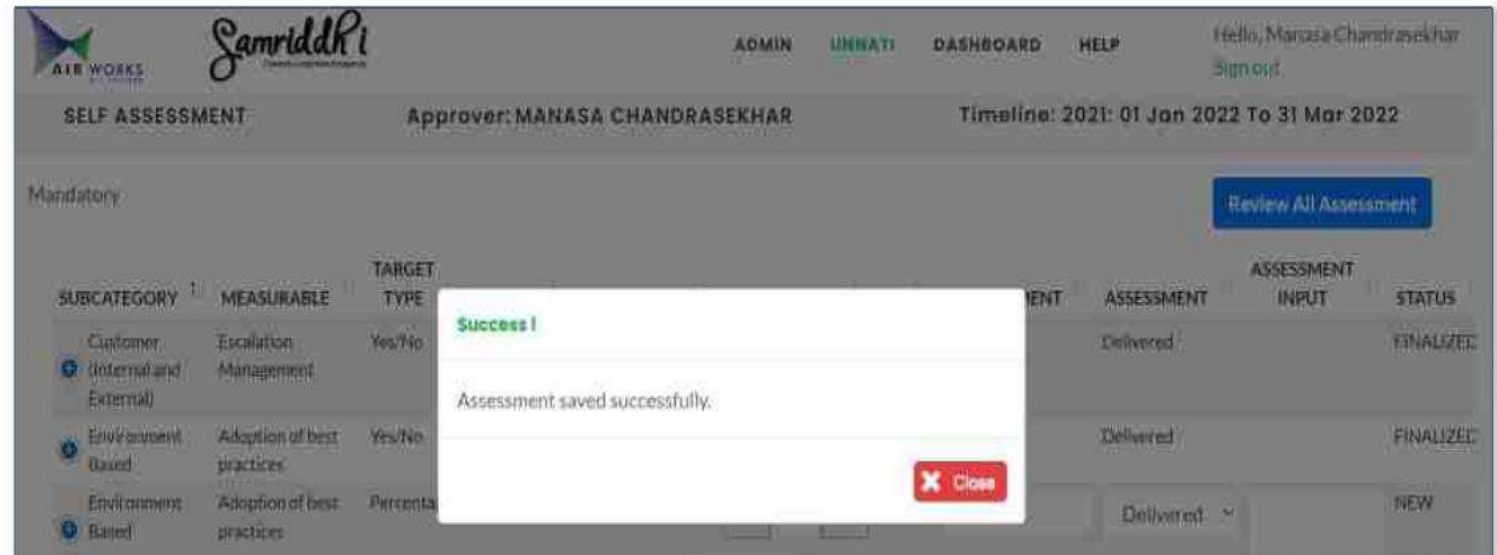
Non-Mandatory (Minimum measurable: 2, Current measurable: 11) (Required Weightage: 60%, Current Weightage: 60%)

- Once the employee gets a send back notification from the manager, the **Returned** self-assessed inputs need to be changed respectively as per requirement.
- The user can view the returned goal details from the drop-down which appears by clicking the '+' on the left side

Update the self-assessment

Tally weightage and
Review all Assessment again

Click on **Finalize** to resubmit the updated self-assessment




The screenshot shows the 'SELF ASSESSMENT' interface. At the top, it displays the AIR WORKS logo, the Samriddhi logo, and navigation links for ADMIN, LINNATI, DASHBOARD, and HELP. The user is identified as 'Hello, Manasa Chandrasekhar' with a 'Sign out' option. The interface shows the approver as 'MANASA CHANDRASEKHAR' and the timeline as '2021: 01 Jan 2022 To 31 Mar 2022'. A 'Review All Assessment' button is visible in the top right. A table lists assessment items with columns for Subcategory, Measurable, Target Type, Assessment Input, and Status. A success message 'Assessment saved successfully.' is displayed in a white box with a 'Close' button.

SUBCATEGORY	MEASURABLE	TARGET TYPE	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Delivered	FINALIZED
Environment Based	Adoption of best practices	Yes/No	Delivered	FINALIZED
Environment Based	Adoption of best practices	Percentage	Delivered	NEW

Samriddhi - Self-assessment Resubmission



  ADMIN UNNATI DASHBOARD HELP Hello, Manasa Chandrasekhar [Sign out](#)

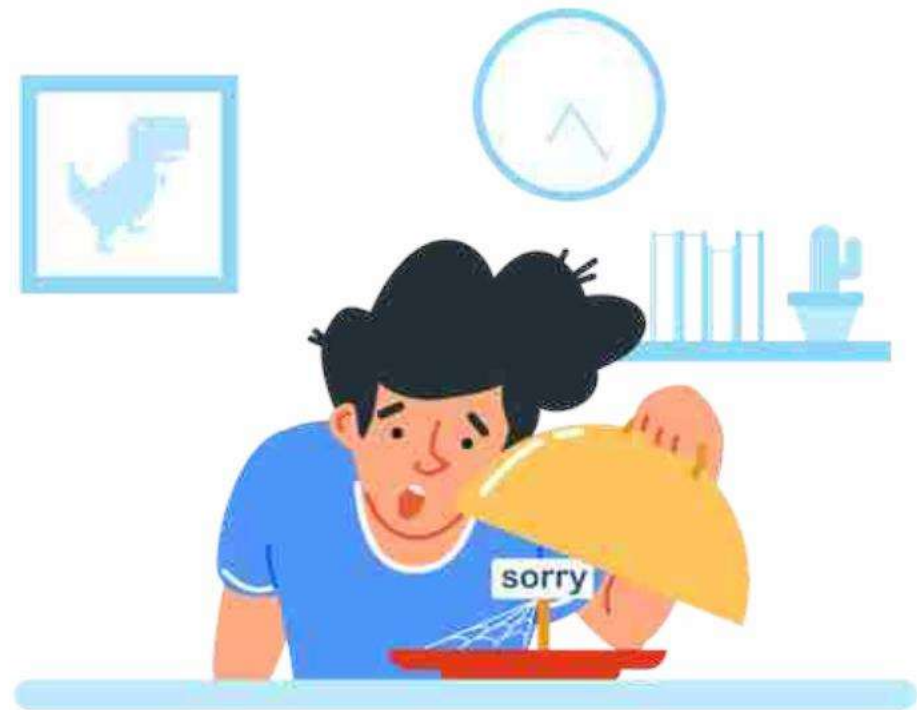
SELF ASSESSMENT Approver: **MANASA CHANDRASEKHAR** Timeline: 2021: 01 Jan 2022 To 31 Mar 2022

Mandatory Average Rating: 2.81 [Review All Assessment](#)

SUBCATEGORY	MEASURABLE	TARGET TYPE	TARGET	WEIGHTAGE	RATING	ACHIEVEMENT	ASSESSMENT	ASSESSMENT INPUT	STATUS
Customer (Internal and External)	Escalation Management	Yes/No	Yes	4%	4	YES	Delivered		APPROVED
Environment Based	Adoption of best practices	Percentage	95	6%	4	95	Delivered		APPROVED
Environment Based	Adoption of best practices	Yes/No	Yes	4%	3	YES	Delivered		APPROVED

Once your Self-assessment gets an Approval, The Approver name is highlighted in **Green**

TYPES OF ERRORS



Employee input is same

Make sure the Employee input is entered as per your goal targets and remains non-repetitive

SAMPLE

EMPLOYEE NAME	CATEGORY	SUBCATEGORY	MEASURABLE	DESCRIPT	EMPLOYEE INPUT	TARGET	TARGET	WEIGHTAGE	Remarks
	Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
	Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
	Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
	Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
	Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
	Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
	Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same
	Operational	Non-Mandatory	Audit Findings	Any findin	audit finding and completion of queries of auditors	Text	audit finding and completion of queries of auditors	6	Employee Input is same



Mismatch in target and employee input

Make sure your targets are aligned as per the description and employee input

SAMPLE

NAME	CATEGOR	SUBCATE	MEASURA	DESCRIPTI	EMPLOYEE INPUT	TARGET T	TARGET	WEIGHTA	Remarks
Operation Mandator	Audit	Find	Any findin	ANY FINDINGS HIGHLITED THROUGH	Percentag	20	4	4	Target and employee input not matching
Operation Mandator	Progressiv	Close Task	WILL CLOSE WORK ORDER AND UPDA	Percentag	20	4	4	4	Target and employee input not matching
Operation Mandator	Prompt dc	Achieving	AS A PRACTICE MUST COMPLY WITH	Percentag	20	4	4	4	Target and employee input not matching
Operation Mandator	Recurring	Number o	WILL REVIEW REPORTS OF RECURREN	Percentag	20	3	3	3	Target and employee input not matching



Inappropriate targets

Specify your targets as per the Target type mentioned

SAMPLE 1

EMPLOYEE NAME	CATEGORY	SUBCATEGORY	MEASURA	DESCRIPT	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTA	Remarks
	Operational	Mandatory	Transits r	Timely re	This measurable is not applicable to B2 Aircraft Maintenance Engineers	Text	NA	2	Target not appropriate
	Operational	Mandatory	License Li	Ensure re	Removal of the licence is not applicable to B2 AMEs	Text	NA	2	Target not appropriate

SAMPLE 2

EMPLOYEE NAME	CATEGORY	SUBCATEGORY	MEASURA	DESCRIPT	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHTA	Remarks
	Operational	Mandatory	Time man	Timely co	TIMELY COMPLETION OF ALL TASKS ASSIGNED TO ME AND UPDATION OF RESOURSE PLANNING	Yes/No	100	4	Target not appropriate

Samriddhi - Types of errors



Target is same

Make sure to set your targets as per your specific goals and inputs

SAMPLE

EMPLOYEE NAME	CATEGORY	SUBCATEGORY	MEASURE/DESCRIPT	EMPLOYEE INPUT	TARGET TYPE	TARGET	WEIGHT	Remarks
	S. People Based/Personal Traits	Mandatory	Customer	Customer feedback through Customer Satisfaction Survey to be administered post every base check and quarterly for AMC	Percentage	90	3	Target is same
	S. Customer (Internal and External)	Mandatory	Escalation	Ensure escalations are addressed effectively to minimize further escalations Ensure the upwards	Percentage	90	4	Target is same
	S. Customer (Internal and External)	Mandatory	Process In	Any process optimum utilization of resources, worked on and implemented.	Percentage	90	4	Target is same
	S. Operational	Mandatory	Audit Find	Any findings implemented	Percentage	90	4	Target is same
	S. Operational	Mandatory	Consumat	Ensure the inventory is controlled. Re-order for fast moving items to be made sure	Percentage	90	4	Target is same
	S. Operational	Mandatory	CRS issuar	Make sure the CRS is issued timely and all documents are returned to Customer per MOE/Contract	Percentage	90	3	Target is same
	S. Operational	Mandatory	Customer Regular	cc Provide real time updates to Customer and remove any gaps	Percentage	90	3	Target is same
	S. Operational	Mandatory	Internal m	Ensure a p Flow down lessons learnt to team to prevent the recurrence of issues	Percentage	90	3	Target is same
	S. Operational	Mandatory	Monthly R	Internal A Provide inputs for MRM, provide plan for any outputs of MRM discussions	Percentage	90	4	Target is same



**THANK
YOU**

