



ANNUAL PERFORMANCE APPRAISAL FORM - YEAR -

Part-I Employee Information (To be filled by HR)

Name : Ginicy PL Employee ID : MC10001978 DOJ : 21/5/2010
 Department : M.R.D. Designation : M.R.D. Attender

Part - II Appraiser Information

Name : Sanki Prakash Designation : M.R.D - Coordinator
 Department : M.R.D.

Part III- Evaluation

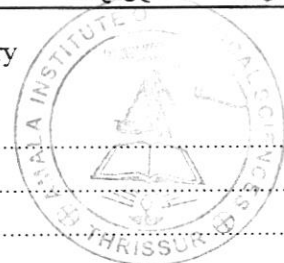
(NB : Peer must be available senior staff in the respective department)

Key result areas (KRA)		Self Evaluation					Peer Evaluation					Supervisory Evaluation				
Sl. No.	Rating Factors (To be filled by	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1
1	Confidentiality & Ethics while dealing with patient information	✓					✓						✓			
2	Good Communication Skills	✓					✓					✓				
3	Handles enquiries with professionalism	✓					✓						✓			
4	Have Data Security Awareness		✓				✓							✓		
5	Multitasking Ability	✓					✓					✓				
Sl. No.	General Rating Factors	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1
1	Flexibility in duty timings and taking up of extra assignments		✓				✓						✓			
2	Knowledge of the system, process and procedures	✓					✓					✓				
3	Maintenance of good interpersonal relationship with Authorities, Supervisors and co-workers	✓					✓					✓				
4	Leadership team building and decision making capability		✓					✓						✓		
5	Inspiring and mentoring co-workers	✓					✓						✓			
6	Demonstrates pleasant and calm personality when dealing with patients and bystanders	✓					✓					✓				
7	Adherence to hospital policies including punctuality attendance and dress code	✓					✓					✓				
TOTAL		57					59					52				
5 - EXCELLENT, 4 - GOOD, 3 - AVERAGE, 2 - POOR, 1 - VERY POOR Total 168																

NB : If the total mark is :> 150: Eligible for Promotion; < 100 : Training is Mandatory

Part IV Goal setting and Achievement (To be filled by appraisee)

Goal / objective 1 : Improved Communication Skill
 Goal/objective 2 : Able work under pressure



Goal / Objective 3 :

Part - V Achievements/accomplishments (To be filled by Appraisee)

Achievements/accomplishment (list any notable achievements/contributions made by the employee during the appraisal period)

Need more trainings programs

Part - VI Training Need Assessment (To be filled by HODs/ Incharges)

Any Specific Training to be provided Yes No

(Reason)

Stress management - So that she can work under pressure
Communication skills

STAFF COMMENTS (To be filled by Appraisee)

Comments :

Department training helps to get more detail knowledge. Need more trainings

Name: *Gincy PL*

Signature of the Appraisee: *Gincy PL*

APPRAISAL DISCUSSION NOTES (To be filled by Senior Staff)

Comments :

Active and good person

Name: *Sowmya M S*

Signature of the Peer: *Sowmya*

APPRAISAL DISCUSSION NOTES (To be filled by Appraiser)

Comments :

A reliable employee who meets expectations but has potential for growth with better attention to detail and proactive engagement

Name: *Sradha Prakash*

Signature of the HOD/Incharge: *Sradha*

APPRAISAL DISCUSSION NOTES (To be filled by Appraiser)

Comments :

Name: *Fr. Deljo Plathasal CMJ*

Signature Priest Incharge: *Deljo*

Summary of Report by the HR Department

Comments :

Excellent considered for progression.

Name: *Nimmy Thomas.*

Signature of HR: *Nimmy*



PROCEEDINGS OF THE DIRECTOR

Sub: Faculty Promotion to Higher Cadre - Orders - Issued.

- Ref: 1. Self appraisal submitted by the faculty dt. 17.04.2024
2. Minutes of the meeting of Screening Committee for Faculty Promotion, dt. 29.05.2024
3. Confidential Report from the Principal dt. 12.06.2024
4. Confidential Report and appraisal from the HOD dt. 18.06.2024

AIMSTSR/DIR/PO/20/2024/14

Date: 29.07.2024

OFFICE ORDER

In the light of the recommendation of the Screening committee for faculty promotion (ref. 2), confidential report of Principal and HOD(ref.3 & 4), the management is pleased to promote **Dr. Mohammed Ramees**, Senior Resident in the Department of General Medicine, as Assistant Professor with effect from 21.03.2024 (FN), based on the following criteria.

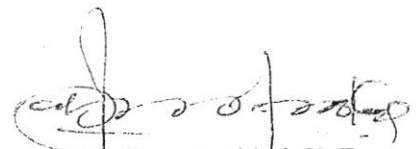
1. Experience:


- a. Senior Resident in the Department of General Medicine at Sree Gokulam Medical College & Research Foundation, Thiruvananthapuram, for 1 Year, 2 Months, 6 days from 25.07.2022 to 31.09.2023 and Amala Institute of Medical Sciences, Thrissur, for 5 Months, 12 days from 09.10.2023 to 20.03.2024.

2. Publications:

- a. Dr Daniel Tony Kannampuzha, Dr Mohammed Ramees, Dr Diana David, Dr Antony Paul, Dr Ambu Cyril, Dr Rijas Keethadath, Dr Judith Susan John, Dr Edwin J George, Dr Thomas Joseph. *Correlation Between HbA1c and Time in Range in Type 2 Diabetes Patients with Normal HbA1c, Attending A Tertiary Care Medical College Hospital in South India*. International Journal of Life Sciences, Biotechnology and Pharma Research/ June 2024/Volume 13/ Issue 06/ Page 493-498/ ISSN 2250-3137.




Fr. Julious Arakkal CMI
Director

 Amala <small>INSTITUTE OF MEDICAL SCIENCES</small> <small>TRISSUR</small>	HUMAN RESOURCE DEPARTMENT MANUAL	Doc. No.	AIMS/DM / HR -41
		Version No.	02
		Rev. No.	05
		Rev. Date	10/04/2025
		Page No.	Page 23 of 85

Performance Appraisal Formats

Performance Appraisal formats has been implemented as a part of performance appraisal system for all staff.

The parameters for the Appraisal are

- Job Specific Skills
- Knowledge
- Attitude & Behavior
- KRA

Performance Appraisal Rating

- Outstanding
- Excellent
- Very Good
- Average
- Below Average

Annual Increment

Annual increment is usually given in the month of January based on the objective analysis of performance of employees and it will be decided by the management based on the financial performance of the organization.




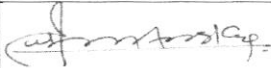
Promotion


In certain cases employees are promoted considering their length of services, suitability, performance ability to take new initiatives and assignments. Designations and salary scales will be changed in such cases and the job profile may be the same. In some cases promotion is purely based on the vacancy in a higher post and such cases the selection is done by conducting interviews.

7.6. Dealing with misconduct

Misconduct shall mean any act or omission whether amounting to substantive act, abetment or connivance committed within the premises of the establishment or any act or omission which in any manner or guise is detrimental to the interest of the business or discipline or reputation or prestige of the company and the establishment whether committed within the premises or precincts thereof.



Prepared By	Verified By	Approved By	Issued By
Divya. P.O HR Coordinator	Adv. Piljo Verghese HR & Legal Manager	Fr. Deljo Puthoor CMI Accreditation Coordinator	Fr. Julious Arakkal CMI Director
			

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		Page No.	Page 22 of 85

External training i.e. training attended by the employee outside the hospital environment is recorded in separate external training record register. Employees are required to submit a copy of the certificate awarded by the external agency for the purpose of record keeping in the personal file of the employee.

Training Effectiveness Evaluation:

Measuring the effectiveness of the training attended by the employee is a very important task for ensuring the usefulness of the training and the degree of knowledge it provided to the trainees. For that we conduct pre and post test during the training to evaluate the effectiveness of training.

7.4.7. Training Feedback:

Feedback of each training will be collected from the trainer as well as attendees with help of a measuring tool (checklist) for the purposes of measuring the effectiveness of the training.

Records Generated:




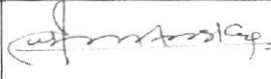
1. Training Calendar
2. Personal Training Record

7.5. Performance Appraisal

Performance of every employee is evaluated with the help of an appraisal form at least once in a year based on a pre determined criteria's which is relevant for each job. The Annual increments, confirmations and promotions etc are considered based on the evaluation of the performance. The Evaluation process contains 360 degree level of assessment which includes Peer Evaluation, Supervisory Evaluation, Self Evaluation, KRA, which are identified by departmental Incharges/ HOD's, Achievements etc. The immediate reporting authority is the appraiser and the HOD is the reviewing authority. If an employee is reporting directly to the HOD, there will not be any reviewing authority for such employees. Normally annual increment is decided as per the increment policy & training is provided to the staff. However employees who are extremely performed well will be considered for additional increment as recommended by the HOD and the approval of the management. Revision of salary for all categories or some specific categories, or promotions etc. will be considered by the management from time to time. The employees are made aware of the system of appraisal at the time of induction.

The appraisal system is used as a tool for further development by identifying training requirements and accordingly providing for the same. Key result areas are identified for each staff by the departmental incharges/HOD's and training need assessment is also done.



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Employee Satisfaction Survey

★ ഒട്ടും യോജിക്കാനാവില്ല, ★★യോജിക്കാനാവില്ല, ★★★ യോജിക്കുകയോ യോജിക്കാതിരിക്കുകയോ ചെയ്യുന്നില്ല, ★★★★ യോജിക്കുന്നു, ★★★★★ പൂർണ്ണമായി യോജിക്കുന്നു

★ Strongly Disagree, ★★ Disagree, ★★★ Neither Agree nor Disagree, ★★★★ Agree, ★★★★★ Strongly Agree

1. എന്റെ ജോലിയിൽ നിന്ന് എന്തൊക്കെ പ്രതീക്ഷിക്കുന്നു എന്നത് എനിക്ക് വ്യക്തമായി അറിയാം.

I know what is expected of me at work.



2. ജോലിക്കു ആവശ്യമായ പരിശീലനങ്ങളും നിർദ്ദേശങ്ങളും എനിക്ക് ലഭിക്കുന്നുണ്ട്.

Training and other information provided are adequate to do my work.



3. ജോലിയിൽ ഉയർച്ചക്കു ഉതകുന്ന വിധത്തിലുള്ള കാര്യങ്ങൾ പഠിക്കാൻ എനിക്ക് അവസരങ്ങൾ ലഭിക്കുന്നു.

I have opportunities to learn things required for my career progression.



4. മികച്ച രീതിയിൽ ജോലി ചെയ്യുന്നതിന് ആവശ്യമായ എല്ലാ ഉപകരണങ്ങളും സാമഗ്രികളും എനിക്ക് ലഭിക്കുന്നുണ്ട്.

I have the equipment/materials/resources that I need in order to perform my job to the best of my ability.



5. എന്റെ കൂടെ ജോലി ചെയ്യുന്നവർക്ക് സഹകരണ മനോഭാവം ഉണ്ട്.

I experience a spirit of cooperation at work.





6. മികച്ച നിലവാരം പുലർത്തുക എന്നത് എന്റെ സ്ഥാപനത്തിന്റെ പ്രഥമ പരിഗണനയാണ്.

Quality is a top priority of Amala Institute of Medical Sciences.



7. എന്റെ മേലധികാരി എനിക്ക് ന്യായമായ പരിഗണന നൽകുന്നു.

I feel that my supervisor treats me fairly.



8. നല്ല രീതിയിൽ ചെയ്യുന്ന ജോലി മാനിക്കപ്പെടുന്നു.

I am given enough recognition by management for work that is well done.



9. സ്ഥാപനത്തെ കുറിച്ച് ദിനം പ്രതിയുള്ള പുതിയ കാര്യങ്ങൾ അറിയുന്നതിനുള്ള സംവിധാനം മാനേജ്മന്റ് ഒരുക്കുന്നു.

Communications from management keep me up to date on the hospital.



10. മാനേജ്മന്റ് പറയുന്ന കാര്യങ്ങളിൽ എനിക്ക് വിശ്വാസമാണ്.

I feel I can trust what I am told by the management.



11. എന്റെ ജോലിക്കു അനുസരിച്ചുള്ള ശമ്പളം എനിക്ക് ലഭിക്കുന്നു.

I get fair salary for my job.



12. അമലയിൽ ജോലി ചെയ്യുന്നതിൽ അഭിമാനിക്കുന്നു.

I am proud of being an employee of Amala Institute of Medical Sciences.



13. അമലയുടെ വീക്ഷണവും പദ്ധതികളും ഞാൻ മനസ്സിലാക്കുന്നു.

I understand the vision and long term plan of the institution.



14. മൊത്തത്തിൽ അമലയിലെ ജോലിയിൽ ഞാൻ സംതൃപ്തനാണ്.

Overall I am satisfied with my job at Amala Institute of Medical Sciences.



Submit

