 Amala <small>INSTITUTE OF MEDICAL SCIENCES</small> <small>TRIPUNITHUR - 686 055</small>	HUMAN RESOURCE DEPARTMENT MANUAL	Doc. No.	AIMS /DM / HR -41
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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.

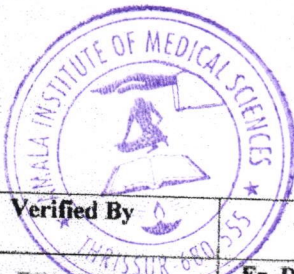
The appraisal system is used as a tool for further development by identifying training requirements and accordingly providing for the same. Key result areas are identified for each staff by the departmental incharges/HOD's and training need assessment is also done.


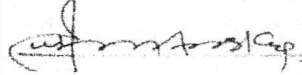
Performance Appraisal Formats


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



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

 Amala <small>INSTITUTE OF HEALTH SCIENCES KANNIYUR, KANNIYUR</small>	HUMAN RESOURCE DEPARTMENT MANUAL	Doc. No.	AIMS /DM / HR - 41
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- KRA

Performance Appraisal Rating

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

Annual Increment



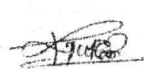
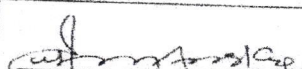
Annual increment is usually given in the month of January based on the objective analysis of performance of employees and it will be decided by the management based on the financial performance of the organization.

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 Co-ordinator	Fr. Julious Arakkal CMI Director
			

ANNUAL PERFORMANCE APPRAISAL FORM-YEAR- 2024

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

Name: DR. JEFFY JOHN Employee ID: DOJ: 14-2-2022
 Department: PAEDIATRIC Designation: Senior Resident

Part - II Appraiser Information

Name: DR. S. RAMARAJ Designation: PROFESSOR + HOD
 Department: PAGDIATRIES

Part - III Evaluation

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

Sl No	Key result areas (KRA) * Rating Factors (To be filled by _____)	Self Evaluation					Peer Evaluation					Supervisory Evaluation				
		5	4	3	2	1	5	4	3	2	1	5	4	3	2	1
1.	CLINICAL SKILLS		✓					✓					✓			
2.	PROCEDURAL SKILLS			✓				✓					✓			
3.	TEACHING SKILLS		✓					✓					✓			
4.	MENTORING SKILLS		✓				✓					✓				
5.	EMERGENCY MANAGEMENT			✓			✓					✓				
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																

5 - EXCELLENT, 4 - GOOD, 3 - AVERAGE, 2 - POOR, 1 - VERY POOR

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: Excelling in Clinical and teaching field & Research

Goal/objective 2: Fostering strong Relationship with patient families & Collaborating with colleagues to contribute to field.

Goal/objective 3: Pursuing leadership opportunities within & outside institution to influence policies & initiatives related to pediatric education & healthcare.

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

❖ Achievements/ accomplishment (List any notable achievements/ contributions made by the employee during the appraisal period):
NIL


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

❖ ANY SPECIFIC TRAINING TO BE PROVIDED YES NO
(Reason) NOT NEEDED

STAFF COMMENTS (To be filled by the Appraisee)

Comments: Eligible for promotion.

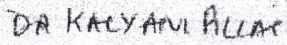
Name: Dr. Jeffy John

Signature of the Appraisee: 

APPRAISAL DISCUSSION NOTES(To be filled by the Senior Staff)

Comments: Dr Jeffy will be an asset to the institution. she is a pleasant, eager to please, obliging co worker. she is a hard worker.

Name: Kalyani Pullai


Signature of the Peer: 

APPRAISAL DISCUSSION NOTES(To be filled by the Appraiser)

Comments: Dr. Jeffy John, academically good clinical skills, communication skills & exemplary

Name: Dr. S. RAMARAJ MBBS, MD.

Professor & HOD of Pediatrics
Amala Institute of Medical Science


Signature of the HOD: 
Nagar, Thrissur

Reg. No : 11768

APPRAISAL DISCUSSION NOTES(To be filled by the Appraiser)

Comments:

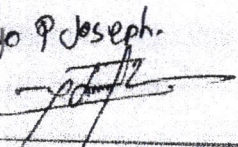
Name: Fr. Dejo Puthancomi

Signature Priest in charge: 

Summary of Report by the HR Department

Comments:

Name: Siljo P Joseph.

Signature of HR: 

ANNUAL PERFORMANCE APPRAISAL FORM-YEAR-2024

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

Name: Dr. MARY JACOB Employee ID: DOJ: 16/08/2024
 Department: EMERGENCY MEDICINE Designation: SENIOR RESIDENT

Part - II Appraiser Information

Name: Dr. John Jose Designation: Associate Prof. & H.O.D
 Department: Emergency medicine

Part - III Evaluation

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

Sl No	Key result areas (KRA) Rating Factors (To be filled by _____)	Self Evaluation					Peer Evaluation					Supervisory Evaluation				
		5	4	3	2	1	5	4	3	2	1	5	4	3	2	1
1.	<u>Commitment to patient care</u>	✓					✓					✓				
2.	<u>Commitment to Academics</u>		✓					✓					✓			
3.	<u>Commitment to Research</u>			✓					✓					✓		
4.	<u>Commitment for extra curricular Activities</u>			✓					✓					✓		
5.																
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																

5 - EXCELLENT, 4 - GOOD, 3 - AVERAGE, 2 - POOR, 1 - VERY POOR

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: TO PROVIDE IMMEDIATE RESUSCITATION AND STABILIZATION OF PATIENT IN A BETTER PATIENT FRIENDLY MANNER
 Goal/objective 2: TO IMPROVE PG AND INTERNS ACADEMICS

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):

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

❖ ANY SPECIFIC TRAINING TO BE PROVIDED YES NO
(Reason)

→ Hazmat & Disaster life support

STAFF COMMENTS (To be filled by the Appraisee)

Comments:

Name:

De Mary Jacob

Signature of the Appraisee:

APPRAISAL DISCUSSION NOTES(To be filled by the Senior Staff)

Comments:

Name:

De Rose Mary Joseph

Signature of the Peer:

APPRAISAL DISCUSSION NOTES(To be filled by the Appraiser)

Comments:

Name:

Dr. John Paul

Signature of the HOD / Incharge:

APPRAISAL DISCUSSION NOTES(To be filled by the Appraiser)

Comments:

Name:

Dr. John Paul Fr. Debo

Signature: Priest in charge:

Summary of Report by the HR Department

Comments:

Name:

Sigo P Joseph

Signature of HR:



ANNUAL PERFORMANCE APPRAISAL FORM-YEAR- 2024

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

Name: SUMMI MARY ALIYAS Employee ID: AM16019738 DOJ: 07/09/2016
Department: Physiotherapy Designation: Physiotherapist

Part - II Appraiser Information

Name: SUMI ROSE Designation: INCHARGE - PHYSIOTHERAPY
Department: PHYSIOTHERAPY

Part - III Evaluation

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

Sl No	Key result areas (KRA) Rating Factors (To be filled by Inc/charge)	Self Evaluation					Peer Evaluation					Supervisory Evaluation				
		5	4	3	2	1	5	4	3	2	1	5	4	3	2	1
1.	JOB KNOWLEDGE (PHYSIOTHERAPY)	✓					✓					✓				
2.	TEAM WORK	✓					✓					✓				
3.	PATIENT CARE & FEEDBACK	✓					✓					✓				
4.	WILLINGNESS TO TAKE EXTRA PAREN	✓					✓					✓				
5.	INITIATIVE FOR DEPT. DEVELOPMENT	✓					✓					✓				
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		60					59					49				
5 - EXCELLENT, 4 - GOOD, 3 - AVERAGE, 2 - POOR, 1 - VERY POOR																

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: The foremost known for a skilled physiotherapist & give holistic & scientific treatment to patients.

Goal/objective 2: contributing more in research field, in order to uplift physiotherapy profession as well physiotherapy department

Goal/objective 3: upgrading physiotherapy knowledge regarding new inventions & hands on techniques.

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

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

- 1) women's cell coordination, TAP, Thiruvananthapuram
- 2) Resource person for Rehabilitation & movement disorder society, Mumbai
- 3) Diploma in Football medicine 2023
- 4) CME sports medicine - 2022

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

❖ ANY SPECIFIC TRAINING TO BE PROVIDED YES NO
(Reason)

Can upgrade in Research related activities

STAFF COMMENTS (To be filled by the Appraiser)

Comments: I am a dedicated & hardworking physiotherapist. Excellent Attitude management & physiotherapy staff's inspire me to develop. Perfect platform for personal career development

Name: Simmi Mary Thomas

Signature of the Appraisee: Simmi Mary Thomas

APPRAISAL DISCUSSION NOTES (To be filled by the Senior Staff)

Comments: good knowledge and easygoing personality, and also pleasant & calm to all co-workers & patients.

Name: Pravankha Baby

Signature of the Peer: [Signature]

APPRAISAL DISCUSSION NOTES (To be filled by the Appraiser)

Comments: Dedicated, works on given task, Learning Enthusiasm. Tries to update & pulling to concept.

Name: Sumi Rose

Signature of the HOD / Incharge: [Signature]

APPRAISAL DISCUSSION NOTES (To be filled by the Appraiser)

Comments:

Name: Fa. Debo

Signature Priest In charge: [Signature]

Summary of Report by the HR Department

Comments:

Name: Divya P.O

Signature of HR: [Signature]



ANNUAL PERFORMANCE APPRAISAL FORM-YEAR-2024

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

Name: SANDHYA ANILKUMAR Employee ID: AC07001584 D.O.J: 01-09-2007
Department: RADIO DIAGNOSIS Designation: RADIOGRAPHER

Part - II Appraiser Information

Name: SR. HANNA LISBETH Designation: In-charge
Department: Radiodiagnosis & Imaging

Part - III Evaluation

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

Sl No	Key result areas (KRA) Rating Factors (To be filled by <u>In-charge</u>)	Self Evaluation					Peer Evaluation					Supervisory Evaluation				
		5	4	3	2	1	5	4	3	2	1	5	4	3	2	1
1.	EQUIPMENT HANDLING & SAFETY	✓					✓					✓				
2.	PATIENT RADIATION PROTECTION	✓					✓					✓				
3.	EMPLOYEE RADIATION PROTECTION	✓					✓					✓				
4.	QUALITY OF SUPERVISING		✓				✓					✓				
5.	DEPARTMENT TRAINING		✓					✓				✓				
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		55					59					60				
5 - EXCELLENT, 4 - GOOD, 3 - AVERAGE, 2 - POOR, 1 - VERY POOR																
														TOTAL = 174		

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: PRACTICE BASE LEARNING AND IMPROVEMENTS

Goal/objective 2: TO ACQUIRE MORE KNOWLEDGE ABOUT RECENT VERSIONS OF CT & MRT

Goal/objective 3: PROTOCOLING AND INTERPRETING CT AND MRI IMAGING STUDIES UNDER FACULTY SUPERVISION

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

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

RECEIVED BEST EMPLOYEE TECHNICIAN AWARD IN THE YEAR 2023

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

❖ ANY SPECIFIC TRAINING TO BE PROVIDED YES NO
(Reason)

STAFF COMMENTS (To be filled by the Appraisee)

Comments: It's a great experience and proud to be a part of AMALA INSTITUTE OF MEDICAL SCIENCE

Name: SANDHYA ANILKUMAR

Signature of the Appraisee: S. Menon

APPRAISAL DISCUSSION NOTES (To be filled by the Senior Staff)

Comments: PERFORMS DUTIES AND RESPONSIBILITIES IN PERFECT MANNER

Name: FILEY PAULSON

Signature of the Peer: [Signature]

APPRAISAL DISCUSSION NOTES (To be filled by the Appraiser)

Comments: Sincere, hardworking and approachable person.

Name: Sr. Hanna Kisheth

Signature of the HOD / Incharge: Sr. Hanna Kisheth

APPRAISAL DISCUSSION NOTES (To be filled by the Appraiser)

Comments:

Name: Fr. Debo Pothancom

Signature Priest In charge: [Signature]

Summary of Report by the HR Department

Comments:

Name: Divy P O

Signature of HR: [Signature]

Betsy

new appral system