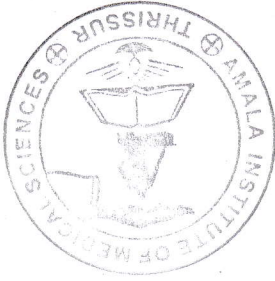


Prepared By	Divya. P.O HR Coordinator	Verified By	Adv. Pijlo Verghese HR & Legal Manager	Approved By	Fr. Deji Puthoor CMI Accreditation Coordinator	Issued By	Fr. Julius Arakkal CMI Director
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- Responsible for the functioning of the Human Resources Department including records and their maintenance.
- Evolves HR policies and procedures and job description in consultation with the Jr. Director and Director.
- Formulate and supervises activities relating to selection, orientation, training, performance appraisal and other employer- employee relationships.

#### HR Manager 6.0. DUTIES AND RESPONSIBILITIES:

Sl. No	Designation	Working Hours	Number of Staff
1.	General Manager (HR & Legal)	8 hrs	1
2	Asst. Manager (HR & Legal)	8 hrs	1
3	HR - Coordinator	8 hrs	2
4	Sr. HR Executive	8 hrs	1
5	Jr. Executive	8 hrs	5
6	HR Assistant/Associate	8 hrs	4

#### 5.0. STAFFING PATTERN:

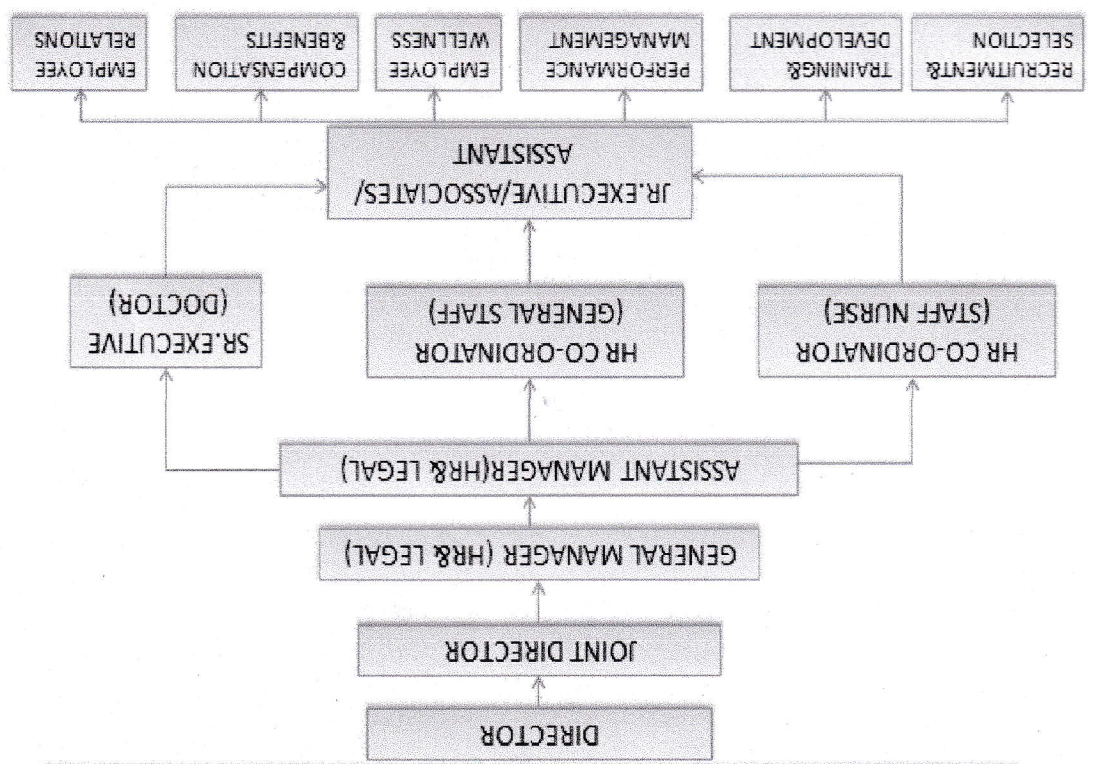
7	Ancy Mathew	Executive	MSc. Nsg			
8	Nimmy Thomas	HR Assistant	BA Economics	5.09 years		
9	Cicy Jose	Executive	MBA	4.02 years	2.06 year	
10	Athira O R	Jr Executive (T)	MBA	2.08 years	1.07 years	
11	Blessy Benson	Executive	MBA, M.COM	3.07 years	2.02 years	
12	Shilgimoi K U	Executive	MBA	4.10 years	2.10 years	
13	Sreya T Asokan	Asst Executive	B Com ,PG Diploma In Hospital Administration	4 years	4 years	
14	Tessimariya Paul	Asst Executive	B Com ,PG Diploma in Human Resource	3.03 years	2.9 years	
15	Anju Jose	Jr. Executive (T)	MBA	2.04	1.10	
16	Mrudhula Johny	Jr. Executive (T)	MBA	1.08	1.08	
17	Bagee Babu	Jr. Executive(T)	MBA	1.07	1.07	

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**3.0. DEPARTMENTAL HIERARCHY:**

**ORGANOGRAM OF HR DEPARTMENT**



**4.0. COMPETENCY MATRIX:**

Sl.	Name	Designation	Qualification	Experience	AIMS experience
1	Adv. Pijo Varghese	General Manager (HR & Legal) Manager	LLB, MBA, M Com	18.08 years	5.08 years
2	Adv. Phinergev Alappatt	Asst. Manager (HR & Legal)	LLB, MBA	18.08 years	3.04 years
3	Smitha Varghese V	HR - Coordinator (Nursing)	GNM, Medical Transcription, Diploma In Hospital Administration	19.06 years	6.04 years
4	Divya P O	HR - Coordinator (General staff)	MBA, B Ed	12.06 years	12.06 years
5	Siljo P Joseph	Sr. HR Executive	MBA	14.09 years	2.04 years
6	Lim A T	HR Assistant	B Com	12.11 years	12.11 years

Prepared By	Divya, P.O	HR Coordinator	
Verified By	Adv. Pijo Varghese	HR & Legal Manager	
Approved By	Fr. Dejo Puthoor CMI	Accreditation Coordinator	
Issued By	Fr. Julious Arakkal CMI	Director	