 <b>Amala</b> <small>INSTITUTE OF MEDICAL SCIENCES</small> <small>THRISSUR</small>	<b>HUMAN RESOURCE DEPARTMENT MANUAL</b>	<b>Doc. No.</b>	<b>AIMS /DM / HR -41</b>
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### 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

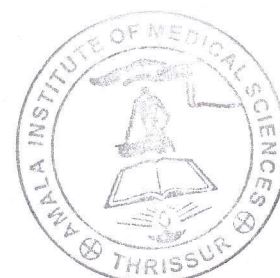
Annual increment is usually given in the month of January based on the objective analysis of performance of employees and it will be decided by the management based on the financial performance of the organization.





### 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.



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