



**ANNUAL PERFORMANCE APPRAISAL FORM - YEAR - 2024**

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

Name: Dr. Jenice Joy Employee ID: MC22037857 DOJ: 04/04/2022  
 Department: Pathology Designation: Senior Resident

**Part - II Appraiser Information**

Name: Dr. M. C. Varma Designation: Prof + HOD  
 Department: Pathology

**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	Ability to deal with <sup>routine and</sup> difficult diagnoses		✓				✓					✓				
2	Update of recent trends	✓					✓					✓				
3	Crisis management		✓				✓						✓			
4	Awareness of Accreditation procedure		✓				✓					✓				
5	Academic duties	✓					✓					✓				
6	Flexibility in duty timings and taking up of extra assignments	✓					✓						✓			
7	Knowledge of the system, process and procedures	✓					✓						✓			
8	Maintenance of good interpersonal relationship with Authorities, Supervisors and co-workers	✓					✓						✓			
9	Leadership team building and decision making capability		✓				✓						✓			
10	Inspiring and mentoring co-workers	✓					✓						✓			
11	Demonstrates pleasant and calm personality when dealing with patients and bystanders	✓					✓						✓			
12	Adherence to hospital policies including punctuality attendance and dress code	✓					✓						✓			
<b>TOTAL</b>		<b>56</b>					<b>60</b>					<b>58 = 174</b>				

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 : Publish paper in indexed journal  
 Goal/objective 2 : Be up to date with all recent advancements in the subject



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)

- Actively involved as a Quality Medical Officer in NABH related quality work.
- Actively involved in Hematology lab as deputy Quality Executive for NABL related Accreditation.
- Organised International Pathology Day<sup>2023</sup> activities in the Department.

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

Any Specific Training to be provided Yes  No

(Reason)

**STAFF COMMENTS (To be filled by Appraisee)**

Comments :

Name : Dr. Jenice Joy  
Signature of the Appraisee : *Jenice Joy*

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

Comments :

Name : Dr. Sukha K. Nair  
Signature of the Peer : *Sukha K. Nair*

**APPRAISAL DISCUSSION NOTES (To be filled by Appraiser)**

Comments :

*Sincere, hardworking  
Ready to take on extra duties*

Name : Dr. M. C. SATHYAN  
Signature of the HOD/Incharge : *M. C. SATHYAN*

**APPRAISAL DISCUSSION NOTES (To be filled by Appraiser)**

Comments :



Name :  
Signature of the Appraiser :

**Summary of Report by the HR Department**

Comments : Total score 174 out of 180  
97%. Its look good

Name : *[Signature]*  
Signature of HR : *[Signature]*

**PROCEEDINGS OF THE DIRECTOR**

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

- Ref: 1. Self appraisal submitted by the faculty dt. 25.01.2025.  
2. Minutes of the meeting of Screening Committee for Faculty Promotion, dt. 27.03.2025.  
3. Confidential Report from the Principal dt. 10.04.2025.  
4. Confidential Report and appraisal from the HOD dt. 12.04.2025.

AIMSTSR/DIR/PO/20/2025/21

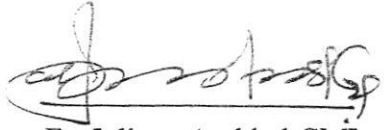
Date: 09.06.2025

**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. Jenice Joy**, Senior Resident in the Department of Pathology, as Assistant Professor with effect from 04.06.2025 (FN), based on the following criteria.

**1. Experience:**

- a. Senior Resident in the Department of Pathology at Amala Institute of Medical Sciences, Thrissur, for 3 years, 1 month, 3 days from 01.05.2022 to 03.06.2025.

  
Fr. Julious Arakkal CMI  
Director

*Received  
Jenice*



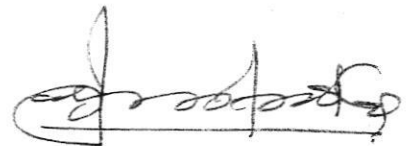
*of 16/25*

AIMSTSR/DIR/PO/20/2025/21

09.06.2025

**PROMOTION ORDER**

Dr. Jenice Joy , Senior Resident in the Department of Pathology is promoted as Assistant Professor on regular basis, w.e.f. 04.06.2025.



Fr. Julious Arakkal CMI  
Director

Copy to:

1. Joint Director(s)
2. Associate Director
3. Principal, Amala Medical College
4. Head, Department of Pathology
5. Medical Superintendent
6. Chief Operating Officer
7. Chief Financial Officer
8. Chief Administrative Officer
9. General Manager (HR)
10. Accounts (MC & H)
11. Library (for information)
12. IT Software



**NOTE****Subject: Revision of Monthly Salary – Dr. Jenice Joy.**

This is to inform all concerned that the monthly salary of Dr. Jenice Joy, Assistant Professor in the Department of Pathology, has been revised in accordance with her recent promotion order. The revised salary, reflecting an increment of **Rs.15,000/-**, will be effective from 04.06.2025. The revised salary details are as follows:

Monthly Salary Status	Current Salary	Revised Salary
Current Basic Pay	30,600.00	34,500.00
F.D.A	10,200.00	11,500.00
Academic Grade Pay	28,560.00	32,200.00
Non-Practical Allowance	17,340.00	19,550.00
Performance Allowance	15,300.00	17,250.00
Special Performance Allowance	0.00	2,000.00
<b>Net Salary</b>	<b>1,02,000.00</b>	<b>1,17,000.00</b>

The revised salary structure will come into effect from June 4, 2025.



Adv. Piljo Verghese  
General Manager (HR & Legal)



Fr. Julious Arakkal CMI  
Director



Dr. BETSY THOMAS  
MD, FRCOG, DNB, MICOG  
PRINCIPAL

Copy to,

COO, CFO, General Manager (HR& Legal)  
Accounts Manager (Hospital- M.C.), Internal Audit Section, TDS section,  
Doctors HR, Office File

