

17.02.2025

To
The Associate Director,
AIMS.

Respected Father,

No disciplinary action has been taken against Dr. Jenice Joy, Dept. of Pathology during her tenure in Amala Institute of Medical Sciences, Thrissur.

This is to the best of my knowledge.



Principal



CONFIDENTIAL

Date:-12/02/2025.

PERFORMANCE APPRAISAL REPORT

PURPOSE:Contract Renewal

I) EMPLOYEE DETAILS:-

Name of the staff : DR JENICE JOY
Department : PATHOLOGY
Designation : SENIOR RESIDENT
Date of joining : 04/APR/2022
Appraisal period : FROM 04/04/2024 TO 03/04/2025

II) APPRAISER DETAILS:-

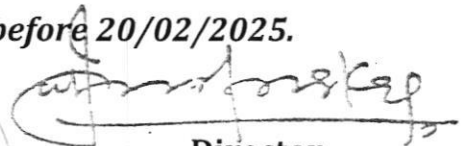
Name of the Appraiser : Dr. SAVITHRI M.C.
Department : PATHOLOGY
Designation : PROFESSOR & HEAD

III) GUIDELINES:-

1. Performance Appraisal Report consists of 3 pages. They are as follows;
 - a. Page No. 1 - Employee & Appraiser Details and Guidelines.
 - b. Page No. 2 - Performance Rating Form (To be filled by the Appraiser)
 - c. Page No. 3 - Evaluation Report From the Appraiser.
2. Strict confidentiality may be maintained in the Evaluation Process.

Kindly furnish this report (3 pages) in a sealed cover to the Associate Director through HR department (chavara block), by 2 pm on or before 20/02/2025.





Director

(P.T.O)

AMALA INSTITUTE OF MEDICAL SCIENCES
(An undertaking of Amala Cancer Hospital Society)
Amala Nagar, Thrissur-680 555

PERFORMANCE RATING FORM

(To be filled by the Appraiser)

Sl.	Rating Factors	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR
JOB SPECIFIC SKILLS						
1.	Punctuality	✓				
2.	Ability to perform work in an organized manner.	✓				
3.	Completion of tasks without errors.	✓				
4.	Timely completion of works.	✓				
5.	Taking ownership and responsibility of tasks assigned.	✓				
KNOWLEDGE						
6.	Knowledge to follow instructions and the ability to take up additional tasks.	✓				
7.	Good theoretical and practical knowledge.		✓			
8.	Knowledge of the system, process and procedures.	✓				
9.	Knowledge of current trends.	✓				
10.	Publication in Research Journals {No. of International Journals: <u>0</u> } {No. of National Journals: <u>1</u> }					
ATTITUDE AND BEHAVIOUR						
11.	Maintenance of good inter-personal relationship with Authorities, Superiors and Co-workers.	✓				
12.	Communication Skills	✓				
13.	Flexibility in duty timings and taking up of extra assignments.	✓				
14.	Adherence to hospital policies including punctuality, attendance, and dress code.	✓				

❖ Do you recommend him /her for Promotion/benefits? YES / NO
(Kindly justify your recommendation in the Evaluation report in Pg. No. 3)

Name & Signature of the Appraiser



(P.T.O)

Confidential Evaluation report from the Appraiser

Dr. Jenia Joy is a hard working professional actively involved in all dept activities and academics.

She organised International Pathology day Nov 2024 in a well planned manner.

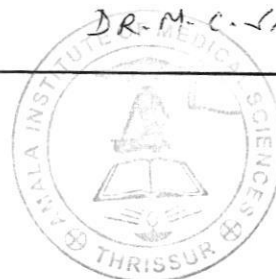
She is obedient and willing to shoulder extra responsibilities. She is also the Quality Medical Officer for NABH.

Has attended frequently a FISH workshops to improve her skills and is a valuable team member of Pathology Department.

Saritha

Name & Signature

DR. M. C. SARITHA





AMALA INSTITUTE OF MEDICAL SCIENCES
(An undertaking of Amala Cancer Hospital Society)
Amala Nagar, Thrissur-680 555

CONFIDENTIAL

Date:- 03/03/2025

PERFORMANCE APPRAISAL REPORT

Purpose of Evaluation: *Contract Renewal*

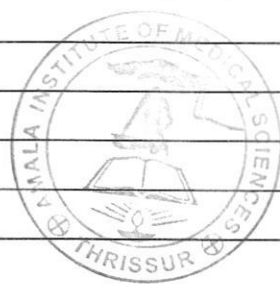
1. Name of the employee : DR.JENICE JOY
2. Date of joining : 04-APR-2022
- Details as on.....
3. Period of service : 3 YEARS
4. Department : PATHOLOGY
5. Designation : SENIOR RESIDENT
6. Date of Birth and Age : 30/04/1984 , 40
7. Qualification : MBBS , MD
8. KSMC Registration : 85431
9. Attendance & Punctuality

SL.No.	Leave Without Allowance(I.WA), if any, during the appraisal period	
	Dates	Days
1	—	—
	—	—
	—	—

Sl.No.	Punching recorded in the last three months of Appraisal period			
	Month	Late entry (No.)	Early exit (No.)	No Punching (No.)
1	DEC		1	F2.2
2	JAN.			F2.4
3	FEB	7		F2.1

10. Salary Details

Salary / Profess. fee	In figures	In words
Basic salary/ Profes. fee	30600	
DA	10200	
Academic grade pay	28560	
Non-practice allowance	17340	
Performance allowance	15300	
Special Acade. Allow.		
Spl .Performance Allow.		
Others		
Total	102000 /-	one lakh Two Thousand Only.
Incentive, if any	NO GI	



Salary details entered by: Name: Siljo P Joseph

Signature

[Signature]
28/2/25



PERFORMANCE APPRAISAL REPORT

Name of the staff : DR.JENICE JOY
 Designation : SENIOR RESIDENT
 Department : PATHOLOGY
 Date of Joining : 04-APR-2022
 Purpose of Evaluation : *Contract Renewal*

RECOMMENDATIONS FROM THE ASSOCIATE DIRECTOR

*The has one Publication. Her
 puncturing Report is ok*



Date

Associate Director

ORDERS FROM THE DIRECTOR

*Should be Renewed
 for one year*



Salary :

Date

Director

Jenice Antony Att-ID:61910872 Designation:Senior Resident Ng

Sno	Date	Status	In Time	Out Time
1	January 1, 2025	P	01-01-2025 09:16	0000-00-00 00:00:00
2	January 2, 2025	P	02-01-2025 08:46	02-01-2025 16:05
3	January 3, 2025	P	03-01-2025 08:36	03-01-2025 16:36
4	January 4, 2025	P	04-01-2025 10:06	04-01-2025 16:22
5	January 5, 2025	H		
6	January 6, 2025	P	06-01-2025 08:19	06-01-2025 16:34
7	January 7, 2025	P	07-01-2025 08:32	07-01-2025 16:05
8	January 8, 2025	P	08-01-2025 08:00	08-01-2025 12:51
9	January 9, 2025	P	09-01-2025 08:58	09-01-2025 16:42
10	January 10, 2025	P	10-01-2025 08:45	10-01-2025 16:13
11	January 11, 2025	P	11-01-2025 08:36	0000-00-00 00:00:00
12	January 12, 2025	H		
13	January 13, 2025	P	13-01-2025 08:22	13-01-2025 16:21
14	January 14, 2025	P	14-01-2025 08:24	14-01-2025 16:11
15	January 15, 2025	P	15-01-2025 08:17	0000-00-00 00:00:00
16	January 16, 2025	P	16-01-2025 08:35	16-01-2025 16:17
17	January 17, 2025	P	17-01-2025 08:49	17-01-2025 16:58
18	January 18, 2025	P	18-01-2025 09:01	18-01-2025 17:30
19	January 19, 2025	H		
20	January 20, 2025	P	20-01-2025 08:50	20-01-2025 16:13
21	January 21, 2025	P	21-01-2025 08:56	21-01-2025 15:59
22	January 22, 2025	P	22-01-2025 09:13	22-01-2025 16:05
23	January 23, 2025	P	23-01-2025 08:53	23-01-2025 15:58
24	January 24, 2025	P	24-01-2025 09:07	0000-00-00 00:00:00
25	January 25, 2025	P	25-01-2025 09:00	25-01-2025 16:26
26	January 26, 2025	H		
27	January 27, 2025	P	27-01-2025 08:46	27-01-2025 16:47
28	January 28, 2025	P	28-01-2025 08:22	28-01-2025 16:01
29	January 29, 2025	P	29-01-2025 08:12	29-01-2025 16:54
30	January 30, 2025	P	30-01-2025 08:41	30-01-2025 16:09
31	January 31, 2025	P	31-01-2025 08:57	31-01-2025 16:13



Anthony Att-ID:61910872 Designation:Senior Resident Ng

	Date	Status	In Time	Out Time
1	February 1, 2025	P	01-02-2025 09:01	01-02-2025 15:56
2	February 2, 2025	H		
3	February 3, 2025	P	03-02-2025 08:45	03-02-2025 16:13
4	February 4, 2025	P	04-02-2025 08:57	04-02-2025 16:19
5	February 5, 2025	A		
6	February 6, 2025	P	06-02-2025 08:55	06-02-2025 16:06
7	February 7, 2025	P	07-02-2025 09:02	07-02-2025 15:02
8	February 8, 2025	P	08-02-2025 08:58	08-02-2025 16:04
9	February 9, 2025	H		
10	February 10, 2025	P	10-02-2025 12:48	10-02-2025 16:10
11	February 11, 2025	P	11-02-2025 08:46	11-02-2025 16:14
12	February 12, 2025	P	12-02-2025 08:48	12-02-2025 17:48
13	February 13, 2025	A		
14	February 14, 2025	A		
15	February 15, 2025	H		
16	February 16, 2025	H		
17	February 17, 2025	P	17-02-2025 09:03	17-02-2025 16:22
18	February 18, 2025	P	18-02-2025 08:36	18-02-2025 16:01
19	February 19, 2025	P	19-02-2025 09:03	0000-00-00 00:00:00
20	February 20, 2025	P	20-02-2025 08:50	20-02-2025 16:13
21	February 21, 2025	P	21-02-2025 08:01	21-02-2025 18:00
22	February 22, 2025	P	22-02-2025 09:11	22-02-2025 16:45
23	February 23, 2025	H		
24	February 24, 2025	P	24-02-2025 09:02	24-02-2025 15:58
25	February 25, 2025	P	25-02-2025 07:58	25-02-2025 16:28
26	February 26, 2025	H		
27	February 27, 2025	P	27-02-2025 09:05	27-02-2025 15:53
28	February 28, 2025	P	28-02-2025 08:44	28-02-2025 13:03



Att-ID:61910872 Designation:Senior Resident Ng

	Date	Status	In Time	Out Time
1	December 1, 2024	H		
2	December 2, 2024	P	02-12-2024 08:50	02-12-2024 17:29
3	December 3, 2024	P	03-12-2024 08:38	03-12-2024 16:30
4	December 4, 2024	P	04-12-2024 08:37	04-12-2024 16:02
5	December 5, 2024	P	05-12-2024 08:38	05-12-2024 16:12
6	December 6, 2024	P	06-12-2024 07:54	06-12-2024 18:55
7	December 7, 2024	H		
8	December 8, 2024	H		
9	December 9, 2024	P	09-12-2024 08:55	0000-00-00 00:00:00
10	December 10, 2024	P	10-12-2024 08:45	10-12-2024 14:50
11	December 11, 2024	A		
12	December 12, 2024	A		
13	December 13, 2024	P	13-12-2024 09:06	13-12-2024 16:00
14	December 14, 2024	P	14-12-2024 08:55	14-12-2024 16:21
15	December 15, 2024	H		
16	December 16, 2024	P	16-12-2024 08:36	16-12-2024 16:18
17	December 17, 2024	P	17-12-2024 08:36	17-12-2024 16:12
18	December 18, 2024	P	18-12-2024 08:25	18-12-2024 16:48
19	December 19, 2024	P	19-12-2024 08:53	19-12-2024 16:05
20	December 20, 2024	P	20-12-2024 08:50	20-12-2024 16:57
21	December 21, 2024	P	21-12-2024 09:02	21-12-2024 17:29
22	December 22, 2024	H		
23	December 23, 2024	P	23-12-2024 09:07	23-12-2024 17:58
24	December 24, 2024	P	24-12-2024 08:57	0000-00-00 00:00:00
25	December 25, 2024	H		
26	December 26, 2024	A		
27	December 27, 2024	A		
28	December 28, 2024	H		
29	December 29, 2024	H		
30	December 30, 2024	A		
31	December 31, 2024	P	31-12-2024 09:12	31-12-2024 16:01

Betsy

Dr. BETSY THOMAS
 MD, FRCOG, DNB, MICOG
 PRINCIPAL
 AMALA INSTITUTE OF MEDICAL SCIENCES
 AMALA NAGAR, THRISSUR-680 555

