Amala
INSTITUTE OF MEDICAL SCIENCES
NABH ACCREDITED ISO 9001: 2015
REDEFINING CARE everyday in every way

ANNUAL PERFORMANCE APPRAISAL FORM - YEAR - 2024

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

Name : Dr (Lt Col) Vijoin Employee ID : AH23039341 DOJ : 04 JUL 2023

Department : OBG Designation : Senior Resident.

Part - II Appraiser Information

Name : Anoj Kattukaran Designation : Professor + Head.

Department : OBG.

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	Subject knowledge		✓					✓						✓		
2	Clinical skills		✓					✓						✓		
3	Teaching skills UG + PG		✓					✓					✓			
4	Keeping up to date to new developments		✓					✓					✓			
5	Interest in research in the subject		✓				✓						✓			
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		✓				✓					✓				
	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	20	32			(52)	40	16			(56)	20	16	6		(52)

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 UPDATE CLINICAL ~~SKI~~ & TEACHING SKILLS TO FURTHER IMPROVE PATIENT CARE

Goal/objective 2 : TO UNDERTAKE RESEARCH PROJECTS FURTHER AND PUBLISH RESULTS FOR OVERALL IMPROVEMENT

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) 1) TWO PUBLICATIONS IN INTERNATIONAL INDEXED JOURNAL. 2) MEU SKILL LAB COORDINATOR 3) ASST DRP INSTITUTIONAL NODAL OFFR 4) ACTIVE PARTICIPATION IN VARIOUS DEPARTMENTAL & HOSPITAL ACTIVITIES

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

Any Specific Training to be provided Yes ☑ No ☐

(Reason)

to attend workshop to improve clinical skills.

STAFF COMMENTS (To be filled by Appraisee) ✓ Comments :	Name : DR (LT COL) B VIPIN Signature of the Appraisee :
APPRAISAL DISCUSSION NOTES (To be filled by Senior Staff) ✓ Comments : Excellent team player.	Name : Dr Prameela Menon Signature of the Peer :
APPRAISAL DISCUSSION NOTES (To be filled by Appraiser) Comments : Excellent administrator & managment expert, needs improvement in clinical skills	Dr ANOJ KATTUKARAN Professor & HOD Reg. No. [illegible] Department of Obstetrics & Gynaecology Name : Signature of the HOD/Incharge :
APPRAISAL DISCUSSION NOTES (To be filled by Appraiser) Comments :	Name : Signature Priest Incharge :
Summary of Report by the HR Department Comments : Total score 160 out of 180 89 %. Report look good	Name : Silpa P Joseph Signature of HR : 4/3/25

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PROCEEDINGS OF THE DIRECTOR

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

Ref: 1. Self appraisal submitted by the faculty dt. 21.01.2025
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/20/2025/30 Date: 07.07.2025

OFFICE ORDER

In the light of the recommendation of the Screening committee for faculty promotion (ref. 2), and confidential reports of Principal and HOD(ref.3 & 4), the management is pleased to promote **Dr. (Lt. Col) B. Vipin**, Senior Resident in the Department of Obstetrics & Gynaecology, as Assistant Professor with effect from 07.07.2025 (FN), based on the following criteria.

1. **Experience:**

   Senior Resident in the Department of Obstetrics & Gynaecology at Amala Institute of Medical Sciences, Thrissur, for 1 year, 10 months, 16 days from 21.08.2023 to 06.07.2025.

Fr. Julious Arakkal CMI
Director

RECEIVED
DR (LT COL) B VIPIN
08/7/21

7/7/25

AMALA INSTITUTE OF MEDICAL SCIENCES THRISSUR

AIMSTSR/DIR/PO/20/2025/30

07.07.2025

PROMOTION ORDER

Dr. (Lt. Col) B. Vipin, Senior Resident in the Department of Obstetrics & Gynaecology is promoted as Assistant Professor on regular basis, w.e.f. 07.07.2025

Fr. Julious Arakkal CMI
Director

Copy to:

1. Joint Director(s)
2. Associate Director
3. Principal, Amala Medical College
4. Head, Department of Obstetrics & Gynaecology
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

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AIMSTSR/NT/No.51/2025

Date: 10/07/2025

NOTE

Subject: Revision of Monthly Salary – **Dr. (Lt.Col) B Vipin.**

This is to inform all concerned that the monthly salary of Dr. (Lt.Col) B Vipin., Assistant Professor in the Department of Obstetrics & Gynaecology, has been revised in accordance with his recent promotion order. The revised salary, reflecting an increment of **Rs.15,000/-**, will be effective from 07.07.2025. The revised salary details are as follows:

Monthly Salary Status	**Current Salary**	**Revised Salary**
Current Basic Pay	30,300.00	34,500.00
F.D.A	10,100.00	11,500.00
Academic Grade Pay	28,280.00	32,200.00
Non-Practical Allowance	17,170.00	19,550.00
Performance Allowance	15,150.00	17,250.00
Special Performance Allowance	0.00	1,000.00
Net Salary	**1,01,000.00**	**1,16,000.00**

The revised salary structure will come into effect from July 7, 2025.

Adv. Piljo Verghese
General Manager (HR &Legal)

Fr.Julious Arakkal CMI
Director

Copy to,

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

AMALA INSTITUTE OF MEDICAL SCIENCES THRISSUR

Betsy

Dr. BETSY THOMAS
MD, FICOG, DNB, MRCOG

AMALA INSTITUTE OF MEDICAL SCIENCES
AMALA NAGAR, THRISSUR-680 555