



VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE MADURAI

VMCH&RI/HRD/PEF/001

PERFORMANCE APPRAISAL

Appraisal Period: Apr'23 to Mar'24Date: 07/05/24

Emp. Name	<u>S. Alademuthu</u>	Emp. No	<u>VH5434</u>
Designation	<u>Technician</u>	Department	<u>MRO</u>
DOJ & Yrs of Exp. In VMCH	<u>17/1/18 - 6.3 yrs.</u>	Qualification	<u>BMRSc.</u>
Immediate Superior Name		HOD /Manager Name	<u>P. Kalimuthu - MRO.</u>

Instructions: Assign a number for each rating within the scale and write that number in the corresponding box.

S.No.	Attribute	Maximum Score	Self Appraisal	Immediate Superior	Average Score
I	ATTITUDE AND BEHAVIOUR				
1.	Adheres to the organizations rules and policies	10	<u>10</u>	<u>9</u>	
2.	Attendance & Punctuality	20	<u>20</u>	<u>20</u>	
3.	Grooming and personal hygiene	10	<u>10</u>	<u>10</u>	
4.	Communication - Using Pleasing Words and Listening Carefully	10	<u>8</u>	<u>7</u>	
5.	Maintains good relationship with HOD / co-workers / others	10	<u>9</u>	<u>9</u>	
6.	Positive attitude to corrections and rectifications	5	<u>4</u>	<u>3</u>	
7.	Handles organisation's equipments with care	3	<u>3</u>	<u>3</u>	
8.	Observes generally agreed work break / lunch intervals / Cleanliness in the work area	3	<u>2</u>	<u>3</u>	
9.	Initiative and Proactiveness	4	<u>4</u>	<u>4</u>	
10.	Integrity/ Honesty	5	<u>4</u>	<u>4</u>	
	Total	80	<u>74</u>	<u>72</u>	<u>73</u>
II	PROFESSIONALISM & JOB KNOWLEDGE				
1.	Competent in required job skills and knowledge	20	<u>18</u>	<u>20</u>	
2.	Work Responsibility and Commitment	20	<u>19</u>	<u>18</u>	
3.	Quality of Work	20	<u>20</u>	<u>20</u>	
4.	General Work Attitude (Disciplined and well behaved /Prioritizes and plans work effectively /Duty Handover / Offers assistance and support to co-workers & new joiners)	10	<u>8</u>	<u>8</u>	
5.	Individual Target & Goal Achievement within the required time frame	20	<u>15</u>	<u>16</u>	
6.	Problem solving and seek help if required	10	<u>8</u>	<u>8</u>	
	Total	100	<u>88</u>	<u>90</u>	<u>89</u>

*Add Annexure (if required)

Prof. T. Thirumangalakudi
Dean
Velammal Medical College Hospital
and Research Institute
"Velammal Village"
Madurai-Tuticorin Ring Road
Anuppanadi, Madurai-625 002, INDIA



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III	General Organizational				
1.	Knowledge about the Organization	5	4	5	
2.	Cost Consciousness (Uses resources effectively and avoid wastage of water, electricity & stationery)	3	3	3	
3.	Coordinate with inter / intra departments	5	4	3	
4.	Development of subordinate & Leadership Skills	4	3	3	
5.	Problem solving and decision making, Analytical skills	3	2	3	
	Total	20	16	17	16.5

IV. Special Contribution / Achievements * - Yes / No (if Yes, Maximum Mark 10)

[Benefit to the Individual (Max Mark 3) / Department (Max Mark 3) / Organization (Max Mark 4)] Score 7

If yes, details 2018-2024 - VMCH - VMC - ICD coding, one hour - 60 files coding, Wrong files taking - one hour, indexing, Pouching,

Reimbursement ALLG. Other TPA in Swamed, All files scanned ICP - Document Proper Authorization Letter checking & issued documents, ALL data change Proper Document checking & issued form

V. Disciplinary Actions* - Yes / No (if yes, Negative Mark Maximum (-10))

(Impact on Individual (less -3) / Department (Less -3) / Organization (Less -4)) Less Score _____

If yes, details _____

Immediate Superior /Appraiser Comments*:	Reviewer Comments*:
I recommend to promote as Sr. Technician for 6 yrs experience & BMRB Qualification.	

Average Score Obtained 185.5 / 220;

Rank 3 / Total no. of staff 9

Categorization:

Above 198	178 to 197	156 to 178	134 to 155	below 133
Significantly exceeds performance standards	Exceeds performance standards	Achieves performance standards	Below expected performance standards	Significantly below expected performance standards

S. Madhush
Employee's Signature
Date: _____

[Signature]
Appraiser's Signature
Name: _____

Reviewer Signature
Name: _____

*Add Annexure (if required)

Prof. T. Thiruvengadam, M.D.,
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Anuppanadi, Madurai-625 003, T.N.



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PERFORMANCE EVALUATION (PRE, PARA & CLINICAL FACULTY)

Date: 30/3/24

Appraisal Type: Annual /

Period: / /

Employee Name: Dr. MARIAPPAN JUNIOR. M, MD,	Designation : SENIOR RESIDENT
Appraiser Name and Designation Dr. MANIKANDAN BOSE, D.A, D.NB	Reviewer Name and Designation:

Number of Publications	Book Chapter	Training Program Attended	Basic course Workshop / Seminar / Conferences		
			Participated	Presented	Organized
		ACLS/BLS.	✓	✓	
*ENCL: 1. Supportive documents are required for considering Publication / Book chapter / research article, which has submitted in the last one year are eligible. 2. Training / Basic course Workshop/ Seminar / Conference - required to submit the documents (Certificate of participation / Course Invitation / brochure, etc.,) for same.					
Specific contribution / achievements (if any):					

INSTRUCTIONS: Assign a number for each rating within the scale and write that number in the corresponding box. Points will be totaled for overall performance score. **5 - Out Standing, 4 - Very Good, 3 - Good, 2 - Average & 1 - Unsatisfactory**

APPRAISAL DESCRIPTION	SELF RATING	APPRAISER'S RATING
1. Subject Knowledge	5	3.5
2. Planning and execution of the work	5	3.5
3. Quality of Work out put	5	3.5
4. Communication Skills	5	3.5
5. Work Ethic / Habits	5	3.5
6. Judgement / Problem Solving/ Decision Making	5	3.5
7. Leadership / Personnel Management	5	3.5
8. Relationship with Patients / Students / Peers	5	3.5
9. Use of Materials & Equipments	5	3.5
10. Contribution towards department growth	5	3.5
Total Score	50	

Appraiser Comments:	Reviewer Comments:
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Employee Signature

Appraiser Signature

Reviewer Signature

Prof. T. THIRUPATHI, M.D., D.A.,
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