



# Amala INSTITUTE OF MEDICAL SCIENCES



ST. CHAVARA BLOCK

## QUALITY MANUAL

Internal Quality Assurance Cell  
AMALA INSTITUTE OF MEDICAL SCIENCES,  
THRISSUR



# Amala

INSTITUTE OF MEDICAL SCIENCES  
NABH & NABL ACCREDITED ISO 9001: 2015

REDEFINING  
CARE  
everyday  
in every way



# 2025

## Contents

SL. No	Particulars
1	Introduction
2	Vision, Mission ,Core Values & Philosophy of the Institution
3	Quality policy with Objectives
4	Objectives of IQAC
5	Functions
6	Composition of IQAC
7	Quality Audit
8	IQAC Calendar



## INTRODUCTION

**Amala Institute of Medical Sciences (AIMS)**, named after the Blessed Virgin Mary, is a multidisciplinary medical institution that integrates education, healthcare, research, and community outreach. Established in 1978 as Amala Cancer Hospital, AIMS is administered by the Devamatha Province of the CMI Congregation, founded by St. Kuriakose Elias Chavara. AIMS currently offers MBBS, postgraduate medical programs, Ph.D. in Nursing, M.Sc. Nursing, and B.Sc. Nursing courses, and is affiliated with the Kerala University of Health Sciences. The institution encompasses a Teaching Hospital, Cancer Hospital, Cancer Research Centre, Ayurvedic Hospital & Research Centre, Homeopathic Hospital & Research Centre, a Pharmacy Production Unit, and *Bethanygram* – a home for the elderly.

Student admissions are conducted in accordance with the regulations set by the relevant authorities and in line with the management's admission policy.

*"The day on which you have not done any good to others, will not be counted in the ledger of your Book of Eternal Life"*

*St. Kuriakose Elias Chavara*

**"Quality in healthcare is not only doing things right but doing the right things." – Avedis Donabedian**



## **VISION, MISSION , CORE VALUES & PHILOSOPHY OF THE INSTITUTION**

**VISION :** To be a foremost teaching hospital known for its excellence in holistic healthcare, quality education and research.

### **MISSION:**

- ✓ Employing the best possible staff
- ✓ Providing state-of-the-art facilities in an eco-friendly ambience
- ✓ Imparting affordable, inclusive, quality healthcare to all
- ✓ Catering to the physical, emotional and spiritual needs of the patients
- ✓ Following merit-based, transparent and non-exploitative admission procedure
- ✓ Challenging our students to become forward-looking, dedicated health care personnel, with competence, integrity and compassion as their hallmarks
- ✓ Instilling in the staff and students respect for life at every stage of its growth and in all its manifestations
- ✓ Inspiring the students to reach out to the poor and the marginalized, especially those in the rural areas
- ✓ Promoting innovative research that will benefit the humanity

### **CORE VALUES:**

1. Honor: Commitment to integrity, ethical conduct and respect for life
2. Compassion: Cultivating empathy and sensitivity in students to ensure humanity-driven patient care
3. Abundance: Nurturing a culture of generosity in knowledge sharing, mentorship, and opportunities that empower students.
4. Ethical Professionalism: Integrating scientific rigor with principled and ethical medical practice.
5. Homely Feeling: Fostering a supportive familial environment that nurtures trust and belonging.

### **PHILOSOPHY:**

We believe in fostering a comprehensive and compassionate approach to Medical Education that prioritizes the holistic development of our students. Our Philosophy centers on the integration of scientific excellence, ethical integrity and humanistic care.



## QUALITY POLICY WITH OBJECTIVES

### QUALITY POLICY: *“Redefining care Every day in Every way”*

Amala Institute of Medical Sciences is committed to academic excellence, ethical medical practice, patient-centered healthcare, research, innovation and community engagement.

We strive to become a global center of excellence in medical education and research by ensuring quality in every endeavour—teaching, learning, clinical practice, research, consultancy and collaborations through the integration of innovative technologies and value-based education.

### QUALITY OBJECTIVES

Amala Institute of Medical Sciences is committed to:

1. **Student centric Teaching and Learning:** Encourage active participation, problem definition and solving and experiential learning in a nurturing environment with homely feeling
2. **Continuous Improvement of Skills and Competencies:** Implement robust mechanisms for the continuous evaluation of competencies and skill-based learning to shape quality healthcare professionals
3. **Faculty Employment and Development:** Recruit highly qualified faculty and organize cutting edge Faculty Development Programs (FDPs), workshops and skill-building initiatives to uphold global standards of pedagogy and clinical expertise
4. **Ethical and Professional Standards:** Uphold integrity, accountability and empathy in all academic and clinical practices
5. **Research and Innovation:** Foster a world-class research environment that encourages collaborative projects and translational healthcare innovations



6. **Community Engagement:**Conduct outreach programs, preventive health campaigns, establish outreach centres and implement social responsibility initiatives for community well-being
7. **Digital and Infrastructure Advancement:**Upgrade simulation labs and smart classrooms with AI-driven tools for cutting-edge medical education and research and enhance digital platforms to improve patient care
8. **Quality Culture:**Continuously improve processes to achieve and sustain high rankings in major national academic and clinical accreditation systems
9. **Wellness of the Amala Community:**Promote the holistic development of students and faculty – physical, social, spiritual and mental well-being – to help them cope with stress and challenges

*A Home for total Healing ...*

## OBJECTIVES OF IQAC

- To promote the timely, effective, and progressive execution of academic, administrative, and financial functions.
- To design and implement academic and research programmes that are relevant, high in quality, and aligned with institutional and societal needs.
- To ensure that academic programmes remain accessible and affordable to learners from all sections of society.
- To enhance teaching and learning through the adoption and integration of modern, innovative, and technology-enabled methods.
- To uphold transparency, fairness, and reliability in all processes of assessment and evaluation.
- To provide adequate support systems and services, ensuring their proper allocation, utilization, and regular maintenance.



- To encourage the dissemination of research outcomes and foster collaborations and networking with institutions at the national and international levels.

## FUNCTIONS OF IQAC

- Establish and implement quality benchmarks to guide the continuous enhancement of academic, healthcare, research, and administrative practices.
- Define and monitor standards for academic and administrative processes to ensure efficiency, accountability, and measurable outcomes.
- Create and sustain a learner-centered environment that supports quality education and facilitates faculty development for adopting innovative, technology-enabled, and participatory teaching methods.
- Collect, review, and act upon feedback from stakeholders—including students, faculty, staff, alumni, employers, and patients—on institutional quality processes.
- Share information on quality initiatives and parameters with stakeholders to foster awareness, participation, and transparency.
- Conduct workshops, seminars, and training programs at both institutional and inter-institutional levels on quality themes, while encouraging the establishment of departmental quality circles.
- Maintain systematic documentation of all programs and activities that contribute to quality improvement across the institution.
- Function as the coordinating body for quality-related initiatives and facilitate the adoption and dissemination of best practices across departments.
- Build and maintain an institutional database through a Management Information System (MIS) for monitoring, evaluation, and ongoing quality enhancement.
- Undertake regular Academic and Administrative Audits (AAA) and ensure effective follow-up actions for improvement.
- Prepare and submit the Annual Quality Assurance Report (AQAR) to various accreditation bodies, in line with its prescribed guidelines and parameters.



## COMPOSITION OF IQAC

The IQAC is constituted under the Chairmanship of the Principal, Amala Institute of Medical Sciences, Thrissur, with heads of important academic and administrative units, teachers, distinguished educationists, and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairman ( Principal)
2. Teachers to represent all levels (Three to eight)
3. One member from the Management
4. A Few Senior Administrative Officers
5. One nominee each from the local society, Students, and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers is the coordinator

## ROLE OF THE IQAC COORDINATOR

The IQAC Coordinator in a medical college plays a pivotal role in promoting a culture of quality, excellence, and continuous improvement across all academic, clinical, and administrative domains. Serving as the chief facilitator of the Internal Quality Assurance Cell (IQAC), the coordinator ensures institutional compliance with the quality standards prescribed by various regulatory and accreditation bodies. The role further involves integrating best practices in teaching, learning, research, healthcare delivery, and community engagement to achieve holistic institutional development and sustained quality enhancement.



## QUALITY AUDITS

The Quality Audit at Amala Institute of Medical Sciences (AIMS), Thrissur, is conducted through a stringent and systematic review process aimed at fostering institutional excellence. The audit emphasizes continuous enhancement in key domains such as teaching-learning, research, infrastructure development, quality investments, staff development, and office administration. Through this structured evaluation, AIMS ensures adherence to quality benchmarks, promotes innovation, and sustains its commitment to delivering value-based education and healthcare of the highest standards.

### Types of Quality Audits at AIMS, Thrissur

#### 1. Academic and Administrative Internal Audit -Every year

- Focuses on teaching-learning processes, curriculum implementation, evaluation methods, and office administration practices.
- Conducted periodically within the institution to ensure compliance with set standards and identify areas for improvement.

#### 2. Academic and Administrative External Audit- Alternative years

- Undertaken by external experts and regulatory bodies to evaluate teaching-learning systems and administrative processes.
- Ensures transparency, accountability, and alignment with national/institutional quality frameworks.

#### 3. Other Audits

- **Green Audit** - To assess eco-friendly practices and sustainability measures.
- **Energy Audit** - To evaluate energy consumption and conservation strategies.
- **Carbon Sequestration Audit** - To measure and monitor the institution's carbon footprint and mitigation efforts.
- **Library Audit** - To review library resources, accessibility, utilization, and digital learning support.



The Academic and Administrative Audit (AAA) of a medical college primarily evaluates curriculum planning and implementation, teaching-learning processes, assessment and evaluation methods, research and academic contributions, and student support and progression. On the administrative side, the audit focuses on governance and leadership, infrastructure and clinical facilities, faculty and human resource development, library and learning resources, financial management and resource utilization, and overall administrative efficiency. In addition, other quality audits such as green audit, energy audit, carbon sequestration audit, hospital infection control audit, and library audit are also considered to ensure sustainability, accountability, and continuous quality improvement across the institution.

### **IQAC ACADEMIC CALENDAR**

The IQAC Academic Calendar of Amala Institute of Medical Sciences, Thrissur, provides a structured roadmap for academic, research, and quality initiatives across the year. It aligns with NMC and KUHS guidelines, ensuring systematic planning of teaching-learning, faculty development, research activities, and community outreach, while fostering a culture of excellence and continuous improvement.

The annual academic calendar of AIMS is formulated during April/May/June in alignment with IDP (Institutional Development Plan), Department Plan of Action, IQAC Annual Calendar, and Exam Calendar published by the University.

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PRINCIPAL

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