

Amala Institute of Medical Sciences, affiliated to KUHS

Action Taken Report (ATR)

Meeting dt. 05.08.2025

Sl. No.	Key Area	Decision	Action Taken	Status
1	I	To make documents more complete with the addition of pneumatics and latest upgrades.	The documents were revised to include pneumatics and the latest system upgrades, ensuring greater completeness and accuracy.	Done
2		Add more geotagged colour photographs	More geotagged colour photographs have been added to enhance documentation quality and verification.	Done
3		Add in-house sports and cultural events.	In-house sports and cultural events have been incorporated to ensure comprehensive reporting of institutional activities.	Done
4	II	It was proposed that student progress details be unified and that detailed student profiles be included for improved documentation.	The student results have been compiled and analyzed for performance evaluation.	Done
	III	Add-on, Value-added, and Certificate courses.	A hands-on Workshop/ Certified course on Research Methodology for UG students has been initiated.	Done
5	IV	Include accrediting agency reports (NMC, University, etc.) in external audits.	Reports have been incorporated into the external audit process, and relevant documents are now systematically reviewed and filed for compliance.	Done

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6		Add corrective action report of employee satisfaction survey	A corrective action report based on the findings of the Employee Satisfaction Survey has been prepared, and appropriate measures have been implemented to address the identified areas for improvement.	Done
7		The Quality Policy and Manual should be more comprehensive and encompass all the quality initiatives of the institution.	The Quality Policy and Manual have been revised	Done
8	V	Add Seed Money policy to Research Policy.	The Research Policy has been updated to include the Seed Money policy, ensuring support for initial research projects.	Done
9		Add index list for all documents.	An index list has been added to all documents for easier navigation and quick reference.	Done
10	VI	Ensure clarity of photographs with the Principal's sign and seal on all pages.	The Principal's signature and seal have been affixed on all pages for authenticity.	Done
12		Collect the appreciation letters given to the volunteer faculty.	Appreciation letters awarded to volunteer faculty have been collected and documented for record-keeping.	Done
13	VII	Include documents of mentor-mentee programme.	Documents related to the mentor-mentee programme have been included to reflect guidance and support	Done
14		Overall improvement of alumni activities	Overall improvement of alumni activities is currently in progress	Work in progress

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15	VIII	Add Geotagged photos in Meeting minutes, Including the latest Finance Committee meeting minutes.	Geotagged photos have been added to the meeting minutes, including the latest Finance Committee meeting, for better documentation.	Done
16	IX	Add separate list of best practices.	A separate list of best practices has been added to highlight exemplary institutional initiatives.	Done
17		Include an index listing those best practices	An index listing the best practices has been included for easy reference and quick access.	Done
18	X	Attach employer feedback form.	The employer feedback form has been attached for systematic collection	Done
19		Attach colour copy of Graphs	Colour copies of all graphs have been attached to enhance clarity and visual representation of data.	Done
20		Provide details of collaboration with professional organizations.	Details of collaborations with professional organizations have been included	Done

Prepared by:

Name : Dr. Deepti Ramakrishnan

Designation: Vice Principal & IQAC
Coordinator

Signature :

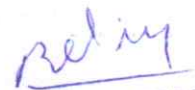



Verified and Approved by :

Name : Dr. Betsy Thomas

Designation : Principal & IQAC
Chairman

Signature :



DR. BETSY THOMAS
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PRINCIPAL

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