

AMALA INSTITUTE OF MEDICAL SCIENCES
THRISSUR
DEPARTMENT OF INTERNAL QUALITY ASSURANCE CELL

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|------------------------|---|
| Program | Academic Training Programme |
| Date | 27 th and 28 th September, 2024. |
| Venue | Medical Education Unit, St. Joseph Block |
| Number of Participants | 16 Staff and 7 Facilitator |
| Resource persons | <ol style="list-style-type: none">1. Rev.Fr.Antony Mannumel CMI. ,Associate Director,AIMS,Thrissur2. Dr.Deepti Ramakrishnan., Vice Principal,AIMS,Thrissur3. Dr.Joby Thomas K.,Chief Administrative Officer, AIMS,Thrissur4. Mr.N.K. Nikhil ,External Advisor5. Mr.Siljo,HRD6. Mrs.Smitha., HRD7. Ms.Laskhmipriya,IT Software Technician8. Mrs.Twinkle Wilson, Executive, IQAC |
| Outcome | Orientation was a crucial step in ensuring that all staff members feel valued and prepared to contribute positively to the departments' objectives. |
| Organized by | Department of Internal Quality Assurance Cell (IQAC) |
| Faculty in charge | Dr.Deepti Ramakrishnan., Vice Principal,AIMS,Thrissur |

Report Academic Training Programme

The Amala Institute of Medical Sciences, Thrissur, successfully organized a two-day "Academic Training programme" on September 27th and 28th, 2024. Sixteen staff members from various departments participated in this enriching training.

The first day began with a session led by Ms. Lakshmipriya, who introduced essential computer tools, covering topics such as MS Office, website management, social media, and the use of Chat GPT. This foundational session aimed to enhance the participants' digital literacy and efficiency in their clerical roles.



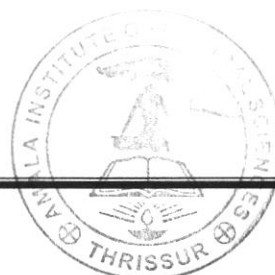
On the second day, the program commenced at 2:00 PM with Dr. Deepti Ramakrishnan, Vice Principal of AIMS, Thrissur, discussing the importance and value of the National Medical Commission (NMC) and Kerala University of Health Sciences (KUHS) within a medical college context. Following her, Dr. Joby Thomas K., Chief Administrative Officer at AIMS, elaborated on the roles and responsibilities of staff members, emphasizing their vital contributions to the institution.

HRD representatives Mr. Siljo and Mrs. Smitha addressed the basic rights of staff and their associated roles, fostering a better understanding of workplace rights and responsibilities. Mr. N.K. Nikhil concluded the sessions with an interactive presentation on ranking criteria for medical colleges, underscoring the importance of maintaining both digital and physical records.

The fifth session of the ongoing Administrative Training Program organized by the Internal Quality Assurance Cell (IQAC) was held on 7th April 2025 at the Digital Education Centre. The session was led by Mrs. Twinkle Wilson, Executive, who conducted an informative and engaging session on the topic "*How to Prepare a Report.*"

The session aimed to enhance the report-writing skills of administrative staff, focusing on clarity, structure, and professionalism in documentation. Mrs. Twinkle Wilson explained the key components of a well-drafted report, including the title, introduction, objectives, methodology, content organization, and conclusion. She also emphasized the importance of consistency in formatting, use of formal language, and accuracy of information.

Participants were guided through practical examples and tips for writing different types of reports commonly required in institutional settings. The session also included an interactive Q&A segment, allowing attendees to clarify their doubts and share their experiences.



Overall, the session was highly beneficial and received positive feedback from participants for its clarity and practical relevance. The training effectively equipped the attendees with essential skills to prepare professional and comprehensive reports.

The program culminated with a valedictory talk by Rev. Fr. Antony Mannumel CMI, Associate Director of AIMS, Thrissur. His remarks highlighted the significance of such orientations in making staff feel valued and prepared to contribute effectively to the department's objectives. Overall, the training was a vital step in empowering non-teaching staff, enhancing their skills, and fostering a collaborative environment within the institute.

The meeting came to an end at 5:00 PM



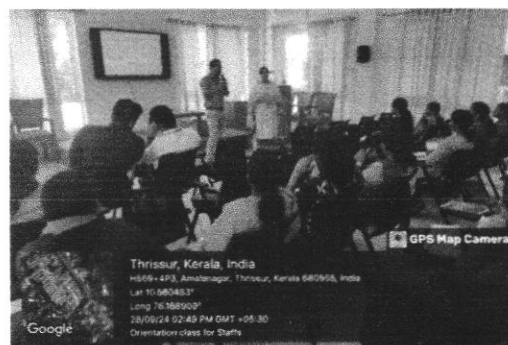
Administrative Training Programme



Session by Dr. Deepti Ramakrishnan,
Vice Principal, AIMS, Thrissur



Session by Mr. N.K. Nikil, External
Advisor



Session by HRD, AIMS, Thrissur





Session by Mrs. Twinkle Wilson

Executive, IQAC



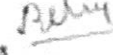
Circular

The IQAC of the institution is conducting a training program on 'Secretarial Works in the Department' for the Non Teaching Staff (Clerical Assistants) in the departments. Participation in the training is mandatory for the Clinical Assistants. The schedule of the training program is as follows:

Schedule :

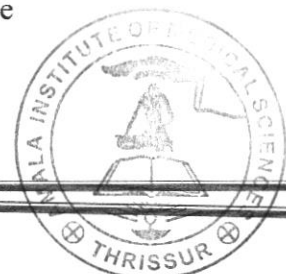
| Sl. No. | Day | Time | Topic | Venue | Facilitator |
|---------|------------|----------------------------|-------------------------|---------------------------|---|
| 1 | 27/09/2024 | 01:30 PM to 03:00 PM | Basic Computer Tools | Library (Computer Lab) | Ms. Lakshmi |
| 2 | 28/09/2024 | 2:00 PM to 3:00 PM | General Orientation | MEU Hall | Fr. Antony Mannummel CMI Dr. Deepti Ramakrishnan Dr Joby Thomas K |
| 3 | 28/09/2024 | 3:00 PM to 05:00 PM | Documentation | MEU Hall | Mr. N.K.Nikhil |

Verified by: 
Dr. Deepti Ramakrishnan
Vice Principal & IQAC Coordinator

Authorized by: 
Dr. Betsy Thomas
Principal & IQAC Chairman

To
Concerned members

Copy to
Associate Director, Chief Administrative Officer, HODs, HR, IQAC File



Sample copy of certificate





Certi. No. AIMS/IQAC/2024/001


Date: 07/04/2025

ADMINISTRATIVE TRAINING PROGRAM CERTIFICATE

This is to certify that..... **LIJI K.O** a staff member
of Amala Institute of Medical Sciences, has successfully completed the Five - Day
Administrative Training Program at Amala Institute of Medical Sciences in October 2024.


Dr. Deepti Ramakrishnan
Vice Principal & IQAC Coordinator


Dr. Betsy Thomas
Principal & IQAC Chairperson


Fr. Antony Mannumel CMI
Associate Director





TRAINING ATTENDANCE SHEET



Amala
INSTITUTE OF MEDICAL SCIENCES
WARRIORSHIP AND ETHICS
PATIENT CARE
EXCELLENCE

Topic : Administrative training programme

Date & Time : 28.09.2024

Dept : IQAC

Venue

Name of Trainer

| Sl. No | Name of the staff | Department | Designation | Signature |
|--------|----------------------|--------------------------|-------------|--------------------|
| 1 | Ajeena - A - V | ENT, Ophthal, Adm. off. | | <i>[Signature]</i> |
| 2 | Fanshana K F | ortho, Physio, IQAC, etc | | <i>[Signature]</i> |
| 3 | Mercy - M - V | Pulmo, Respiratory | | <i>[Signature]</i> |
| 4 | Soumia N R | ndm of Ho | | <i>[Signature]</i> |
| 5 | Sony P Vinayath | Anatomy, Biochemistry | | <i>[Signature]</i> |
| 6 | Liji K O | Pharmacology / IQAC cell | | <i>[Signature]</i> |
| 7 | Shyama - C - N | Surgery or Paediatrics | | <i>[Signature]</i> |
| 8 | Shreela Gopalan | Medicine & OBG | | <i>[Signature]</i> |
| 9 | Ajeena - C - A | Microbiology | | <i>[Signature]</i> |
| 10 | Lissy C D | Forensic Medicine | | <i>[Signature]</i> |
| 11 | Seena - C - S | Dermatology | | <i>[Signature]</i> |
| 12 | Nicy Francis - A | Medical Microbiology | | <i>[Signature]</i> |
| 13 | Liji T C | Pathology | | <i>[Signature]</i> |
| 14 | ANTAL P K | Radiology | | <i>[Signature]</i> |
| 15 | SELEY P - O | Anesthesiology | | <i>[Signature]</i> |
| 16 | JOSE JOHN VAZHAPPILY | CARDIOLOGY | | <i>[Signature]</i> |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Attendance sheet: Academic Training Programme

Report submitted by: Mrs.Liji K O, Associate (T), Administration (MC), AIMS, Thrissur

Approved by:

04 October 2024

Betsy

Dr. BETSY THOMAS
MD, FRCOG, DNB, MICOG
PRINCIPAL

