

Internal Academic and Administrative Audit Report

2024 - 2025

Amala Institute of Medical Sciences, Thrissur

1. Introduction

The Internal Academic and Administrative Audit (AAA) for the academic year 2024–2025 was conducted at Amala Institute of Medical Sciences, Thrissur, under the guidance of the Internal Quality Assurance Cell (IQAC). The audit aimed to assess and enhance the quality of academic processes, administrative functioning, and institutional governance. The process was designed in line with the standards set by the Kerala University of Health Sciences (KUHS), statutory councils, and national accreditation bodies, with a focus on continuous improvement.

2. Objectives of the Audit

- To evaluate the effectiveness of academic delivery and administrative processes.
- To ensure compliance with institutional policies, statutory requirements, and regulatory norms.
- To identify strengths, weaknesses, opportunities, and challenges (SWOC) in the current system.
- To promote quality enhancement measures across teaching, research, patient care, and administration.
- To provide constructive recommendations for further growth.



Observations and Recommendations of Academic Audit

Area	Suggestions
Curricular Aspects	<ul style="list-style-type: none"> • Organize regular guest lectures and workshops by expert faculties • Introduce courses or certificate programs or courses focusing on global competencies, cultural sensitivity, and international best practices in health care and research to prepare students for the global market. • Syllabus to be made available on the website • LMS to be Strengthened further.
Teaching-Learning and Evaluation	<ul style="list-style-type: none"> • Encourage faculty to adopt formative assessment methods for continuous monitoring of student progress. • Develop personalized learning pathways tailored to student performance and interests • Conduct regular faculty development programs on innovative pedagogy, technology integration, and student-centered teaching methods.
Research and Innovation	<ul style="list-style-type: none"> • Increase in faculty and student research publications in indexed journals. • To strengthen patents and design registration. • Interdisciplinary and collaborative research initiatives strengthened through AIMRD. • Enhance the number of research publications resulting from the PG thesis work. • Undertake more Government /Industry funded research projects.



	<ul style="list-style-type: none"> • Support research through incentives, seed money etc. • Recognize the research achievements of faculty and students through prizes. • Develop more outreach programs in collaboration with local governments and NGOs, focusing on education, health, and environmental conservation.
Student Support and Progression	<ul style="list-style-type: none"> • Develop targeted support programs for at-risk students to improve retention rates. • Strengthen alumni engagement to create more networking and mentorship opportunities. • Increase support for student-led initiatives.

Observations and Recommendations of Administrative Audit

Area	Suggestions
Governance, Leadership, and Management	<ul style="list-style-type: none"> • Enhance leadership development programs for faculty and administrative staff. • Introduce recognition and rewards for faculty achievements in research and publication. • Increase the frequency and scope of internal audits to ensure comprehensive institutional functioning • Actively pursue national and international accreditation and ranking opportunities
Infrastructure and Learning Resources	<ul style="list-style-type: none"> • Enhance the campus's green initiatives to promote sustainability • Conduct regular reviews and upgrades of IT infrastructure to ensure it meets the growing demands of digital education and administration



	<ul style="list-style-type: none"> • Systematically document all extension activities, including objectives, outcomes, and impact assessments, for inclusion in accreditation reports. • Partner with other educational institutions on collaborative innovation projects that address societal challenges in healthcare areas • Foster a culture of continuous improvements, where best practices are regularly reviewed, updated, and scaled to other areas of the institution.
Administrative Systems	<ul style="list-style-type: none"> • Digitization of records and automation of processes strengthened. • Transparency in financial management and procurement maintained. • Grievance Redressal, Anti-ragging, and Ethics Committees are actively functional. • To start Bio-Medical Authentication in the library • Ensure online payment mode for fee and others
Best Practices Identified	<ul style="list-style-type: none"> • Integration of patient care, education, and research through a multidisciplinary approach. • Implementation of IMPACT mentoring programme for PG research. • Conduct of FDPs to enhance teaching quality. • Strengthened IQAC initiatives through capacity building, audit mechanisms, and quality reviews. • Preparation of manuals/Policies/Committees.



Recommendations by Auditors

- Initiate Add-on/Value-added Courses (minimum 30 hours).
- Upgrade and improve the quality of classrooms.
- Strengthen Mentorship Programmes and SSGP (Student Support and Guidance Programmes).
- Strengthen Alumni engagement initiatives.
- Initiate a Library Audit and conduct regular stock verification.
- Continue to strengthen interdepartmental research collaborations.
- Enhance industry-academia linkages for research and student placements.
- Expand international academic collaborations and student exchange programmes.
- Integrate digital platforms more effectively for academic delivery and administration.
- Focus on Outcome-Based Education (OBE) and ensure continuous curriculum innovation.

Conclusion

The Internal Academic and Administrative Audit 2024-2025 reaffirms Amala Institute of Medical Sciences' commitment to excellence in academics, healthcare, research, and administration. The institution has made significant progress in quality enhancement, guided by the IQAC, and is well-positioned to achieve higher benchmarks in accreditation, innovation, and societal contribution.



Internal Academic Audit Report Prepared by :

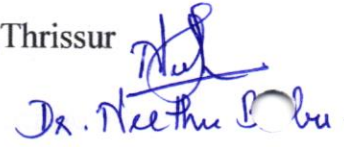
1. Dr. Taniya George, Assistant Professor, Department of Pathology, AIMS, Thrissur



2. Dr. Renji Francis, Senior Resident, Department of Microbiology, AIMS, Thrissur



3. Dr. Neethu Babu, Senior Resident, Department of Microbiology, AIMS, Thrissur



Internal Administrative Audit Report Prepared by :

Dr. Joby Thomas K, Chief Administrative Officer, AIMS, Thrissur

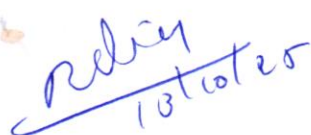


PROF. (DR.) JOBY THOMAS.K
M.Sc, M.Phil, MBA, Ph.D
CHIEF ADMINISTRATIVE OFFICER
AMALA INSTITUTE OF MEDICAL SCIENCES
THRISSUR-680 555

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



Approved by : Dr. Betsy Thomas., Principal & IQAC Chairman



Dr. BETSY THOMAS
MD, FRCOG, DNB, MICOG
PRINCIPAL
AMALA INSTITUTE OF MEDICAL SCIENCES
AMALA NAGAR, THRISSUR-680 555