

Amala Institute of Medical Sciences, affiliated to KUHS

Action Taken Report (ATR)

Employee Satisfaction/Faculty Feed back

| Sl. No. | Decision | Action Taken | Status |
|---------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1 | More quality-oriented faculty training programmes. | <ul style="list-style-type: none"> • Quality orientation training programs are conducted by the Medical Education Unit (MEU) of AIMS, Thrissur. Special training sessions are organized for faculty on the Learning Management System (LMS) platform through Moodle. • Special sessions were conducted for Senior Residents (SRs) on curriculum orientation. • The administrative team also undertook campus visits to actively engage with laboratory and MEU functions at the following institutions: <ol style="list-style-type: none"> 1. Kasturba Medical College, Manipal 2. St. John's Medical College, Bangalore 3. Manipal University College, Mangalore • A new Skill Lab area was developed, and mannequins were updated and are being regularly maintained. • A new Medical Education Unit (MEU) centre was established adjacent to the Skill Lab to facilitate smooth and effective skill development training. | Done |
| 2 | Rotation of responsibilities to gain experience. | Responsibilities are being rotated among faculty members based on the suggestions of the respective Heads of Departments. Departments have also been instructed to ensure internal rotation of duties. | Done |


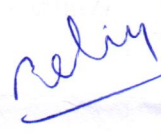
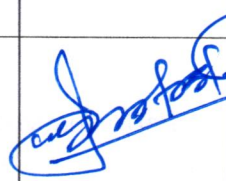
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| 3 | Provide duty rooms, insurance, and interdepartmental sessions. | Duty rooms have been provided for the newly constructed departments, including Obstetrics & Gynaecology, Paediatrics, Physical Medicine, Pulmonary Medicine, Orthopaedics, and others. | Done |
| 4 | Hospital Staff Insurance | The implementation of a comprehensive insurance scheme for hospital staff is currently in progress | Work in progress |
| 5 | Appraisal system for all staff. | A comprehensive 360° feedback-based appraisal system has been introduced for all staff. The outcomes of the appraisal process are integrated with recognition programs and career advancement opportunities. | Done |
| 6 | Lab Report Access to patients through online | Lab report availability has been enhanced through SMS and patient portal integration. | Done |
| 7 | OPD Billing & Dispatch | <ul style="list-style-type: none"> • Appointed Patient Relationship Executives (PREs) for OPD billing. • Deployed additional staff in the pharmacy for smooth and timely medicine dispatch. | Done |
| 8 | Salary Revision & Pay Structure | All procedures and initiatives were implemented in strict adherence to government regulations and institutional policies. | Done |
| 9 | Incentives for staff | To promote a culture of quality research, an incentive system has been introduced to encourage faculty to publish impactful research papers. Recognition, in the form of mementos and cash awards, is conferred based on the merit and significance of publications during Research Day 2025 | Done |
| 10 | Pension plans | Pension plan options for eligible staff are under review, and discussions with financial institutions are in progress for implementation. | Incomplete |

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| 11 | Promotion of research activities | <ul style="list-style-type: none"> Centralized Amala Centre for Research and Innovation Provides seed funding of up to ₹2 lakhs to encourage and support faculty-led research initiatives. To date, the institution has allocated and utilized approximately ₹25 lakhs as seed money to promote research and innovation. | Done |
| 12 | Wellness Centre | A wellness centre has been established for faculty to access physical and mental health support at any time. | Done |
| 13 | Performance Monitoring | <ul style="list-style-type: none"> 360° performance appraisal ensures each faculty's contribution is reviewed and improved upon through mentorship and feedback. Faculty members requiring additional support or improvement will be guided and mentored through review meetings with the Principal and Management. | Done |
| 14 | Infrastructure of college | Ongoing renovation and development works are in progress. Plans to increase MBBS seats to 200 are being pursued with NMC approval. | Work in progress |
| 15 | Strengthen the reimbursement policy for faculty members handling additional academic or administrative responsibilities | The institution has introduced a reimbursement policy for faculty members who undertake additional responsibilities beyond teaching and clinical duties. Each eligible faculty member may claim reimbursement of up to ₹10,000 per year, which can be availed for a single event or multiple academic engagements such as conferences, seminars, symposiums, workshops, or training programs | Done |

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| | Name | Designation | Signature |
|-------------|-------------------------|-------------------------------------------|-------------------------------------------------------------------------------------|
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