

Policy for Information to Students Regarding Academic Activities

1. Introduction

This policy outlines the procedures and guidelines for informing MBBS students about academic activities, including lectures, practical sessions, examinations, clinical rotations, and other educational events.

2. Objectives

- Ensure timely and clear communication of academic schedules and activities.
- Enhance student preparedness and participation.
- Promote transparency and accessibility of information.

3. Scope

This policy applies to all MBBS students and faculty members involved in delivering and managing academic activities.

4. Communication Channels

Information about academic activities will be disseminated through multiple channels to ensure accessibility for all students.

4.1 Official Email

- All students will receive official notifications via their institutional email accounts.
- Important updates, changes in schedules, and announcements will be communicated through this medium.

4.2 Learning Management System (LMS)

- The LMS will serve as the primary platform for sharing detailed schedules, course materials, and announcements.
- Students are required to regularly check the LMS for updates.



4.3 Notice Boards

- Physical notice boards will be maintained in key locations within the medical school premises.
- Essential information, such as examination schedules and important deadlines, will be posted here.

4.4 SMS Notifications

- For urgent and time-sensitive information, SMS notifications will be sent to students.
- Students are responsible for keeping their contact information up-to-date with the administration.

4.5 Social Media and Instant Messaging

- Official social media groups and messaging apps (e.g., WhatsApp, Telegram) will be used for quick updates and reminders.
- These channels will be moderated by designated faculty members to ensure accuracy and relevance of information.

5. Information Dissemination Procedure

- **Preparation of Schedules:** Academic schedules for each term will be prepared by the academic office in collaboration with department heads and course coordinators.
- **Approval and Publication:** Schedules will be reviewed and approved by the academic council before publication.
- **Timely Communication:** All academic activities will be communicated to students at least two weeks in advance whenever possible. Changes to schedules will be communicated immediately.

6. Types of Academic Information

- **Course Schedules:** Detailed timetables for lectures, practical sessions, clinical rotations, and seminars.
- **Examination Dates:** Dates and formats for all assessments, including mid-term and final examinations.



- **Assignment Deadlines:** Submission deadlines for assignments, projects, and other coursework.
- **Clinical Rotations:** Information on clinical rotation schedules, locations, and supervising faculty.
- **Extra-Curricular Activities:** Announcements of workshops, conferences, guest lectures, and other academic enrichment activities

7. Student Responsibilities

- **Regular Check:** Students are responsible for regularly checking their institutional email, LMS, and other official communication channels.
- **Adherence to Schedules:** Students must adhere to the published schedules and meet all deadlines.
- **Prompt Updates:** Students should promptly update their contact information with the administration to ensure they receive all communications.

8. Faculty Responsibilities

- **Timely Updates:** Faculty members are responsible for providing timely updates to the academic office regarding any changes in their course schedules or activities.
- **Clear Communication:** Faculty should clearly communicate any additional requirements or changes directly to students during class sessions and through official channels.

9. Feedback and Continuous Improvement

- **Student Feedback:** Regular feedback from students will be collected to assess the effectiveness of communication methods and identify areas for improvement.
- **Review Meetings:** Periodic review meetings will be conducted by the academic office to evaluate the dissemination process and implement necessary enhancements.

10. Compliance and Enforcement

- **Monitoring:** The academic office will monitor compliance with this policy.
- **Accountability:** Students and faculty who do not adhere to the communication protocols may be subject to disciplinary action as per institutional regulations.

11. Policy Review

- This policy will be reviewed annually by the academic council to ensure its relevance and effectiveness. Feedback from students and faculty will be considered in the review process.





12. Details of the Academic Phase

- The academic calendar will be provided to each student at the time of entry into the respective phase. It includes the examination timetable, clinical posting schedule, and lecture class schedule.

This policy ensures that MBBS students are well-informed about their academic activities, facilitating better preparation, participation, and overall academic success.

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