

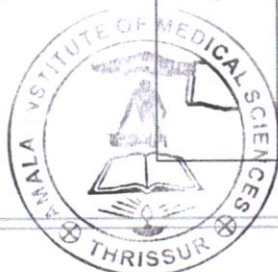
**Amala Institute of Medical Sciences, affiliated to KUHS  
Minutes of Feedback Implementation Committee Meeting**

<b>Name of the Department</b>	Feedback Implementation Committee Meeting
<b>Date &amp; Time</b>	26 <sup>th</sup> July 2025
<b>Meeting Number</b>	2 <sup>nd</sup> FIC Meeting
<b>Venue</b>	Principal's Office
<b>Chairperson</b>	Dr Betsy Thomas
<b>Members Present:</b>	<b>Name of the Faculty</b>
	Dr. Betsy Thomas
	Dr. Deepti Ramakrishnan
	Dr. Neeraja B.
	Dr. Iswarya Babu
	Dr. Taniya George
	Dr. Sruthy C. M
	Dr. Tinju James
<b>Members Absent</b>	Mr. Sujith
	Ms. Smitha
	Mr. Jithu
	Dr. Rakesh L John
	Mr. Makhlof Mathew Martin (2022 batch)



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Sl. No	Agenda Item	Discussion / Decision Taken	Responsibility	Timeline
1	Opening	Silent prayer	-	-
2	Chairing the Meeting	Dr. Betsy Thomas, IQAC Chairperson, presided over the meeting	-	-
3	Meeting Frequency	It was decided to conduct FIC meetings biannually	Chairman and Feedback Convenor	Ongoing
4	Employer Feedback	Employer feedback will be collected through the Principal's email ID. The feedback form will be prepared and forwarded to the Principal's office.	Feedback Convenor	Within one week
5	Alumni Contact	To trace the alumni and their respective institutions to collect employer feedback.	Twinkle	Two weeks
6	Faculty Curriculum Feedback	To check the current status and collect if needed	Feedback Convenor	As applicable
7	CSR Feedback	CSR feedback will be collected through WhatsApp groups and will also be introduced in more camps. Also document the handwritten feedback collected from the camp by Dr. Sruthy.	Dr. Sruthi C.M.	Two weeks
8	PTA Feedback – 2023 Batch	Several issues discussed:	Management, Hostel and Mess Committees	Immediate / Ongoing
		• Warden complaints addressed		
		• Improve Mess menu		
		• More girls' washrooms to be added in renovation		



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		• Second Saturday holiday not possible		
9	Canteen Feedback	No need to collect again, already available with Quality Dept. & Hospital	Quality Department/ Ms. Ajeena	One week
10	Post-Internal Assessment Feedback	Dr. Iswarya suggested short feedback form after each internal	Dr. Iswarya Babu P	From next internal
11	Self-Appraisal & Peer Review	Already handled by HR	HR Dept.	Ongoing
12	SSGP Feedback	Considered for future implementation	Feedback Convenor	Later Stage
13	Student Awareness through Feedback initiative	Suggested to conduct various programs like quiz and treasure hunt involving institution related activities	Feedback Convenor	Next academic cycle
14	ERP Feedback Module	Mr. Sujith informed ERP will soon have feedback collection features	IT Department	Upon ERP launch
15	Feedback Sharing	All feedbacks to be shared in IQAC group for review and suggestions	Feedback Convenor	Ongoing
16	Individual Faculty Feedback	To seek permission from Fr. Antony Mannummel CMI, Associate Director to collect student feedback on individual faculty using rating scale and share it personally	Feedback Convenor/ Associate Director	Next meeting



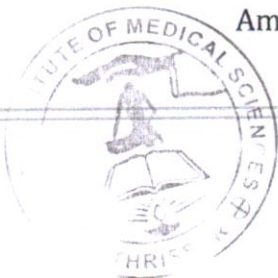
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<b>Action Taken Report(ATR) for previous meeting</b>			
<b>Sl No</b>	<b>Decision</b>	<b>Action Taken</b>	<b>Status</b>
1	AC in classrooms requested by PTA.	Implementation initiated.	In Progress
2	Hygiene issues in washrooms.	Letter sent to Naipunya for improvement.	Action Initiated
3	Academic support for backlog students.	Remedial classes and video access arranged; attendance made compulsory.	Ongoing
4	Preference for second Saturday holiday.	Clarified: Not applicable as per NMC norms.	Completed
5	Courier collection facility requested.	Cupboard to be installed near reception for student use.	In Progress
6	Extension of library hours and hostel curfew before exams.	Will be implemented one month before exams; hostel curfew extended to 9 PM with batch-wise permission.	To be Implemented (before exams)
7	Suggestion for uniform shirt and pant.	Implemented for 2024 batch onwards	Done
8	Request for curriculum change.	Not feasible; bound to University curriculum.	Not Applicable
9	Request for food delivery allowance.	Restriction continues due to safety concerns.	Ongoing
10	QAS-based feedback requirement from each criteria head.	Criteria heads instructed to submit inputs.	In Progress

Prepared by : Ms. Alen Joy  
Office Associate, IQAC

Verified by : Dr. Neeraja B, *Neeraja*  
FIC, Convenor  
Amala Institute of Medical Sciences

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Approved by : Dr. Betsy Thomas  
Principal and IQAC Chairman  
Amala Institute of Medical Sciences





**Amala Institute of Medical Sciences**

Name of the Meeting : Feedback Implementation Committee Meeting

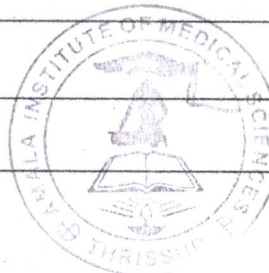
Date : 26<sup>th</sup> July 2025

Time : 12:00 PM

Venue : Principal's Office, Medical College

**Attendance Sheet**

Sl. No.	Name	Signature
1	Dr. Betsy Thomas	
2	Dr. Deepti Ramakrishnan	
3	Dr. Neeraja B.	
4	Dr. Iswarya Babu P	
5	Dr. Taniya George	
6	Dr. Sruthy C. M.	
7	Dr. Tinju James	
8	Dr. Rakesh L John	-
9	Ms. Smitha	-
10	Mr. Jithu	-
11	Mr. Sujith	
12	Mr. Makhlof Mathew Martin (2022 batch)	-
13		-
14		
15		






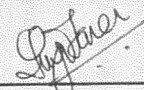
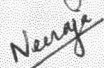




Dr. BETSY THOMAS  
MD, FRCOG, DNB, MICOG  
PRINCIPAL

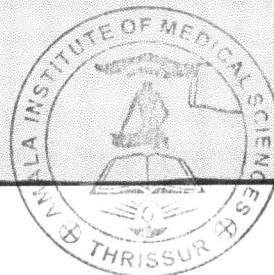
AMALA INSTITUTE OF MEDICAL SCIENCES  
AMALA NAGAR, THRISSUR-680 555

Feedback Implementation Committee

Date: 8<sup>th</sup> Sept 2024

Venue: Principals office

Feedback Implementation Committee			
SI No	Name	Role	Signature
1	Dr. Betsy Thomas	Chairperson	
2	Dr. Deepti Ramakrishnan	IQAC Representative	
3	Dr. Iswarya Babu	Faculty Representatives	—
4	Dr. Deepa K Nair	Faculty Representatives	
5	Dr. Sruthy C. M.	Faculty Representatives	—
6	Dr. Tinju James	Faculty Representatives	
7	Dr. Neeraja B.	Faculty Representatives	
8	Dr. Rakesh	Alumni Representative	
9	Ms. <del>Divya</del> Soni Iku Varghese	HR Representative	
10	Mr. Jithu Ms. Athira	Social Service Coordinator	
11	Mr. Sujith	IT Support	



**Minutes of the Meeting**

Date: 6<sup>th</sup> September 2024

Name of the meeting : Feedback Implementation Committee Meeting  
Place : Principal's Office, Medical College  
Time : 03:00 pm  
Presented attendees : Dr. Betsy Thomas, Dr. Deepti Ramakrishnan, Dr. Deepa K Nair,  
Dr. Tinju James, Dr. Neeraja B, Dr. Rakesh L John,  
Dr. Sanitha Varghese, Ms. Athira, Mr. Sujith and Ms. Alen Joy

**REPORT:**

The meeting commenced with a silent prayer.

This was the first meeting of the Feedback Implementation Committee. The Principal, Dr. Betsy Thomas, presided over the session.

Dr. Neeraja B., Convenor of the Feedback Implementation Committee and IQAC Criteria head, welcomed all members and explained the scope of the committee.

Dr. Deepti Ramakrishnan, IQAC Coordinator, elaborated on the importance and role of the committee.

Dr. Betsy Thomas, Chairperson of the IQAC & Feedback Implementation Committee, discussed the current feedback system, the process of collecting feedback, the different types of feedback, and its significance.

The PTA feedback collected on 24th August 2024 was reviewed and discussed :

The request for AC in classrooms will be implemented shortly.

A letter has been sent to Naipunya regarding the need for improved hygiene in washrooms.

To support students with backlogs, additional class videos and remedial classes will be provided, along with compulsory attendance for special classes.

Second Saturday holiday preferred : As per University guidelines, two weeks of vacation and two weeks of public holidays are only mentioning and is provided.

Regarding the preference for a second Saturday holiday, it was clarified that, as per University guidelines, only two weeks of vacation and two weeks of public holidays are required and provided.

To facilitate courier collection, a cupboard will be placed near the reception. Students will be responsible for collecting their items.

Library hours will be extended one month before examinations, and hostel curfew will be extended from 7:00 PM to 9:00 PM during the same period, with prior batch-wise permission.

The suggestion for uniform shirts and jackets will be discussed in the next uniform committee meeting, and necessary changes will be implemented soon.

Curriculum modifications are not possible at present as the institution follows University guidelines.

Food delivery to the campus will remain restricted due to safety protocols.

The meeting concluded with the decision to collect feedback requirements based on QAS guidelines from each criteria head, in order to further revise and strengthen the feedback system.

Verified by : *Neeraja*

Dr. Neeraja B., Convenor  
Feedback Implementation Committee  
IQAC Criteria head

Approved by :

Dr. Betsy Thomas Chairperson IQAC  
Chairperson, Feedback Implementation Committee



*Betsy*  
Dr. BETSY THOMAS  
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