



RECREATION FACILITY - REPORT

Standard: 1.2.6

Measurable point: Picnic and retreat arranged for employees and students

Report

The Non-Teaching Staff Association organized a tour on January 19, 2025, to the Nefertiti Cruise Ship, Velankanni Church, and Cherai Beach, providing an opportunity for relaxation, bonding, and rejuvenation. A total of 40 staff members participated in this much-anticipated event.

The journey commenced at 6:00 AM, with a Holy Mass led by Fr. Antony Mannummel, who offered prayers and extended his good wishes for a safe and joyful trip. Following the mass, the participants enjoyed a traditional South Indian breakfast at 8:00 AM, consisting of idly, vada, egg, chutney, and sambar, fostering a sense of camaraderie and togetherness.

By 9:10 AM, the group reached Bolgatty Island IWAJ Jetty, Ernakulam, where they boarded the Nefertiti Cruise Ship. The participants were warmly welcomed with a refreshing welcome drink as they embarked on an exciting four-hour cruise. The ship's crew ensured a delightful experience with engaging cultural performances, including dance and mimicry acts.

The group explored the upper deck, marveling at the breathtaking panoramic views of the sea. They later gathered for tea, snacks, pastries, and biscuits, accompanied by live music that added to the lively atmosphere. Inside the cruise auditorium, the participants enthusiastically took part in music and dance performances, making cherished memories together.

The journey aboard the cruise concluded with a lavish grand lunch, offering a diverse spread of delicious dishes. The hospitality and service provided by the cruise staff were highly commendable, ensuring a memorable and enjoyable experience for everyone.

At 2:00 PM, the group disembarked and proceeded to visit Velankanni Church, where they spent peaceful and reflective moments. They explored the serene surroundings, offered prayers, and took time to appreciate the spiritual significance of the place. The tranquil atmosphere allowed for deep contemplation and devotion, enriching the overall experience.

Later, the group headed to Cherai Beach, where they admired the scenic sea views, captured beautiful photos, and indulged in local street food and ice cream. They also explored the local street market, purchasing handmade crafts, toys, and clothing. Many participants stepped into the sea, enjoying the gentle waves and refreshing ocean breeze, adding to the excitement of the day.

As the sun began to set, everyone gathered near the bus at 6:30 PM to commence the return journey. The group arrived back safely at 9:00 PM, marking the end of a truly delightful and memorable tour, filled with fellowship, relaxation, and cherished moments.

Minutes prepared by : Ms. Alen Joy, (Tour Coordinator)
Office Associate

Verified : Mr. Binumon Antony, (NTSA President) **Approved by :** Fr. Antony Mannummel CMI
Health Inspector Associate Director

REPORT ON PICNIC FOR NON-TEACHING STAFF



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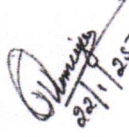



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Tour Expense			
Sl No	Purpose	Amount	
1	Nefertiti Cruise ship	2300/ person x 40	92000
2	Transportation	19500 + 500(Driver)	20000
3	Parking	120/hrs x 2	240
4	Food and beverage cost 77/Person x 40	2700 + 380 (travel)	3080
Total			115320
2883/ per person X 40 = 115320			
Balance : 136000 - 116080 = 20680			


 22/1/25-
 Adv. PHINERGEEV ALAPPATT V
 K/630/06
 THRISSUR -3
 LEGAL ADVISOR



TOUR EXPENSES FOR PICNIC FOR NON-TEACHING STAFF





RECREATION FACILITY - REPORT

Standard: 1.2.6

Measurable point: Picnic and retreat arranged for employees and students

ANNEXURE NO:1

Date & Place of the Tour: 19 JANUARY 2025 @ ERNAKULAM

NAME OF THE DEPARTMENT

SL.NO	NAME	TOTAL AMOUNT	CONTRIBUTION FROM THE MANAGEMENT	DEDUCTION FROM THE SALARY
1	Rev. Fr. Antony Mappuraz CMI	3400/-	300/-	1034 X 3
2	Dr. Jiby Dharma K.	3400/-	300/-	1034 X 3
3	Dr. Jayanth Antony	3400/-	300/-	1034 X 3
4	Asha Thomas	3400/-	300/-	1034 X 3
5	Sumana P.A	3400/-	300/-	1034 X 3
6	Geetha V.V	3400/-	300/-	1034 X 3
7	Reeba T.B	3400/-	300/-	1034 X 3
8	Viji V.C	3400/-	300/-	1034 X 3
9	Shirna C.N	3400/-	300/-	1034 X 3
10	Mr. K.D	3400/-	300/-	1034 X 3
11	Msy. T.A	3400/-	300/-	1034 X 3
12	Parvathamma	3400/-	300/-	1034 X 3
13	Alvin Joy	3400/-	300/-	1034 X 3
14	Alvina A.V	3400/-	300/-	1034 X 3
15	Parvathamma K.F	3400/-	300/-	1034 X 3
16	Lakshmi Pooja Sajwan	3400/-	300/-	1034 X 3
17	Jenny Mathias	3400/-	300/-	1034 X 3
18	Veney Mathew	3400/-	300/-	1034 X 3
19	Shales P.A	3400/-	300/-	1034 X 3
20	Shruthi	3400/-	300/-	1034 X 3
21	Seena C.S	3400/-	300/-	1034 X 3
22	Shyamalan	3400/-	300/-	1034 X 3
23	Karthman P. John	3400/-	300/-	1034 X 3
24	Krishnan K.V	3400/-	300/-	1034 X 3
25	Alvin T.D	3400/-	300/-	1034 X 3
26	Santhya C.D	3400/-	300/-	1034 X 3
27	Msy. Rose Arlene	3400/-	300/-	1034 X 3
28	Manusha Mantharan	3400/-	300/-	1034 X 3
29	Geetha	3400/-	300/-	1034 X 3
30	Kanishk K.R	3400/-	300/-	1034 X 3
31	Mr. C.J	3400/-	300/-	1034 X 3
32	Princy A.D	3400/-	300/-	1034 X 3
33	Geetha P.V	3400/-	300/-	1034 X 3
34	Mr. T.C	3400/-	300/-	1034 X 3
35	Shahana Ashraf	3400/-	300/-	1034 X 3

Name & Signature of the Priest in - Charge: Fr. Julious Arakkal CMI

Name & Signature of the Tour In-Charge: ALVIN JOY Director

Signature of GM | HR & Legal: [Signature]

DISTRIBUTION OF EXPENSES FOR PICNIC - SAMPLE COPY





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AMALA INSTITUTE OF MEDICAL SCIENCES
(An ISO 9001:2015 Certified Hospital)
AMALANAGAR - THRISSUR

PAYMENT VOUCHER

Department: *Non teaching staff, MC* Date: *09/01/2025* V No.

Particulars	Amount
<i>Tour advance</i>	<i>99,300/-</i>
Total	99,300/-

Amount in words (*Ninety nine thousand and three hundred*.....)

Sanctioned By Director / Jt. Director Cashier Signature: *[Signature]*
[Signature] Payee Name: *ALEN IDY*

PAYMENT VOUCHER – SAMPLE COPY





RECREATION FACILITY - REPORT

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TOUR - APPLICATION FORM

1	NAME OF THE DEPARTMENT	NON TEACHING STAFF
2	NAME OF THE PRIEST IN-CHARGE	Fr. Antony Mannummel CMI
3	IN-CHARGE OF THE TOUR COMMITTEE	Ms. Allen Joy Mr. Binumon Antony
4	TOUR COMMITTEE MEMBERS	Allen Joy, Liji K.O., Farshana K.F. Ajieana, Vinej, Liji
5	DESTINATION	Ernamkulam (Kerjatti Cruise) + Cherai beach
6	DATE & TIME OF DEPARTURE	19/01/2025, 6:00 AM
7	DATE & TIME OF ARRIVAL	19/01/2025, 9:00 PM
8	NO OF NIGHT STAY	NIL
9	TOTAL NO OF STAFF IN THE DEPARTMENT	37
10	NO OF MEMBERS FOR THE TOUR	MALES: 9 FEMALES: 28 CHILDREN: 0 TOTAL: 37
11	EXPECTED EXPENSE FOR THE TOUR [INCLUDING FOOD, ACCOMODATION, ENTRANCE FEE, MOVIE, SNACKS, TIP ETC]	1,36,000/-
12	ADVANCE REQUIRED	98,000/-
13	MODE OF REPAYMENT [WHETHER REBURSMENT OR DEDUCTION FROM THE SALARY]	Deduction from the salary.
13	DATE OF PREVIOUS TOUR FROM THE DEPARTMENT	7 th May 2023
14	DETAILS OF STAFF GOING FOR TOUR PHONE NUMBER & ADDRESS & THE NAME OF FAMILY MEMBERS IF ANY ACCOMPANYING SHALL BE INCLUDED	ATTACH AS ANNEXURE - I

Approved by
Fr
Priest In-Charge

Verified by
Adv Pijo Verghese
GM | HR & Legal

Fr. Julius Arakkal CMI
Director

Handwritten signature and date: 10/1/25

TOUR APPLICATION FORM - SAMPLE COPY



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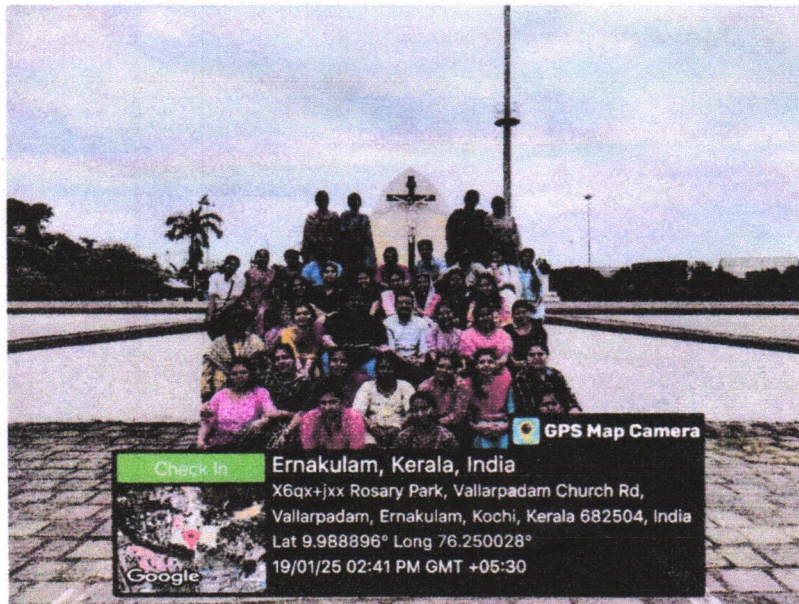
RECREATION FACILITY - REPORT

Standard: 1.2.6

Measurable point: Picnic and retreat arranged for employees and students

Report on Non Teaching Staff Tour 2024

Name of the Program : Non Teaching Staff Tour 2024
 Venue : Kochi Nefertiti Cruise Ship, Velarpadam Church and Cheerai beach.
 Date : 19/01/2025
 Time : 06:00 AM to 09:00 PM
 No of Participants : 40
 Organised by : Non Teaching Staff Association
 Non Teaching Staff Association Members : Binumon Antony, Vinoj Mathew, Liji T C
 Tour Committee Coordinator and Members : Alen Joy, Farshana, Liji K O, Ajeena, Sharon, Sony P Gopinath



TOUR FOR NON-TEACHING STAFF - REPORT





RECREATION FACILITY - REPORT

Standard: 1.2.6

Measurable point: Picnic and retreat arranged for employees and students

From
Ms. Alen Joy, Tour Coordinator (Non Teaching Staff)
Amala Institute of Medical Sciences

To
Rev. Fr. Antony Mannummel CMI, Joint Director
Amala Institute of Medical Sciences


Dear Father,

This is regarding the Non teaching Staff tour for the year 2024-25. Application forms of the same has been forwarded to the HR as well as Accounts and Advance amount has been provided.

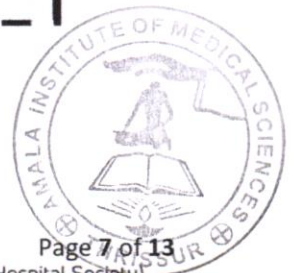
Kindly request for the release of remaining amount.

Faithfully,
Alen Joy, Non Teaching Staff Tour Coordinator
Amala Institute of Medical Sciences

Date : 13/01/2025
Place : Amala Nagar



TOUR APPLICATION LETTER – SAMPLE COPY



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RECREATION FACILITY - REPORT

Standard: 1.2.6

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AMALA INSTITUTE OF MEDICAL SCIENCES MEDICAL COLLEGE HOSPITAL AIMS FINANCIAL YEAR 2024-2025 LEDGER FROM 123 01 June 2024 TO 31 March 2025									
Ref#No	Date	Narration	Opening		Current		Closing		
			Credit	Debit	Credit	Debit	Credit	Debit	
STAFF WELFARE & SUBSIDY				26256		347203		373459	
KESS CARE						13230		13230	
January						13230		13230	
J.MC	483	25/01/25				4200			
J.MC	484	25/01/25				9030			
OTHER STAFF WELFARE EXP - KESS CARE						57050		57050	
August						1500		1500	
J.MC	5352	30/08/24				1500			
October				1500		17500		19000	
J.MC	458	25/10/24				16000			
J.MC	355	25/10/24				1500			
November				19000		32000		51000	
J.MC	505	06/11/24				14800			
J.MC	520	22/11/24				17200			
January				51000		6050		57050	
J.MC	460	03/01/25				6050			
OTHER STAFF WELFARE EXP				900		194146		195046	
June				900		2378		3278	
J.MC	3106	21/06/24				1148			
J.MC	3107	21/06/24				130			
J.MC	3109	22/06/24				300			
J.MC	3119	24/06/24				800			
July				3278		6388		9666	
J.MC	253	20/07/24				3743			
J.MC	258	23/07/24				500			
J.MC	4931	26/07/24				2145			
August				9666		1700		11366	
J.MC	5287	16/08/24				1700			
September				11366		65000		76366	
J.MC	6257	29/09/24				65000			
October				76366		97180		173546	
J.MC	7025	08/10/24				500			
J.MC	7062	10/10/24				400			
J.MC	341	18/10/24				700			
J.MC	351	22/10/24				700			
J.MC	7259	27/10/24				93750			
J.MC	7315	28/10/24				850			
J.MC	364	31/10/24				280			
November				173546		2500		176046	
J.MC	367	01/11/24				850			
J.MC	369	05/11/24				500			
J.MC	8103	18/11/24				300			
J.MC	8139	21/11/24				850			
January				176046		11150		187196	
J.MC	10282	01/01/25				1550			
J.MC	10194	22/01/25				9600			
February				187196		700		187896	
J.MC	11170	26/02/25				700			

Date: 25/06/2025 Time: 12:53 Printed User: RANJITH K.R Page 1 / 2

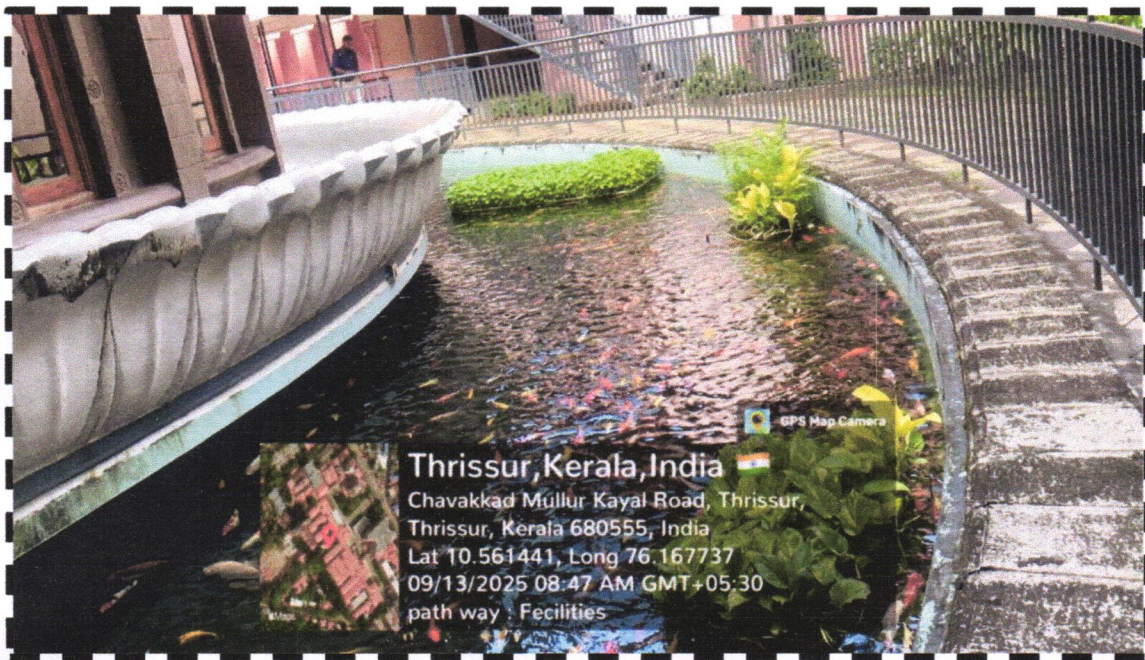
BUDGET ALLOCATION – SAMPLE COPY



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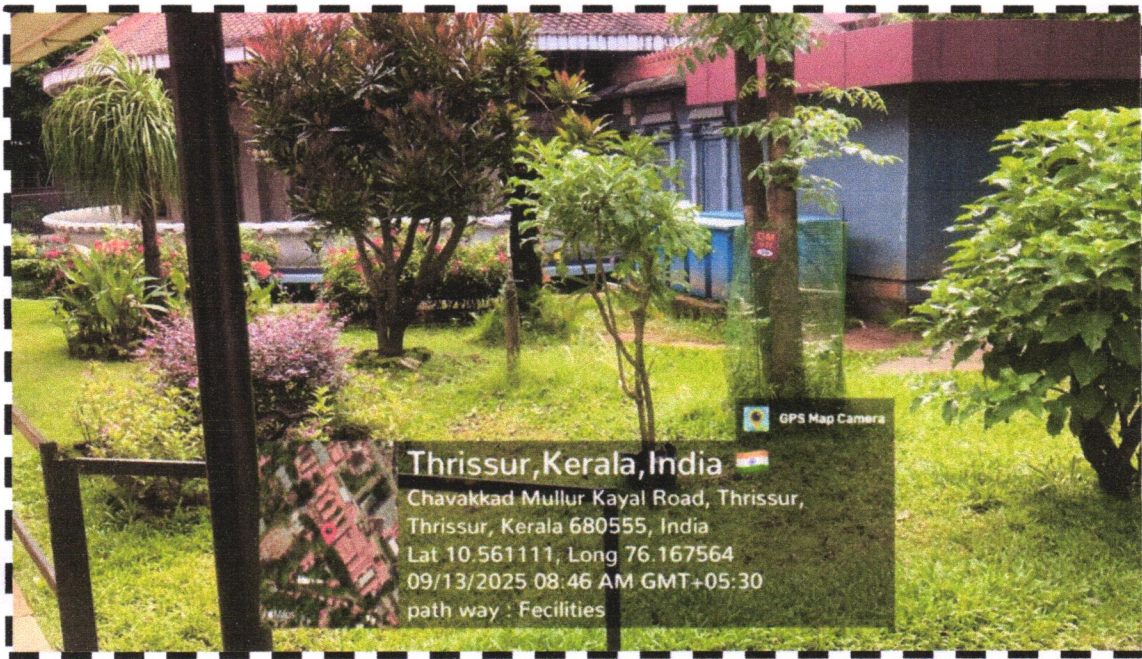
PETS – FISH POND



RECREATION FACILITY - REPORT

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Measurable point: Picnic and retreat arranged for employees and students



GARDEN





RECREATION FACILITY - REPORT

Standard: 1.2.6

Measurable point: Picnic and retreat arranged for employees and students



ROADS FOR WALKING



RECREATION FACILITY - REPORT

Standard: 1.2.6

Measurable point: Picnic and retreat arranged for employees and students



AQUARIUM





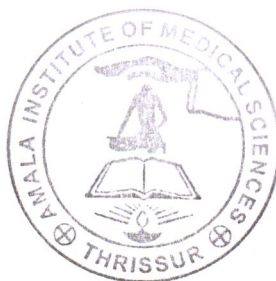
RECREATION FACILITY - REPORT

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PETS CORNER



Date:
Place:

Betsy

Dr. Betsy Thomas

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

PRINCIPAL
AMALA INSTITUTE OF MEDICAL SCIENCES
AMALA NAGAR, P.O. 680 555



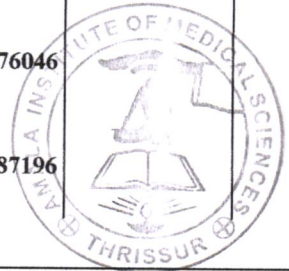


AMALA INSTITUTE OF MEDICAL SCIENCES
MEDICAL COLLEGE HOSPITAL
 AIMS

FINANCIAL YEAR 2024-2025

LEDGER FROM 123 01 June 2024 TO 31 March 2025

Ref#No	Date	Narration	Opening		Current		Closing	
			Credit	Debit	Credit	Debit	Credit	Debit
STAFF WELFARE & SUBSIDY				26256		347203		373459
KESS CARE						13230		13230
January						13230		13230
MC	483	25/01/25 Tea & snacks expense paid of Chavar Day Celeb				4200		
MC	484	25/01/25 Gift 210 nos paid of Chavara Day Celebration				9030		
OTHER STAFF WELFARE EXP - KESS CARE						57050		57050
August						1500		1500
J. MC	5352	30/08/24 Bill.No.WT332. Appreciation Award to 25 Years				1500		
October				1500		17500		19000
B. MC	468	25/10/24 Cheq No:1216483 Tour Allowance Paid.				16000		
MC	355	25/10/24 Paid for Ice Cream - Staff Tour.				1500		
November				19000		32000		51000
B. MC	505	06/11/24 Cheq No:1216486 Tour Allowance Paid.				14800		
B. MC	529	22/11/24 Cheq No:1216429 Tour Allowance Paid.				17200		
January				51000		6050		57050
MC	460	03/01/25 Bill.No.526 & 64. Dated :20.12.2024 & 19.12.2				6050		
OTHER STAFF WELFARE EXP				900		194146		195046
June				900		2378		3278
J. MC	3106	21/06/24 Bill.No.SC25039100B689. Chocolate for Direct				1148		
J. MC	3107	21/06/24 Paid for Balloon - Director Birthday.				130		
J. MC	3109	22/06/24 Paid for Bouquet - Director Birthday.				300		
J. MC	3119	24/06/24 Paid for Cake for Director Birthday.				800		
July				3278		6388		9666
B. MC	253	20/07/24 Cheq No:1086840 Expense Paid for CMI Footb				3743		
B. MC	258	23/07/24 Cheq No:1086845 Registration Fee Paid for CM				500		
J. MC	4331	26/07/24 Bill.No.TICF1-216770-24-25. Samosa, Veg Cutl				2145		
August				9666		1700		11366
J. MC	5287	16/08/24 Bill.No.WT 327 . Farewell memento to Dr Joy.				1700		
September				11366		65000		76366
J. MC	6257	29/09/24 Bill no : BQ/2024-25/299 Catering services				65000		
October				76366		97180		173546
J. MC	7025	08/10/24 Paid for Reeth.				500		
MC	7062	10/10/24 Bill.No.WT350. Appreciation Memento to Dr St				400		
MC	341	18/10/24 Cake for birthday of Betsy Mam.				700		
MC	351	22/10/24 Paid for Cake - Principal Birthday.				700		
J. MC	7259	27/10/24 Bill.No: BQ/2024-25/363. Buffet Lunch - Cateri				93750		
J. MC	7315	28/10/24 Bill.No.WT355. Farewell Memento to Dr Joseph				850		
MC	364	31/10/24 Doctor's day celebration				280		
November				173546		2500		176046
MC	367	01/11/24 Dt:24.10.2024. Cake for Birthday Celebration o				850		
MC	369	05/11/24 Bill.No.083. Dt: 04.11.2024. Paid for Reeth.				500		
J. MC	8103	18/11/24 Paid for Reeth.				300		
J. MC	8139	21/11/24 Bill.No.WT367. Farewell Memento to Dr Ramra				850		
January				176046		11150		187196
J. MC	10262	01/01/25 Bill.No.WT377. Farewell Memento to Dr V T K				1550		
J. MC	10194	22/01/25 Tour Management Contribution Paid 32 Nos @I				9600		
February				187196		700		187896
J. MC	11170	26/02/25 Bill.No.WT397. Farewell Memento to Simon C				700		





AMALA INSTITUTE OF MEDICAL SCIENCES
MEDICAL COLLEGE HOSPITAL
 AIMS

FINANCIAL YEAR 2024-2025

LEDGER FROM 123 01 June 2024 TO 31 March 2025

Ref#No	Date	Narration	Opening		Current		Closing	
			Credit	Debit	Credit	Debit	Credit	Debit
		March		187896		7150		195046
J. MC 12419	27/03/25	Bill.No.WT410. Farewell Memento to Dr Padma				850		
J. MC 12450	31/03/25	Tour Management Contribution Paid 21 Nos @I				6300		
		UNIFORM EXPENSES - KESS CARE		25356		82427		107783
		June		25356		32401		57757
J. MC 3067	01/06/24	Boill.No.B2B/017. Dt:18.05.2024.Coat & Pants				32401		
		August		57757		14400		72157
J. MC 5098	16/08/24	Boill.No.B2B/048. Coat & Pants with Embroide				14400		
		January		72157		26626		98783
J. MC 10239	01/01/25	Bill no : 318 Suiting cloth				26626		
		February		98783		9000		107783
J. MC 11033	05/02/25	Bill.No.B2B/143. Coat & Pants with Embroider,				9000		
		UNIFORM EXPENSES				350		350
		March				350		350
MC 659	31/03/25	Bill.No.381. Logo Embroidery to IT Hardware S				350		





AMALA INSTITUTE OF MEDICAL SCIENCES

MEDICAL COLLEGE HOSPITAL

AIMS

FINANCIAL YEAR 2025 - 2026

LEDGER FROM 123 01 April 2025 TO 31 March 2026

Ref#No	Date	Narration	Opening		Current		Closing	
			Credit	Debit	Credit	Debit	Credit	Debit
		STAFF WELFARE & SUBSIDY				14161		14161
		OTHER STAFF WELFARE EXP				14161		14161
		April				11196		11196
B. MC	28	24/04/25 Cheq No:1097339 Food & Travelling Expense I				11196		
		May		11196		2725		13921
J. MC	2002	03/05/25 Bill.No.112. Paid for Reeth.				300		
J. MC	2185	21/05/25 Bill.No.WT429. Farewell Memento to Dr Thom				850		
MC	84	27/05/25 Bill.No.1825. Dt:16.04.2025. Paid for Reeth.				300		
MC	91	28/05/25 Paid for Cake & Chocolate for Fr Julious Arakkal				1275		
		June		13921		240		14161
J. MC	3054	12/06/25 Bill.No.FL-60407. Paid for Baloon for Antony M				240		



Report on Non Teaching Staff Tour 2024

Name of the Program : Non Teaching Staff Tour 2024

Venue : Kochi Nefertiti Cruise Ship, Velarpadam Church and Cheerai beach.

Date : 19/01/2025

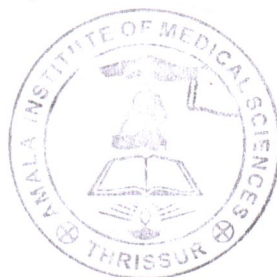
Time : 06:00 AM to 09:00 PM

No of Participants : 40

Organised by : Non Teaching Staff Association

Non Teaching Staff Association Members : Binumon Antony, Vinoj Mathew, Liji T C

Tour Committiee Coordinator and Members : Alen Joy, Farshana, Liji K O, Ajeena, Sharon, Sony P Gopinath



From
Ms. Alen Joy, Tour Coordinator (Non Teaching Staff)
Amala Institute of Medical Sciences

To
Rev. Fr. Antony Mannummel CMI, Joint Director
Amala Institute of Medical Sciences

Dear Father,

This is regarding the Non teaching Staff tour for the year 2024-25. Application forms of the same has been forwarded to the HR as well as Accounts and Advance amount has been provided.

Kindly request for the release of remaining amount.

Faithfully,

Alen Joy, Non Teaching Staff Tour Coordinator
Amala Institute of Medical Sciences

Date : 13/01/2025
Place : Amala Nagar

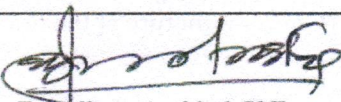


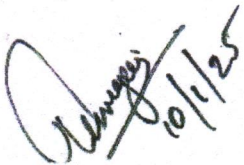
TOUR - APPLICATION FORM

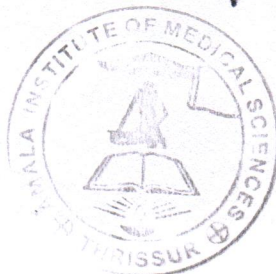
1	NAME OF THE DEPARTMENT	NON TEACHING STAFF
2	NAME OF THE PRIEST IN-CHARGE	Fr. Antony Mannummel CMI
3	IN-CHARGE OF THE TOUR COMMITTEE	Ms. Alen Joy Mr. Binumon Antony
4	TOUR COMMITTEE MEMBERS	Alen Joy, Lijiko, Farshana K.F.
5	DESTINATION	Ajeena, Vinoy, Liji Ernamkulam (Nekertiti Cruise) + Cherai beach
6	DATE & TIME OF DEPARTURE	19/01/2025, 6:00 AM
7	DATE & TIME OF ARRIVAL	19/01/2025, 9:00 PM
8	NO OF NIGHT STAY	NIL
9	TOTAL NO OF STAFF IN THE DEPARTMENT	37
10	NO OF MEMBERS FOR THE TOUR	MALES: 9 FEMALES: ³² 28 CHILDREN: 0 TOTAL: 3741
11	EXPECTED EXPENSE FOR THE TOUR [INCLUDING FOOD, ACCOMODATION, ENTRANCE FEE, MOVIE, SNACKS, TIP ETC]	1,36,000/-
12	ADVANCE REQUIRED	98,000/-
13	MODE OF REPAYMENT [WHETHER REIBURSEMENT OR DEDUCTION FROM THE SALARY]	Deduction from the salary.
13	DATE OF PREVIOUS TOUR FROM THE DEPARTMENT	7 th May 2023
14	DETAILS OF STAFF GOING FOR TOUR [PHONE NUMBER & ADDRESS & THE NAME OF FAMILY MEMBERS IF ANY ACCOMPANYING SHALL BE INCLUDED]	ATTACH AS ANNEXURE -1

Approved by
Fr
Priest In-Charge

Verified by
Adv Piljo Verghese
GM [HR & Legal]


Fr. Julious Arakkal CMI
Director


10/1/25



ANNEXURE NO:I

Date & Place of the Tour:

NAME OF THE DEPARTMENT

SL.NO	NAME	TOTAL AMOUNT	CONTRIBUTION FROM THE MANAGEMENT	DEDUCTION FROM THE SALARY
1	Fr. Antony Mannummel CMI	—		
2	Joby Thomas k.	3500/-	300	1067 x 3
3	Binnomon Antony	3500/-	300	1067 x 3
4	Asha thomas	3500/-	—	
5	Sumana P.A	3500/-	300	1067 x 3
6	Subitha V.V	3500/-	300	1067 x 3
7	Reeba T.B	3500/-	300	1067 x 3
8	Viji V.C	3500/-	300	1067 x 3
9	Shyama C.N	3500/-	300	1067 x 3
10	Lipi K.D	3500/-	300	1067 x 3
11	Ancy T.A	3500/-	300	1067 x 3
12	Shashan Lazar	3500/-	300	1067 x 3
13	Alan Job	3500/-	300	1067 x 3
14	Ajeena A.V	3500/-	300	1067 x 3
15	Passhana K.F	3500/-	300	1067 x 3
16	Lakshmi Priya Sajeewan	3500/-	300	1067 x 3
17	Jency Francis	3500/-	300	1067 x 3
18	Vinod Mathew	3500/-	300	1067 x 3
19	Annis P.A	3500/-	300	1067 x 3
20	Sheela	3500/-	300	1067 x 3
21	Seena C.S	3500/-	300	1067 x 3
22	Shyamala	3500/-	300	1067 x 3
23	Bhumon P. Job	3500/-	300	1067 x 3
24	Krishnan K.V	3500/-	300	1067 x 3
25	Bilal T.B	3500/-	300	1067 x 3
26	Sindha C.D	3500/-	300	1067 x 3
27	Aby Rose Antony	3500/-	300	1067 x 3
28	Maneisha Manthasan	3500/-	300	1067 x 3
29	Rashmi	3500/-	300	1067 x 3
30	Ranjith K.R	3500/-	300	1067 x 3
31	Liji C.J	3500/-	300	1067 x 3
32	Damy A.D	3500/-	300	1067 x 3
33	Sushash P.V	3500/-	300	1067 x 3
34	Liji T.C	3500/-	300	1067 x 3
35	Shahina Basheer.	3500/-	300	1067 x 3
36	Rema	3500/-	300	1067 x 3
37	Sony	3500/-	300	1067 x 3

Name & Signature of the Priest In - Charge

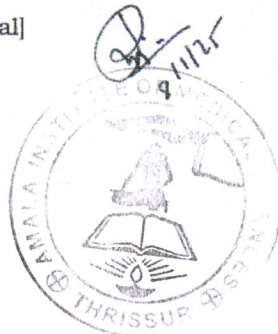
Fr. Julious Arakkal CMI

Name & Signature of the Tour In-Charge

Director

Signature of GM [HR & Legal]

[Signature]
10/1/25



ANNEXURE NO:1

Date & Place of the Tour: 19 JANUARY 2025 & ERNAKULAM

NAME OF THE DEPARTMENT

SL.NO	NAME	TOTAL AMOUNT	CONTRIBUTION FROM THE MANAGEMENT	DEDUCTION FROM THE SALARY
1	Rev. Fr. Antony Mappurath CMI			
2	Dr. Joby Thomas K.	3400/-	300/-	1034 X 3
3	Binumon Antony	3400/-	300/-	1034 X 3
4	Asha Thomas	3400/-	—	1134 X 3
5	Sumana P.A	3400/-	300/-	1034 X 3
6	Subitha V.V	3400/-	300/-	1034 X 3
7	Reeba T.B	3400/-	300/-	1034 X 3
8	Viji V.C	3400/-	300/-	1034 X 3
9	Shyama C.N	3400/-	300/-	1034 X 3
10	Liji K.D	3400/-	300/-	1034 X 3
11	Alvy T.A	3400/-	—	1134 X 3
12	Sharon Lazar	3400/-	—	1134 X 3
13	Alen Joy	3400/-	—	1134 X 3
14	Ajeena A.V	3400/-	300/-	1034 X 3
15	Parshama K.F	3400/-	300/-	1034 X 3
16	Lakshmi Priya Sajeevan	3400/-	300/-	1034 X 3
17	Jenny Francis	3400/-	300/-	1034 X 3
18	Vener Mathew	3400/-	300/-	1034 X 3
19	Annie P.A	3400/-	300/-	1034 X 3
20	Sheela	3400/-	300/-	1034 X 3
21	Seena C.S	3400/-	300/-	1034 X 3
22	Shyamala	3400/-	300/-	1034 X 3
23	Binumon P. Joby	3400/-	300/-	1034 X 3
24	Krishna K.V	3400/-	300/-	1034 X 3
25	Billy T.B	3400/-	300/-	1034 X 3
26	Sindhu C.D	3400/-	300/-	1034 X 3
27	Alvy Rose Antony	3400/-	—	1134 X 3
28	Manusha Mambharam	3400/-	—	1034 X 3
29	Rashmi	3400/-	300/-	1034 X 3
30	Ramitha R.R	3400/-	300/-	1034 X 3
31	Liji P.T	3400/-	300/-	1034 X 3
32	Olmy A.D	3400/-	300/-	1034 X 3
33	Suzetha P.V	3400/-	300/-	1034 X 3
34	Riji T.C	3400/-	300/-	1034 X 3
35	Shahina Basheer	3400/-	—	1134 X 3

Name & Signature of the Priest In - Charge

Fr. Julious Arakkal CMI

Name & Signature of the Tour In-Charge

ALLEN JOY

Director

Signature of GM [HR & Legal]

Alen Joy
10/1/25



TOUR - APPLICATION FORM

1	NAME OF THE DEPARTMENT	Non-teaching staff, Medical College
2	NAME OF THE PRIEST IN-CHARGE	Rev. Fr. Antony Mannummel CMI
3.	IN-CHARGE OF THE TOUR COMMITTEE	Ms. Allen Joy
4	TOUR COMMITTEE MEMBERS	Binumon Antony, Vinoj Mathew, Liji T.C. Liji K.O., Ajeena A.V., Farshana K.F.
5	DESTINATION	Ernamkulam
6	DATE & TIME OF DEPARTURE	8:00 AM, 19/01/2025
7	DATE & TIME OF ARRIVAL	9:00 PM, 19/01/2025
8	NO OF NIGHT STAY	No
9	TOTAL NO OF STAFF IN THE DEPARTMENT	40
10	NO OF MEMBERS FOR THE TOUR	MALES: 9 FEMALES: 32 CHILDREN: 0 TOTAL: 41
11	EXPECTED EXPENSE FOR THE TOUR [INCLUDING FOOD, ACCOMODATION, ENTRANCE FEE, MOVIE, SNACKS, TIP ETC]	1,36,000/-
12	ADVANCE REQUIRED	99,300/-
13	MODE OF REPAYMENT [WHETHER REIBURSEMENT OR DEDUCTION FROM THE SALARY]	Deduction from the salary
13	DATE OF PREVIOUS TOUR FROM THE DEPARTMENT	7 th May 2023
14	DETAILS OF STAFF GOING FOR TOUR [PHONE NUMBER & ADDRESS & THE NAME OF FAMILY MEMBERS IF ANY ACCOMPANYING SHALL BE INCLUDED]	ATTACH AS ANNEXURE -1

Approved by
Fr

Priest In-Charge

Verified by
Adv Piljo Verghese
GM [HR & Legal]

Fr. Julious Arakkal CMI
Director

Antony Mannummel
10/1/25

Piljo Verghese
10/1/25



AMALA INSTITUTE OF MEDICAL SCIENCES

(An ISO 9001:2008 Certified Hospital)

AMALANAGAR - THRISSUR

PAYMENT VOUCHER

Department :- Non teaching staff, M.C. Date :- 09/01/2025 V. No.....

Particulars	Amount
<u>Tour advance</u>	<u>99,300/-</u>
Total	<u>99,300/-</u>

Amount in words (Ninety nine thousand and three hundred.....)

Sanctioned By Director / Jt. Director Cashier



Signature: Alan.....

Payee Name:- ALAN JOY.....



Tour Expense			
SI No	Purpose	Amount	
1	Nefertiti Cruise ship	2300/ person x 40	92000
2	Transportation	19500 + 500(Driver)	20000
3	Parking	120/hrs x 2	240
4	Food and beverage cost 77/Person x 40	2700 + 380 (travel)	3080
Total			115320
2883/ per person X 40 = 115320			
Balance : 136000 - 116080 = 20680			

Almuniy
22/1/25-

[Handwritten signature]

Adv. PHINERGEEV ALAPPATT V
K/630/06
THRISSUR -3
LEGAL ADVISOR



SI NO	NAME	RATE/ PERSON	CONTRIBUTION FROM THE MANAGEMENT	DEDUCTION FROM THE SALARY
1	Joby Thomas K	2883	300	861 X 3
2	Binumon Antony	2883	300	861 X 3
3	Asha Thomas	2883	—	961 X 3
4	Sumana P A	2883	300	861 X 3
5	Subitha V V	2883	300	861 X 3
6	Reeba T B	2883	300	861 X 3
7	Viji V C	2883	300	861 X 3
8	Shyma C N	2883	300	861 X 3
9	Ajeena	2883	300	861 X 3
10	Liji K O	2883	300	861 X 3
11	Alen Joy	2883	—	961 X 3
12	Jency francis	2883	300	861 X 3
13	Vinoj Mathew	2883	300	861 X 3
14	Annie P A	2883	300	861 X 3
15	Sheela	2883	300	861 X 3
16	Seena C S	2883	300	861 X 3
17	Shyamala	2883	300	861 X 3
18	Binumon P Job	2883	300	861 X 3
19	Sharon Lazar	2883	—	961 X 3
20	Farshana	2883	300	861 X 3
21	Krishnan K V	2883	300	861 X 3
22	Bilsy T B	2883	300	861 X 3
23	Sindhu C D	2883	300	861 X 3
24	Aby rose Antony	2883	—	961 X 3
25	Lakshmi Priya Sajeevan	2883	300	861 X 3
26	Manusha Manoharan	2883	—	961 X 3
27	Rashmi	2883	300	861 X 3
28	Ranjith K R	2883	300	861 X 3
29	Liji C J	2883	300	861 X 3
30	Damy	2883	300	861 X 3
31	Suresh P V	2883	300	861 X 3
32	Liji T C	2883	300	861 X 3
33	Shahina Basheer	2883	—	961 X 3
34	Rama	2883	300	861 X 3
35	Litty	2883	300	861 X 3
36	Soumya	2883	300	861 X 3
37	Jesmy	2883	300	861 X 3
38	Daisy K B	2883	—	961 X 3
39	Sony P Gopinath	2883	—	961 X 3
40	Lissy	2883	300	861 X 3
TOTAL		115320		



Report

The Non-Teaching Staff Association organized a tour on January 19, 2025, to the Nefertiti Cruise Ship, Velankanni Church, and Cherai Beach, providing an opportunity for relaxation, bonding, and rejuvenation. A total of 40 staff members participated in this much-anticipated event.

The journey commenced at 6:00 AM, with a Holy Mass led by Fr. Antony Mannummel, who offered prayers and extended his good wishes for a safe and joyful trip. Following the mass, the participants enjoyed a traditional South Indian breakfast at 8:00 AM, consisting of idly, vada, egg, chutney, and sambar, fostering a sense of camaraderie and togetherness.

By 9:10 AM, the group reached Bolgatty Island IWAI Jetty, Ernakulam, where they boarded the Nefertiti Cruise Ship. The participants were warmly welcomed with a refreshing welcome drink as they embarked on an exciting four-hour cruise. The ship's crew ensured a delightful experience with engaging cultural performances, including dance and mimicry acts.

The group explored the upper deck, marveling at the breathtaking panoramic views of the sea. They later gathered for tea, snacks, pastries, and biscuits, accompanied by live music that added to the lively atmosphere. Inside the cruise auditorium, the participants enthusiastically took part in music and dance performances, making cherished memories together.

The journey aboard the cruise concluded with a lavish grand lunch, offering a diverse spread of delicious dishes. The hospitality and service provided by the cruise staff were highly commendable, ensuring a memorable and enjoyable experience for everyone.

At 2:00 PM, the group disembarked and proceeded to visit Velankanni Church, where they spent peaceful and reflective moments. They explored the serene surroundings, offered prayers, and took time to appreciate the spiritual significance of the place. The tranquil atmosphere allowed for deep contemplation and devotion, enriching the overall experience.

Later, the group headed to Cherai Beach, where they admired the scenic sea views, captured beautiful photos, and indulged in local street food and ice cream. They also explored the local street market, purchasing handmade crafts, toys, and clothing. Many participants stepped into the sea, enjoying the gentle waves and refreshing ocean breeze, adding to the excitement of the day.

As the sun began to set, everyone gathered near the bus at 6:30 PM to commence the return journey. The group arrived back safely at 9:00 PM, marking the end of a truly delightful and memorable tour, filled with fellowship, relaxation, and cherished moments.

Minutes prepared by : Ms. Alen Joy, (Tour Coordinator)
Office Associate

Verified : Mr. Binumon Antony, (NTSA President)
Health Inspector

Approved by : Fr. Antony Mannummel CMI
Associate Director



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

STUDENT TRIP REPORT

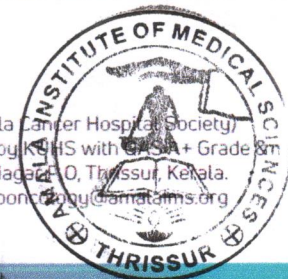
Event Name	2022 Batch Student Trip - Chikmagalur, Coorg & Goa
Date	28/10/2025 - 02/11/2025
Venue / Places Visited	Chikmagalur, Coorg & Goa
Target Audience	2022 Batch Students
Organized by	Amala Institute of Medical Sciences (AIMS), Thrissur
Duration	From 28th October 2022, 7:00 PM to 2nd November 2022, 7:00 AM
Activities	Educational tour, sightseeing, cultural exposure, group interaction and recreational activities

Report

Amala Institute of Medical Sciences, Thrissur organized a well-planned educational and recreational trip for the 2022 batch students to Chikmagalur, Coorg, and Goa from 28th October 2022 at 7:00 PM to 2nd November 2022 at 7:00 AM. The tour was designed to provide students with a refreshing break from their academic routine while also offering opportunities for exploration, cultural exposure, and group interaction. It aimed to strengthen friendships, encourage teamwork, and create a positive learning experience beyond the classroom.

The journey began with Chikmagalur, where students were captivated by the serene hills, coffee plantations, and scenic landscapes, allowing them to connect with nature and enjoy moments of relaxation. The next destination, Coorg, offered lush greenery, waterfalls, and glimpses of local traditions, enriching students with cultural and environmental appreciation. The final leg of the trip led to Goa, where students explored its beautiful beaches, historical landmarks, and vibrant atmosphere, making the experience both enjoyable and memorable. Throughout the tour, students traveled together under proper guidance, ensuring safety, discipline, and smooth coordination.

The trip concluded successfully on 2nd November 2022 at 7:00 AM, with all participants returning safely. Overall, the journey proved to be a perfect blend of recreation, learning, and bonding. It helped students unwind, strengthened their sense of unity, and created lasting memories that will remain an important part of their academic life at Amala Institute of Medical Sciences, Thrissur.





Amala
INSTITUTE OF MEDICAL SCIENCES
NABH & NABL ACCREDITED ISO 9001:2015

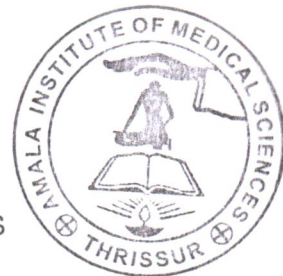
REDEFINING
CARE
everyday
in every way



Betsy

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

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



Amala Institute of Medical Sciences (An Undertaking of Amala Cancer Hospital Society)
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