

ACTION TAKEN REPORT (ATR)

Name of Meeting: Amala Integrated Medical Research Department (AIMRD) Meeting

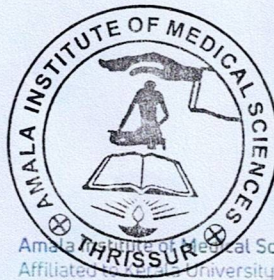
Date: 3rd December 2024

Venue: DC, Medical College

Sl. No.	Decision / Agenda	Action Taken	Responsibility	Timeline
1	Establishment of Amala Integrated Medical Research Department (AIMRD) as per NMC guidelines (August 2023)	Proposal for establishment of AIMRD initiated in accordance with NMC requirements	Director, AIMS / AIMRD	6 months – 1 year
2	Aim to enhance collaboration between clinicians and basic science researchers	Formation of an integrated committee including clinicians and research officers	AIMRD	Ongoing
3	Proposal for infrastructure including four molecular laboratories	Requirements for laboratories and manpower identified and documented	Research Lab Director, AIMRD	Within 1 year
4	Appointment of required personnel for AIMRD	Committee comprising Lab Director, Supervisors, Research Officers, and supporting staff constituted	Director, AIMS	Immediate
5	Utilization of Amala Cancer Research Center facilities for initial research	Draft MoU prepared for collaboration with Amala Cancer Research Center	Lab Director, AIMRD	Short-term
6	Focus on improving institutional publications and citations	Initial focus placed on research publications	AIMRD	Ongoing
7	Seeking external funding support if required	Plan to approach funding agencies such as ICMR discussed	AIMRD	Ongoing
8	Integration of existing research units (ICRC, Clinical Research Unit, AIMRD)	Decision recorded to strengthen collaboration among existing research units	Lab Director, AIMRD	Ongoing
9	Approval of AIMRD Department and licensing requirements	Committee approved and instructions given to initiate licensing procedures	Director, AIMS	Immediate
10	Submission of AIMRD Committee Office Order	Draft Office Order submitted for approval and issuance	Director, AIMS	Immediate

Prepared by:
Ms. Alen Joy
Office Associate

Betsy



[Signature]
Verified & Approved by:
Dr. Ajith T. A.
Research Lab Director, AIMRD



Amala Institute of Medical Sciences (An Undertaking of Amala Cancer Hospital Society)
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ACTION TAKEN REPORT (ATR)

Name of Meeting: Amala Integrated Medical Research Department (AIMRD) Meeting

Date: 9th January 2025

Venue: DC, Medical College

Sl. No.	Decision / Agenda	Action Taken	Responsibility	Timeline
1	Presentation of AIMRD Policy and Procedure document	Draft Policy and Procedure document presented and discussed	AIMRD Faculties	Immediate
2	Defining objectives, research quality strategies, and methodologies	Objectives, procedures, and research workflow documented	AIMRD	Immediate
3	Fixing meeting schedule (monthly, half-yearly, yearly)	Decision recorded to conduct regular meetings during the first week of every month and termly meetings with management	Lab Director AIMRD	Ongoing
4	Emphasis on documentation of meetings for rankings	Decision recorded and documentation process strengthened	Lab Director AIMRD	Ongoing
5	Identification of full-time and deputation members with publication requirements	Member categories and publication criteria documented in policy	AIMRD	Immediate
6	Editorial support assigned to Library Research	Responsibility for editorial process assigned	AIMRD / Library	Immediate
7	Inclusion of research governance components in policy	Policy includes data management, ethics, collaboration, procurement, duty leave, and consultation	AIMRD	Immediate
8	Recommendation for reclassification of Dr. Kayeen Vadakkan	Recommendation submitted to management	Lab Director, AIMRD	Short-term
9	Issuance of job descriptions to committee members	Decision taken to include job descriptions in appointment orders	AIMRD / Office	Short-term
10	Introduction of additional duty incentives policy	Proposal discussed to introduce incentives as seed money	Management / AIMRD	Upcoming
11	Annual revision of committee and policies	Decision recorded for annual revision with 50% member replacement	AIMRD	Annual
12	Conduct of monthly seminars / journal clubs	Decision taken to conduct monthly programs with six-month planning	AIMRD	Ongoing
13	Distribution of finalized policy document	Decision taken to circulate policy after five-day review period	AIMRD / Office	Short-term
14	Review of AIMRD Office Order	Office Order to be reviewed and modified if required	AIMRD / Office	Short-term
15	Submission of draft policy document for approval	Draft AIMRD Policy and Procedure Document submitted to management	AIMRD	Immediate

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Research Lab Director, AIMRD




ACTION TAKEN REPORT (ATR)

Name of Meeting: Amala Integrated Medical Research Department (AIMRD) Meeting
Date: 14th January 2025
Venue: Director's Office

Sl. No.	Decision / Agenda	Action Taken	Responsibility	Timeline
1	Submission of final AIMRD Policy and Procedure document	Final draft of Policy and Procedure submitted and reviewed	AIMRD Faculties	Immediate
2	Summary presentation of Policy and Procedure	Policy highlights presented to management	Lab Director, AIMRD	Immediate
3	Official release of AIMRD Policy and Procedure	Policy officially released and handed over to Research Lab Director	Director, AIMS	Immediate
4	Integration of various research wings under Amala	Initial discussions conducted on integration of research wings	Management	Ongoing
5	Organization of awareness sessions on research activities	Decision taken to conduct awareness sessions for faculty in AIMS	AIMRD Faculties	Short-term
6	Meeting with Heads of Departments for dissemination of policy	Plan finalized for section-wise HOD meetings	Lab Director, AIMRD	Short-term
7	Faculty-level orientation meetings	Research wing to conduct individual faculty meetings	AIMRD Faculties	Short-term
8	Uploading of Policy and Procedure to institutional website	Decision recorded to upload the document on the website	IT / AIMRD	Immediate
10	Arranging HoDs and faculty meetings	Decision recorded to ensure proper dissemination and implementation	Lab Director, AIMRD	Short-term

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ACTION TAKEN REPORT (ATR)

Name of Meeting: Amala Integrated Medical Research Department (AIMRD) Meeting

Date: 8th April 2025

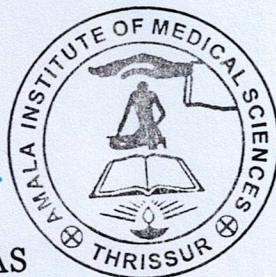
Venue: DC, Chavara Block

Sl. No.	Decision / Agenda	Action Taken	Responsibility	Timeline
1	Presentation of AIMRD Quarterly Progress Report	Quarterly Progress Report presented covering publications, patents, projects, seminars, consultations, and collaborations	Research Lab Director, AIMRD	Immediate
2	Introduction of newly joined Scientist	Dr. Vishnupriya M, Scientist C, introduced to the committee	AIMRD	Immediate
3	Appreciation of AIMRD achievements and focus on integration of research wings	Direction received to integrate research wings for strengthening institutional research	Management	Ongoing
4	Development of a clear research workflow and appointment of Research Coordinator	Need identified and proposal discussed	Management	Short-term
5	Renovation of research laboratory with minimal modifications	Decision taken to hold discussions with Engineer for quick functionality	Management	Short-term
6	Support to PG students for research proposal submissions	Assistance mechanism discussed; review timeline estimated as 3-4 months	AIMRD	Ongoing
7	Strengthening IPR-related activities	New ideas and possibilities related to IPR discussed	AIMRD	Ongoing
8	Review and simplification of national and international MoUs	Suggestion recorded to simplify MoUs, especially for international collaborations	Management	Medium-term
9	Scheduling of next AIMRD meeting	Decision taken to conduct the next meeting after six months	Lab Director AIMRD	Six months

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