

ORIENTATION PROGRAM FOR GENERAL STAFFS & NURSES (12th & 13th JUNE,2025)						
VENUE: BRO.XAVIER HALL (SMALL)			TIME: 8.30 am - 5.00 pm			
DATE	TIME	DURATION	TOPIC	RESOURCE PERSON	CONTACT NO	
12.06.2025 (Thursday)	8.30-8.50	20min		Pre Test		
	8.50-9.00	10min		HR TIME		
	09-9.15	15 min	Blood Transfusion	Mr.Varun George A(Blood Bank Medical Social work)	9526761164	
	9.15-9.30		Break			
	9.30-10.30	1 hr	Induction to the organization	Fr. Deljo Puthoor CMI, Joint Director, AIMS	80800	
	10.30-12.00	1.30 hr	Orientation about NABH	Ms.Susmi Alphonsa Kurian, Quality Department	80436	
	12.00-12.30	30min	Induction to the organization	Fr. Antony Perinchery CMI, Joint Director. AIMS	80699	
	12.30-01.00	30min	Vision, Mission and Values.	Fr.Julius Arakkal CMI, Director, AIMS	80100, 1225	
	01.00-02.00	1 hr	Break			
	2.00-02.30	30min	HIPC &Bio-medical Waste Management	Ms. Jilby Jacob, HIPC Nurse	80421	
	02.30-03.30	1 hr	Grooming session &Code of Ethics	Adv. Phinergeev Alappatt V , Legal Advisor & Asst.HR Manager	80105	
	03.30-4.00	30min	Operations & Complaints	Mr. Sanukrishna K S , Deputy Manager	80567	
	04.00-4.30	30min	Introduction to Amala Services	Mr.Sarath Chandran , Senior Executive PR	80311	
	4.30-5.00	30 min	MEDLERN	Ms.Ancy mathew , Training Cordinator	1622	



ORIENTATION PROGRAM FOR GENERAL STAFFS & NURSES (12th & 13th JUNE,2025)					
VENUE: BRO.XAVIER HALL (SMALL) ST.JOSEPH BLOCK TIME:08.30AM -					
	09.00-09.30	30min	IT	Lakshmi priya	1413
	09.30-10.30	1 hr	Induction to the organization	Fr. Jaison Mundanmani CMI, Joint Director	80400
	10.30-11.00	30min	Administrative operations ,	Mr.Saiju C Edakalathur, COO,	80205 ,
	11.00-11.30	30min	Healthcare Communication techniques	Ms. Lakshmi, Nursing coordinator	80445
	11.30-12.00	30min	Employee rules and	Adv.Piljo Varghese , General Manager	80571
	12.00-12.30	30min	Induction to the organization	Fr.Shibu Puthanpurackal CMI JointDirector,AIMS	80700
	12.30-1.00	30min	Basic Life Support	Dr.Jobin Jose M,Professor & HOD Emergency Medicine	80680
	1.00-2.00	1 hr	Break		
	2.00-2.30	30min	Radiation Safety	Mr.Joby P J, Radiation Safety Officer	8792161044 ,80652
	2.30-3.00	30min	ESI	Adv. Phinergeev Alappatt V Legal Advisor & Asst.HR Manager	80105
	3.00-3.30	30min	Pneumatic Tube Training	Mr.Frederic	80521
	3.30-4.00	30min	Fire & Safety	Mr.Jeeson P J .	80511
	4.00-4.30	30min	Post Test		

13.06.2025 (Friday)



Ref:-AIMS: HR I (P) CON 1259

30/05/2025

CIRCULAR

All staff members (including staff nurses) who joined on or after 05/05/2025, or Missed or partially attended earlier Orientation Sessions are required to attend the upcoming Orientation as per the schedule below.

Date of Programme

12/06/2025 & 13/06/2025, (All Staff including Staff Nurses)

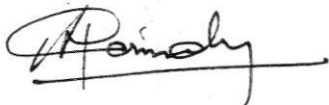
Venue

CONFERENCE HALL (SMALL), ST.JOSEPH BLOCK (Library Block)

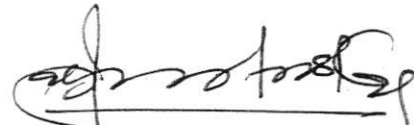
Time

8.30 am to 05.00 pm

The concerned In-charges may kindly permit their newly joined staff to attend the training session on the above said dates. We request your co-operation.



Fr.Antony Perinchery CMI
Joint Director



Fr.Julious Arakkal CMI
Director

Copy to: OneAmala/Official Whatsapp Group.





GENERAL ORIENTATION JUNE 2025

TOPIC	RESOURCE PERSON	SIGNATURE
Induction to the organization	Fr. Deljo Puthoor CMI, Joint Director, AIMS	
Blood Transfusion	Mr. Varun George A (Blood Bank Medical Social work)	
Orientation about NABH	Ms. Susmi Alphonsa Kurian, Quality Department	
Induction to the organization	Fr. Antony Perinchery CMI, Joint Director, AIMS	
Vision, Mission and Values.	Fr. Julius Arakkal CMI, Director, AIMS	
HIPC & Bio-medical Waste Management	Ms. Jilby Jacob, HIPC Nurse	
Grooming session & Code of Ethics	Adv. Phinergeev Alappatt V, Legal Advisor & Asst. HR Manager	 12/6/25
Operations & Complaints	Mr. Sanukrishna K S, Deputy Manager	
Introduction to Amala Services	Mr. Sarath Chandran, Senior Executive PR	
MEDLERN	Ms. Ancy Mathew, Training Coordinator	
IT	Ms JYOTHITHA	
Induction to the organization	Fr. Jaison Mundanmani CMI, Joint Director, AIMS	
Administrative operations,	Mr. Saiju C Edakalathur, COO,	
Healthcare Communication techniques	Ms. Lakshmi M, Nursing Superintendent	
Employee rules and regulations	Adv. Piljo Varghese, General Manager	
Induction to the organization	Fr. Shibu Puthanpurackal CMI Joint Director, AIMS	
Basic Life Support	Dr. Jobin Jose M, Professor & HOD Emergency Medicine	
Radiation Safety	Mr. Joby P J, Radiation Safety Officer	
ESI	Adv. Phinergeev Alappatt V Legal Advisor & Asst. HR Manager	 13/6/25
Pneumatic Tube Training	Mr. Frederic	
Fire & Safety	Mr. Jeelson P J	
Nures HR Orientation	Ms Smitha Varghese	

Verified by,

Adv. Piljo Varghese
GM (HR & Legal)





TRAINING ATTENDANCE SHEET

Topic: General Orientation

Date & Time : 13/06/25 9-5pm

Venue : Conference Hall

Dept: All Staff

Name of Trainer : Management

Sl. No.	Name of the staff	Department	Designation	Signature
1	Anwin K.F	HMT	Social Worker	[Signature]
2	Anand A.D	Finance	Internal Auditor	[Signature]
3	Siji Antony	Nuclear Medicine	Receptionist	[Signature]
4	Janet Jinto Vazhappilly	CCA		[Signature]
5	Anannya A.U	CCA		[Signature]
6	Shalvina Merin Sojan	Nursing	Staff Nursing (T)	[Signature]
7	Jima Joy	Nursing	Staff Nurse (T)	[Signature]
8	Lancy C.O	Nursing	Staff Nurse	[Signature]
9	Alisha M.B	Nursing	Staff Nurse (T)	[Signature]
10	Ann Mariya Frances	Nursing	Staff Nurse (T)	[Signature]
11	Angel Ichman	Nursing	Staff Nurse	[Signature]
12	Shelly K Shankarhan	Nursing	Staff Nurse (T)	[Signature]
13	Shreem S Lakose	Nursing	Staff Nurse (T)	[Signature]
14	Angel Rose Shaji	Nursing	Staff Nurse (T)	[Signature]
15	Shweta Menon	CCA		[Signature]
16	Vismaya M V	CCA		[Signature]
17	Sneha Sajeev	CCA		[Signature]
18	SR. SHANI ANTO	NURSING	STAFF NURSE	[Signature]
19	MINI.M.K	WARD GU	STAFF NURSE	[Signature]
20	ELSA JOSEPH	NURSING	STAFF NURSE (T)	[Signature]
21	Vandana Rajeev	Nursing	Staff Nurse (T)	[Signature]
22	Hirsha AK	Nursing	Staff Nurse	[Signature]
23	Arsha Meera	Nursing	Staff Nurse	[Signature]
24	Nithya Seby	Nursing	Staff Nurse	[Signature]
25	Ann Maria TO	Nursing	Staff nurse	[Signature]
26	Jewel Josekhal	Nursing	Staff Nurse	[Signature]
27	Varsha V.J	Dialysis	Dialysis Technician	[Signature]
28	Aswathy Suresh	ED	PRE	[Signature]
29	Agna Varghese	ED	PRE	[Signature]
30	FASNA JAGAR.A	Nursing College	Lecturer	[Signature]

Signature of Trainer :



TRAINING ATTENDANCE SHEET

Topic: General Orientation

Date & Time : 13/06/25 9-1pm

Venue : Conference Hall

Dept: All Staff

Name of Trainer : Management

Sl. No.	Name of the staff	Department	Designation	Signature
31	Anna Mariya Johnson	Nursing	Staff Nurse (T)	<i>Anna Mariya Johnson</i>
32	Irin Rose Josey	Nursing	Staff Nurse (T)	<i>Irin Rose Josey</i>
33	Jithu Joseph	Operations	Bed Side	<i>Jithu Joseph</i>
34	Fr. Glecin. OMC	Nursing	Staff Nurse	<i>Fr. Glecin. OMC</i>
35	Liya Jose	INSURANCE	HMT	<i>Liya Jose</i>
36	SREESHVA C V	INSURANCE	HMT	<i>Sreeshva C V</i>
37	Punnya Das	ECHO, TMT	ECHO-TMT, TECHNICIAN	<i>Punnya Das</i>
38	Minnu P.M	HR Department	Junior Executive	<i>Minnu P.M</i>
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Signature of Trainer :



TRAINING ATTENDANCE SHEET

Topic : *General Orientation*

Date & Time : *12/26/25 Afternoon*

Venue : *Conference Hall 1*

Dept : *General All Staff*

Name of Trainer : *Management Staff*

SI. No.	Name of the staff	Department	Designation	Signature
1	Ann Mariya Davis	Nursing	Staff Nurse (T)	<i>[Signature]</i>
2	Sandra Teho	Nursing	Staff Nurse	<i>[Signature]</i>
3	Swarna Maria Thomas	Nursing	Staff Nurse	<i>[Signature]</i>
4	Theetha A. S.	Paramedical	Technician	<i>[Signature]</i>
5	Laney C.O	CVS OT	Staff Nurse	<i>[Signature]</i>
6	Minu M.K	ward 94	STAFF NURSE	<i>[Signature]</i>
7	← Johnny Matha (Lecturer Joining 12/26/25)	Blood Bank	Lab technician	<i>[Signature]</i>
8	Rose Maryakke	Nursing CCU	STAFF NURSE	<i>[Signature]</i>
9	Annmaria Anto	Nursing	Staff Nurse	<i>[Signature]</i>
10	Alisha M.B	Nursing	STAFF NURSE (T)	<i>[Signature]</i>
11	Jimca Joy	Nursing	Staff Nurse (T)	<i>[Signature]</i>
12	SR-SHISHI ANTO	NURSING	STAFF NURSE	<i>[Signature]</i>
13	Sr. Nursing Joe	Nursing	Staff Nurse	<i>[Signature]</i>
14	Feroi Francis	Nursing	STAFF NURSE (T)	<i>[Signature]</i>
15	ALIN ROSE WILSON	NURSING	STAFF NURSE (T)	<i>[Signature]</i>
16	Leen Babu	HMT	ward Admin	<i>[Signature]</i>
17	Chapika N.R.	HMT	ward Admin	<i>[Signature]</i>
18	Agna Varghese	ED	PRE	<i>[Signature]</i>
19	Aswathy Suresh	ED	DR R	<i>[Signature]</i>
20	Aradhya Viswanathan	Nursing	Staff Nurse (T)	<i>[Signature]</i>
21	Liya Charly	Nursing	Staff Nurse	<i>[Signature]</i>
22	Liya Jose	INSURANCE	HMT	<i>[Signature]</i>
23	SREESHNA C.U	INSURANCE	HMT	<i>[Signature]</i>
24	Arsha Mariya	Nursing	Staff Nurse	<i>[Signature]</i>
25	Nishana M.A.	Nursing	Staff Nurse	<i>[Signature]</i>
26	Vandana Rajeej	Nursing	Staff Nurse	<i>[Signature]</i>
27	Harsha Ak	Nursing	Staff Nurse	<i>[Signature]</i>
28	Sweetna Thomas	Nursing	Staff Nurse (T)	<i>[Signature]</i>
29	Sheena S. Lukose	Nursing	Staff Nurse	<i>[Signature]</i>
30	Angel Rox Shaji Valasijil	Nursing (CVS OT)	Staff Nurse (T)	<i>[Signature]</i>

Signature of Trainer :



TRAINING ATTENDANCE SHEET

Topic : *General Orientation*

Date & Time : *12/06/2015 2-5 PM*

Venue : *Conference Hall*

Dept : *All Staff*

Name of Trainer : *Management Staff*

SI. No.	Name of the staff	Department	Designation	Signature
31	<i>Elsa Joseph</i>	<i>SSOT</i>	<i>Staff Nurse</i>	<i>Elsa</i>
32	<i>Saranya R</i>	<i>Pharmacy</i>	<i>Pharmacist Trainee</i>	<i>Saranya</i>
33	<i>Janal Jose</i>	<i>Pharmacy</i>	<i>Pharmacist (T)</i>	<i>Janal</i>
34	<i>Jewel Joselal</i>	<i>Nursing</i>	<i>Staff Nurse</i>	<i>Jewel</i>
35	<i>Aswathy V.J (Sr. Josemaria)</i>	<i>Central Lab</i>	<i>Lab Technician</i>	<i>Aswathy</i>
36	<i>Leena v.v. (Sr. Leena Maria)</i>	<i>Pharmacy</i>	<i>Pharmacist (T)</i>	<i>Leena</i>
37	<i>Tomol P.L</i>	<i>Pharmacy</i>	<i>Pharmacist (T)</i>	<i>Tomol</i>
38	<i>Marega Thomas</i>	<i>pharmacy</i>	<i>Pharmacist (T)</i>	<i>Marega</i>
39	<i>Pavithra M.S</i>	<i>Crastwoentology</i>	<i>Endoscopy Technician</i>	<i>Pavithra</i>
40	<i>Minnu P.M</i>	<i>HR Department</i>	<i>Junior Executive</i>	<i>Minnu</i>
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Signature of Trainer :



TRAINING ATTENDANCE SHEET

Topic : *General Orientation*

Date & Time : *12/06/25 8:30-9PM (Morning)*

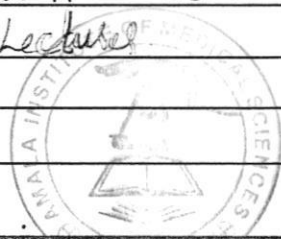
Venue : *Conference Hall @ small*

Dept : *All Staff*

Name of Trainer : *Management Staff*

SI. No.	Name of the staff	Department	Designation	Signature
1	ELSA JOSEPH	SSOT	STAFF NURSE	<i>Elsa</i>
2	LANCY C.O	CVS OT	STAFF NURSE	<i>Lancy</i>
3	SREESHNA C.U	INSURANCE	HMT	<i>Sreeshna</i>
4	Liya Jose	INSURANCE	HMT	<i>Liya</i>
5	JITHU JOSEPH	OPERATIONS	BEDSIDE	<i>Jithu</i>
6	ANJANA KURIACHAN	CICU	STAFF NURSE	<i>Anjana</i>
7	Alna Job	Ward 98	STAFF NURSE	<i>Alna</i>
8	Glorya Johnson	Ward 33	STAFF NURSE	<i>Glorya</i>
9	Ann Mariya Francis	CVS ICU	Staff Nurse (T)	<i>Ann Mariya</i>
10	Angel Johnson	Ward 35	Staff Nurse (T)	<i>Angel</i>
11	Shelly K Thankachan	Ward 34	Staff Nurse (T)	<i>Shelly</i>
12	Angel Rose Shaji Valayil	CVS OT	staff Nurse	<i>Angel Rose</i>
13	Sweetna Thomas	OBG-W-1	Staff Nurse	<i>Sweetna</i>
14	FASNA JABBAR A	Nursing College	Lecturer	<i>Fasna</i>
15	Christeena Jose	Clinical Biochemistry	Lab Technician	<i>Christeena</i>
16	PUNNYA DAS	CARDIOLOGY	ECHO TMT TECHNICIAN	<i>Punya</i>
17	Theetha A S.	Allied Health Science	Tutor	<i>Theetha</i>
18	Sairanya R	Pharmacy	Pharmacy Trainee	<i>Sairanya</i>
19	Mariya Thomas	Pharmacy	pharmacist (T)	<i>Mariya</i>
20	Shalini Merin Egan	Nursing	staff Nurse (T)	<i>Shalini</i>
21	Liya Charly	Nursing	staff Nurse (T)	<i>Liya</i>
22	Ardha Viswanathpu	NURSING	staff Nurse (T)	<i>Ardha</i>
23	Nishana M.A	Nursing	Staff Nurse (T)	<i>Nishana</i>
24	Aasha Marya C.A	Nursing	Staff Nurse	<i>Aasha</i>
25	Jima Joy	CVS ICU	Staff Nurse (T)	<i>Jima</i>
26	Angel Rose Shaji Valayil	CVS OT	Staff Nurse (T)	<i>Angel Rose</i>
27	Sweetna Thomas	OBG-W-1	Staff Nurse	<i>Sweetna</i>
28	FASNA JABBAR A.	Nursing College	Lecturer	<i>Fasna</i>
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Signature of Trainer :





TRAINING ATTENDANCE SHEET

Topic: General Orientation

Date & Time : 13/06/2024 9-12pm

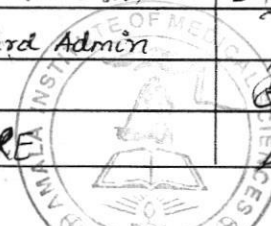
Venue : Conference Hall

Dept : All Staff

Name of Trainer : Management

Sl. No.	Name of the staff	Department	Designation	Signature
1	Tiji-Stephen	CCA		Tiji-Stephen
2	Jefry Justin	CCA		Jefry
3	Tommy C. Justin	CCA		Tommy
4	Nikhila Nath P	CCA		Nikhila
5	Sreedevi K.P	CCA		KB
6	Jisha N.U	CCA		Jisha
7	Neena V.P	CCA		Neena
8	Roslin John Britto	Nursing	Staff Nurse (T)	Roslin
9	Aiswarya K.G	Nursing	Staff Nurse (T)	Aiswarya
10	Mariya Paul	Nursing	Staff Nurse (T)	Mariya
11	Aleena Peter	Nursing (SSOT)	Nursing (T)	Aleena
12	Anju Sani	Nursing (CCU)	Staff Nurse (T)	Anju
13	Sonu Paul	Nursing (CVSICU)	Staff Nurse (T)	Sonu
14	Arjana Kuriachan	Nursing (CCU)	Staff Nurse (T)	Arjana
15	Arjana T.T	Nursing	Staff Nurse (T)	Arjana
16	Alina Job	Nursing (W-93)	Staff Nurse (T)	Alina
17	Gloriya Johnson	Nursing (W-33)	Staff Nurse (T)	Gloriya
18	Sweetna Thomas	Nursing-OBG-W1	Staff Nurse (T)	Sweetna
19	Pavithra K.C	Nursing (W-92)	Staff Nurse (T)	Pavithra
20	Ss. Maxima Joy	Nsg - ED	Staff Nurse	Maxima
21	Fermi V. Francis	Nsg - ED	Staff Nurse (T)	Fermi
22	AIN ROSE WILSON	Nsg - ED	STAFF NURSE (T)	Ain Rose
23	ROSE MARIYA K.C	Nursing CCU	STAFF NURSE (T)	Rose
24	Ammaria Anto	Nursing (GICU)	Staff Nurse (T)	Ammaria
25	Aswathy (Sr. Josemaria)	LAB	LAB TECHNICIAN	Aswathy
26	Leena V.V (Sr. Leena Maria)	Pharmacy	Pharmacist (T)	Leena
27	Copika N.R	HMT	Ward Admin	Copika
28	Leen Babu	HMT	Ward Admin	Leen
29	Hanan Mariyam	Speech Therapist (Co)		Hanan
30	Pooja P. Chandran	CDC	PRE	Pooja

Signature of Trainer :





TRAINING ATTENDANCE SHEET

Topic : General Orientation

Date & Time : 13/08/2025 9-1 pm

Venue : Conference Hall

Dept : All Staff

Name of Trainer : Management

Sl. No.	Name of the staff	Department	Designation	Signature
31	Nishana M.A.	nursing	Staff nurse (T)	
32	Ardhra Viswanathpu	Nursing	Staff nurse (T)	
33	Kiya Chaly	Nursing	Staff Nurse (T)	
34	Safeena Shafeek	Front Office Phone Counter	Assist (T)	
35	Mettena paulson	pharmacy	pharmacy assistant	
36	Navya shajian C	pharmacy	pharmacy assistant	
37	Sara Antony . M	pharmacy	pharmacy Assistant	
38	Aiswarya Binnet C	pharmacy	Pharmacist	
39	Olivia Jose	Nursing	Staff Nurse (T)	
40	Christeena Jose	Clinical Biochemistry	Lab Technician	
41	Ann Marya Davis	Nursing	Staff Nurse (T)	
42	Sandaa John	Nursing	Staff Nurse (T)	
43	Swartha Maria Thomas	Nursing	Staff Nurse (T)	
44	Janat Jose	Pharmacy	Pharmacist (T)	
45	Tomal . P . L	Pharmacy	Pharmacist (T)	
46	Saranya . R	Pharmacy	Pharmacist (T)	
47	Mariya Thomas	Pharmacy	pharmacist (T)	
48	Theetha . A . S .	Paramedical	Tutor	
49	Soniya . T . R	Blood Centre	Jr. lab Technician T	
50	Reshmi . Ravi . K	Blood Centre	Jr. lab Technician T	
51	Theresa Cheriyan	Blood Centre	lab Technician	
52	Minnu . P . M	HR Department	Jurist Executive	
53	Punya Das	ECHO, TMT	ECHO, TMT TECHNICIAN	
54	SREESHINA C.U	INSURANCE	TMT	
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Signature of Trainer :