

- Prize Money
- Gold Coins
- Certificates
- Mementos

as decided by the Management.

Internal Audit

- The Internal Audit Department will periodically audit all fee-related transactions recorded in the HOMES software.
- Any discrepancies identified will be reported to the Accounts Department for timely correction, ensuring compliance with FRC and KUHS norms.

15. ACADEMIC TRANSCRIPT POLICY

Preamble

The Academic transcript is an official summary which reflect the total, unabridged academic performance and progress of the student at the institution. Transcript from Amala Institute of Medical Sciences is a comprehensive, chronological record of personal details, academic attendance percentage, clinical postings attended, grades obtained and internship details.

Policy details: -

- The Academic Transcript provided to Undergraduates and Post graduate students at our institution is as per the norms of affiliating University- Kerala University of Health Science.
- The candidates are eligible for the academic transcript only on submitting an application to the principal stating the purpose for the transcript, along with scanned copy of



documents- i.e. Degree Certificate, Mark list, Council Registration Certificate, Internship Certificate, Passport size photograph, etc.

- The academic transcript is processed in 2 weeks time after payment of the processing fee.
- To minimize potential fraud, a transcript is issued only to the applicant candidate.
- A transcript ceases to be an “Official” transcript if it is photocopied or faxed.
- Soft copy of academic transcript will be uploaded on request from verification authorities with prior information by the applicant to the institution after completing all the formalities.

Purpose for transcript: -

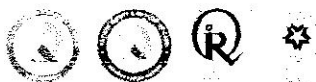
- Academic verification by other countries like ECFMG-Education commission for Foreign Medical Graduates.
- Applying for permanent residency abroad.
- Overseas higher education.
- VISA processing & Immigration.

Disclaimer: -

- The Policy commences w.e.f. 19-05-2021.
- Past performance may not be indicative of future results.
- The Management/Head of the Institution reserves the right to amend or add to the above policy at any time without assigning any reason.

16.POLICY FOR BIOMETRIC PUNCHING

Our institution is following two different types of Biometric Punching Machines called AEBAS Bio Metric machine and Institutional Bio Metric machine. AEBAS Bio Metric machine is fixed specifically for staffs and students who are registered under NMC (National Medical Commission) and Institutional Bio Metric machine is for all remaining staffs employing at Amala.



I. AEBAS Bio Metric Attendance Policy for NMC Staffs and Students:

Introduction:

Aadhaar-Enabled Biometric Attendance System (AEBAS) is a type of electronic time tracking (bio metric) system which allows both employer and employees to accurately monitor and keep track of their time in and time out to efficiently process employee time worked and leave taken for monthly payroll purposes. The following guidelines have been created to ensure accurate record keeping and compliance within the University.

Locations of Bio Metric:

AEBAS Bio metric machines are located at designated places for the ease of use by the employees in Amala Institute of Medical Sciences, Thrissur as...

1. Medical College Block, ID-30988
2. MC Lecture Hall 2 Device 1, ID-30713
3. MC Lecture Hall 2 Device 2, 30714
4. Medical College Block, ID-28067
5. MC Lecture Hall 3 Device 2, ID-26233
6. MC Lecture Hall 3 Device 1, ID-26227
7. Chavara Ward18, ID-13363
8. SH Block, ID-1927
9. Chavara Block, ID-1926
10. St Marys Block , ID-1917

Authorized Person of Institution:

Nodal Officer

Employee registration:



Name of the college(letter Head)

TRANSCRIPT

CERTIFICATE

This is to certify and confirm that.....was a bonafide student ofcollege, from..... tofor the course Bachelor of Medicine and Bachelor of Surgery(MBBS) .The course comprises of 5 ½ years including one year Pre graduate Internship. She passed the Final MBBS examination held in..... and satisfactorily completed the one year pre graduate internship. She has completed internship from.....to..... .The college is affiliated to Kerala University of Health Sciences, Thrissur.

A. Basic Data

1	Name of the student		Affix latest photograph
2	Gender		
3	Date of Birth		
4	Nationality		
5	Parent/Guardian (as per uni records)		
6	Permanent Address		
7	Name of the Course		
8	Specialty/Sub specialty		
9	Council Registration No		
10	Name of the College studied		
11	KUHS Registration No		
12	Duration of the Course		
13	Internship		
14	Medium of Instruction		
15	Date of Admission		
16	Date of completion of the course		
17	Date of Publication of Result		
18	Date of convocation		
19	Degree Awarded by	KERALA UNIVERSITY OF HEALTH SCIENCES, THRISSUR, KERALA	

B. Academic Details

	Subjects	Theory Hours		Practical/Clinical Hours	
		Prescribed	Attended	Prescribed	Attended
	First MBBS				
1	Anatomy	132		518	
2	Physiology	260		220	
3	Biochemistry	160		80	
	Second MBBS				
1	Pharmacology	125		175	
2	Pathology	140		160	
3	Microbiology	170		80	
4	Forensic Medicine&Toxicology	30		70	
	Third MBBS (Part I)				
1	Ophthalmology	110		240	
2	Otorhinolaryngology	110		192	
3	Community Medicine	130		288	
	Third MBBS (Part II)				
1	Medicine&AlliedSpecialities				
a	General Medicine	300		624	
b	Radiology/Radiotherapy			48	
c	Skin & VD			144	
d	TB and Chest			48	
e	Psychiatry			48	
2	Surgery & Surgical Specialities				
a	General Surgery(including Anaesthesia)	300		624	
b	Orthopaedics& PMR			240	
c	Dentistry			48	
d	Casualty			48	
3	Obstetrics&Gynaecology and Family Planning	300		624	
4	Paediatrics	100		240	
	Grand Total	2367		4759	

C : Details of Clinical Rotation/Posting

Semester	Subjects	Total clinical weeks per rotation	Period of Posting		Program Director
			From	To	
III	General Medicine	8			
	General Surgery	8			
	OBG & Family Planning	8			
IV	Community Medicine	2			
	TB and Chest	2			
	Skin & VD	2			
	Ophthalmology	4			
	Otorhinolaryngology	2			
	Psychiatry	2			
	Orthoepadics	2			
	Casualty/clinical Pathology	2			
V	General Medicine	2			
	Skin and VD	4			
	General Surgery	2			
	Dentistry	2			
	Radiology	2			
	Obstetrics &Gynaecology and Family Planning	2			
	Community Medicine	4			
VI	General Medicine	4			
	Peadiatrics	2			
	General Surgery	4			
	Orthoepadics	4			
	OBG & Family Planning	6			
VII	Otorhinolaryngology	6			
	Ophthalmology	6			
	Community Medicine	6			
VIII	General Surgery	8			

	OBG & Family Planning	4			
	General Medicine	8			
	Paediatrics	4			
IX	General Medicine	4			
	General Surgery	4			
	OBG & Family Planning	4			
	Paediatrics	4			
	Orthopaedics	4			

D Exam Details

Subjects	Reg No	Month & Year	Marks Secured	Min for a Pass	Max.Marks	Remarks
I -MBBS						
Anatomy				100	200	
Physiology				100	200	
Biochemistry				100	200	
TOTAL				300	600	
II - MBBS						
Pharmacology				75	150	
Pathology				75	150	
Microbiology				75	150	
Forensic Medicine & Toxicology				50	100	
TOTAL				275	550	
III -MBBS - Part I						
Ophthalmology				50	100	
Otorhinolaryngology				50	100	
Community Medicine				100	200	
TOTAL				200	400	
III- MBBS – Part II						
General Medicine				150	300	
General Surgery				150	300	
Obstetrics & Gynaecology				100	200	
Paediatrics				50	100	
TOTAL				450	900	
GRAND TOTAL				1225	2450	
Grand Total in words						

E Internship

Sl No	Department	Duration	Period of posting		Hospital/Institution
			From	To	
1	Community Medicine	2 Months			
2	Medicine Including 15 days of Psychiatry	2 Months			
3	Surgery including 15 days of Anesthesia	2 Months			
4	Obstetrics and Gynecology including family welfare planning	2 Months			
5	Pediatrics	1 Month			
6	Orthopedics including PMR	1 Month			
7	ENT	15 days			
8	Ophthalmology	15 days			
9	Casualty	15 days			
10	Elective posting				

Aggregate Marks :-

Percentage of Marks :-

Rank/Class :-

System of Grading(As per Academic Regulation of the Course)

Distinction:- Above ...%

First Class:- Above ...%

Second Class/ Pass :- 50%

Principal