

OFFICE PROCEDURE MANUAL

Administrative Department

Amala Institute of Medical Sciences, Thrissur

No. AIMSTSR/DIR/Gen./19/2025/26

Date: 15.11.2025

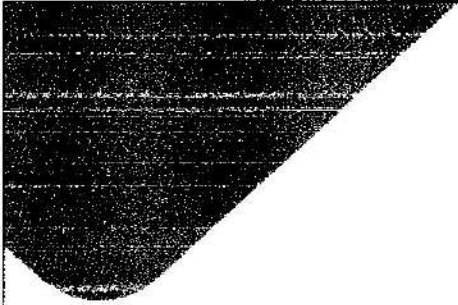
POLICY AND PROCEDURES OF ADMINISTRATIVE DEPARTMENT

PREFACE


The *Office Procedure Manual* of Amala Institute of Medical Sciences is intended to serve as a comprehensive reference guide outlining the institution's policies, procedures, and best practices. It reflects the core values, mission, and goals of the institution, ensuring that all administrative activities are carried out with integrity, efficiency, and professionalism.

This manual seeks to establish uniform standards and streamline processes across all departments, fostering a culture of transparency, accountability, and ethical conduct. It aims to support staff members in performing their duties effectively while maintaining the highest standards of institutional excellence and humane interaction.

By providing clear guidance and well-defined procedures, this manual endeavors to enhance coordination, promote consistency in decision-making, and uphold the professional competence that defines Amala Institute of Medical Sciences.

- 
- To be a foremost teaching hospital known for its excellence in **holistic healthcare, quality education and research.**

We are committed to translating the vision into action by:

- Employing the best possible staff.
 - Providing state-of-the-art facilities in an eco-friendly ambience.
 - Imparting affordable, inclusive, quality healthcare to all.
 - Catering to the physical, emotional and spiritual needs of the patients.
 - Following merit-based, transparent and non-exploitative admission procedure.
 - Challenging our students to become forward-looking, dedicated health care personnel, with competence, integrity and compassion as their hallmarks.
 - Instilling in the staff and students respect for life at every stage of its growth and in all its manifestations.
 - Inspiring the students to reach out to the poor and the marginalized, especially those in the rural areas.
 - Promoting innovative research that will benefit the humanity.
- 



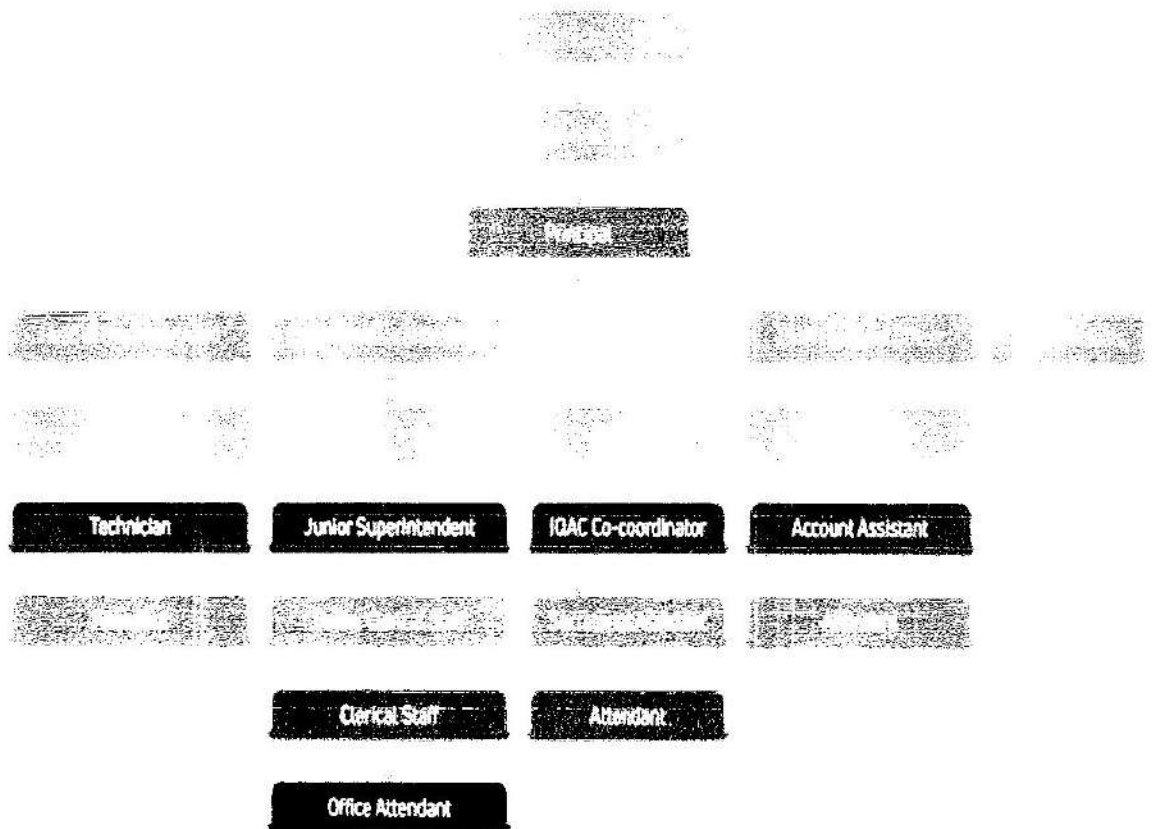
VALUES

- ▶ **Honour**
Commitment to integrity, ethical conduct and respect for life.
- ▶ **Compassion**
Cultivating empathy and sensitivity in students to ensure humanity driven patient care.
- ▶ **Abundance**
Nurturing a culture of generosity in knowledge sharing, mentorship, and opportunities that empowers students.
- ▶ **Ethical Professionalism**
Integrating scientific rigor with principled and ethical medical practice.
- ▶ **Homely Feeling**
Fostering a supportive familial environment that nurtures trust and belonging.

Tagline: A Home for Total Healing...

ORGANOGRAM

OFFICE ADMINISTRATION ORGANOGRAM



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1. ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE STAFF

All employees are responsible for understanding and adhering to the procedures outlined in this protocol. Each staff member is expected to be familiar with the policies, carry out tasks in accordance with established guidelines, and maintain a high standard of professionalism and accountability. Employees should actively participate in creating a safe, efficient, and organized work environment by following instructions, seeking clarification when required, and performing their duties with diligence and integrity. Compliance with these procedures ensures consistency in operations, promotes institutional efficiency, and supports the overall mission and objectives of the organization.

2. RECORD KEEPING AND COMMUNICATION

Documentation and Record Keeping

The institution follows a systematic documentation and record-keeping process to ensure transparency, accountability, and traceability of all official activities. All information related to internal and external processes must be recorded and updated in a timely manner. Incoming documents are entered in the Inward Register, and outgoing documents are recorded in the Dispatch/Outward Register. These registers serve as official evidence of document movement and support proper tracking, reference, and auditing requirements. All employees must ensure accuracy, confidentiality, and secure handling of records.

Communication Protocol

All official communication must be routed through the proper channel by adhering to the established institutional communication policy. Employees must ensure that communication is accurate, professional, and approved as required by the hierarchy. Unauthorized communication or informal sharing of official information is strictly discouraged. The objective is to maintain clarity, professionalism, and consistency across all forms of official correspondence.



Types of Communication

Official communication within the institution may include, but is not limited to:

- **Internal Communication:** Notes, memos, circulars, office orders, emails, and departmental instructions.

External Communication: Official letters, emails, notices, and correspondence with government agencies, regulatory bodies, and other institutions.

- **Digital Communication:** Emails, official messaging platforms, and approved digital communication systems.
- **Physical / File Movement:** Hard copy documents routed through proper file-movement channels and registers.

All forms of communication must follow approved formats, maintain confidentiality, and comply with institutional policies.

3. HUMAN RESOURCE MANAGEMENT

Recruitment and Appointment Procedure

Purpose

To ensure a fair, transparent, and efficient process for attracting and appointing qualified candidates aligned with institutional requirements.

Applicant Database

HR shall maintain and periodically update a database of applications. Applications older than one year will be removed, except for rare/critical positions.

Vacancy Notification

If suitable candidates are unavailable in the database, HR will advertise vacancies through local newspapers, social media, the official website, and hospital notice boards.

Shortlisting & Scheduling

Eligible candidates will be shortlisted, and interview schedules will be communicated via phone or other appropriate means.



Selection Process

- Panel Formation: Includes a subject expert, HR representative, and the priest in charge.
- Interview: Structured interviews; practical tests if required.
- Scoring: Independent evaluation with consolidated ranking.
- Approval: Final selection approved by the Board and offer issued.

Background Verification

Education, employment, and credentials will be verified. Non-nursing patient-side staff must undergo police verification before joining.

Review

Policy will be reviewed and updated periodically based on organizational and regulatory needs.

Staff Onboarding and Orientation

Purpose

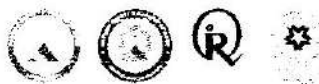
To foster continuous learning and professional growth by providing structured training programs that enhance employee skills, align with institutional goals, and support excellence in performance and service delivery.

Induction Training

All newly joined employees, including outsourced staff, undergo a formal induction program covering the institution's vision, mission, values, policies, procedures, services, and basic quality and safety practices. A brief orientation is provided on the day of joining, followed by a formal induction organized by the HR Department, conducted periodically. A welcome kit is issued to new employees.

Professional Training & Development

The Institute ensures ongoing professional development through department-wise and role-specific training programs, including CNE for nurses and CME for doctors, CTP for Non-teaching staff, Prism/ Sarathi for Front office staff along with other internal/on-the-job sessions.



Leave Management and Attendance

Purpose

To establish clear guidelines for leave entitlement, utilization, and approval for all employees, ensuring fairness and operational efficiency.

Leave Framework

- Leave is calculated on a calendar-year basis (Jan 1 – Dec 31).
- Employees may carry forward up to 50% of Annual Leave, capped at 24 days.

Leave Entitlement

- 1st Year: 1 Casual Leave (CL) per month; ESI leave through ESI office.
- 2nd Year: 1 CL + 1 Annual Leave (AL) per month; Sick Leave (SL) for non-ESI staff as approved by management.
- From 3rd Year: Maternity Leave as per institutional policy.

Statutory Leave

- ESI Medical Leave permitted for eligible employees as per ESI verification.

Duty Leave

- Eligible after 2 years of service; max 6 days per year.
- Granted for official activities/exams at management discretion.
- Not applicable on holidays; approval required from Director.

Marriage Leave

- 1st Year: 7 days (including LOP if needed).
- 2nd Year onwards: 14 days (up to 10 days may be LOP).

Miscarriage Leave

- As per medical advice and organizational norms.

Other Leave

- Abroad Leave, LOP, Duty Leave—as per institutional rules and prior approval.



Leave Application

- Must be applied in advance using the approved HR form and approved by reporting officer/HOD/CNO/NS.

Utilization & Restrictions

- Leaves should be planned to avoid operational disruption.
- Maximum accumulated leave at any time = 24 days.

Guidelines

- CL + Weekly Off may be combined up to 5 days.
- AL cannot be clubbed with CL; SL not clubbed with CL.
- AL must be applied in advance.
- Compensatory Off requires eligible duty and proper marking.
- Holiday Off allowed only when on duty before/after holiday.
- Maximum 2 CL during notice period.

Compliance

Employees must follow this policy. It will be reviewed periodically and updated as required.

Performance Appraisal and Promotion

Objective

To ensure a fair and transparent system for evaluating employee performance, supporting professional growth, and guiding decisions related to increments, promotions, confirmation, and training.

Applicability

Applies to all employees across all departments and job roles

Appraisal Frequency

Conducted annually, typically in January, assessing performance for the previous year

Appraisal Process

A multi-level evaluation including:

- Self-evaluation
- Peer feedback
- Supervisor evaluation



- Review of KRAs, achievements, and contributions

Roles

- Appraiser: Immediate supervisor
- Reviewer: HOD (not applicable if employee reports directly to HOD)

Assessment Parameters

Employees evaluated on:

- Job skills and knowledge
- Attitude and behavior
- Key Result Areas (KRAs)

Rating scale: Outstanding / Excellent / Very Good / Average / Below Average

Increment

Annual increment granted in January based on organizational performance and individual rating.

Promotions

Based on performance, experience, role suitability, and initiative. May include interviews if positions are limited and may involve change in designation or salary.

Training & Development

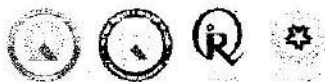
Appraisal results are used to identify training needs. Departments plan and deliver training accordingly.

Communication

New employees are briefed about the appraisal process during induction.

Review

Policy will be reviewed periodically and updated as required:



4. ACADEMIC SECTION – KEY SERVICES

NMC & Accreditation Support

The Academic Section manages all official communication with NMC, maintains statutory data and declaration records, and coordinates course recognition and renewals. It provides full support during NMC inspections and handles documentation and filing for seat enhancement and new course approvals.

Admissions (UG / PG / Super-Specialty)

The Academic Section manages the entire admission process in accordance with the CEE allotment procedures. It ensures timely publication of all necessary admission guidelines, including the list of documents required for enrolment, and supports students through each stage of admission formalities.

It also verifies and secures all original documents submitted by students, organizes comprehensive orientation programmes for newly admitted batches, and maintains accurate and updated admission registers for every academic programme across UG, PG, and super-specialty levels.

University Examination Cell (KUHS)

The Examination Cell circulates KUHS examination notifications, communicates deadlines, and oversees registration of eligible candidates, including submission of fee details to the University. It also collects attendance and internal assessment marks from departments, verifies and publishes them for student review, and then uploads the approved data to the University portal. All required documents related to exam processes, including candidate lists, fee records, and details of appointed exam officials, are uploaded in accordance with KUHS guidelines.

The Cell manages hall ticket procedures by downloading, verifying, signing, and distributing them to students. It also handles all financial formalities connected to examinations — applying for advances, managing expenses, and submitting consolidated expenditure statements to the University. Examination stationery such as answers booklets and related supplies are safely stored



and monitored, and answer scripts are packed and dispatched to KUHS within the stipulated timeline after each examination session.

Additionally, the Cell publishes University results promptly, distributes individual mark lists to students, and keeps institutional result registers updated to ensure accurate academic records and smooth coordination with KUHS.

Certificates & Documentation

The Academic Section handles the issuance of transcripts, MSPE, attempt certificates, Bonafide certificates, and course recognition letters. It processes student applications, verifies supporting documents, and maintains proper tracking with file numbers for each request. A dedicated certificate register is updated regularly to ensure accurate record-keeping and timely delivery of all certificates.

Student Academic Support

The Academic Section supports students across UG, PG, and Internship levels. For undergraduate students, it prepares and monitors clinical posting schedules, maintains leave and duty records, issues academic circulars, and processes scholarship applications. For postgraduate students, the section verifies attendance and leave details, manages monthly stipend processing and refunds, prepares promotion orders at the end of each academic year, and coordinates extension postings. For interns, it verifies duty punching and attendance, maintains leave records, and issues internship completion certificates.

Ranking & Survey Coordination

The Academic Section manages institutional data submissions for national and state ranking frameworks including NIRF, KIRF, AISHE, NAAC and QAS. It collects, compiles, and verifies academic and administrative data to ensure accurate and timely reporting, supporting the institution's visibility and accreditation standards.



ledgers. Pending dues are tracked, and monthly reconciliations are submitted to the principal to maintain financial oversight. Petty cash and reimbursements are managed rigorously, with each transaction documented and reconciled regularly. Claims are verified for compliance before disbursement, maintaining audit-ready records and financial integrity.

Internal and external audits reinforce accountability, while compliance with statutory requirements—including GST and income tax—is strictly maintained. Detailed records, including budgets, fee registers, petty cash books, and reconciled bank statements, support transparency and informed decision-making. Through these measures, the Finance and Accounts division ensures efficient financial stewardship, reinforcing Amala Medical College’s commitment to operational excellence and institutional integrity.

6. Procurement and Inventory Management

The Procurement and Inventory function ensures timely acquisition of resources and efficient management of college assets, maintaining operational continuity and institutional accountability. It upholds transparency, cost-effectiveness, and compliance with regulatory standards. All procurement begins with the submission of detailed requisitions by departments, specifying requirements and justifications. These requests are reviewed and approved by the Administrative Officer and Principal before initiating procurement. Vendors are selected from an approved list, ensuring quality, reliability, and adherence to institutional policies.

Inventory management is conducted systematically, with all items recorded in detailed registers or digital systems. Regular stock verification ensures accuracy, minimizes loss, and identifies requirements for replenishment. Obsolete or unusable items are disposed of following formal approval, maintaining environmental compliance and institutional accountability. By integrating structured procurement procedures with rigorous inventory control, the department ensures uninterrupted operations, prudent resource utilization, and transparent asset management, reinforcing Amala Medical College’s standards of administrative excellence.



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7. Correspondence and Communication

Handling Incoming and Outgoing Letters. All incoming and outgoing correspondence must be properly registered in the official register to maintain an accurate record of communication. Each letter received should be promptly acknowledged and forwarded to the concerned authority or department without unnecessary delay. Outgoing letters should be verified, signed by the competent authority, and dispatched through the proper channel to ensure accountability and efficiency in communication.

8. Official Email and Circular Management

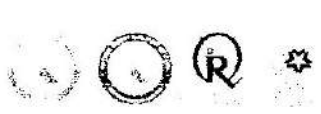
A comprehensive and regularly updated college email directory must be maintained to facilitate smooth communication between departments and staff. All official notices, announcements, and circulars should be carefully drafted, reviewed, and approved by the appropriate authority before being circulated. Dissemination of these communications should be done through authorized platforms to ensure uniformity, authenticity, and timely delivery of information to all concerned.

9. Meeting Schedules and Minutes of Meetings

Meeting should be scheduled well in advance, and formal invitations must be sent to all concerned members with details such as date, time, venue, and agenda. During the meeting, key discussions and decisions should be accurately recorded. The minutes of the meeting must be prepared promptly, reviewed for accuracy, and distributed to relevant participants to ensure proper follow-up on decisions and assigned responsibilities.

10. Telephone and Reception Protocols

All telephone calls should be answered courteously and professionally, maintaining the institution's standard of effective and polite communication. Incoming calls must be attended to promptly, and inquiries should be directed to the concerned staff or department without delay. The reception staff should also be responsible for coordinating call meetings such as College Council Meetings (CCM) and various committee or grievance cell meetings by informing members and confirming participation.



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:



Employee can start registering on-line by submitting their details along with their Aadhaar number.

- Open the webpage <https://aimsthr.nmcindia.ac.in>
- Got to user registration
- Submit the details as per the instructions available there
- Employee will receive a confirmation SMS and email notification from NMC stating that registrations completed successfully along with your registration attendance ID
- After approving employee registration by the institution (Nodal Officer), employee will receive another SMS
- Then again open the same webpage <https://aimsthr.nmcindia.ac.in>
- Go to Login
- Click on “Don’t have an account” to open personal login account
- Enter attendance ID and captcha
- Click on “Generate login OTP” (OTP is employee’s temporary password)
- Login with temporary password received and create new password
- Submit and then your page is open to view details
- Punching can be done in the AEBAS Machine

Attendance marking:

Employees can mark their attendance on Aadhaar-Enabled Biometric Attendance System (AEBAS) terminals installed in any building inside the Hospital compound, using the attendance ID provided to them. The dashboard reports would be able to show the location/building from where an employee has marked their attendance on particular day.

Punching process

Every employee will need to enter 8-digit unique ID (Attendance ID) on the touch screen of the tablet and then present his bio-metric (finger print) for authentication. This may take maximum of 30 seconds to finish.



Punch In - Out:

The very first time an employee marks attendance in a day is taken to be his In- time. The last attendance marked in the day is considered to be the Out-time. This means attendances marked in between the first and the last punch are not considered.

AEBAS Machine Time:

The work hours are calculated for 24 hours and after 12 midnight a date change comes into effect.

Late and Early Punch:

Recording/Marking of biometric attendance after grace period (half an hour in starting of daily working time) and before completion of daily working hours shall be considered as "Late coming/Early leaving" respectively and leave have to be applied accordingly for the same.

Employees are expected to punch in and out at their regularly scheduled times. Punch in and punch out by the employee(s) before the regularly scheduled time is prohibited.

Under certain conditions when an employee cannot "punch in" at the institution, the employee should fill out the Duty Leave (DL) form to get the prior approval from their reporting authority for onward submission to the HR department, failing which the days mentioned in the form shall be counted as LWA (Leave Without Allowance).

Attendance Register:

All employees should mark their daily attendance in their respective attendance register on regular basis, other than their AEBAS punching.

Leave Application:

1. Online:

Employees are instructed to report their leave details through personal AEBAS account.



Login with personal credential-Select Leave Portal-Fill the required leave details-Submit leave approval and rejection will done by Nodal Officer on behalf of institution.

2. Offline:

Employees are required to fill leave application form (*issued from institution HR dpt.*) as well and get approval signature from concerned In-charge/HOD and submit to HR department, failing which the days mentioned in the form shall be counted as LWA (Leave Without Allowance).

Compensatory Work Time:

Compensatory work time earned is based on hours worked by the concerned employee(s) on listed holiday / gazetted holidays / national holidays / weekly off(s) etc as approved by the concerned reporting authority. Based on this compensatory work time, employee(s) may be eligible to get compensatory off in lieu of their existing compensatory off policy.

NMC rules and regulations:

As per NMC rules and regulations, faculty and senior resident doctors are required to maintain a minimum attendance of 75% through the Aadhaar-Enabled Biometric Attendance System (AEBAS). All medical colleges have to install AEBAS linked to the command-and-control centre of NMC.

Absences from Duty:

Employee attendance is extremely important in our institution. Management expects employees to strive for perfect attendance and to arrive for work on time. Therefore, an absence from duty or a late start or early logout should be avoided unless there is a genuine emergency.



Personal Tracking:

Employee can check their attendance online on AEBAS by logging into the designated portal or mobile application using their credentials.

AEBAS ID transfer during EXIT

Institution will promptly transfer the AEBAS ID of a user upon their resignation or transfer from one organization to another. If the destination is unknown, the AEBAS ID should be transferred to the "Free Pool" instead of being blocked.

II: Institutional Biometric Attendance

Introduction:

Biometric Attendance 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.

Locations of Bio Metric:

Bio metric machines are located at designated places in Amala Institute of Medical Sciences, Thrissur as;

11. Medical College Block -2
12. Chavara Block -3
13. SH Block -1
14. St Marys Block -2

Employee registration:

- Call Software dept. (Code-1413)
- Get the User ID from Software Department
- Go to user registration



- Register their ID, name, department, branch and title on software
- Register Fingerprint on software
- Send to Terminal
- Punching can be done in the Machine

Card Punching:

- Before giving card punching, the staffs are required to go to arch clinic & consult dermatologist and get medical certificate. And they need to write a request letter to HR Manager and get the sign from him and submit to HR dept, and then only we can issue the card. Based on the time period mentioned in the letter by Hr Manager we can provide the card validity period.
- Add user- tick card—type card number on card information -- add -- restriction – access allowed period—type period– modify and send the details to the terminal

Attendance marking:

Employees can mark their attendance on biometric attendance system terminals installed in any building inside the hospital compound, using their registered fingerprint.

Punching process:

Every employee will need to touch using their fingerprint on the sensor after selecting F1 or F2 mode

Punch In - Out:

An employee marks attendance in a day is taken to be his In- time as F1. The last attendance marked in the day is considered to be the Out-time as F2.



Machine Time:

Working on 24 hours

Late and Early Punch:

Employees are expected to punch in and out at their regularly scheduled times. Punch In and Punch Out by the employee(s) before the regularly scheduled time are prohibited.

Monthly Report:

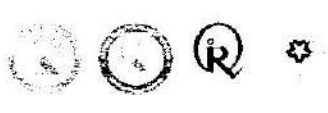
Punching time of each staff need to be checked in every month and to check for latecomers and for overtime details.

Warning Orders for Late Comers:

1. 1st Warning
2. 2nd Warning
3. Memo
4. 1st Salary cut
5. 2nd Salary cut
6. Suspension – for 2 days with salary cut
7. Management Discretion

17. EXIT POLICY

This Exit Policy is established to ensure a smooth, transparent, and dignified separation process for employees, while safeguarding institutional interests and maintaining continuity of services.



Objective

To ensure a smooth, transparent, and respectful separation process for employees while protecting institutional interests.

Scope

Applies to all permanent, contractual, temporary, and part-time employees across the institution.

Types of Separation

- Resignation
- Retirement
- Termination (disciplinary, performance, redundancy, etc.)
- Completion of Contract
- Medical Incapacity
- Death

Notice Period

Minimum notice for resignation:

- General Staff & Junior Residents – 30 days
- Senior Residents – 60 days
- Doctors (others) – 90 days

Management may waive or modify notice period based on requirement.

Resignation Process

Employee must:

- Submit written resignation to supervisor & HR
- Complete exit interview form
- Hand over duties and return all hospital property
- Obtain department clearance before last working day



Exit Interview

HR will conduct an exit interview to understand separation reasons and collect feedback. Information remains confidential.

Final Settlement

Settlement (salary, leave encashment, reimbursements) processed within 30 days after last working day, subject to No-Dues clearance.

Clearance & Handover

Employee must return all hospital items, hand over files and responsibilities, and obtain clearance signatures. Non-compliance may delay settlement and certificates.

Certificates & References

- Experience/Service certificate for employees leaving in good standing
- Retirement benefits as applicable
- References at management discretion

Rehire Eligibility

Former employees may be rehired subject to good exit record and institutional need.

Confidentiality

Employees must maintain confidentiality even after exit. Breach may lead to legal action.

Documentation

Exit-related documents maintained by HR for minimum 5 years.

This policy and procedures of administrative department has been duly approved and will come into effect from 15.11.2025. Management has the right to modify these policies at any time partly or fully.


PRINCIPAL
DIRECTOR

No.AIMSTSR/PRL/00/21/2025/06

11.06.2025

OFFICE ORDER


Sub: Incentives for MBBS students who scored distinction in the KUHS examinations-reg

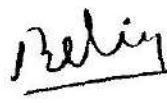
The following students are eligible for incentives worth INR 5,000/- (Rupees Five Thousands only) for their academic performance by achieving distinction in the university examinations held by KUHS.

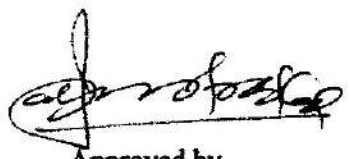
2021 Batch- Phase III Part 1 University Examinations, February 2025	
1.	REVATHY ANILKUMAR
2.	SOPHY SUSAN THOMAS
3.	ANN ANNA ALEX
4.	MEERA RAKESH
5.	ALEENA PAULY PATHIYAPARAMBIL
6.	ARJUN PRASAD
7.	SEBA SABU THOMAS
8.	MUHAMMED FAIZAL K
9.	EVELYN SANJIV
2022 Batch - Phase 2 University Examinations, December 2024	
1.	ANJANA KAMATH A
2.	AKASH S
3.	ANNA GEORGE
4.	NEHA KURUP
5.	JISIA ROSE V
6.	ADITHY AJAY
7.	SREELAKSHMI LEJUMON
8.	SNEETHA MERIN JACOB
9.	ANJALI ANN JOSE
10.	AGHIL SUBIN
11.	PRIYA ELIZEBATH JOGY
12.	ANANYA A
13.	MERIN ELIZABETH BINO
14.	JOEL EDAKALATHUR
15.	FATHIMA MISNA P A

Congratulation to the achievers

 Prepared by,
 Liviya Louis
 Junior Executive


 Verified by,
 Dr. Joby Thomas K
 Chief Administrative Officer


 Forwarded by,
 Dr. Betsy Thomas
 Principal


 Approved by,
 Fr. Julious Arakkal CMI
 Director

Copy to: Joint Directors, Associate Director, CFO/Int. Audit, Accounts section (M.C), Notice Board (MC & Hostels), File (Merit Scholarship)

