

**Amala Institute of Medical Sciences, affiliated to KUHS  
Minutes of Journal Board Meeting**

<b>Name of the Department</b>	<b>Journal of Advanced Health Research and Clinical Medicine</b>
<b>Date &amp; Time</b>	01-01-2026, 12.15 pm -1.30 pm
<b>Meeting Number</b>	35
<b>Venue</b>	Office room of Fr. Antony Mannummel CMI
<b>Chairperson</b>	Fr. Antony Mannummel CMI
<b>Members Present:</b>	<b>Name of the Members</b>
	Dr. C R Saju
	Dr. T A Ajith
	Dr. Twinkle Wilson C

**Agenda Points & Discussion**

SI No	Agenda Item	Discussion/Decision Taken	Responsibility	Timeline
1	Approval to proceed with DOAJ application	Dr. Antony Mannummel CMI confirmed management approval. Payment of approx. ₹30,000 to be made for the application.	Management / Editorial Office	Immediate / As soon as possible
2	Editorial Board modification	Dr. Antony enquired about the new modified editorial board for DOAJ. Requested inclusion of Provincial Father as a member.	Editorial Office / Dr. Antony / Provincial Father	To finalize before DOAJ submission
3	Minimum number of articles required,	Dr. Saju mentioned a minimum of 25-30 articles needed. Efforts ongoing to compile articles, though challenging.	Editorial Office / Authors	Ongoing, to meet submission requirements
4	Chances of acceptance & guidelines	Dr. Ajith shared that 65% of applied journals are accepted. Rejection carries a 2-year embargo. Guidelines reviewed; possibility of acceptance is good.	Editorial Office	By submission date

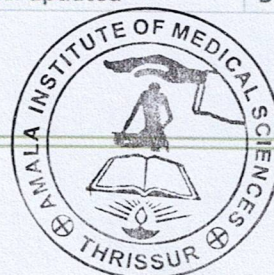


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5	Importance of DOAJ indexation	Dr. Saju highlighted that NMC demands DOAJ. Journals like Amrutha, JIPMER, Pushpagiri have achieved indexation.	Editorial Office	Awareness / Ongoing
6	Board diversification	Provincial Father suggested diversifying the board. Dr. Saju proposed adding experts in Sociology and Anthropology in future.	Editorial Office	To implement in future updates
7	Signed approval letter for DOAJ application	Dr. Saju to sign and send the approval letter for the DOAJ indexation application to the WK team.	Dr. Saju / Editorial Office	Immediate / Upon completion of the letter

**Acten Taken Report(ATR) for previous meeting**

Sl No	Decision	Action Taken	Status
1	Reviewed current Editorial Board for compliance with academic standards and DOAJ requirements	Editorial Board structure evaluated in detail	Done
2	Approved addition of Dr. Shylesh, Dr. Pradeep, Dr. Rejesh B, Dr. Derlin, Dr. Sabu, Dr. Neeraj	Journal Administrator updated the Editorial Board list	Done
3	Approved removal of Dr. Binoj, Dr. Aiswarya, Dr. Alvin, Dr. Prathibha, Dr. Tinju, Ms. Jini, Dr. Lekshmi, Dr. Nishanth, Dr. Sreenivasan	Journal Administrator updated the Editorial Board list	Done
4	Re-designated Dr. Sruthi M. V, Dr. Babu, Dr. Anoj, Dr. Jomon Raphel as Editorial Board Members	Changes communicated and list updated	Done
5	Re-designated Dr. K. B. Harikumar as Associate Editor	Editorial Board list updated	Done
6	Approved appointment of Dr. Ashok Shenoy K as Associate Editor	Appointment communicated and portal updated	Done



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7	Advisory Board section to be placed at the end, followed by Journal Administrator details	Editorial structure reorganized for upcoming issue	Done
8	Journal Office authorized to update portal with all approved changes	Portal update prepared and verified	Done

Prepared by: Dr. Twinkle Wilson C- Journal Administrator

Verified by: Dr. Ajith T A – Deputy Editor

Approved by: Dr. Saju C. R – Executive Editor



Betsy

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