

**GOVERNMENT MEDICAL COLLEGE  
THRISSUR**



**ACADEMIC POLICY**



## OUR VISION

“To provide world class medical education and mould students as experts in medical profession and hence to provide holistic health care services to the community.”

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## **I. INTRODUCTION**

The principle of academic integrity is so central to an academic institution. Academic policy reveals the principal objectives should be observed or implemented for quality teaching at an institution. It defines the procedures for the multiple levels of accountability in teaching-learning and assessment to assure quality education with responsibility and ensure that all these are properly materialized. The academic policy documents reflect the academic objectives of the institute and the strategies envisaged to achieve them. It has an impact on academic programs and services to students and also facilitates the academic and professional life of the faculty.

Govt. Medical College Thrissur strives to attain academic excellence by diligent effort to provide quality education. In Govt. Medical College Thrissur, the academic policy is developed by the Academic Monitoring Committee. This policy document will provide a guideline to develop the student as a self-reliant quality professional with social commitment to meet challenges in his profession. The students include those who are attending the course of MBBS, or MD or MS.

## **II. SCOPE OF POLICY DOCUMENT**

This policy is prepared in accordance with the parameters specified by the regulating authorities ie, National Medical Commission, the affiliated university – Kerala University of Health Science and the State government of Kerala.

This policy document provides guidelines to

1. Accomplish the responsibility of an institution
2. Adopt methods to improve the quality of teaching -learning and assessment processes
3. Assist the students to inculcate subject knowledge and professional skills
4. Acquire ethical standards in professional work
5. Ameliorate the communication skills of students
6. Amplify the critical thinking capability of students
7. Achieve academic excellence
8. Attain course outcome
9. Arrange faculty improvement programs
10. Augment positive relationship between faculties and students.ce of the institution

## **III. OBJECTIVES OF ACADEMIC POLICY**

1. To ensure scholastic, co-curricular and extra-curricular development of students in accordance with those specified by the regulating authorities.
2. To ensure proper planning of teaching learning methods, assessment methods and master time table, including tentative examination dates for the succeeding academic year by faculties in all departments .

3. To ensure that quality education and continuous evaluation are implemented as per the planned master time table for the current academic year.
4. To ensure that students are mentored for academic as well as personality development.
5. To ensure the accomplishment of course outcomes.
6. To ensure a platform for redressal of grievances from students, faculties and women.

#### **IV. ACADEMIC MONITORING COMMITTEE (AMC)**

Academic policy development as well as academic monitoring in Govt Medical College, Thrissur is done by the academic monitoring committee (AMC), which is constituted as per the norms of the Kerala University of Health Science.

##### **IV.1. Structure of AMC constituted at Govt Medical College, Thrissur:**

In KUHS, the AMC is envisaged as a two-tier system. The first tier is the institutional academic committee and the second tier is the academic monitoring committee, which operates at the headquarters of KUHS.

Members of AMC constituted at Govt Medical College, Thrissur:

Sl no	Designation	Position in AMC
1.	Vice principal	Chairman
2.	All Head of departments	Member
3.	MEU co ordinator	Member
4.	Course coordinators UG	Member
5.	House surgeons coordinators	Member
6.	Course coordinators PG	Member

##### **IV.2. Functioning of AMC:**

The committee members meet periodically to plan academic activities and make an objective assessment of all the academic programs, including examinations taking place in the institution with special regard to the regulations, Syllabi and other guidelines of the university. This committee takes necessary steps to rectify the defects and inadequacies, if any.

AMC monitors the teaching –learning process of courses, adherence to the course plan, completion of the syllabus within the prescribed time schedules as per the academic calendar and class adjustments. It also observes the standards of the internal assessment examination and evaluation process. A periodical report is submitted online to KUHS AMC as the institutional academic committee report twice a year. The chairman of the AMC decides one of the members as secretary /coordinator of AMC

##### **IV.3. Rules and Guidelines:**

1. Tentative dates for meetings of AMC at regular intervals in an academic year must be prepared and communicated to all departments and AMC members well in advance by the AMC coordinator.

2. The first meeting of AMC to plan the academic activities for an academic year will be conducted at least 15 days prior to the commencement of that year and the same must be communicated to all AMC members by the AMC coordinator.
3. Meetings of AMC must be conducted as per the schedule, to plan and monitor the academic activities and the minutes of meetings must be communicated to all the departments.
4. In the absence of the AMC coordinator, the next senior faculty of AMC will supervise the academic planning and monitoring.
5. All the AMC members must attend the academic meetings conducted by the AMC coordinator, without fail.
6. All formats must be timely released to all the departments.
7. AMC must communicate the monitoring schedule well in advance to all the departments and institutional bodies which are involved in the academic activity.
8. AMC must follow this schedule to monitor the academic activities including bridge courses throughout the academic year.
9. AMC must perform regular class visits to ensure the minimum standard facilities required in theory and practical classes, students' attendance, and adherence of academic activities to the time table scheduled.
10. All the activities of AMC must be documented and it should be properly maintained.
11. AMC must timely inform HOD and Principal, if there is any inadequacy or non-conformity and propose corrective measures.
12. The institutional AMC must make an online submission of an academic committee report to KUHS AMC twice in an academic year.

#### **IV.4. Academic Responsibility**

##### **IV.4.A. Responsibility of The Chairman of AMC**

- 1) The chairman ensures the implementation of various policies in the institution to meet its vision and mission and manages the institution in accordance with the parameters specified by the regulating authorities ie, National Medical Commission, the affiliating university – Kerala University of Health Science and State government of Kerala.
- 2) The chairman looks after all the activities to encourage and monitor the research activities and conferences.
- 3) The chairman of AMC has to file reports bi-annually through the Principals portal of KUHS and the report generated upon successful E-filing is maintained in the Principal's office.

#### **IV.4.B. Responsibility of AMC**

- 1) The committee is entrusted with organizing all the scholastic, co-curricular and extra-curricular activities in the institution scheduled for each academic year with the motto of holistic development of the students.
- 2) The committee prepares a Master/Annual Academic Plan for each course conducted in the institution, in accordance with the plan of the regulating authorities ie, National Medical Commission, the affiliating university – Kerala University of Health Science and State government of Kerala.
- 3) The committee prepares an academic calendar for each course in the institution, in which all the holidays, important academic activities and examination scheduled are highlighted.
- 4) Preparation of academic manual, academic format, rules and guidelines.
- 5) Conduct meetings regularly with all members to plan all the academic programs and do an objective assessment of all the academic activities performed including examinations defined in the academic manual.
- 6) Prepare minutes of the meeting and circulate them to concerned departments and authorities.
- 7) Timely release of format for all academic departments.
- 8) Continuous monitoring of academic activities.
- 9) Inform if there is any inadequacy or non-conformity, to HOD and Principal.
- 10) Propose corrective measures.
- 11) Assist the co-chairman of AMC to prepare a master plan and academic calendar for the institution.

#### **IV.4.D. Responsibilities of the members of AMC**

- 1) Attend the meetings conducted by the chairman of AMC, without fail.
- 2) Assist the chairman of AMC to plan all the academic programs for the next academic year.
- 3) Assist the chairman of AMC to do an objective assessment of all the on-going academic activities, including examinations, defined in the academic manual.
- 4) Assist the chairman of AMC to prepare academic manual, academic format, rules and guidelines.
- 5) Customise the common formats for their respective departments.
- 6) Assist the chairman of AMC to prepare a master plan and academic calendar for the institution.

#### **IV.4.E. Responsibilities of the Head of the Department**

- 1) The Head of the Department ensures proper subject allocation among faculties, timely course completion and entrusts faculties to complete all additional academic activities assigned by higher authorities.

- 2) Submit an academic calendar of the department and time table to the AMC coordinator before the commencement of each academic year.
- 3) Monitor the academic programs in the departments at specified intervals.
- 4) Ensure proper daily recording of students' attendance for all classes.
- 5) Submit students' attendance to the AMC coordinator, every month.
- 6) Submit the list of students having low attendance to the AMC coordinator, every month.
- 7) Submit an assessment report on the academic programs in the departments to the AMC coordinator at specified intervals.

#### **IV.4.F. Responsibilities of the course co-coordinator**

1. The course co-coordinator for each phase ensures timely completion of the course and internal examinations.
2. Submit an assessment report on the academic programs and examinations conducted in that phase to the AMC coordinator .
3. If there is any inadequacy or non-conformity, inform the HOD of the concerned department and the AMC coordinator .

#### **IV.4.G. Responsibilities of the Subject coordinator**

- 1) Prepares an academic calendar of the department and time table of the subject for the succeeding academic year.
- 2) Ensures timely completion of the syllabus and evaluations of a specific subject at a specific phase of the course.

#### **IV.4.H. Responsibilities of the Teaching Faculty**

The faculties of the department ensures

1. Preparation of lesson plans.
2. Quality teaching,
3. Timely completion of the SLO
4. Remedial classes

#### **IV.4.I. Responsibilities of the Students**

1. Students are responsible for following the rules and regulations specified by the higher regulating authorities, institution and each department.
2. Students are expected to attend all theory and practical classes and clinical postings regularly without fail

3. Students are expected to be punctual at all times.
4. The student must submit a request to the Principle of Govt. Medical College Thrissur, if an academic leave of absence from studies is needed. In this request, the reason for academic leave must be mentioned.
5. If any student fails to attend any class, it is his/ her responsibility to learn that topic with the help of concerned teaching faculty or tutorial faculty.
6. All students are expected to display their ID cards and to be clean, neat and properly dressed, appropriate for clinical postings and practical classes.
7. Students are expected not to use their mobile phones during the theory or practical classes.
8. A student must treat faculties, other staff, patients and bystanders with respect and in a professional manner.
9. Students are expected to be sensitive towards other students with regard to gender, religion, origin, ethnicity, social class, and language spoken, and not make any derogatory or insulting remarks that may hurt the sentiments of others.
10. Inflicting physical/ psychological distress on other students or staff is prohibited and may be construed as ragging. Students involved in ragging will be liable to expulsion from the college in addition to criminal prosecution.

## **V. Academic planning**

- Before the commencement of each academic phase of a course in an academic year, the institutional AMC selects one of the teaching faculty as the course co-coordinator for that academic phase.
- The course co-coordinator for each academic phase, prepares a master time table for the succeeding academic year in accordance with the instructions from regulating authorities ie, institutional AMC, National Medical Commission, the affiliating university – Kerala University of Health Science and the State Govt. of Kerala, to ensure timely completion of each phase of the course. The master time table is the time table for the whole academic year, for each course which is to be kept in the office of Head of the institution.
- The course co-coordinator for each academic phase, timely communicates instructions from regulating authorities to all concerned departments.
- Before the commencement of each academic phase of the course in an academic year, the head of the department allocates the subject topics to the faculty members after collecting their preferences.
- Based on the syllabus and SLOs of the subject topic assigned for the succeeding academic year, teaching faculties do proper planning of teaching learning methods and assessment methods, and prepare a unit plan and lesson plans for that topic.
- The HOD selects one of the teaching faculty as the subject coordinator for that academic phase. Based on the master time table for each phase of the course and unit plan for the subject, the subject coordinator prepares an academic calendar of the department and time table of the subject for the succeeding academic year to ensure timely completion of the syllabus and evaluation processes in each phase of the course. In the academic calendar of the department, important academic activities, assessments and holidays are highlighted.

## **VI. Implementation of Academic Programs:**

- 1) Teaching faculties do timely completion of the topics of the subject and evaluation processes for each phase of the course as per the master time table.
- 2) Teaching faculties uses appropriate IC tools to improve the effectiveness of teaching - learning process and classes are more student centred.
- 3) Students' attendance for theory and practical classes is properly maintained by each faculty in the department.
- 4) Faculties also conduct remedial classes if needed.
- 5) Faculties implement all additional academic activities assigned by higher authorities for the upliftment of the institution and students.
- 6) The head of the department ensures timely completion of the subjects in each phase of the course.
- 7) All the academic activities of the department must be documented and it should be properly maintained by the head of the department.
- 8) The head of the department entrusts faculties to implement all additional academic activities assigned by higher authorities.
- 9) The head of the department allots students to faculties for the implementation of the tutorial system in the department.
- 10) Attendance of students is submitted monthly to the course coordinator by the head of the department.
- 11) The subject coordinator prepares a weekly schedule and monthly schedule of the departmental academic activities for the awareness of students and faculty.
- 12) The subject coordinator ensures timely completion of the internal examinations.
- 13) The course coordinator will timely communicate to concerned departments if there is a change in the classes/ examinations scheduled in that phase.
- 14) The guidelines of regulating authorities ie, Institutional curriculum committee (Annexure 2), National Medical Commission and the affiliating university – Kerala University of Health Science are followed for conducting theory and practical internal examinations, assessment of professionalism, calculating internal marks and deciding the eligibility to attend university examination in each subject. (Annexure 3).
- 15) All the co-curricular and extra-curricular activities in the institution are materialized, monitored and evaluated by various bodies or committees constituted in the institution in accordance with the specifications by the regulating authorities ie, National Medical Commission, the affiliating university – Kerala University of Health Science and the State Govt. of Kerala .

- 16) The master time table prepared in advance will enable the head of the institution to take care of the academic activities of each course in real time and also helps the students to prepare their academic schedule in advance.
- 17) Mentor-mentee system is implemented to listen the problems as well as suggestions of mentee so that a positive relationship between student and institution is build up throughout the course period and even after that which is beneficial for the students. The mentor is the primary contact of the students and parents for all kinds of guidance and clarification on academic matters.
- 18) MBBS Course in Govt. Medical College Thrissur also includes an induction/ bridge programme in two phases. One is for the newly admitted MBBS students soon after their admission into first semester classes, to make them aware of the academic and other activities to be carried out in the institution and the rules and regulations to be followed by each student on the college campus. The second bridge course is for house surgeons prior to the commencement of their CRRI to familiarize and orient the activities, rules, regulations and protocol to be practiced while providing patient care service in the hospital .
- 19) Student support and guidance cells (Annexure 4) provide supporting services to the students, in curricular, co-curricular and extra curricular activities. It takes care of the difficulties faced by the students, if any, and recommends necessary remedial actions if needed. This body organizes different activities with the active participation of students. It also helps to redress grievances of students, if any.
- 20) Grievance redressal committee (Annexure 5) is constituted in the institution to redress the grievances of students and staff, if any, in a fair and transparent manner according to the rules and guidelines of regulating authorities.
- 21) The internal academic auditing committee formed by Institutional AMC will audit the academic activities in each department of the college annually.

## **VII. Academic monitoring:**

A team formed by the institutional AMC visits all departments to monitor the academic activities in each department. This inspection will be proactive in nature, meant to give guide lines to rectify the lacunae in academic programs. The academic monitoring is done under five major domains and 35 sub domains which are mentioned below.

### **VII. 1. Training -**

- 1) Master Time Table
- 2) Annual Academic Plan
- 3) Monthly Academic Plan
- 4) Monthly Academic Report
- 5) Theory & Practical/Lab/Clinical work Status
- 6) Student Projects progress as per schedule
- 7) Professional / Industrial Interaction conducted [wherever applicable]

- 8) Library usage
- 9) Net Based Learning
- 10) Community Academic Programs progress as per schedule

#### **VII.2. Faculty development and Student assessment**

- 1) Internal assessment is as per schedule
- 2) Pass percentage in University Examinations [wherever applicable]
- 3) University Toppers [wherever applicable]
- 4) Institutional Academic Calendar
- 5) Continuing Educational Programs [wherever applicable]
- 6) Seminars, workshops, conferences and others conducted
- 7) Teachers are elected as Office Bearers of Professional Bodies
- 8) Programs in Educational Technology

#### **VII.3. Student welfare-**

- 1) Co-Curricular Activities & Extra-Curricular Activities
- 2) Placement programs [wherever applicable]
- 3) Programs for dealing with Poor Performers [Scholastic Backwardness]
- 4) Quality assessment of Classrooms, Labs, Clinical classes as per specifications
- 5) Quality assessment of Common Rooms, Transportation, Toilets, Canteen
- 6) Mentoring / Tutorial System
- 7) Grievance Redressal Programs

#### **VII.4. KUHS parameters-**

- 1) Faculty Qualification & Numbers
- 2) Academic Staff College Training status of Faculty
- 3) Periodical Institutional Faculty Appraisal Programs
- 4) Faculty Development Programs
- 5) Disciplinary issues of Students/Faculty

#### **VII.5. Institutional excellence-**

- 1) Vision & Mission Statements of the Institution
- 2) Awards & Achievements for the Institution
- 3) Research, Publications, Patents, Projects of the Institution
- 4) Accreditations: University/NAAC/NABH/ NABL/NBA/ ISO Institution

5) Funded Research projects

Each of the above domains and sub domains are explained in detail below.

- 1. Training:** The inspection team verifies the availability of data on the following sub-domains which are essential in the teaching learning processes, including assessments in the institution.

<p>1.1 The Master Time-Table for each phase of the course: It is the time table for the whole academic year for each course which is to be kept in the office of the Head of the Institution. Internal examinations, university examinations and the holidays / vacation are also indicated in this master time table.</p> <p>1.2 The Master/ Annual Academic Plan for each course: It is the outline of the Academic Programs proposed to be conducted in the next academic year in the various departments of the Institution</p> <p>1.3 Monthly Academic Plan for each course. This is the outline of the academic programs proposed to be conducted in the next month in each department of the Institution .</p> <p>1.4 The Monthly Academic Report on each course. This is the report of the academic programs conducted in the previous month in each department of the Institution.</p> <p>1.5 Theory &amp; Practical/Lab/Clinical work Status of each course. Theory: - i. Comprehensive coverage of KUHS syllabus ii. Timely Completion of topics iii. Conduct of internal Assessment Examinations iv. Timely publication of results v. Remediation programs and interventions based on internal Assessment Practical/Lab/Clinical work Status: - i. Comprehensive coverage of KUHS syllabus ii. Timely Completion of topics iii. Timely conduct of practicals and clinical classes iv. Adequate lab facilities and staff v. Adequate teacher student ratio</p> <p>1.6 Documentation of Student Projects and their progress as per schedule. If a student's project is stipulated in the syllabus, it should be guided by appropriate teachers and progress as per the schedule should be recorded in the department.</p> <p>1.7 Professional / Industrial Interaction conducted [wherever applicable] . If professional / industrial interaction is stipulated in the syllabus, document of which must be maintained in the department.</p> <p>1.8 Documentation on adequate library usage. i. Accessibility and use of central and department library for students. ii. Display of library timing and services of librarian provided. iii. Availability of reprographic facility for students in library.</p> <p>1.9 Documentation on Net Based Learning practiced . Accessibility of internet facilities with adequate speed for students.</p> <p>1.10 Documentation of Community Academic Programs If a community academic program is stipulated in the syllabus, a record of its progress as per schedule must be maintained in the department.</p>
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## 2. Faculty development and Student assessment :

### 2.1 Internal assessment- following parameters are assessed

- i. Number of internal examinations conducted
- ii. Timely publication of result of examination
- iii. Objectivity of examination
- iv. Whether the KUHS model has been followed
- v. Remedial programs and interventions based on internal assessment

### 2.2 Pass percentage in University Examinations

- i. Number of students registered for examinations
- ii. The number of students appeared for examinations
- iii. Pass percentage
- iv. Number of first class and Distinctions
- v. Comparison with immediate preceding two years

### 2.3 University Toppers

If any university toppers in an exam conducted by KUHS, maintain its document in the department.

### 2.4 Institutional Academic Calendar

- a. Whether the Institutional Academic Calendar is published in advance
- b. Whether the following events are highlighted in it
  - i. Details of internal examinations
  - ii. Tentative dates of university examination
  - iii. Institutional Holidays
  - iv. Dates of sports festival
  - v. Dates of arts festival
  - vi. Vacation if any.

### 2.5 Continuing Educational Programs conducted by the department

CEP is conducted for the enhancement of awareness in a specific field of study or speciality. The following program details must be kept in the department.

- i. Number of external faculty
- ii. Number of delegates from within the institution
- iii. Number of delegates from outside the institution
- iv. Number of credit hours from KUHS/ TCMC
- v. Copy of certificate issued

### 2.6 Seminars, workshops, conferences and others conducted

Program details about State/National/International level programs meant for enhancement of awareness in the respective field of study/speciality must be maintained in the department.

- i. The number of faculty from outside the institution.
- ii. The number of participants from outside the institution.
- iii. The number of delegates from within the institution.
- iv. The number of credit hours from the respective councils/KUHS
- v. A sample of certificate of participation was issued
- vi. The number of days the program was conducted (more important if more than one day)

### 2.7 Teachers are elected as Office Bearers of Professional Bodies

Faculty details about who were elected as office bearers of state/national-level professional bodies must be maintained in the department.

### 2.8 Programs in Educational Technology

Documents of programs purely for enhancement of teaching quality must be maintained in the department.

- i. State whether this program follows a specific curriculum.
- ii. State whether this is an accredited program of national bodies like NTTC, MCI, NAAC, NABH

### 3. Student welfare:

#### 3.1 Co-Curricular Activities & Extra-Curricular Activities

Documents of co-curricular and extra-curricular activities conducted in the department in each academic year with the motto of holistic development of students must be maintained in the department.

- i. Co-Curricular activities-debate, quizzes, competitive examinations etc.
- ii. Extra-Curricular activities- Arts, sports, literature etc.

#### 3.2 Placement programs [wherever applicable]

If there is any facilitation of placement of students in reputed institutions through the placement cell of the institution, the following documents must be maintained.

- i. The number of students thus placed
- ii. Their employer

#### 3.3 Programs for dealing with Poor Performers [Scholastic Backwardness]

- i. Institutional policies for poor performers and low achievers.
- ii. The details of programs conducted for such students.
- iii. The outcome of these programs.

#### 3.4 Quality assessment of Classrooms, Labs, Clinical classes as per specifications

- i. verify the adequacy of teaching learning equipment and furniture in the class room.
- ii. Verify the adequacy of furniture and facilities in the examination hall.
- iii. student comfort in the above areas

#### 3.5 Quality assessment of Common Rooms, Transportation, Toilets, Canteen

- i. Verify the adequacy (number) of common rooms, and toilets
- ii. Verify the adequacy of cleanliness of these rooms and toilets
- iii. Verify adequacy of vehicles
- iv. Verify the quality of food served in the canteen

#### 3.6 Mentoring / Tutorial System

- i. Number of students under a teacher
- ii. Periodicity of meeting between mentor and mentees
- iii. Is the program student friendly
- iv. Any special outcome

#### 3.7 Grievance Redressal Programs

- i. Verify the documents of the constitution and the performance of Grievance Redressal units under the principal or designated faculty members.
- ii. Verify the documents of the constitution and the performance of student support and guidance cells.

### 4. KUHS parameters:

#### 4.1 Faculty qualification & numbers:

Verify faculty qualification & numbers as per the regulations of KUHS irrespective councils as applicable.

#### 4.2 Academic Staff College status of faculties.

Verify the number of faculty members trained under Academic Staff College of KUHS, or MCI/NTTC/FAIMER.

#### 4.3 Periodical Institutional Faculty Appraisal Programs

- i. Verify whether feedback is taken from the students in a structured format
- ii. Verify whether feedback is analysed
- iii. Verify whether necessary modifications are implemented in the academic programs/departmental administration

#### 4.4 Faculty Development Programs

Verify whether a quality improvement initiative for teachers: in-house or extra institutional.

#### 4.5 disciplinary issues of students /Faculty if any [give details]

- i. Verify whether any serious issues of academic malpractice or personal misconduct were reported.
- ii. If so, verify whether effective remedial measures were taken.

## 5. Institutional Excellence

### 5.1 Vision & Mission Statements of the Institution

Verify whether it is displayed prominently at the Head Quarters Building

### 5.2 Awards & Achievements for the Institution [Details]

Awards & Achievements of State/National/International importance

### 5.3 Research, Publications, Patents, Projects of the Institution [Details]

- i. State whether the publications of faculties or students were in indexed journals or State/National/International/purely online journals.
- ii. State the impact factor of journal also

### 5.4 Accreditation

University/NAAC/NABH/ NABL/NBA/ ISO [Details including validity period]

### 5.5. Funded Research projects

Details to be provided including whether it is multi-centric.

## ANNEXURE 1

**Academic Monitoring Committee  
Govt:Medical College Thrissur (Academic year 2024-2025)**

Sl no	Faculty name	Designation	Position in AMC
1)	Dr. K. B. Sanalkumar	Vice principal	Chairman
2)	Dr. Resmy CR	MEU co ordinator	Member
3)		All HODs	Secretary /coordinator
4)		Course co ordinator UG	Member
5)		House surgeon's co ordinator	Member
6)		Course co ordinator PG	Member

## ANNEXURE 2

**Curriculum committee  
Govt: Medical College Thrissur (Academic year 2024-2025)**

Sl no	Faculty name	Designation	Position
1	Dr.Asokan. N	Principal	Chairperson
2	Dr. Resmy CR	Professor OBG	MEU coordinator
3	Dr. Sandhya Menon	Associate Professor Physiology	Pre clinical associate professor
4	Dr. Haseena KA	Associate Professor Pharmacology	Para clinical associate professor
5	Dr. Muraly CP	Associate Professor Pulmonary Medicine	Medicine and allied specialties Associate Professor
5	Dr. Haseena. B. A	Assistant Professor General Medicine	Medicine and allied specialities Assistant Professor
6	Dr. Santhosh. T. V	Associate Professor General Surgery	Surgery and allied specialities Associate Professor
7	Dr. NimishaC. R	Assistant Professor General Surgery	Surgery and allied specialties Assistant Professor
8	Miss. Megha. K	Phase 3 student representative	Member

## ANNEXURE 3

**Student Support and Guidance Cell**  
**Govt: Medical College Thrissur (Academic year 2024-25)**

Sl no	Faculty name	Designation	Position
1.	Dr. N Asokan	Principal	Chairman
2.	Dr. Rosemol Xaviour	Assistant Professor Anatomy	Nodal officer
3.	Dr. Binoy. E. B	Assistant Professor Pharmacology	Nodal officer
4.	Dr. Marius. T. George	Assistant Professor Physiology(PTA nominee)	Member
5.	Dr. Lavanya Madhavan. M	Assistant Professor Biochemistry	Member
6.	Dr. Shijin. A. Ummer	Associate Professor Psychiatry	Member
7.	Mr. Mohammed Aquil Hussain	Student nominee, 1st year MBBS	Member
8.	Miss. Medha Sagar	Student nominee, 1st year MBBS	Member

## ANNEXURE 4

**Grievance Redressal Committee**  
**Govt: Medical College Thrissur (Academic year 2024-25)**

Sl no	Faculty name	Designation	Position
1.	Dr N Asokan	Principal	Chairman
2.	Dr. K. B. Sanalkumar	Vice principal	Member
3.	Dr. Devi	HOD DVL	Member
4.	Dr. Sreekumar S	HOD General Surgery	Member
5.	Dr. Bijilesh U	Associate Professor Cardiology	Member
6.		PG student's representative	Member
7.		College union chairperson	Member

# ANNEXURE 5



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**ABSTRACT**

KUHS- Academic- Competency based curriculum of the Indian Medical Graduate Training Programme- Regulation on Graduate Medical Education (Amendment) 2019- implemented with effect from 2019-20 admission - orders issued.

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**ACADEMIC SECTION**

U.O. No.9552/2018/Med B1/KUHS Dated , 05-12-2019

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Read:-1. Extra ordinary Gazette Part III Section 4 No. 390 dated 06/11/2019.  
2. Minutes of the meeting of the Board of Studies Pre Clinical UG held on 24/09/2019 and Combined meeting of Board of Pre Clinical UG and Clinical UG held on 13/11/2019.  
3. Minutes of the meeting of the Faculty of Medicine held on 15/11/2019  
4. Orders of the Vice Chancellor in File No. 9552/2018/Med B1/KUHS dated

**ORDER**

The Board of Governors in Super Session of the Medical Council of India vide paper read (1) above has published the Regulation on Graduate Medical Education (Amendment) 2019 and stipulated that the provisions of the regulations shall apply to the MBBS course starting from the academic year 2019-20 on wards.

2. The UG Boards of Studies vide paper read (2) above, has resolved to implement the Competency based curriculum of the Indian Medical Graduate Training Programme with effect from 2019 admission on wards and approved the format of Log Book and scheme of internal and University examinations.

3. The Faculty of Medicine vide paper read (3) above, has approved the minutes of the Board of Studies Pre Clinical UG held on 24/09/2019 and Combined meeting of Board of Pre Clinical UG and Clinical UG held on 13/11/2019..

4. The Hon'ble Vice Chancellor, vide paper read (4) above, has accorded sanction to implement the Competency based curriculum of the Indian Medical Graduate Training Programme with effect from 2019 admission onwards and to implement the decisions of the Board of Studies and Faculty of Medicine regarding the new UG curriculum subject to ratification by the Academic Council and the Governing Council.

5. Orders are issued accordingly.

(Regulation on Graduate Medical Education (Amendment) 2019 , format of Log Book, Scheme of internal and University examination (theory and practical) are appended )

**Registrar**

To

The Principals of all affiliated Medical Colleges.

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Document 2018/40003/1 - GENERAL - File No. 2018/9552/1  
Approved by Regr on 05/12/2019 07:39:10

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# ANNEXURE 6



KERALA UNIVERSITY OF HEALTH SCIENCES

**ACADEMIC (MEDICAL) SECTION**

No : 3997/2024/1/AC1/B2/KUHS

Date : 01-03-2024

**CIRCULAR**

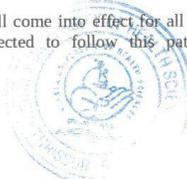
Sub: KUHS-Academic-Medical-Modification in Question Paper pattern of CBME batches-Instructions-Issued.

In modification to the existing pattern, the University has decided to introduce Multiple Choice Question(MCQ) for 20 marks in all question papers for MBBS examinations of all CBME batches. Accordingly the mark distribution in paper will be as follows :-

Time duration - 3 Hours			
Question pattern	No of Questions	Max. Marks	Total Marks
Multiple Choice Question(MCQ)	20	1 mark each	20
Essay Questions	2	10 marks each	20
Short Essay Questions	6	6 marks each	36
Short answers	6	4 marks each	24
<b>Total marks</b>			<b>100 marks</b>

Pattern for Multiple Choice Questions			
Sl. No	Type of MCQ	No. of MCQ	Marks
1	Single response type	5	5 x 1 = 5 marks
2	Multiple response type	5	5 x 1 = 5 marks
3	Assertion reason type	5	5 x 1 = 5 marks
4	Clinical scenario based MCQs	(1 scenario with 5 questions)	5 x 1 = 5 marks

The above change in question paper pattern will come into effect for all the University examinations to be conducted after June 2024. The Colleges are also directed to follow this pattern for all the University model internal Examinations(Prelims) henceforth.



*(Signature)*  
Registrar

Document 2024/19170/1 - Circular - File No. 2024/3997/1  
Approved by Regr. on 2024-03-01 13:15:14

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KUHS, Thrissur

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ANNEXURE 7



ACADEMIC SECTION

No:9552/2018/AC1/Med/B1/KUHS

Dated: 17-01-2020

CIRCULAR

Sub:-KUHS-Academic-Decisions taken by various Board of Studies-intimation- reg:-

Ref:-1. Minutes of the BoS Pre clinical UG held on 24/09/2019 and the combined board of UG Clinical and UG Preclinical held on 10/12/2019

The Boards of Studies (Medical UG ) vide paper read (1) above, has decided the following in connection with the implementation of new MBBS curriculum.

- 1.Only the students who have registered for the regular examination in all subjects by eligibility in attendance and internal assessment can appear for the supplementary examination and attend the clinical postings.
- 2.Partial attempt will be considered as availed attempt. Not more than four attempts shall be allowed for a candidate to pass the first professional MBBS examination.
3. In phase II clinical posting, casualty posting of 2 weeks to be shifted to II MBBS and Radiodiagnosis to III MBBS part I so as to include clinical pathology in II MBBS.
4. The split up of internal (100 marks) - 80 marks - marks scored in exams. 20 marks - Professionalism, day to day activities , research, extra curriculam-20 marks split up -- 6 marks for attendance 90%( 3 marks for attendance 85-90%) - 3 marks - for presentation / seminar- 1 mark - for participation in seminar- 2 marks - for regular submission of records- 2 marks - for regular appearance for exams- 2 marks - for regular submission of logbook- 2 marks - for research activities - 2 marks - for extra curricular activities(participation at University level or prize at college level)

The Board of Studies approved the Model question papers in the subjects of Anatomy,Physiology and Biochemistry and the same is available in the University Website.

This is for your information and further necessary action.

*Sd/-*  
Registrar

To

The Principals of all Affiliated Medical Colleges.

Document 2020/1755/1 - GENERAL - File No. 2018/9552/1  
Approved by Regr on 17/01/2020 12:24:30

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KUHS, Thrissur



# ANNEXURE 8



## ACADEMIC SECTION

No:9552/2018/AC1/Med/B1/KUHS

Date : 14-06-2021

### CIRCULAR

Sub KUHS-Academic-Decisions taken by various Board of studies -Intimation-reg  
Ref : (1) Circular No 9552/2018/AC1/Med/B1/KUHS dtd 17/01/2020  
(2) Circular No 9552/2018/AC1/Med/B1/KUHS dtd 01/07/2020

(A) The combined BoS of UG Clinical and Preclinical held on 11/03/2021 and 16/04/2021 has decided the following in connection with the implementation of new UG curriculum and the Faculty of Medicine held on 05/05/2021 approved the minutes of BoS .

- 80% attendance in all subjects is mandatory to register for regular examination
- Partial attempt is permitted for eligible subjects if the candidate fails to attain internal assessment eligibility for any of the subjects
- Candidates who have not attained the eligible internal assessment marks and not registered for regular examination ,cannot appear for supplementary examination in that subject/ subjects and will join the next batch

(B) The Board of studies held on 16/04/2021 also decided that total 142 weeks of training (Clinical posting) of UG students should be uniform in all colleges as disparity is noted in many applications for Transcript.

(C) Vide paper read (1) & (2) above,University issued a circular regarding the implementation of new UG curriculum and split up of attendance and professionalism. Now the Combined BoS of UG held on 16/04/2021 modified the earlier decisions of BoS regarding split up of professionalism and split up of attendance as follows and the Faculty of Medicine held on 05/05/2021 approved the same.

#### Split up of Professionalism -20 marks

1. Attendance - 4 marks
2. Performance & attendance in small group discussions - 4 marks
3. Content and regular submission of log book - 4 marks
4. Content and regular submission of records - 2 marks
5. Regular appearance in examinations - 2 marks
6. Research activities - 2 marks
7. Extracurricular activities - 2 marks

#### Split up of Attendance

- 80-<85% 1
- 85-<90% 2
- 90-<95% 3
- 95-100% 4

(D) The Combined Board of studies held on 16/04/2021 approved the format of Log Book, Model Question paper and Practical scheme of Pharmacology,Pathology and Microbiology and the same is available in the website.

The Hon'ble Vice Chancellor has accorded sanction to implement the above decisions of BoS held on 11/03/2021 & 16/04/2021 and Faculty of Medicine held on 05/05/2021 subject to ratification of the Academic Council and Governing Council.

In the circumstances the above decisions are implemented and the circular read (2) above is thus modified to the above extent.

All the Principals of Affiliated Medical Colleges shall comply with the above decisions scrupulously.

**Registrar**

To  
Principals of Affiliated Medical Colleges

Document: 2021060601 - Circular - File No. 201895521  
Approved by Reg on 14/06/2021 13:47:07

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Approved by Reg on 14/06/2021 13:47:07

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**Approval and effective date**

This policy is approved by the principal, Government Medical College, Thrissur and will come into effect immediately.