



AMDA-Nepal

AMDA Institute of Health Science

Kharkhare, Damak-2, Jhapa



Monthly Academic Progress Report

2082 Asar

Table of Contents

S.No	CONTENT	Page No.
1	Introduction	1
2	Background	2
3	Academic Activities of Asar 2081	3
3.1	General Medicine, CMLT & Physiotherapy (1st Year)	3
3.2	Certificate in Medical Laboratory Technology(2 nd & 3 rd year)	3
3.3	General Medicine (2nd and 3rd Year)	3-4
3.4	Certificate in Diagnostic Radiography (3rd Year)	4
3.5	PCL Nursing	4
4	Administrative Activities	4-5
4.1	Staff meeting	5
4	Conclusion	5
5	Plan for next month	5-6
5.1	General Medicine, CMLT & Physiotherapy (1st Year)	5
5.2	CMLT (2nd and 3rd Year)	5-6
5.3	General Medicine (2nd and 3rd Year)	6
5.4	Certificate in Diagnostic Radiography (3rd Year)	6
5.5	PCL Nursing	6
6	Photo Gallery	7

1. Introduction:

The **AMDA Institute of Health Science (AIHS), Damak** formerly known as the AMDA Health Manpower Development Center was established in 1996 by AMDA Nepal under the umbrella of AMDA Hospital Damak. It is a premier academic institution committed to producing skilled, ethical, and competent health professionals through quality education, practical training, and community engagement. Established under the umbrella of AMDA-Nepal, the institute has been actively involved in providing education in nursing, General Medicine and other allied health sciences.

Initially, AIHS offered Technical School Leaving Certificate (TSLC) programs in Auxiliary Nurse Midwife (ANM) and Medical Lab Technology (Lab Assistant), with the Community Medical Assistant (CMA) course added in 1997. In 2008, the institute expanded its academic offerings by introducing the Proficiency Certificate Level (PCL)/Diploma in Nursing (Staff Nurse) program. In 2012, the center was renamed as AMDA Institute of Health Science (AIHS), and in the same year, it was recognized by the Council for Technical Education and Vocational Training (CTEVT) as the best institution in the Eastern Development Region on its 26th anniversary. Further expansion occurred in 2018 with the launch of the PCL/Diploma in General Medicine (Health Assistant) program. By 2022, the TSLC-level programs were upgraded to PCL/Diploma levels in Medical Lab Technology, diploma in diagnostic Radiography, and Physiotherapy.

As part of its commitment to academic excellence and accountability, AIHS Damak prepares monthly academic progress reports to monitor, review, and enhance academic activities. This report outlines the academic progress, departmental updates, student attendance, examination schedules, internal assessments, and faculty contributions during the month of Chaitra 2081.

The purpose of this monthly reporting system is to ensure continuous academic quality, identify challenges early, and promote timely interventions to support student success and institutional growth.

2. Background

AMDA Institute of Health Science, located in Damak-2, Jhapa, is a renowned academic institution dedicated to the development of competent and compassionate health professionals. The institute offers diploma programs i.e. Nursing, HA, CMLT, Physiotherapy and Diagnostic Radiography with a strong emphasis on theoretical and practical learning.

As part of its academic and institutional responsibilities, the institute regularly prepares monthly reports to monitor progress, assess activities, and ensure continuous improvement in educational delivery, field training, and student development. This report provides an overview of academic activities conducted during the month of Asar 2082, including class schedules, attendance records, internal assessments, co-curricular engagements, and faculty contributions. These reports serve as a vital tool for internal review and help maintain transparency and accountability across departments.

3. Academic activities of the Asar 2082

3.1 General Medicine, CMLT& physiotherapy 1styear:

- ❖ The revision classes for the Third Internal Assessment were conducted successfully, followed by the smooth administration of the assessment itself.
- ❖ Report cards were distributed in the presence of students and their respective guardians, ensuring transparency and active parental involvement.
- ❖ The academic team successfully completed 100% of the prescribed course content
- ❖ Model question papers were prepared for the upcoming Pre-Board Examination to support students' final exam preparation.
- ❖ Furthermore, internal theory and practical marks were submitted as required for the Board Examination.
- ❖ Lastly, the routine for the Pre-Board Examination was finalized and shared with all concerned team

3.2 Certificate in Medical Laboratory Technology 2nd&3rdyear: -

- ❖ 100% Theoretical and Clinical posting completed
- ❖ 3rd internal assessment completed for both 2nd & 3rd year students.
- ❖ Daily test has been conducted for both 2nd and 3rd year students to improve the results in final exam.

3.3 General Medicine 2nd& 3rd year:-

GM 2nd year

- ❖ Successfully completed the 3rd Internal Assessment.
- ❖ Continued with the study block; completed 100% of theoretical classes and clinical postings.
- ❖ 3rd Internal Assessment results were published successfully.
- ❖ Viva examinations for respective subjects were conducted.
- ❖ Final internal marks (theory and practical) were submitted.
- ❖ Pre-board examination preparation has been completed.

GM 3rd year

- ❖ Continued with the study block; completed 100% of theoretical classes and clinical postings.
- ❖ Conducted 3rd terminal examination.
- ❖ Revision class of each subject was also accomplished.
- ❖ Conducting daily practice test of each subjects as a preparation of final examination.

3.4 Certificate in Diagnostic Radiography 3rd year:-

- ❖ The academic team successfully completed 100% of the prescribed course content
- ❖ Model question papers were prepared for the upcoming Pre-Board Examination to support students' final exam preparation.
- ❖ Furthermore, internal theory and practical marks were submitted as required for the Board Examination.
- ❖ Lastly, the routine for the Pre-Board Examination was finalized and shared with all concerned team

3.5 PCL Nursing 1st, 2nd & 3rd year

- ❖ Theoretical classes and Clinical postings for PCL Nursing 1st and 2nd-year 3rd year completed.
- ❖ 3rd internal assessment completed
- ❖ As part of the Leadership and Management curriculum, third-year Nursing students were engaged in observation visits to various healthcare and administrative institutions to enhance their practical understanding of leadership roles and organizational management. Furthermore, internal theory and practical marks were submitted as required for the Board Examination.
- ❖ Preparation going on for pre board examination

4. Administrative Activities

4.1 Staff Meeting:-

A staff meeting was held on **27th Asar 2082** with the participation of both administrative and academic team members. The meeting focused on planning and coordination for the **upcoming**

student registration process, including new student form entry, documentation requirements, role distribution among staff, and establishing effective communication channels with prospective students and their guardians. The primary goal was to ensure a **smooth and systematic registration procedure**.

In addition, the team discussed the **farewell program for outgoing students**. Responsibilities related to event organization, logistics management, and program scheduling were assigned accordingly. All members committed to working collaboratively to ensure the **efficient execution** of both the registration process and the farewell program in a meaningful manner.

5. Conclusion

The month was marked by significant academic and administrative accomplishments, including the successful completion of the 3rd internal assessment, clinical and theoretical requirements, and timely publication of results. Productive staff coordination ensured smooth preparation for upcoming examinations and institutional events. The collective efforts of the academic and administrative teams have contributed to maintaining the quality and efficiency of academic operations. Moving forward, continued collaboration and proactive planning will remain key to achieving upcoming institutional goals.

PLAN FOR NEXT MONTH

6.1 GM, CMLT, & PHYSIOTHERAPY 1st year:

- ❖ Pre-board exam will be planned and conducted.
- ❖ Results of the pre-board exam will be published. Report cards will be given to students in the presence of their guardians.
- ❖ Students will get subject-wise feedback to know their strengths and weaknesses.
- ❖ Students will be made ready for the CTEVT Board Exam.
- ❖ Weak students will get counseling and tips on how to do better in the CTEVT Board Exam.

6.2 CMLT (2nd and 3rd year)

- ❖ The Pre-board examination for 2nd and 3rd year will be conducted from 2082/04/04 to 2082/04/09.

- ❖ The internal practical and viva examination for 2nd and 3rd year will be held from 2082/04/07 to 2082/04/18.
- ❖ The farewell program for outgoing 3rd year students will be organized by AIHS students on 2082/04/21.

5.3 GENERAL MEDICINE (2nd and 3rd year)

- ❖ Conduct pre board exam
- ❖ Prepare students for final examination
- ❖ Conduct farewell program for outgoing students

6.4 Certificate in Diagnostic Radiography (3rd year)

- ❖ Conduct pre board exam
- ❖ Prepare students for final examination
- ❖ Conduct farewell program for outgoing students

6.5 PCL Nursing:

- ❖ Conduct pre board exam
- ❖ Prepare students for final examination
- ❖ Conduct farewell program for outgoing students

6. PHOTO GALLERY



Fig: conducting 3rd internal assessment



Fig: Group photo during observation visit Mechi Hospital and Inaruwa Hospital

Thank you!

AIHS

Damak-2, Jhapa