



Off : 04862 224366

Fax: 04862 229586

AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)

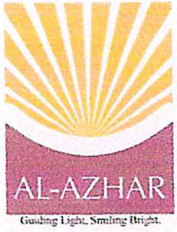
RUN BY NOORUL ISLAM TRUST

PERUMPILLICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA- 685 605

8.1.12 Establishment of Dental Education Department by the College for the range and quality of Faculty Development Programmes in emerging trends in Dental Educational Technology organized by it

INDEX SHEET

SL.NO	DESCRIPTION	PAGE
1.	Certificate of the Head of Institution	02-03
2.	CEC Policy	04-07



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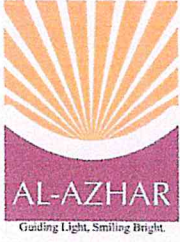
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CERTIFICATE OF THE HEAD OF THE INSTITUTION



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PERUMPILLICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA- 685 605

DR. HARVEY THOMAS M.D.S.
PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Establishment of Dental Education Department by the College for the range and quality of Faculty Development Programmes in emerging trends in Dental Educational Technology organized by it. Details given below.

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605





AL-AZHAR DENTAL COLLEGE

Perumpillichira P. O., Thodupuzha, Idukki Dist., Kerala- 685 605

Run by Noorul Islam Trust

(Recognised by Dental Council of India & Affiliated to KUHS)

Mob: 9747410065, 9497720069

E-mail: alazhardentaloffice@gmail.com

Website: aadc.ac.in

Date: 23-11-2017

Guidelines for Continuing Education Committee (CEC)

- Continuing Education Committee (CEC) is to oversee the smooth functioning of the Continuing Education (CE) programme/activities.
- First step of concerned department / committee is to get permission from the management through the principal for conducting the programme
- After getting permission from the management/ the Principal, send a copy of request letter duly signed and sealed by the Principal along with the details of brochure making. The details include topic, name of speaker, designation of the speaker, photo of the speaker, date, time, venue in pdf format etc. Details of speaker etc., if required to be send as separate pdf.
- The above information has to be sent to the CEC coordinator through WhatsApp (to 9446889222) at least 14 days before the programme
- Preliminary brochure will be sent to the department/ committee head by CEC coordinator which has to be approved/ corrected and send back within a day.
- Final approval of the brochure shall be done by the principal/ Administrative Officer within one day of receiving the corrected preliminary brochure.
- After getting final approval, the brochure and flex template will be send back to the concerned department/ committee head for the needful.
- CEC has to ensure the arrangements for the smooth conduct of the program (stage, flex, audiovisual, feedback form, certificates, Mementos and attendance).



Prof. Dr. Harvey Thomas MSc
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

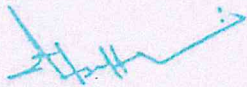
After the CE Programme

The concerned department has to hand over the original documents (hard copy) to the CEC, Coordinator within 7 working days after the CE Programme.

The following documents are to be submitted to the committee.

1. Request letter
 2. Brochure
 3. Circular
 4. Attendance with principal sign & seal
 5. Certificates (3)
 6. Photos
 7. Feedback forms (5)
 8. Report with principal sign & seal
- In case of any urgent program to be conducted at short notice, it has to go through the principal directly.

*** The CEC shall not be responsible if the guidelines are not followed**



Prof. Dr. V.A. AFZAL., M.D.S.
Principal
Al-Azhar Dental College
Perumpillichira P.O., Thodupuzha-685 605



Prof. Dr. Harvey Thomas MDS
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Thodupuzha - 685 605



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Mob: 9747410065, 9497720069

E-mail: alazhardentaloffice@gmail.com

Website: aadc.ac.in

Date: 20-04-2021

Revised Guidelines for Continuing Education Committee (CEC)

- Continuing Education Committee (CEC) is to oversee the smooth functioning of the Continuing Education (CE) programme/activities.
- The month of (CE) activities for each department has been scheduled for the current year.
- In case of any inconvenience in conducting CE as per the schedule allotted the concerned department / committee has to make arrangements with other departments for the CE and inform the CEC and IQAC Coordinator through the principal
- First step of concerned department / committee is to get permission from the management through the principal for conducting the programme
- After getting permission from the management/ the Principal, send a copy of request letter duly signed and sealed by the Principal along with the details of brochure making. The details include topic, name of speaker, designation of the speaker, photo of the speaker, date, time, venue in pdf format etc. Details of speaker etc., if required to be send as separate pdf.
- The above information has to be sent to the CEC coordinator through WhatsApp (to 9446889222) at least 14 days before the programme
- Preliminary brochure will be sent to the department/ committee head by CEC coordinator which has to be approved/ corrected and send back within a day.
- Final approval of the brochure shall be done by the principal/ Administrative Officer within one day of receiving the corrected preliminary brochure.
- After getting final approval, the brochure and flex template will be send back to the concerned department/ committee head for the needful.
- CEC has to ensure the arrangements for the smooth conduct of the program (stage, flex, audiovisual, feedback form, certificates, Mementos and attendance).



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After the CE Programme

The concerned department has to hand over the original documents (hard copy) to the CEC, Coordinator within 5 working days after the CE Programme.

The following documents are to be submitted

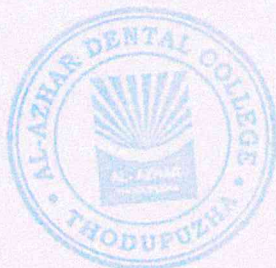
1. Request letter
 2. Brochure
 3. Circular
 4. Attendance with principal sign & seal
 5. Certificates (3)
 6. Geotagged photos
 7. Feedback forms (5)
 8. Report with principal sign & seal
- The same has to be uploaded a separate folder with the name of the program under CEC folder in NAAC computer through office staff. Photos to be send by WhatsApp to office staff (PH: 8547366574), under the supervision of CEC.
 - Hard copies to be handed over to CEC Coordinator.
 - All paper works and handing over the completed documents should be done within 5 working days after CEC.
 - The soft copies of the documents shall be checked and verified by the concerned department/ committee head within 7 working days after the completion of the programme.
 - In case of any urgent program to be conducted at short notice, it has to go through the principal directly.


*** The CEC shall not be responsible if the guidelines are not followed**


Prof. Dr. V.A. AFZAL., M.D.S.

Principal

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