

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).



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Principal
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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 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**

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