



AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA
& AFFILIATED TO KERALA UNIVERSITY OF HEALTH SCIENCE)
RUN BY NOORUL ISLAM TRUST
Perumpillichira P. O., Thodupuzha, Idukki Dt., Kerala - 685 605
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Date:12/03/2018

Date

EXAM CELL GUIDELINES

Exam schedule: The exam cell should prepare a detailed schedule of exams for all the batches in the dental college

Communication: The exam cell should communicate relevant information regarding exams to students, including exam schedules, rules, regulations and results.

The Exam Committee is required to produce and display the approved invigilation duty list before the exams.

Question paper: The exam cell should instruct the concerned department to prepare question papers and ensure that they are prepared on time and cover the entire syllabus and mailed to aadceexam@gmail.com.

The Examination Committee determines the block and seating arrangements for exams, which are then posted on the applicable Notice Board.

Exam invigilation: The exam cell should arrange for invigilators to supervise the exams and ensure that students do not engage in any malpractice. The Exam Committee will hold a pre-exam meeting and elaborate on each member's duties during the examination and instruct the members to report on time. A report on the matter will be given to the principal.

The exam committee assess the internet service and camera setup in the examination room for the smooth and efficient conduct of the university examinations.

Exam evaluation: The exam cell shall see to the timely evaluation of the answer sheets and declaration of results.

Result review: The exam committee will review the results, and each HOD will thereafter confirm them. After being properly verified, copies of the outcome analysis must be given to HODs

Record keeping: The exam cell should maintain records of all exam related activities, including exam schedules, question papers, answer sheets and results.

All of the results, from First Year through Final Year, will be displayed on the pertinent student notice boards. A copy of the same document will be given to the relevant HODs.

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