

**EXAM CELL
MINUTES BOOK**

EXAM

CELL

Exam Cell
Meeting Minutes

Date: 4.4.18

Time: 10 am

The meeting of the exam cell was called to order on 4.4.18 at 10am at the Principal's office, presided by the Principal Dr. V A Afzal.

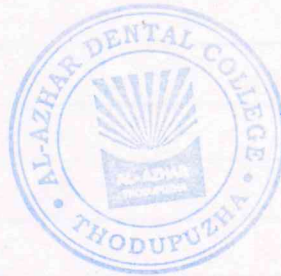
Agenda:

To reconstitute the members and to reformulate guidelines for the committee.

The following members were nominated as committee members

1. Dr. V.A Afzal – Principal of Al Azhar Dental College
2. Dr. Muhammed Afnan – Coordinator *Afnan*
3. Dr Sandeep Mathew *Sandeep Mathew*
4. Dr Tinu George *Tinu George*
5. Dr Rinas P M *Rinas P M*
6. Naseera M. H - System Administrator *Naseera*
7. Rasheela A. A - Office Clerk *Rasheela*

The Principal welcomed all the nominated members heartily and gave his best wishes for the smooth functioning and conduct of examinations in an unbiased manner. The coordinator and members were instructed to discuss and formulate the guidelines. The meeting was adjourned at 12.00 after refreshments.



[Handwritten signature]
Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

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

[Handwritten signature]
(Coordinator)

Exam CellMinutes of the meeting

Date – 4.7.18

Time: 10:00am

The meeting of the Exam Cell was called to order on 4.7.18 at the Principal's office, presided by Dr. Afzal V A.

Members present:

1. Dr. Afzal V A Principal Al- Azhar Dental College
2. Dr. Muhammed Afnan – Coordinator *Afnan*
3. Dr Sandeep Mathew *Sandeep Mathew*
4. Dr Tinu George *Tinu*
5. Dr Rinas P M *Rinas*
6. Naseera M.H – System Administrator *Naseera*
7. Rasheela A. A – Office Clerk *Rasheela*

Agenda:

1. Scrutinize the guidelines formed
2. Discuss the functions and decisions of the exam cell for the conduct of the examinations

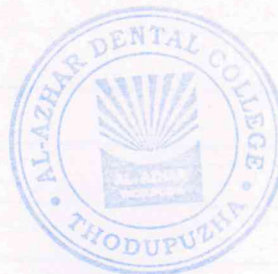
The minutes of the previous meeting were approved which was proposed by Dr Tinu and seconded by Dr Sandeep Mathew. The guidelines were finalized after necessary rectifications were handed over to the principal. The meeting discussed the procedures and instructions for assessment of the internal exam and the results of the examinations. The setting and moderation of question papers as per the guidelines of the exam section of KUHS were also put forward. The invigilators of the first year to final year university exams were decided. The meeting was adjourned at 12:30 pm after tea and refreshments.

Action taken report of the previous meeting:

1. Members of the exam cell committee were nominated
2. Discussion on committee guidelines.

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

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



[Signature]
 Coordinator

Exam Cell**Minutes of the meeting****Date: 6.12.2018****Time: 10:00am**

The meeting of the Exam Cell was called to order on 6.12.2018 at the Principal's office, presided by Dr. Afzal V A.

Members present:

1. Dr. Afzal V A Principal Al- Azhar Dental College
2. Dr. Muhammed Afnan – Coordinator *Afnan*
3. Dr Sandeep Mathew *Sandeep Mathew*
4. Dr Tinu George *Tinu George*
5. Dr Rinas P M *Rinas*
6. Naseera M.H – System Administrator *Naseera*
7. Rasheela A. A – Office Clerk *Rasheela*

Agenda

To discuss the workings of the exam cell

The minutes of the previous meeting were approved which was proposed by Dr Sandeep Mathew and seconded by Dr Tinu George. The upcoming exam schedule was reviewed and confirmed and exam invigilation duties were assigned. The invigilators of the first year to final year university exams were decided. It was decided to plan a pre board meeting to assess the student's eligibility to appear for the university exams. Departments were instructed to maintain all records related to examination. The meeting was adjourned at 12:30 pm after tea and refreshments.

Actions taken report of the previous meeting:

Guidelines were formulated and approved

The Invigilators and office staffs were decided for the smooth conduct of internal and university examination

It was decided to display the results of the examination on the notice board

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

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

[Signature]
 (Coordinator)

Exam Cell

Minutes of the meeting

Date: 2.7.2019

Time: 10:00am

The meeting of the Exam Cell was called to order on 2.7.2019 at the Principal's office, presided by Principal Dr. Afzal V A

Members present:

- 1. Dr. Afzal V A Principal Al- Azhar Dental College
- 2. Dr. Muhammed Afnan – Coordinator *Afnan*
- 3. Dr Sandeep Mathew *Sandeep Mathew*
- 4. Dr Tinu George *Tinu George*
- 5. Dr Rinas P M *Rinas*
- 6. Naseera M.H – System Administrator *Naseera*
- 7. Rasheela A. A – Office Clerk *Rasheela*

Agenda

To discuss the workings of the exam cell
Discuss the norms for conducting internal exams

The minutes of the previous meeting were approved which was proposed by Dr Sandeep Mathew and seconded by Dr Tinu George. The invigilators and office staff for the smooth conduct of first year to final year university exams were decided.

Details of the working:

- 1. Collection of the data of the admitted students in all classes for current academic session.
- 2. Preparation of tentative internal exam schedule as per the academic calendar of KUHS.
- 3. Display of exam notice followed by time table well before the commencement of exam
- 4. On the day of internal examination, invigilators required to collect necessary things like question papers, answer sheets, roll list and other required materials for smooth conduct.
- 5. Evaluated answer sheets to be shown by teachers to concerned students for their information and forward grievance to the internal exam grievance cell.

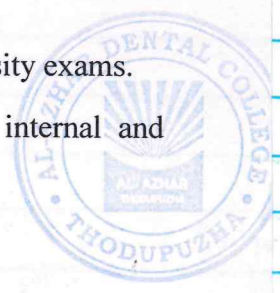
The meeting was adjourned after at 12:30 pm after tea and refreshments.

Actions taken report of the previous meeting:

Preboard meeting to assess the eligibility of the students to appear for the university exams.

The Invigilators and office staffs were decided for the smooth conduct of internal and university examination

Maintenance of all records related to examination



Afzal
Prof. Dr. V. A. AFZAL, M.D.S.
Principal
Al-Azhar Dental College

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

Afnan
(Coordinator)

Exam Cell

Minutes of the meeting

Date: 5.12.2019

Time: 10:00am

The meeting of the Exam Cell was called to order on 5.12.2019 at the Principal's office, presided by Dr Afzal V A .

Members present:

1. Dr. Afzal V A - Principal Al- Azhar Dental College
2. Dr. Muhammed Afnan - Coordinator
3. Dr Sandeep Mathew
4. Dr Tinu George
5. Dr Rinas P M
6. Naseera M.H - System Administrator
7. Rasheela A. A - Office Clerk

Agenda

To discuss about upcoming university examinations and decide the invigilators for the upcoming university examination

The minutes of the previous meeting were approved after an interactive discussion which was proposed by Dr Tinu George and seconded by Dr Rinas P M. The examination schedule for the upcoming university theory and practical exams was discussed. The invigilators were decided and instructed to do their assigned duties in an unbiased manner. It was decided to conduct a Preboard meeting to assess the eligibility of the students to appear for the university exams with the head of the departments of the concerned department. The meeting was adjourned after at 12:30 pm after tea and refreshments.


Actions taken report of the previous meeting:

The workings of the exam cell were discussed and approved

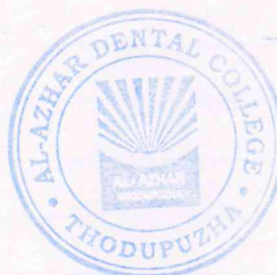
The Invigilators and office staffs were decided for the smooth conduct of internal and university examination



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



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




Exam CellMinutes of the meeting**Date: 1.12.2020****Time:10:00am**

The meeting of the Exam Cell was called to order on 1.12.2020 at the Principal's office, presided by Dr. Afzal V A

Members present:

1. Dr. Afzal V A Principal Al- Azhar Dental College
2. Dr. Muhammed Afnan – Coordinator *Afnan*
3. Dr Sandeep Mathew *Sandeep Mathew*
4. Dr Tinu George *Tinu George*
5. Dr Rinas P M *Rinas*
6. Naseera M.H – System Administrator *Naseera*
7. Rasheela A. A – Office Clerk *Rasheela*

Agenda:

1. Review of examination schedule for university examinations and to decide the invigilators for the upcoming university examination
2. Preboard meet- to assess the eligibility of students appearing for university examinations
3. Discuss about the covid protocol to be followed in conduct of examinations

The minutes of the previous meeting were approved. The examination schedule for the upcoming university theory and practical exams was discussed. It was discussed and decided to follow strict covid protocols and maintain social distance in the examination halls. A separate room should be arranged for any covid positive student. The invigilators were decided and instructed to do their assigned duties in an unbiased manner. The network team was instructed to check the computers and the internet services in examination centre. The meeting was adjourned after at 12:30 pm after tea and refreshments.

Actions taken report of the previous meeting:

1. Preboard meeting was done with the concerned department HOD'S
2. The Invigilators and office staffs were decided for the smooth conduct of internal and university examination
3. Arrangements to follow covid protocol were made in the exam halls

[Signature]
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 Principal
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 Thodupuzha - 685 605

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



[Signature]
 (Coordinator)

Exam Cell

Minutes of the meeting

Date – 21.7.21

Time: 10:00am

The meeting of the exam cell was called to order on 21.7.21 at 10am at the Principal's office, presided by the Principal Dr. Afzal V.A

The following members were nominated as committee members

1. Dr. Afzal V A Principal Al- Azhar Dental College
2. Dr. Amal E. A –Administrative Officer
3. Dr. Muhammed Afnan – Coordinator
4. Dr. Abhilash Mathews Thomas
5. Dr. Greeshma Salimkumar
6. Naseera M.H – System Administrator
7. Rasheela A. A – Office Clerk


Agenda:


Discuss about digital evaluation centre

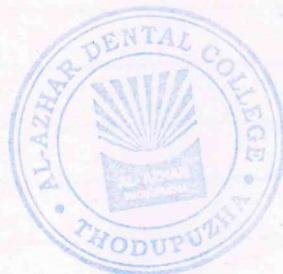
The Principal welcomed all the nominated members heartily and gave his best wishes for the smooth functioning and conduct of examinations in an unbiased manner. Dr Muhammed Afnan proposed the guidelines which was seconded by Dr Amal E A. The guidelines were finalized after necessary rectifications and handed over to the principal. Review of examination schedule for university examinations was done and the invigilators for the upcoming university examination were decided. It was decided to strictly follow the covid protocols in conduct of examinations. The committee decides to have a digital evaluation centre in the college. The network team was instructed to check the camera, computers and internet service in the examination centre and digital evaluation room. The meeting was adjourned at 12.00 after refreshments.

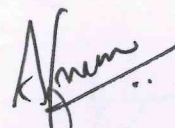
Actions taken report of the previous meeting:

1. The Invigilators and office staffs were decided for the smooth conduct of internal and university examination
2. Exams were conducted under strict covid protocols


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


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




(Coordinator)

Exam Cell

Minutes of the meeting

Date: 6.12.2021

Time: 10:00am

The meeting of the Exam Cell was called to order on 6.12.2021 at the Principal's office, presided by Dr. Harvey Thomas

Members present:

- 1. Dr. Harvey Thomas – Principal Al- Azhar Dental College
- 2. Dr. Amal E. A –Administrative Officer
- 3. Dr. Muhammed Afnan – Coordinator
- 4. Dr. Abhilash Mathews Thomas
- 5. Dr Jovin Cherian
- 6. Dr. Greeshma Salimkumar
- 7. Naseera M.H – System Administrator
- 8. Rasheela A.A – Office Clerk

Agenda

To discuss the workings of the exam cell
To decide the Invigilators and office staffs for the smooth conduct of internal and university examination

The minutes of the previous meeting were approved. The upcoming exam schedule was reviewed and confirmed and exam invigilation duties were assigned. The invigilators were decided and instructed to report on time and to do their assigned duties in an unbiased manner. It was decided to plan a pre board meeting to assess the student's eligibility to appear for the university exams. Departments are instructed to maintain all records related to examination. The network team was instructed to check the camera, computers and internet service in the examination center and digital valuation room. The meeting was adjourned after at 12:30 pm after tea and refreshments.

Actions taken report of the previous meeting:

The Invigilators were appointed for the smooth conduct of internal and university examination
A digital evaluation center was opened in the college with all the faculties assigned by the KUHS.

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



Afnan
Coordinator

Exam Cell

Minutes of the meeting

Date: 23.6.2022

Time: 10:00am

The meeting of the Exam Cell was called to order on 23.6.2022 at the Principal's office, presided by Dr. Harvey Thomas

Members present:

1. Dr. Harvey Thomas – Principal Al- Azhar Dental College
2. Dr. Amal E. A –Administrative Officer
3. Dr. Muhammed Afnan – Coordinator
4. Dr Jovin Cherian
5. Dr. Abhilash Mathews Thomas
6. Naseera M.H – System Administrator
7. Rasheela A.A – Office Clerk

Agenda

To discuss the workings of the exam cell

To decide the Invigilators and office staffs for the smooth conduct of internal and university examination

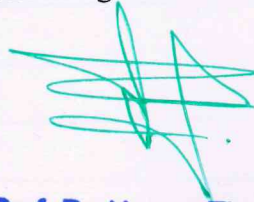
Principal welcomed new member, Dr Jovin Cherian to the committee. The minutes of the previous meeting were approved. It was decided to inform the departments to set the question paper for internal examinations in a prescribed format and send to [aadccexam@gmail.com](mailto:aadcexam@gmail.com), well in advance before commencement of examination. The upcoming exam schedule was reviewed and confirmed and exam invigilation duties were assigned. The invigilators were decided and instructed to do their assigned duties in an unbiased manner. It was decided to provide instructions for the students taking their first university exams and to advise them to report at the examination centre on time. It was decided to plan a pre board meeting to assess the student's eligibility to appear for the university exams. The network team was instructed to check the camera, computers and internet service in the examination centre and digital valuation room The meeting was adjourned after at 12:30 pm after tea and refreshments.

Actions taken report of the previous meeting:


Preboard meeting to assess the eligibility of the students to appear for the university exams.

Maintenance of all records related to examination

The Invigilators were appointed for the smooth conduct of internal and university examination


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




Coordinator

Exam CellMinutes of the meeting**Date: 15.12.2022****Time: 10:00am**

The meeting of the Exam Cell was called to order on 15.12.22 at the Principal's office, presided by Dr. Harvey Thomas.

Members present:

1. Dr. Harvey Thomas – Principal Al- Azhar Dental College
2. Dr. Amal E. A –Administrative Officer
3. Dr. Muhammed Afnan – Coordinator
4. Dr. Abhilash Mathews Thomas
5. Dr Jovin Cherian
6. Dr Mithu Mohan
7. Rasheela A.A - Office Clerk
8. Naseera M.H - System Administrator

Agenda:

Review of examination schedule for university examinations

Preboard meet- to assess the eligibility of students appearing for university examinations

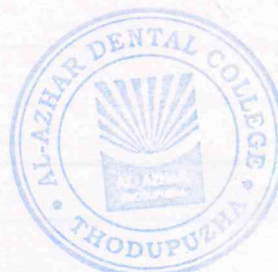
To decide the Invigilators and office staffs for the smooth conduct of internal and university examination

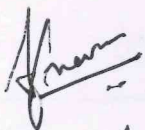
The minutes of the previous meeting were approved which was proposed by Dr Jovin and seconded by Dr Mithu Mohan. The examination schedule for the upcoming university theory and practical exams was discussed. The invigilators were decided and instructed to do their assigned duties in an unbiased manner. The network team was instructed to check the camera, computers, jammers and internet service in the examination centre and digital valuation room. The meeting was adjourned after at 12:30 pm after tea and refreshments.

Actions taken report of the previous meeting:

1. Preparation of tentative exam schedule as per the academic calendar of KUHS.
2. Preboard meeting was done with the concerned department HOD'S
3. The Invigilators were appointed for the smooth conduct of internal and university examination
4. Setting of question paper for internal examinations by concerned faculty members in a prescribed format and send to [aadcxam@gmail.com](mailto:aadcexam@gmail.com), well in advance before commencement of examination


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




 coordinator.