

**WEBSITE COMMITTEE
MINUTES BOOK**

MINUTES OF MEETING

WEBSITE COMMITTEE

MEMBERS PRESENT

1. Prof Dr.Harvey Thomas
2. Dr. Amal E.A
3. Dr. Binila .S.Babu (Coordinator)
4. Dr. Sharon Vincent
5. Dr. Elizabeth Sojan
6. Dr. Surya Suprabhanth
7. Dr. Ajay Soman
8. Dr. Io/in Cherian
9. Mrs.Greeshma Kuriakose (IT Representative)

MEMBERS ABSENT

Nil

The website committee was constituted on 26-07-2022. The first meeting was held on 3-08-2022 at 10.30am in the boardroom. The meeting was attended and chaired by Prof Dr. Harvey Thomas, Principal Al Azhar dental college Thodupuzha.

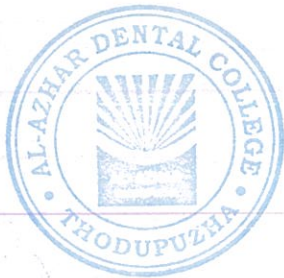
AGENDA


Discussion on new website development.

- 1.The committee decided to create a detailed plan on website requirements.
- 2.The committee decided to invite quotation from various website developers
- 3.The committee decided to inform all departments to submit their websiterequirements.

The meeting was concluded by vote of thanks delivered by Dr. Elizabeth Sojan.


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




Dr. Binila S Babu

Date:02-09-2022

MINUTES OF MEETING

WEBSITE COMMITTEE

MEMBERS PRESENT

1. Prof Dr. Harvey Thomas
2. Dr. Amal E.A
3. Dr. Binila .S.Babu
4. Dr. Sharon Vincent
5. Dr. Elizabeth Sojan
6. Dr. Surya Suprabhan
7. Dr. Ajay Soman

MEMBERS ABSENT

1. Dr. Jovin Cherian
2. Mrs.Greeshma Kuriakose (IT Representative)

The website committee meeting was held on 2-09-2022 at 11:00 am in the boardroom. The meeting was chaired by Prof Dr. Harvey Thomas, Principal Al Azhar dentalcollege Thodupuzha.

AGENDA

To scrutinize profiles of website developers

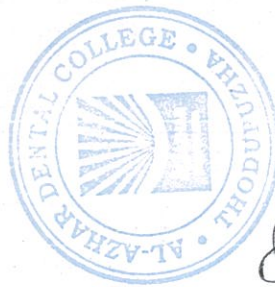
1. The committee scrutinized various quotations and profiles of applications received from website developers
2. The various requirements collected from all departments were analyzed and a final homepage draft was designed by the committee.


ACTION TAKEN REPORT OF THE PREVIOUS MEETING

It was decided to consult Dr. Somasekharan Pillai, Academic dean, Al Azhar group of institutions before deciding on the website development team. The committee decided to hold a meeting with the website developers, once finalized.

The meeting was concluded by vote of thanks delivered by Dr. Sharon Vincent.


Prof. Dr. Harvey Thomas MDS
Principal
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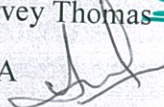









Dr. Binila S Babu

Date: 07-10-2022

**MINUTES OF MEETING
WEBSITE COMMITTEE**

MEMBERS PRESENT

1. Prof Dr. Harvey Thomas 
2. Dr. Amal E.A 
3. Dr. Somasekharan Pillai 
4. Dr. Binila S.Babu 
5. Dr. Elizabeth Sojan 
6. Dr. Surya Suprabhan 
7. Dr. Ajay Soman 
8. Dr. Jovin Cherian 

MEMBERS ABSENT

1. Dr.Sharon Vincent
2. Mrs.Greeshma Kuriakose

The meeting was held at the Principal's office at 11.30 am, presided by Prof Dr Harvey Thomas.

AGENDA

Selection of website developers

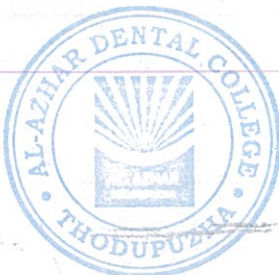
1. It was decided to entrust *Exciton technologies LLP*, for the development of the college website.
2. A detailed discussion on website design, various pages to be included were discussed.


ACTION TAKEN REPORT OF THE PREVIOUS MEETING

An online meeting with website developers was scheduled in the upcoming week.

The meeting was concluded by vote of thanks delivered by Dr. Ajay Soman.


Prof. Dr. Harvey Thomas MDS
Principal
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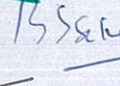





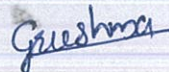



Dr. Binila S Babu

Date: 14-10-2022

MINUTES OF MEETING
WEBSITE COMMITTEE

MEMBERS PRESENT

1. Prof Dr. Harvey Thomas 
2. Dr. Somasekharan Pillai 
3. Dr. Binila S. Babu 
4. Dr. Elizabeth Sojan 
5. Dr. Surya Suprabhan 
6. Dr. Jovin Cherian 
7. Dr. Sharon Vincent 
8. Mrs. Greeshma Kuriakose 

MEMBERS ABSENT

1. Dr. Amal E.A
2. Dr. Ajay Soman

Meeting was conducted at the boardroom at 1pm, presided by the principal. An online session with the website developers was done during the meeting. A detailed discussion on website design, various pages to be included were discussed.

AGENDA

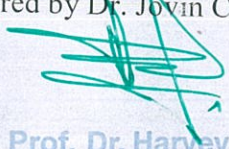
Discussion with website developers

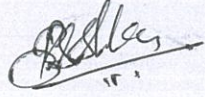
The committee coordinator Dr Binila S Babu handed over the website requirement draft to Exciton technologies LLP. A detailed discussion on the home page and various pages to be included was done.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

An online meeting with the website developers was conducted during the meeting. The meeting was concluded by vote of thanks delivered by Dr. Jovin Cherian



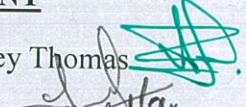
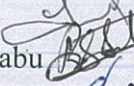







Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605


Dr. Binila S Babu

Date:21-12-2022

**MINUTES OF MEETING
WEBSITE COMMITTEE**

MEMBERS PRESENT

1. Prof Dr. Harvey Thomas 
2. Dr. Amal E.A 
3. Dr. Binila S.Babu 
4. Dr. Elizabeth Sojan 
5. Dr. Surya Suprabhan 
6. Dr. Jovin Cherian 
7. Dr. Ajay Soman 
8. Dr. Sharon Vincent 

MEMBERS ABSENT

1. Mrs. Greeshma Kuriakose

The meeting was presided by Prof Dr.Harvey Thomas at the Principal's office at 10.30am.

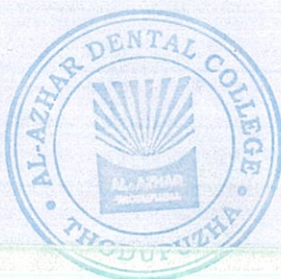
AGENDA

Analyzing the new website draft submitted by exciton technologies.

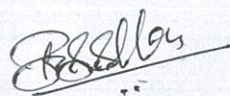
1. The committee analyzed the new website and added a few more suggestions to it.
2. The committee advised to add various quick links and additional tabs for uploading NAAC documents .
3. Various programs conducted in the college were updated on the college website.
4. The committee decided to hold a meeting in mid February to decide the launch of the website.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

An online meeting with the website developers was conducted during the meeting. The meeting was concluded by vote of thanks delivered by Dr. Jovin Cherian.



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


Dr. Binila S Babu


Date:15-02-2023

MINUTES OF MEETING
WEBSITE COMMITTEE


MEMBERS PRESENT:

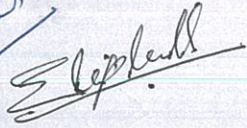
1. Prof Dr.Harvey Thomas 


2. Dr. Amal E. A 


3. Dr. Somasekharan Pillai 


4. Dr. Binila .S.Babu 

5. Dr. Sharon Vincent 

6. Dr. Elizabeth Sojan 

7. Dr. Surya Suprabhan 

8. Dr. Ajay Soman 

9. Dr. Jowin Cherian 

The website committee meeting was held on 15-2-2023 at 11:30 am in the committee room. The meeting was attended and chaired by Professor Dr. Harvey Thomas, Principal Al Azhar dental college Thodupuzha.

AGENDA

Launch of the website

1. A tentative date for launch of website was decided by MD, KM Moosa and Principal, Dr. Harvey Thomas.

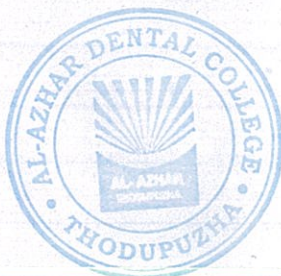
2. Few quick links were decided to be added

3. Subheadings for IQAC and NAAC were reframed.

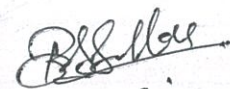
The meeting was concluded by vote of thanks delivered by Dr. Surya Suprabhan.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING

AL Azhar fest pictures were uploaded in the website.Quick links were added for statutory committees, Mandatory disclosures and Auditedstatements in the website.



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


Dr. Binila S Babu