



Off : 04862 224366
Fax: 04862 229586

AL-AZHAR DENTAL COLLEGE

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

RUN BY NOORUL ISLAM TRUST

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

2.5.3 Reforms in the process and procedure in the conduct of evaluation/examination; including the automation of the examination system

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



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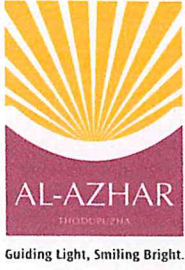
AL-AZHAR DENTAL COLLEGE

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CERTIFICATE OF THE HEAD OF THE INSTITUTION



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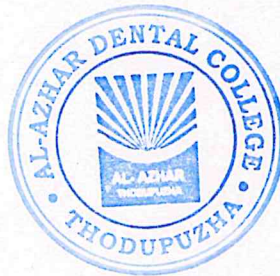
PERUMPILICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA- 685 605

Dr. HARVEY THOMAS, M.D.S.,
PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that; the Institution conducts reforms in the process and procedure in the conduct of evaluation/ examination; including Continuous Internal Assessment to improve the examination system.

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





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
URL: <http://www.alazhardental.org> E-mail: alazhardentalcollege@gmail.com

Office : 04862 - 224366
Chairman : 04862-229193
: 9447033439
Fax : 04862 - 229586

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 aadcxam@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.

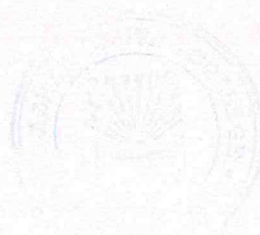
Exam evaluation: The exam cell shall see to the timely evaluation of the answer sheets and declaration of results.

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

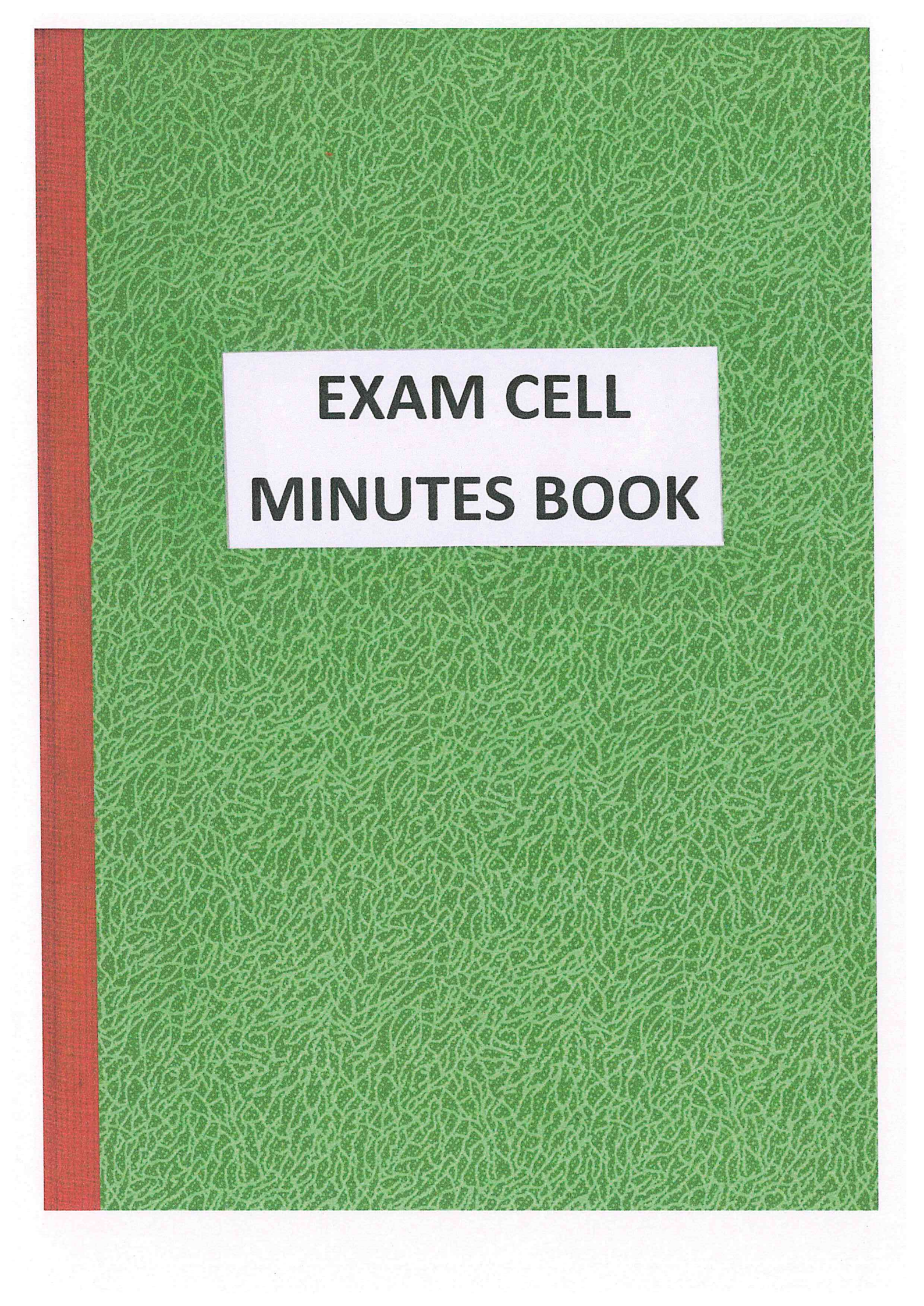
Record keeping: The exam cell should maintain records of all exam related activities, including exam schedules, question papers, answer sheets and results.

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.
Principal
Al-Azhar Dental College
Perumpillichira P.O., Thodupuzha - 685 605



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

The image shows the front cover of a book. The cover is primarily green with a fine, pebbled texture. A vertical red strip runs along the left edge, representing the spine. In the center of the green area, there is a white rectangular box containing the title in bold, black, sans-serif capital letters.

**EXAM CELL
MINUTES BOOK**

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.

[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 – 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
- 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:

- 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.

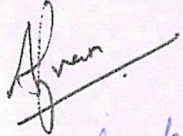
Action taken report of the previous meeting:

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


 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 P.O., Thodupuzha-685 605




 Dr. Muhammed Afnan
 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
Thodupuzha 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
- 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 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.

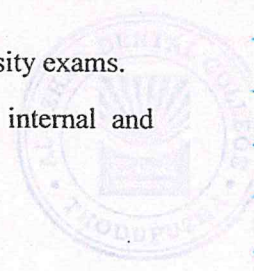
The meeting was adjourned after at 12:30 pm after tea and refreshments.

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



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

(Handwritten signature)
(coordinator)

Prof. Dr. V. HARZAL M.D.S
Principal
Al-Azhar Dental College

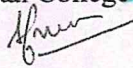
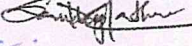




Exam CellMinutes of the meeting

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

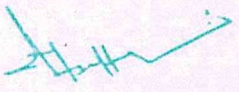
The minutes of the previous meeting were approved after an interactive discussion which was proposed by Dr Tinu George and seconded by Dr Rinas P M. The examination schedule for the upcoming university theory and practical exams was discussed. The invigilators were decided and instructed to do their 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:

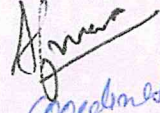
The workings of the exam cell were discussed and approved

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
 Perampallathira P.O., Thodupuzha-685 605




 Coordinator

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]
 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
 Pampallichira P.O., Thodupuzha-685 605



[Signature]
 (Co-ordinator)

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.

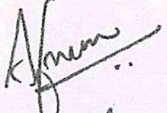
Actions taken report of the previous meeting:

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 CellMinutes 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

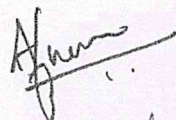
The minutes of the previous meeting were approved. The upcoming exam schedule was reviewed and confirmed and exam invigilation duties were assigned. The invigilators were decided and instructed to report on time and to do their assigned duties in an unbiased manner. It was decided to plan a pre board 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




Co-ordinator

CL

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

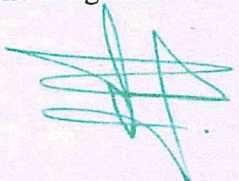
Principal welcomed new member, Dr Jovin Cherian to the committee. The minutes of the previous meeting were approved. It was decided to inform the departments to set the question paper for internal examinations in a prescribed format and send to [aadccexam@gmail.com](mailto:aadcexam@gmail.com), well in 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:

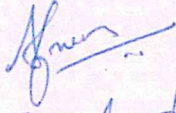
Preboard meeting to assess the eligibility of the students to appear for the university exams.

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 aadcexam@gmail.com, well in advance before commencement of examination

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



Afnan
Coordinator



AL-AZHAR DENTAL COLLEGE

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RUN BY NOORUL ISLAM TRUST
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Office : 04862 - 224366
Chairman : 04862-229193
: 9447033439
Fax : 04862 - 229586

Date: 15-09-2021

Date

INTERNAL EXAM ASSESSMENT POLICY

In college an exam committee is established to oversee the internal exams consisting of a senior faculty members and non-teaching staff to ensure the smooth conduct of exams. The college strictly adheres to the guidelines and rules set forth by the university for conducting internal examinations.

- The department conducts two internal assessment exams and one model examination in a year and the schedule for these exams is prepared well in advance and communicated to the students.
- A seating plan is also created and displayed on the notice board
- After the internal assessment answer scripts are evaluated, students are given the opportunity to review their scripts for any discrepancies or doubts
- If they have any doubts, the faculty provides them with clarification to help them improve in the future.
- The criteria for the internal assessment tests are based on the direction of the affiliating university, ensuring complete transparency.
- The faculty prepares an assessment report, which is shown to the head of the department.
- The marks obtained in all three sessional tests are uploaded onto the college ERP system.
- At the end of the Academic year, the final internal assessment marks are calculated based on average obtained taking model exam and one internal examination into consideration. These marks are then uploaded onto the university ERP system.

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