



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

2.5.4 The Institution provides opportunities to students for midcourse improvement of performance through specific interventions

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



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CERTIFICATE OF THE HEAD OF THE INSTITUTION



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DR. HARVEY THOMAS M.D.S.

PRINCIPAL

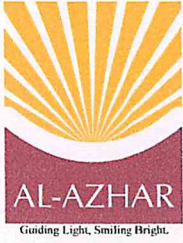
TO WHOMSOEVER IT MAY CONCERN

This is to certify that, the Institution provides opportunities to students for midcourse improvement of performance through specific interventions through:

1. Timely administration of CIE
2. On-time assessment and feedback
3. Makeup assignments/tests
4. Remedial teaching/support

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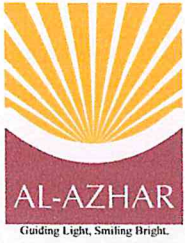
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2.5.4 Policy documents of the options claimed by the institution duly signed by the Head of the Institution



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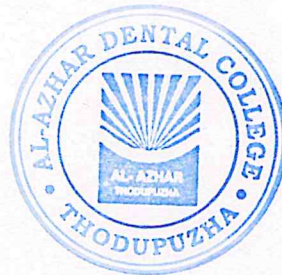
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2.5.4 Policy document of the options claimed by the institution duly signed by the Head of the Institution

1. Remedial classes for weak students along with slow learners
2. Usage of the department as well as centralized library
3. Small group discussions during clinical postings
4. Revision tests /assignments /practical re-exams
5. Provision to approach any staff member for assistance in their respective subjects

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



Prof. Dr. Harvey Thomas MDS
Principal
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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: 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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