



# AL-AZHAR DENTAL COLLEGE

Perumpillichira P. O., Thodupuzha  
Idukki Dist., Kerala- 685 605  
☎ +91 94977 20069 | +91 94463 91111


## ADDITIONAL INFORMATION



## 2.5.1 The Institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation and ensures that it is robust and transparent

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Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605





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## CERTIFICATE FROM THE HEAD OF THE INSTITUTION





**AL-AZHAR  
DENTAL COLLEGE**

Perumpillichira P. O., Thodupuzha  
Idukki Dist., Kerala- 685 605  
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**DR. VINOD KUMAR R B M.D.S.  
PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

**This is to certify that our Institution adheres to the academic calendar for the conduct of  
Continuous Internal Evaluation and ensures that it is robust and transparent details are given:**

*11/6/19*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605





Date:07.05.2024

## 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.

A sufficient amount of stationery, such as answer sheets, water bottles, etc., must be provided, and this responsibility falls to the exam committee.

The Exam Committee is required to decide and publish the invigilation duty list before exams.

**Question paper:** The exam cell should instruct the concerned department to prepare two sets of question papers a week in advance and the same should be mailed to [aadcexam@gmail.com](mailto:aadcexam@gmail.com)

**Exam invigilation:** The exam cell should arrange for invigilators to supervise the exams and ensure that students do not engage in any malpractice. The invigilators will be appraised of their duties before the examination.

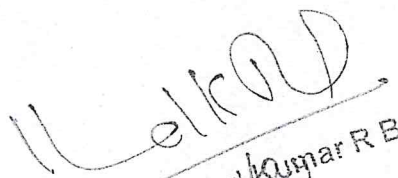
The exam committee assess the internet service and camera setup in the examination room for the smooth and efficient conduct of the university examinations.

**Exam evaluation:** The exam cell shall see to the timely evaluation of the answer sheets and declaration of results within 10 days of the conduct of the examination.

The exam committee and the respective HODs will review the results. The results from First Year through Final Year, will be displayed on the student notice boards. A copy of the same document will be maintained in the departments.

**Record keeping:** The exam cell should maintain accurate records of all exam related activities, including exam schedules, question papers and results. A copy of the same should be submitted to the office.



  
Prof. Dr. Vinod Kumar R B  
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](mailto:alazhardentalcollege@gmail.com)

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Chairman : 04862-229193

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Fax : 04862 - 229586


Date: 15-09-2021

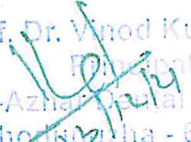
Date .....


## 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.

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

  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
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Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605