



**AL-AZHAR  
DENTAL COLLEGE**

Perumpillichira P. O., Thodupuzha  
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**EXAM CELL  
MINUTES BOOK**

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

*V. K. R. B.*  
13/12/24



## Exam Cell

### Minutes of the meeting

Date: 05/10/23

Time: 11:00 am

The meeting of the Exam Cell was called on order on 05/10/23 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. Lakshmipriya - Coordinator
4. Dr. Abhilash Thomas,
5. Dr. Sreelakshmi G
6. Rasheela A A – Office Clerk
7. Naseera M H – System Administrator

#### AGENDA:

Review of practical examination schedule of university examination.

To add a new member to the committee in place of Dr. Mithu.

The minutes of the previous meeting were approved. The examination schedule for the upcoming University exam was discussed. The invigilators and office staff were decided and instructed to do their assigned duties in an unbiased manner. It was decided to schedule a meeting to conduct a preboard meeting with the HOD's of the concerned departments. As Dr. Mithu of Department of Conservative Dentistry has resigned, a new member Dr. Sreelakshmi G from Department of Pediatric and Preventive Dentistry is selected to the committee. The meeting was adjourned after 12:30 pm after tea and refreshments.

#### ACTIONS TAKEN REPORT OF THE PREVIOUS MEETING:

1. Informatory class for the first year students prior to the university exam was conducted.
2. The network team checked the cameras, computers, jammers and internet service in the examination centre and digital valuation room.



Prof. Dr. Vinod Kumar  
Principal  
Al-Azhar Dental College  
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Prof. Dr. Harvey Thomas MDS  
Principal  
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11/11  
13/10/23

## Exam Cell

### Minutes of the meeting

Date: 01/01/24

Time: 10:30 am

The meeting of the Exam Cell was called to order on 01/01/24 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. Lakshmipriya E- Coordinator
4. Dr. Abhilash Thomas
5. Dr. Jovin Cherian
6. Dr. Sreelakshmi G
7. Rasheela A A – Office Clerk
8. Naseera M H – System Administrator

#### AGENDA:


Review of university examination schedule ,theory and practical.

The minutes of the previous meeting were approved which was proposed by Dr. Lakshmipriya E and seconded by Dr. Jovin Cherian. The examination schedule for the upcoming University exams was discussed. The decided invigilators were instructed to do their assigned duties in an unbiased manner. Travelling and accommodation facilities for the external examiners were discussed. It was decided to conduct an informatory class for the first year students prior to the university examination . The network team was instructed to check the computers , jammers and the internet services in examination center and the digital evaluation room . The meeting was adjourned after 11:30 am after tea and refreshments.

#### ACTIONS TAKEN REPORT OF THE PREVIOUS MEETING:

1. The invigilators and office staffs were appointed for the smooth conduct of the university examination.
2. Preboard meeting was scheduled and conducted.

  
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