



Ref: JHMCR/ACAD/COMMITTEE/112


EXAMINATION CELL COMMITTEE

- To ensure the smooth and efficient conduct of Semester and University Examinations, the Central Examination Cell Committee has been reconstituted. The Cell will operate under the direct supervision of the principal and will include the following ex-officio members:

Sl. No	Name	Designation
1	Dr. Trilok Kumar Associate Professor Department Of Biochemistry	Chairperson
2	Dr. Abhimanu Kumar Associate Professor Department of Anatomy	Faculty In-Charge
3	Mr. Tanmoy Das (Deputy Registrar), Department of Academic	University Liaison Officer
4	Mr. Sankhya Chatterjee	Data Entry Operator
5	Mr. Md Aquib	Logistics
6	Mr. Jyotirmoy Ghosh Roy	Record Keeper
7	Mr. Milan Gangaputra- Attendant	Peon

Roles and Responsibilities of the Examination Cell

- Plan, coordinate, and monitor all examination-related activities of the institution in accordance with university regulations and statutory requirements.
- Receive question papers and answer scripts from the University and ensure their secure custody, confidentiality, and controlled access.
- Prepare and issue examination notifications, administrative instructions, invigilation schedules, and duty assignments to ensure effective examination management.
- Coordinate with departments and support services to provide appropriate seating arrangements, examination halls, security personnel, housekeeping services, and other logistical requirements.
- Ensure the fair, transparent, and smooth conduct of theory, practical, internal, and University examinations.
- Oversee the collection, verification, packing, sealing, storage, and dispatch of answer scripts and other examination materials in accordance with prescribed procedures.
- Maintain records of examinations, evaluated answer scripts, attendance sheets, and related documents for audit and regulatory purposes.
- Facilitate communication and coordination with the University regarding examination schedules, results, and compliance requirements.
- Implement measures to uphold confidentiality, integrity, and quality assurance in all examination processes.
- Conduct and manage all examinations strictly in accordance with the guidelines and regulations issued by the National Medical Commission (NMC), West Bengal University of Health Sciences (WBUHS), and other regulatory authorities.


Principal
Jakir Hossain Medical College and Research Institute

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Jangipur, Murshidabad