



# TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

Phone : 044-30101111, Fax : 044-222 5555, Email: tagoremch@gmail.com



(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

## EXAMINATION BOARD

### CIRCULAR

The examination cell meeting for 2024-2025 will be held on

DATE: 14.2.2024

TIME: 1:30 PM

VENUE: MEU Room

#### Agenda:

1. Status of university exam and internal exam-related grievances
2. Discussion of roles and responsibilities of probable Chief Superintendent and invigilators for forthcoming university examinations

Copy To,

Dean  
VP  
Medical Superintendent  
All members  
File

*Soay*  
22/1/24-

DEAN  
TAGORE MEDICAL COLLEGE & HOSPITAL  
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## EXAMINATION CELL

ATTENDANCE : 14/2/2024

SL.NO	NAME & DESIGNATION	POSITION	SIGNATURE
1	Dr.J.Muthukumaran, Dean	Chairman	<i>[Signature]</i>
2	Dr.Sony Paul, Prof of Microbiology	Coordinator	<i>[Signature]</i>
3	Dr.J.Sheeja, Associate Prof of Pathology	Member Secretary	<i>[Signature]</i>
4	Dr.G.P.Rekha, Asst Prof.DVL	Member	<i>[Signature]</i>
5	Dr.Siddhartha Bharathy, Asst Prof Psychiatry	Member	<i>[Signature]</i>
6	Mr.M,Gurunathan, Office Superintendent	Member	<i>[Signature]</i> 14/02/24
7	Mrs Sangeetha, Assistant	Member	<i>[Signature]</i>

*[Signature]*  
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## MINUTES OF MEETING

The following members were present on 14.02.2024, 1.30 PM

1. Dean
2. Dr.Sony Paul
3. Dr.J.Sheeja
4. Dr.G.P.Rekha
5. Dr.Siddhartha Bharathy
6. Mr.M.Gurunathan
7. Mrs.V.Sangeetha

The coordinator proposed the agenda.

The following is required to conduct the UG/PG theory exam smoothly.

- Adequate <sup>loud</sup> speakers for effective sound
- Adequate chairs and sturdy tables
- Adequate fans or hall can be made air-conditioned.
- It would be better if separate restrooms could be constructed for boys and girls inside the exam hall to restrict the movements of students during university examination.
- No grievances regarding internal exams and university exams received
- All the IA exams should be conducted in the examination hall

DEAN

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Coordinator





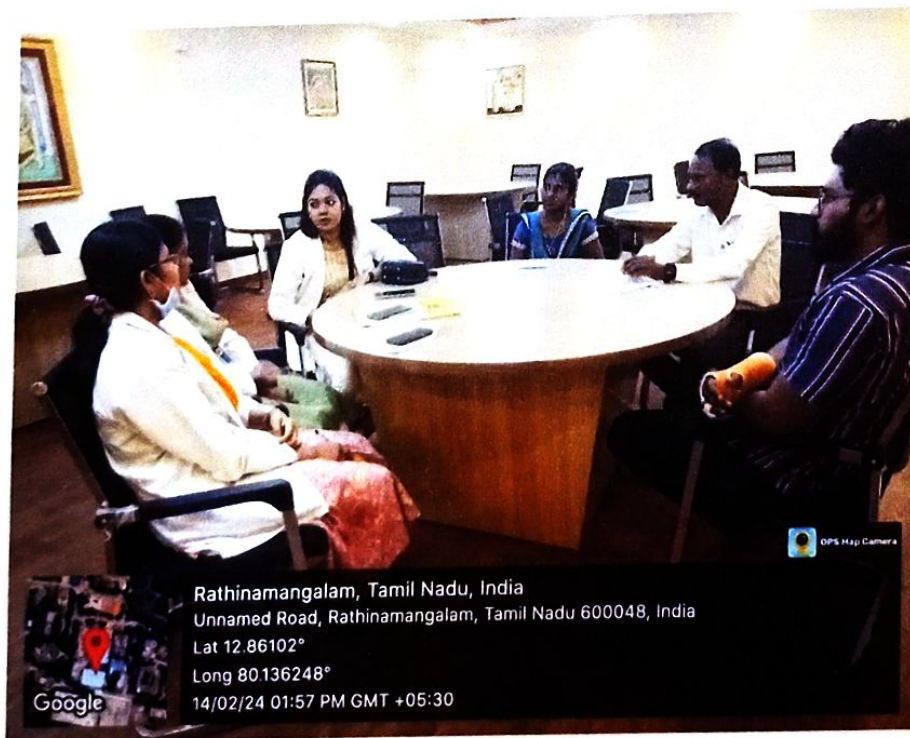
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