



# 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)

<b>EXAMINATION POLICY</b>	<b>Policy No</b> : 06
	<b>Issue No</b> : 02
	<b>No of Pages</b> : 1-8
	<b>Date</b> : 07/01/2023

**Tagore Medical College and Hospital Examination Cell** is an autonomy committee for addressing Students University and internal assessment examination related issues. The Examination Cell is constituted and headed by the Coordinators, members and supporting staffs. The prime responsibility of Examination Cell is to conduct both Internal and university Exam in fair and systematic manner under the directions of the Dean, HODs and Chief Superintendent of Examinations. The examination cell has adequate infrastructure, computing and printing facilities with modern equipments to maintain the hard copies in files. Examination cell coordinates with The TN Dr. MGR Medical University regarding theory and practical examination matters. Any information required to be communicated to The TN Dr. MGR Medical University are sent through the Exam cell. Any grievances of the students related to the examinations, either internal or the university examinations are well addressed by taking appropriate action and suitable remedial measures for the same, which is the function of the examination cell.

The Academic Calendar of Tagore Medical College and Hospital indicates the tentative examination schedule for Internal Test and model examinations. Exact schedules are fixed by the coordinators in consultation with the HODs and Dean. These are informed to faculties and students through circulars 4 weeks well in advance. In unanticipated circumstances, if the department postpones the exam schedule of a particular subject, the department has to arrange to conduct it separately after intimating to Exam cell and IQAC. The HODs and faculty handling the subjects are intimated and directed to prepare 2 sets of question papers in the University pattern and send the printed copy to the Exam cell office before the specific date mentioned in the circular. Exam cell office arranges sufficient copies before the examination. A schedule for invigilation duty is prepared by the Exam Cell. The faculty will attend the invigilation duty as per the schedule. Examinations are conducted with at least one faculty as Invigilator for each 25 students. After exams, papers are collected by the invigilators and handed over to concern



# 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)

department Nodal offices. Hall arrangements and seating arrangements are prepared by the Exam Cell. After evaluation, the results of individual students are recorded. Evaluated answer papers are distributed to the students for review of their marks and answer sheets, following which they must sign on the paper with date and hand over to the Nodal officers. The Mark list should be sent to Exam Cell by the course in-charge for internal assessment.

## Functions of the Examination Cell

- The Examination Cell coordinates the smooth conduction of both Internal Examinations as well as University Examinations for the MBBS and MD/MS programmes.
- The Notification, Circular, Guideline, received from The TN Dr. MGR Medical university by the College are processed in the Examination cell, either it is circulated to all departments or reply thereof prepared dispatched to the University after getting concurrence from the Dean
- The conduction of internal examination in all courses are formulated and monitored. The smooth conduction of the internal examination is executed through preparation of dates, collecting question papers and their marks from all HODs and stored as hard copies
- Department nodal officers should communicate the IA exam schedule to the Examination cell and the Dean, once the schedule is decided by the HODs and pre-para, para, and clinical academic coordinators.
- The University Examination Notices received from the University are to be duly intimated to all concern departments.
- A nodal officer from all departments should serve as a link between the Examination Cell and HODs of relevant departments so that IA examinations, university theory examinations, and university practical examinations can proceed smoothly
- After consulting with the Dean, the Chief Superintendent prepares the list of invigilators for the University UG/PG exams through the AO office. The Chief Superintendent should meet with invigilators before theory exams begin, and he or she should instruct the students regarding university exams rules
- During theory exams, if the University exam invigilators need any exchange of duty they have to find a replacement /exchange in case of emergency only. The exchange of duty

DEAN

TAGORE MEDICAL COLLEGE & HOSPITAL  
RATHINAMANGALAM, MELAKOTTAIYUR POST,  
Chennai 600 127.

Trust Office : No.25, Mahalingam Street, Mahalingapuram, Nungambakkam, Chennai - 600 034, Ph: 044-2817 3772





# 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)

should be intimated to the Chief Superintendent, examination cell, and Dean well in advance.

- During theory exams, students & invigilators must be present inside the examination hall half an hour before the commencement of the examination.
- During the examination time, proper staff mobilization, assigning the duty as per the duty chart already prepared.
- Distribution of marks sheets to students after receiving the examination results from the University
- The University Degree Certificates received from the University by the college are sent to the students concerned by the Examination cell.
- The exam cell should collect all marks sheets of university exam results and send them to the concerned departments for the HODs to critically analyse the results, and the same should be submitted to the Exam cell and the Dean through nodal officers.
- The examination cell should address the grievances/ complaints of the students and staff concerning internal and University exam- related issues.

## Conduct of University Theory Examinations

For the conduction of the university theory examination, a Chief Superintendent is appointed by the Dean after discussion with the Examination cell. Chief Superintendent and Exam Cell are responsible for the smooth conduct of examinations by appointing invigilators. If necessary Exam cell requests the HODs, through a circular to send staff preference of invigilation duties. From the above list, Chief Superintendent selects the invigilators and issues order to them. An invigilation schedule is prepared as per University format and the same is communicated to The TN Dr. MGR Medical University. Due to any reason if the University exam invigilators need any exchange of duty they have to find a replacement /exchange in case of emergency only and inform to Exam Cell /Chief Superintendent and the Dean in advance. Question papers received from the University as per their schedule 15 minutes before the commandment of exam are to be downloaded.

Exam Cell prepares the hall arrangements and seating arrangements as per University prescribed format. The candidates should locate their hall and seating with their register numbers displayed

**TAGORE MEDICAL COLLEGE & HOSPITAL**  
RATHINAMANGALAM, MELAKOTTAIYUR POST,  
Chennai-600 127.



# 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)

at the entrance of the examination hall and occupy their respective seats. The candidates are allowed to enter the examination hall only 15 minutes before the commencement of examination. Candidates are not allowed to leave their seats under any pretext during 3 hours of examination. They are required to bring their hall tickets issued to them. If a candidate loses his / her Hall ticket, a requisition letter from them to allow him / her to write the examination with the recommendation of HOD and authorisation from Exam cell / Dean is used as a temporary duplicate hall ticket. The invigilators distribute the answer books and question papers, after verifying the hall ticket, signs in the answer book at the appropriate place as well as in the hall ticket.

## Instructions to the Chief Superintendent

1. The Chief Superintendent is fully responsible for the smooth conduct of the theory examinations. He /She has to take all pre-cautionary measures to prevent any kind of malpractice by the candidates and keep strict vigil during the examination.
2. The Invigilators shall work under the direct control of the Chief Superintendent. They should exercise proper control and extend their fullest support to the instructions of the Chief Superintendent.
3. The Chief Superintendent appointed for the Examination is requested to announce in the examination hall on every day of the examination that the candidates should write their register number correctly only on the space provided in the front sheet. They should not write their register number elsewhere either in the main answer book. Further the candidates have to be instructed to write the page number of the answers provided in the column I for the candidate, in the front sheet.
4. The Chief Superintendent should give instructions to the Invigilators to verify the correctness of the register numbers on the answer script of the candidates with the galley and to check whether they have written the page number of the answers correctly in the column I before receiving the answer scripts from the candidates.
5. The Chief Superintendent should verify the Part and Paper of each speciality of the candidates appearing with reference to the galley issued.
6. The candidate and the Chief Superintendent/Invigilator should put their signature in the space provided. No entry should be made in the rectangular boxes "UNIVERSITY USE ONLY". No





# 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)

other portion in the barcoded sheets attached to the main answer book should be damaged or detached.

7. While sending answer scripts to the University, the year, month and date of the examination should be noted at the left side top corner of the cloth cover for easy identification.

8. The Secrecy & confidentiality for the conduct of the examination shall lie with the Chief Superintendent.

9. While decoding/downloading the question paper, the Chief Superintendent should make sure that no outsider/ other unconnected staff members/concerned subject teaching staff is present at the examination hall.

10. The Chief Superintendent is responsible to despatch the following documents on the same day of examination through speed post.

- Written Answer Scripts
- Unused Answer Sheets
- Unused Spare Sheets
- Unused Covers
- Attendance Sheet
- Absentees Statement

Failure to despatch the above materials on the day itself will entail action against the Chief Superintendent.

11. The Chief Superintendent should enter absentees detail on the same day through online.

12. The Chief Superintendent should not entertain any outsider other than the vigilance squad appointed for the specific purpose.

13. No waterman is permitted to supply water to the students. The water pot should be kept inside at one corner in the examination hall and the students can be permitted to drink water from the water pot in the presence of the Chief Superintendent/Invigilator.

14. The CCTV camera should be fixed and full session of the examination should be recorded. The C.D. of the recordings should be sent to this University after completing the full session of the examination, so as to use it by the University as and when it is needed.

15. Any untoward incident like copying noticed by the Chief Superintendent should be reported to the Controller of Examinations of the TN Dr, MGR Medical University with facts and a detailed report must be submitted.



# 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)

16. The Chief Superintendent should make sure that the correct answer sheet for particular subject is given to the candidates. The subject code in question paper and answer sheet should be the same.

17. The Chief Superintendent is to check whether the first tabular column is filled by the candidate with the page number of the written answer.

18. The Chief Superintendent should instruct the following conditions to the students.

a) Candidates should leave the electronic devices such as calculators, digital diary, mobile phone, pager of any other communication devices before entering into the examination hall.

b) Candidates to produce the hall ticket on demand by the Invigilator/ Observer/Squad member. The invigilator should see whether anything written in the Hall Ticket, if so, the same should be informed to this University.

c) Candidates to handover the answer booklets before leaving the examination hall.

d) No candidates should enter the examination hall after the expiry of thirty minutes from the commencement of examination and leave the examination hall before the expiry of sixty minutes from the commencement of the examination.

e) Candidates should not wear overcoat and full sleeve dresses.

f) Girls should not leave loose hair, should tie up their hair.

g) Wooden scales should not be allowed. h) All the candidates (girls & boys) should not wear shoes and socks.

19. The Chief Superintendent has to ensure whether the Metal Detector and mobile jammers are in working condition.

20. The Muslim students are permitted to wear Purdah/Burkah during examinations after being checked by Metal Detector.

## Spare Sheets -

\* Only printed answer Booklets should be used for the examinations.

\* If spare sheets are given to the candidates at the time of Examination, prior permission has to be obtained from Deputy Controller/ Controller of Examination

## On the day of the Examination:

An Email / Fax No. 044-22354577 has to be sent with the signature of Chief Superintendent to  
DEAN  
TAGORE MEDICAL COLLEGE & HOSPITAL  
RATHINAMANGALAM, MELAKKOTTAIYUR POST,  
Chennai-600 127.





# 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)

itself, followed by hard copy in separate cover addressed to Deputy Controller of Examinations of University immediately and not along with the answer bundles. Failure to do so will be viewed seriously.

### **Additional Instruction to the Chief Superintendents:**

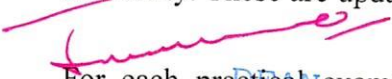
For the Subjects with Section-A, Section-B, the Chief Superintendent should instruct the candidates to write the answers for Section-A in Section-A Answer Booklets only. Similarly, the answers for Section-B in Section-B Answer Booklets only. The Answers written in the wrong answer booklet, other than the one pertaining to the section concerned shall not be valued.

### **For I MBBS (2019-2020 Onwards)**

1. The MCQs are to be downloaded through online Question Paper delivery (SEQUEL) at 11.00 a.m. or 3.00p.m. For the Forenoon and Afternoon sessions respectively.
2. Required copies can be made. The MCQ question paper can be distributed concurrently.
3. MCQs to be answered in the last page of the answer booklet by following the instructions carefully.
4. The candidates should be instructed to complete answering the MCQ within half an hour.
5. The answer sheet for the MCQ is in the last page of the booklet.
6. There is an empty box provided against each question number. The candidate should write the choice in the box provided. No overwriting should be done.

### **Conduct of University Practical / Viva Voce Examinations**

On receipt of the schedule from University, for conducting practical examinations for each department, a circular is sent to all HODs asking for the details of internal examiners for practical examinations and the same is sent to the university through Dean. The faculty who fulfils the university norms of teaching experience are eligible for the internal Examiner ship. The University appoints the external examiner for each practical/viva from other university/other state university. These are updated and maintained by the Exam Cell.

  
For each practical examinations HODs decides and appoints skilled assistants and technical supporting staff and communicate to exam cell. The Exam Cell issues necessary forms / stationary items to the internal examiners and external examiners for conducting practical /clinical



# 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)

exams. The External examiner and internal examiners conduct the theory viva voce for each subject. The marks statements are uploaded in university website on same day and signed copies of downloaded marks sheet which is submitted to university is sealed in separate covers and handed over to the Exam Cell. These are forwarded to the University by the Dean.

Prepared by	Verified by	Approved by
 Examination Cell Coordinator	 IQAC Coordinator	 Dean

IQAC Co-ordinator  
Tagore Medical College & Hospital  
Rathinamangalam, Melakkottaiyur P.O.  
Chennai-600 127.

DEAN  
TAGORE MEDICAL COLLEGE & HOSPITAL  
RATHINAMANGALAM, MELAKOTTAIYUR POST,  
CHENNAI-600 127.



DEAN  
TAGORE MEDICAL COLLEGE & HOSPITAL  
RATHINAMANGALAM, MELAKOTTAIYUR POST,  
Chennai-600 127.