



IQMC/ACAD/COMMITTEE/168

Date: 16-04-2026

Examination Cell Committee

1. The Central examination Cell Committee is reconstituted as under to conduct the Semester and University examinations. The examination cell will function under the direct supervision of Principal, and has ex-officio members as under:

Sr.No	Designation	Name
a.	Chairperson	Dr. Meenakshi Mitra (Associate Professor), Department of Paediatrics
b.	Faculty in-charge	Dr. Ayan Kundu (Assistant Professor), Department of Pathology
c.	University Liaison Officer	Mr. Avishek Ganguly (Additional Registrar), Department of Academic Cell
d.	Data Entry Operator	Mr. Ramashis Singh, Department of General Surgery
e.	Logistics	Mr. Sambit Ganguly, Department of Microbiology
f.	Record Keeper	Ms. Rajinder Kalsi, Department of Ophthalmology
g.	Peon	Mr. Suman Kumar Mandal, Attendant

2. Functions of Examination Cell:

- Collection of Question Papers and Answer sheets from University and arrangements for secure storage.
- Issue of Administrative instructions including Invigilator detailment well prior the stipulated dates for commencement of the examinations.
- Ensure proper seating arrangements, security, housekeeping and other logistic requirements for conduct of the theory examinations. .
- Arrangement of collection, packing and sealing of completed answer sheets on termination of the examinations and their handing over to concerned conveners.
- Storage of completed Semester (Periodic) examination answer sheets after completion of evaluation and dispatch of such answer sheets pertaining to University examinations to the University.
- Conduction of all examinations as per NMC/WBUHS guidelines.

Avinandan Banerjee
16/4/2026

Principal

Distribution:

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All Concerned.
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