



AARUPADAI VEEDU MEDICAL COLLEGE & HOSPITAL

Vinayaka Mission's Puducherry Campus

VINAYAKA MISSION'S RESEARCH FOUNDATION - Deemed to be University

(Recognized by : MCI, New Delhi; Ministry of Health & Family Welfare, Govt of India; NAAC & NABH Accredited)

📍 Pondy-Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403, India

☎ +91 413 2615625, +91 413 2615246 ✉ dean@avmc.edu.in 🌐 www.avmc.edu.in

Ref. No./DEAN/PDY/COMM-6/2025

Date: 03.06.2025

EXAMINATION COMMITTEE

The Examination Committee has been reconstituted with the following Members.

Committee Designation	Name	Academic Designation
Chairman	Dr. Rakesh Sehgal	Dean
Co- chairman	Dr. R. Latha	Vice Dean (Academics)
Members	Dr. K. Dhamodharan	Medical Superintendent
	Dr. T. Rajan	Vice- Dean (Admin)
	Dr. Lakshmi Jatiya	Vice- Dean (Students welfare)
	Dr. G. Premkumar	DMS-2, Prof., General Medicine
	Dr. S. Ilankathir	P.G Coord., & Prof. & HOD (Anatomy)
	Mrs. Anitha	Exam cell in charge
Member secretary	Dr. Jeya Sambhavi	Exam coordinator & Prof., Pathology

ROLES AND RESPONSIBILITIES OF EXAMINATION COMMITTEE

1. PLANNING AND PREPARATION:

- **Timetable:** Preparing and disseminating examination timetables in advance.
- **Supervision Duty List:** Preparing a list of faculty members for supervision duties during exams.
- **Pre-Exam Meetings:** Holding pre-exam meetings to discuss arrangements and address any potential issues.

2. EXAMINATION CONDUCT:

- **Conducting Internal, External, and Practical Exams:** Overseeing the conduct of all types of examinations.
- **Allotment of Exam Halls:** Allocating exam halls for all examinations.
- **Collection of Answer Scripts:** Collecting and storing answer scripts securely.
- **External/Internal Valuation:** Arranging for the external and internal valuation of exams.

3. POST-EXAMINATION ACTIVITIES:

- **Result Publication:** Publishing results in a timely manner.
- **Supplementary Exams:** Taking necessary steps for the conduct of supplementary exams.
- **Record Keeping:** Maintaining records of all examination-related activities and documents.
- **Feedback and Grievances:** Addressing grievances or complaints from students and staff.
- **Result Analysis:** Developing result analysis reports to assess student performance.

4. OTHER RESPONSIBILITIES:

- **Orienting Students:** Providing orientation to students about the examination process and procedures.
- **Maintaining Standards:** Ensuring the integrity and quality of the examination process.
- **Quality Assurance:** Implementing quality assurance measures to maintain examination standards.


DEAN
Dr. RAKESH SEHGAL, M.D., DNB, MAMS, FRCM, FIATP

📍 **Corporate office:** New No.213, Old No.160, Poonamallee High Road (Behind Doshi Towers),
Near by kilpauk metro railway station, Kilpauk, Chennai - 600 010, Tamil Nadu, India

☎ +91 44 42989006, 42989000, 🌐 www.avmc.edu.in