



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Office of the Principal

Date: 13-08-2018

CIRCULAR

The **Internal Examination Cell (IEC)** is constituted for the academic year 2018- 2019 with the following faculty as members:

1.	Chairperson	Dr.D.V. Giddaiah (Principal & Prof of Ophthalmology)
2.	Chief Co-ordinator	Dr. P. Havilah (Prof of Biochemistry)
3.	Members	Dr. Dharmadas (Prof & HOD of Anatomy)
4.		Dr. M. Janaki (Prof & HOD of Pathology)
5.		Dr. G. Krishna Rao (Prof & HOD of Forensic Medicine)
6.		Dr. J .Karthiki (Prof & HOD of Obstetrics & Gynaecology)
7.	Non-teaching staff	G. Naga Pratap Reddy
8.		K. Ramanjaneyulu
9.		Bindhu Chimma

The function of IEC include:

- Provide information pertaining to all UG/ PG examinations.
- IEC coordinates and monitors with the university regarding all examination matters.
- IEC is responsible for the smooth conduct of examinations for both UG/ PG students. (Regular and supplementary exams).
- IEC must ensure distribution of examination duties among the faculty, staff.

Copy to :

PRINCIPAL

Santhiram Medical College
NH-40, NANDYAL-518 501, Nandyal Dt. A.P.



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MINUTES OF THE MEETING OF IEC held on

13- 08 -2018

Dr.D.V. Giddaiah as Chairperson

1. The Chairman and Co-ordinator welcomed all the examination cell members to the meeting.
2. The Co-ordinator briefed regarding the schedule of examination as announced in the University academic calendar (both Regular and Referred batch examination- UG and PG)
3. The protocol for smooth conduct of exam as per university guide lines were discussed in detail and doubts clarified.
4. All the members were informed about the forms of malpractices done during conduct of examination,
5. Co-ordinator highlighted the prime rules, responsibilities and duties of the Chief Superintendent, invigilator/observer during the conduct of theory examination.
6. The meeting ended with a high tea.

PRINCIPAL
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