



# SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Office of the Principal

Date: 22-07-2019

## CIRCULAR

The internal examination cell is constituted for the academic year 2019- 2020 with the following members:

|    |                    |   |
|----|--------------------|---|
| 1. | Chairperson        | Dr.D.V. Giddaiah<br>(Principal & Prof of Ophthalmology) |
| 2. | Chief Co-ordinator | Dr. R. Gaikwad<br>(Prof & HOD of Physiology)            |
| 3. | Members            | Dr. Babu Rao<br>(Prof of Anatomy)                       |
| 4. |                    | Dr. C. Deepalatha<br>(Prof & HOD of Pharmacology)       |
| 5. |                    | Dr. Sanjeev Kumar<br>(Prof of Ophthalmology)            |
| 6. |                    | Dr. Prabhakar Rao<br>(Prof & HOD of General Medicine )  |
| 7. | Ministerial staff  | G. Naga Pratap Reddy                                    |
| 8. |                    | K. Ramanjaneyulu  |
| 9. |                    | Panduranga  |

The function of IEC include:

- Prepare time tables for college examinations
- Make sitting arrangements for conduct of examinations and display them on the Student Notice Board.
- Hold a Pre-examination meeting for the smooth conduct of examinations and appraises faculty members of examination related duties and responsibilities
- The cell will forward circulars related to the internal examination dates, as well as University Guidelines, Office Orders, Notifications.
- IEC will address all the student grievances on exam related issues.

Copy to :

PRINCIPAL  
Santhiram Medical College  
NH-40, Nandyal-518501, Nandyal Dt. A.P.  
PRINCIPAL



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MINUTES OF THE MEETING OF IEC held on 10- 08-2019 with

Dr.D.V. Giddaiah as Chairperson

1. The Chairman and Co-ordinator initiated the discussion regarding the schedule of examination as announced in the University academic calendar (Regular and supplementary examination- UG and PG)
2. The protocol for impartial conduct of exam as per university guide lines were discussed in detail.
3. IEC were instructed to address grievances of students on exam related issues.
4. Co-ordinator highlighted the prime rules, responsibilities and duties of the Chief Superintendent, invigilator/observer during the conduct of theory examination.
5. IT department In-charge was instructed to check the CC camera functioning and recording
6. Ministerial staff were given the instruction to place functional Clock that allows students to check the time during the exams.
7. It was suggested to post Security staff near the examination hall by rotation so that they can help in physical frisking of students appearing for the exams
8. The meeting ended with a high tea.

  
PRINCIPAL  
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