



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Office of the Principal

Date: 8-8-2022

CIRCULAR

The internal examination cell is constituted for the academic year 2022-2023 with the following members:

1.	Chairperson	Dr.Vasant R Chavan (Principal & Prof of Pharmacology)
2.	Chief Co-ordinator	Dr. Mohammed Ziauddin Sarkhil (Prof & HOD of Pharmacology)
3.	Members	Dr. M. Lavanya (Prof of Physiology)
4.		Dr. Vidya Usha Rani (Prof of Microbiology)
5.		Dr. Afsar Fathima (Prof of Community Medicine)
6.		Dr. Vijay Kumar (Prof & HOD of General Medicine)
7.	Non-teaching staff	G. Naga Pratap Reddy
8.		K. Ramanjaneyulu
9.		Panduranga

The function of IEC include:

- To conduct both internal and external 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 issues invigilation duty schedule and ensure appropriate seating arrangement in the exam hall.
- Monitor timely answer scripts of internal examination
- Maintain confidential records regarding internal marks, result analysis and report submission.

Copy to :

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



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MINUTES OF THE MEETING OF IEC held on 26 - 08-2022 with

Dr.Vasant R Chavan 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 smooth conduct of exam as per university guide lines were discussed in detail.
3. All the members were informed on how to report malpractices done during conduct of examination.
4. Co-ordinator highlighted the prime rules, responsibilities and duties of the Chief Superintendent, invigilator/observer during the conduct of theory examination.
5. Electrical department In-charge was called in and instructed to verify the functioning of lights and fans in the exam halls.
6. Ministerial staff were instructed to ensue ample supply of drinking water for students during the course of exam.
7. It was suggested that IEC will coordinate with Accounts department in distributing remuneration received as examination expense from the affiliating University without much delay.
8. The meeting ended with a high tea.


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