



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Office of the Principal

Date: 09-09-2021

CIRCULAR

The internal examination cell is constituted for the academic year 2021- 2022 with the following members:

1.	Chairperson	Dr.D.V. Giddaiah (Principal & Prof of Ophthalmology)
2.	Chief Co-ordinator	Dr. Vasudeva Naidu (Prof of Microbiology)
3.	Members	Dr. S. Lokhanadam (Prof of Anatomy)
4.		Dr. B. Rajesh (Assoc Prof of Pharmacology)
5.		Dr. Jahnavi (Assoc Prof of Community Medicine)
6.		Dr. Hindumathi (Prof of Obstetrics & Gynaecology)
7.	Non-teaching staff	G. Naga Pratap Reddy
8.		K. Ramanjaneyulu
9.		Haribabu

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-518501, Nandyal Dt. A.P.
PRINCIPAL



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MINUTES OF THE MEETING OF IEC held on 6- 10-2021 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 smooth conduct of exam as per university guide lines were discussed in detail.
3. Coordinator and IEC members were instructed by the chairperson to analyse the examination results and prepare the report in consultation with the Principal as a part of regular student feedback.
4. Co-ordinator highlighted the prime rules, responsibilities and duties of the Chief Superintendent, invigilator/observer during the conduct of theory examination.
5. Ministerial staff were given the instruction to archive and maintain all records pertaining to examinations till further instructions.
6. The meeting ended in a high tea.


PRINCIPAL
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