



IQMC/ACAD/COMMITTEE/055

Date: 21-12-2020

Examination Cell

1. A central examination cell is reconstituted as under to conduct the Semester and University examinations. The examination cell will function under the direct supervision of Principal, Dr. Gautam Ghose and has ex-officio members as under:

| Sr.No | Designation | Name |
|-------|--------------------------|--|
| 1. | Chairman | Dr. Gautam Ghose (Principal) |
| 2. | Faculty in-charge | Dr. Tapas Kr Som, Asst. Prof, Dept of Community Medicine |
| 3. | Faculty Member Secretary | Dr. Madhuri Chatterjee, Asst. Prof, Dept of Pharmacology |
| 4. | Addl. Registrar | Mr. Avishek Ganguly, Academic Cell |
| 5. | Data Entry Operator | Mr. Rajat Goswami, Dept of Physiology |
| 6. | Logistics | Mr. Kaushik Ghosh, MEU |
| 7. | Record Keeper | Ms. Kaberi Mukherjee, Dept of Community Medicine |
| 8. | Peon | Mr. Suman Kumar Mandal |

2. Functions of Examination Cell:

- (a) Collection of Question Papers and Answer sheets from University and arrangements secure storage.
- (b) Issue of Administrative instructions including Invigilator detailment at least one month before the stipulated dates for commencement of the examinations.
- (c) Ensure proper seating arrangements, security, housekeeping and other logistic requirements for conduct of the theory examinations.
- (d) Arrangement of collection, packing and sealing of completed answer sheets on termination of the examinations and their handing over to concerned conveners.
- (e) Storage of completed Semester (Periodic) examination answer sheets after completion of evaluation and dispatch of such answer sheets pertaining to University examinations to the University.

Prof. (Dr.) Gautam Ghose
Principal

21/12/2020

Distribution:

All HODs.

All Concerned.

Copy to:- MSVP, & Dean, Student Affairs.

Principal
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Durgapur-713206, India