



IQMC/ACAD/COMMITTEE/139

Date: 20-03-2025

Examination Cell

1. The 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, and has ex-officio members as under:

Sr.No	Designation	Name
a.	Chairperson	Dr. (Prof.) Shubham Das, HOD – Pharmacology
b.	Faculty in-charge	Dr. Sumit Debnath, Assistant Professor, Department of Anatomy
c.	University Liaison Officer	Mr. Avishek Ganguly, Additional Registrar, Academic Cell
d.	Data Entry Operator	Mr. Rajat Goswami, Dept of Physiology
e.	Logistics	Mr. Kaushik Ghosh, MEU
f.	Record Keeper	Ms. Kaberi Mukherjee, Dept of Community Medicine
g.	Peon	Mr. Suman Kumar Mandal, Attendant

2. Functions of Examination Cell:

- Collection of Question Papers and Answer sheets from University and arrangements for secure storage.
- Issue of Administrative instructions including Invigilator detailment well prior the stipulated dates for commencement of the examinations.
- Ensure proper seating arrangements, security, housekeeping and other logistic requirements for conduct of the theory examinations. .
- Arrangement of collection, packing and sealing of completed answer sheets on termination of the examinations and their handing over to concerned conveners.
- 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.
- Conduction of all examinations as per NMC/WBUHS guidelines.

Neerja 20/3/25

Dr Neerja Shastri

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Distribution:

All HODs.

All Concerned.

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