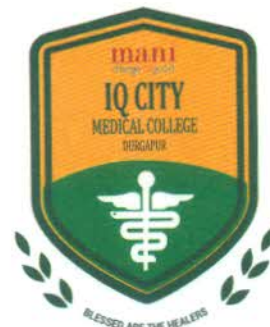


**IQ City**  
**Medical College Hospital**  
Sovapur, Birja Road, Jemua  
Durgapur 713206, India  
Phone: 0343-2608500

[www.iqct.in](http://www.iqct.in)



IQMC/ACAD/COMMITTEE/024

Date: 27<sup>th</sup> December 2019

### 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 Dean (Academics), Dr. Asitava Deb Roy and has ex-officio members as under:

Sr.No	Designation	Name
1.	Chairman	Dr. Asitava Deb Roy, Dean(Academics)
2.	Faculty in-charge	Dr. Tapas Kr Som, Asst. Prof, Dept of Community Medicine
3.	Faculty Member Secretary	Dr. Aritri Bir, Asst. Prof, Dept of Biochemistry
4.	Addl. Registrar	Mr. Avishek Ganguly, Academic Cell
5.	Data Entry Operator	Mr. Sudip Karmakar, Dept of Comm Med
6.	Logistics	Mr. Kaushik Ghosh, MEU Mr. Dilip Debnath, Academic Cell
7.	Record Keeper	Mr. Rajat Goswamy, Dept of Physiology
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.

Distribution:

All HODs

All Concerned \_\_\_\_\_

Copy to:- Vice Principal(Clinical) & Dean (Academics)

Prof. (Dr.) Gautam Ghose  
Principal

Principal  
27/12/19  
IQ City Medical College and Hospital  
Sovapur, Bijra Road, Jemua  
Durgapur-713206