

MRMCW/ACAD/2024-25/EXAM CELL/01

CIRCULAR

Date : 06.06.2024

The Examination Cell Meeting for 2024-25 will be scheduled as below :

Date: 12.06.2024

Time: 2:30 PM Onwards

Venue: College Council Hall

Agenda:

1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.

Copy To:

PA to Dean

All Department HOD's

Medical Superintendent

S. Sreelatha
Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr.S. Sreelatha

Minutes of Meeting

Date: 14.06.2024

1. Welcoming Remarks and Meeting Commencement

The Dean cum Chairperson officially welcomed all members and opened the meeting.

2. Overview of the Examination Cell

The Dean outlined the importance of the Examination Cell, its goals, and the Standard Operating Procedures (SOP) that govern its operations.

3. Discussion of Roles and Responsibilities of Examination Cell Members

The responsibilities of the Examination Cell members and coordinators were reviewed. Emphasis was placed on the need for effective communication and collaboration among the members for optimal functioning.

4. Examination Duties for University Theory Examinations

The duties of the Hall Chief Superintendent, Invigilators, and non-teaching staff in conducting the University Theory Examinations were discussed and formally approved.

5. Creation of Grievance Redressal Mechanism

The Coordinator was assigned to establish a grievance redressal process for handling complaints related to both Internal and University Examinations. A grievance form will be available in each department, with information shared on notice boards. A grievance submission box will also be installed.

6. Scheduling Continuous Internal Examinations

It was decided that Professors and Heads of Departments (HODs) would prepare tentative schedules for the Continuous Internal Examinations. These schedules will be made available on the institution's website and notice boards for student access.

7. University Exam-related Grievance Resolutions


Two students submitted grievances regarding their University exam papers and requested photocopies. The Dean approved their requests, and arrangements were made to provide the photocopies.

Copy To:

PA to Dean

All Department HOD's

Medical Superintendent


Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr.S. Sreelatha

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	12.06.2024
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean	Dean, MRMCW	<i>Sreelatha</i>	
2	Dr S Babu Rao	Professor & HOD of Anatomy	Anatomy	<i>Babu</i>	
3	Dr M Saritha	Professor of Pharmacology	Pharmacology	<i>Saritha</i>	
4	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine	<i>Bhaskar</i>	
5	Dr M Pradeep Reddy	Professor of Pediatrics	Pediatrics	<i>Pradeep</i>	
6	Dr U Sreelakshmi	Professor of OBGY	OBGY	<i>Sreelakshmi</i>	
7	Dr Sikander Ali Khan Lodhi	Professor & HOD of Ophthalmology	Ophthalmology	<i>Sikander</i>	

MRMCW/ACAD/2024-25/EXAM CELL/02

CIRCULAR

Date : 04.12.2024

The Examination Cell Meeting for 2024-25 will be scheduled as below :

Date: 11.12.2024

Time: 2:30 PM Onwards

Venue: College Council Hall

Agenda:

1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.

Copy To:

PA to Dean

All Department HOD's

Medical Superintendent

Shreelatha
Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr.S. Sreelatha

Minutes of Meeting

Date: 13.12.2024

1. Welcoming Remarks and Meeting Commencement

The Dean cum Chairperson officially welcomed all members and opened the meeting.

2. Discussion of Roles and Responsibilities of Examination Cell Members

The responsibilities of the Examination Cell members and coordinators were reviewed. Emphasis was placed on the need for effective communication and collaboration among the members for optimal functioning.

3. Examination Duties for University Theory Examinations

The duties of the Hall Chief Superintendent, Invigilators, and non-teaching staff in conducting the University Theory Examinations were discussed and formally approved.

4. Creation of Grievance Redressal Mechanism

The Coordinator was assigned to establish a grievance redressal process for handling complaints related to both Internal and University Examinations. A grievance form will be available in each department, with information shared on notice boards. A grievance submission box will also be installed.

5. Scheduling Continuous Internal Examinations

It was decided that Professors and Heads of Departments (HODs) would prepare tentative schedules for the Continuous Internal Examinations. These schedules will be made available on the institution's website and notice boards for student access.

6. University Exam-related Grievance Resolutions


Two students submitted grievances regarding their University exam papers and requested photocopies. The Dean approved their requests, and arrangements were made to provide the photocopies.

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All Department HOD's

Medical Superintendent


Chairperson of Exam Cell
Principal / Dean
Malla Reddy Medical College for Women
Dr.S. Sreelatha

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	11.12.2024
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean	Dean, MRMCW	<i>S. Sreelatha</i>	
2	Dr S Babu Rao	Professor & HOD of Anatomy	Anatomy	<i>Babu Rao</i>	
3	Dr M Saritha	Professor of Pharmacology	Pharmacology	<i>Saritha</i>	
4	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine	<i>Bhaskar Rao</i>	
5	Dr M Pradeep Reddy	Professor of Pediatrics	Pediatrics	<i>Pradeep</i>	
6	Dr U Sreelakshmi	Professor of OBGY	OBGY	<i>Sreelakshmi</i>	
7	Dr Sikander Ali Khan Lodhi	Professor & HOD of Ophthalmology	Ophthalmology	<i>Sikander Ali</i>	

MRMCW/ACAD/2023-24/EXAM CELL/02

CIRCULAR

Date : 06.12.2023

The Examination Cell Meeting for 2023-24 will be scheduled as below :

Date: 13.12.2023

Time: 2:30 PM Onwards

Venue: College Council Hall

Agenda:


1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.

Copy To:

PA to Dean

All Department HOD's

Medical Superintendent


Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr.S. Sreelatha

Minutes of Meeting

Date: 15.12.2023

1. Welcoming Remarks and Meeting Commencement

The Dean cum Chairperson officially welcomed all members and opened the meeting.

2. Overview of the Examination Cell

The Dean outlined the importance of the Examination Cell, its goals, and the Standard Operating Procedures (SOP) that govern its operations.

3. Discussion of Roles and Responsibilities of Examination Cell Members

The responsibilities of the Examination Cell members and coordinators were reviewed. Emphasis was placed on the need for effective communication and collaboration among the members for optimal functioning.

4. Examination Duties for University Theory Examinations

The duties of the Hall Chief Superintendent, Invigilators, and non-teaching staff in conducting the University Theory Examinations were discussed and formally approved.

5. Creation of Grievance Redressal Mechanism

The Coordinator was assigned to establish a grievance redressal process for handling complaints related to both Internal and University Examinations. A grievance form will be available in each department, with information shared on notice boards. A grievance submission box will also be installed.

6. Scheduling Continuous Internal Examinations

It was decided that Professors and Heads of Departments (HODs) would prepare tentative schedules for the Continuous Internal Examinations. These schedules will be made available on the institution's website and notice boards for student access.

7. University Exam-related Grievance Resolutions

Two students submitted grievances regarding their University exam papers and requested photocopies. The Dean approved their requests, and arrangements were made to provide the photocopies.

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All Department HOD's

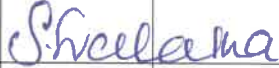


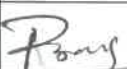


Medical Superintendent

S. Sreelatha
Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women

Dr.S. Sreelatha

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	13.12.2023
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean	Dean, MRMCW		
2	Dr S Babu Rao	Professor & HOD of Anatomy	Anatomy		
3	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine		
4	Dr M Pradeep Reddy	Professor of Pediatrics	Pediatrics		
5	Dr U Sreelakshmi	Professor of OBGY	OBGY		
6	Dr Sikander Ali Khan Lodhi	Professor & HOD of Ophthalmology	Ophthalmology		

MRMCW/ACAD/2023-24/EXAM CELL/01

CIRCULAR

Date : 07.06.2023

The Examination Cell Meeting for 2023-24 will be scheduled as below :

Date: 13.06.2023

Time: 2:30 PM Onwards

Venue: College Council Hall

Agenda:

1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.

Copy To:

PA to Dean

All Department HOD's

Medical Superintendent

S. Sreelatha
Principal / Dean
Malla Reddy Medical College for Women
Chairperson of Exam Cell

Dr.S. Sreelatha

Minutes of Meeting

Date: 15.06.2023

1. Welcoming Remarks and Meeting Commencement

The Dean cum Chairperson officially welcomed all members and opened the meeting.

2. Overview of the Examination Cell

The Dean outlined the importance of the Examination Cell, its goals, and the Standard Operating Procedures (SOP) that govern its operations.

3. Discussion of Roles and Responsibilities of Examination Cell Members

The responsibilities of the Examination Cell members and coordinators were reviewed. Emphasis was placed on the need for effective communication and collaboration among the members for optimal functioning.

4. Examination Duties for University Theory Examinations

The duties of the Hall Chief Superintendent, Invigilators, and non-teaching staff in conducting the University Theory Examinations were discussed and formally approved.

5. Creation of Grievance Redressal Mechanism

The Coordinator was assigned to establish a grievance redressal process for handling complaints related to both Internal and University Examinations. A grievance form will be available in each department, with information shared on notice boards. A grievance submission box will also be installed.

6. Scheduling Continuous Internal Examinations

It was decided that Professors and Heads of Departments (HODs) would prepare tentative schedules for the Continuous Internal Examinations. These schedules will be made available on the institution's website and notice boards for student access.

7. University Exam-related Grievance Resolutions


Two students submitted grievances regarding their University exam papers and requested photocopies. The Dean approved their requests, and arrangements were made to provide the photocopies.

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PA to Dean

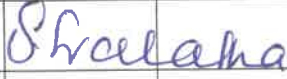





All Department HOD's

Medical Superintendent


Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr.S. Sreelatha

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	13.06.2023
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean	Dean, MRMCW		
2	Dr S Babu Rao	Professor & HOD of Anatomy	Anatomy		
3	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine		
4	Dr M Pradeep Reddy	Professor of Pediatrics	Pediatrics		
5	Dr U Sreelakshmi	Professor of OBGY	OBGY		
6	Dr Sikander Ali Khan Lodhi	Professor & HOD of Ophthalmology	Ophthalmology		

MRMCW/ACAD/2022-23/EXAM CELL/01

CIRCULAR

Date : 08.06.2022

The Examination Cell Meeting for 2022-23 will be scheduled as below :

Date: 16.06.2022

Time: 2:30 PM Onwards

Venue: College Council Hall

Agenda:

1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.

Copy To:

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All Department HOD's

Medical Superintendent

S. Sreelatha
Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr.S. Sreelatha

Minutes of Meeting

Date: 18.06.2022

1. Welcoming Remarks and Meeting Commencement

The Dean cum Chairperson officially welcomed all members and opened the meeting.

2. Discussion of Roles and Responsibilities of Examination Cell Members

The responsibilities of the Examination Cell members and coordinators were reviewed. Emphasis was placed on the need for effective communication and collaboration among the members for optimal functioning.

3. Examination Duties for University Theory Examinations

The duties of the Hall Chief Superintendent, Invigilators, and non-teaching staff in conducting the University Theory Examinations were discussed and formally approved.

4. Creation of Grievance Redressal Mechanism

The Coordinator was assigned to establish a grievance redressal process for handling complaints related to both Internal and University Examinations. A grievance form will be available in each department, with information shared on notice boards. A grievance submission box will also be installed.

5. Scheduling Continuous Internal Examinations

It was decided that Professors and Heads of Departments (HODs) would prepare tentative schedules for the Continuous Internal Examinations. These schedules will be made available on the institution's website and notice boards for student access.

6. University Exam-related Grievance Resolutions

Two students submitted grievances regarding their University exam papers and requested photocopies. The Dean approved their requests, and arrangements were made to provide the photocopies.

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All Department HOD's

Medical Superintendent

Shreelatha


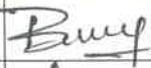

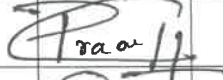
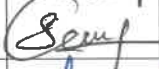

Principal / Dean

Malla Reddy Medical College for Women

Dr.S. Sreelatha

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	16.06.2022
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean	Dean, MRMCW		
2	Dr S Babu Rao	Professor & HOD of Anatomy	Anatomy		
3	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine		
4	Dr M Pradeep Reddy	Professor of Pediatrics	Pediatrics		
5	Dr U Sreelakshmi	Professor of OBGY	OBGY		
6	Dr Sikander Ali Khan Lodhi	Professor & HOD of Ophthalmology	Ophthalmology		

MRMCW/ACAD/2022-23/EXAM CELL/02

CIRCULAR

Date : 05.12.2022

The Examination Cell Meeting for 2022-23 will be scheduled as below :

Date: 13.12.2022

Time: 2:30 PM Onwards

Venue: College Council Hall

Agenda:


4. **Status Report** on University Exam-related and Internal Exam-related Grievances.
5. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
6. **Academic Calendar** for the upcoming academic sessions.

Copy To:

PA to Dean

All Department HOD's

Medical Superintendent


Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr.S. Sreelatha

Minutes of Meeting

Date: 15.12.2022

1. Welcoming Remarks and Meeting Commencement

The Dean cum Chairperson officially welcomed all members and opened the meeting.

2. Overview of the Examination Cell

The Dean outlined the importance of the Examination Cell, its goals, and the Standard Operating Procedures (SOP) that govern its operations.

3. Discussion of Roles and Responsibilities of Examination Cell Members

The responsibilities of the Examination Cell members and coordinators were reviewed. Emphasis was placed on the need for effective communication and collaboration among the members for optimal functioning.

4. Examination Duties for University Theory Examinations

The duties of the Hall Chief Superintendent, Invigilators, and non-teaching staff in conducting the University Theory Examinations were discussed and formally approved.

5. Creation of Grievance Redressal Mechanism

The Coordinator was assigned to establish a grievance redressal process for handling complaints related to both Internal and University Examinations. A grievance form will be available in each department, with information shared on notice boards. A grievance submission box will also be installed.

6. Scheduling Continuous Internal Examinations

It was decided that Professors and Heads of Departments (HODs) would prepare tentative schedules for the Continuous Internal Examinations. These schedules will be made available on the institution's website and notice boards for student access.

7. University Exam-related Grievance Resolutions

Two students submitted grievances regarding their University exam papers and requested photocopies. The Dean approved their requests, and arrangements were made to provide the photocopies.

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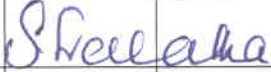
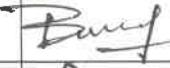




All Department HOD's

Medical Superintendent

S. Sreelatha
Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr.S. Sreelatha

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	13.12.2022
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean	Dean, MRMCW		
2	Dr S Babu Rao	Professor & HOD of Anatomy	Anatomy		
3	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine		
4	Dr M Pradeep Reddy	Professor of Pediatrics	Pediatrics		
5	Dr U Sreelakshmi	Professor of OBGY	OBGY		
6	Dr Sikander Ali Khan Lodhi	Professor & HOD of Ophthalmology	Ophthalmology		

MRMCW/ACAD/2021-22/EXAM CELL/01

CIRCULAR

Date : 02.06.2021

The Examination Cell Meeting for 2021-22 will be scheduled as below :

Date: 09.06.2021

Time: 2:30 PM Onwards

Venue: College Council Hall

Agenda:

1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.

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All Department HOD's

Medical Superintendent

S. Sreelatha
Principal / Dean
Malla Reddy Medical College for Women
Chairperson of Exam Cell

Dr.S. Sreelatha

Minutes of Meeting

Date: 11.06.2021

1. Opening Remarks and Welcome Address

The Dean cum Chairperson formally welcomed all members and initiated the meeting.

2. Examination Cell Overview

The Dean provided a detailed explanation of the significance of the Examination Cell, its objectives, and the Standard Operating Procedure (SOP) followed by the cell.

3. Roles and Responsibilities of Examination Cell Members

The duties and responsibilities of the Examination Cell coordinators and members were thoroughly discussed. The importance of effective communication and teamwork was emphasized to ensure smooth functioning.

4. University Theory Exam Responsibilities

The roles of the Hall Chief Superintendent, Invigilators, and non-teaching staff for conducting University Theory Examinations were reviewed and approved by the members.

5. Establishment of Grievance Redressal Procedure

The Coordinator was tasked with creating a formal grievance redressal protocol for both Internal and University Examinations. A grievance submission template will be made available in each department, and students will be informed through notice boards. A grievance box will also be provided for submissions.

6. Continuous Internal Examinations Schedule

It was decided that the Professor and HOD for each phase will prepare a tentative schedule for Continuous Internal Examinations. This schedule will be posted on the institution's website and displayed on the notice boards for student access.

7. Resolution of University Exam-related Grievances

Two students submitted grievances related to their University exam papers and requested photocopies of their theory exam papers. The Dean approved their request, and the necessary arrangements were made for the students to receive the photocopies.

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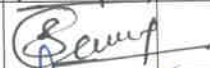
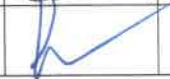
All Department HOD's

Medical Superintendent

Shreelatha
Principal / Dean
Malla Reddy Medical College for Women
Chairperson of Exam Cell
Dr.S. Sreelatha

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	09.06.2021
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean	Dean, MRMCW		
2	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine		
3	Dr M Pradeep Reddy	Professor of Pediatics	Pediatics		
4	Dr U Sreelakshmi	Professor of OBGY	OBGY		
5	Dr Sikander Ali Khan Lodhi	Professor & HOD of Ophthalmology	Ophthalmology		

MRMCW/ACAD/2021-22/EXAM CELL/02

CIRCULAR

Date : 07.12.2021

The Examination Cell Meeting for 2021-22 will be scheduled as below :

Date: 14.12.2021

Time: 2:30 PM Onwards

Venue: College Council Hall

Agenda:

1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.

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Medical Superintendent

S. Sreelatha

Principal / Dean
Malla Reddy Medical College for Women

Dr.S. Sreelatha

Minutes of Meeting

Date: 16.12.2021

1. Welcome and Introduction

The Dean cum Chairperson extended a warm welcome to all members and officially opened the meeting.

2. Examination Cell Purpose and Overview

The Dean provided an overview of the Examination Cell, emphasizing its significance, objectives, and the Standard Operating Procedure (SOP) that governs its operations.

3. Discussion of Roles and Responsibilities of Examination Cell Members

The responsibilities of the Examination Cell coordinators and members were discussed in detail. The importance of communication and teamwork among all members was emphasized for the effective functioning of the cell.

4. University Theory Examination Duties

The meeting reviewed the roles and responsibilities of the Hall Chief Superintendent, Invigilators, and non-teaching staff involved in conducting the University Theory Examinations. These responsibilities were confirmed and approved by the members.

5. Development of Grievance Redressal Protocol

The Coordinator was tasked with developing a formal grievance redressal process for handling complaints related to both Internal and University Examinations. The grievance submission form will be made available in each department, and the procedure will be communicated to students via notice boards. A grievance submission box will also be installed.

6. Scheduling of Continuous Internal Examinations

It was agreed that each Professor and Head of Department (HOD) would prepare a tentative schedule for Continuous Internal Examinations. This schedule will be made available on the institution's website and posted on notice boards for easy access by students.

7. Addressing University Exam-related Grievances

Two students submitted grievances regarding their University exam papers and requested photocopies of their theory exams. The Dean approved their requests, and arrangements were made for the students to receive the photocopies.

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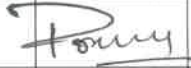

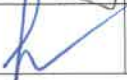
All Department HOD's

Medical Superintendent

S. Sreelatha
Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr.S. Sreelatha

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	14.12.2021
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
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3	Dr M Pradeep Reddy	Professor of Pediatrics	Pediatrics		
4	Dr U Sreelakshmi	Professor of OBGY	OBGY		
5	Dr Sikander Ali Khan Lodhi	Professor & HOD of Ophthalmology	Ophthalmology		

MRMCW/ACAD/2020-21/EXAM CELL/01

CIRCULAR

Date : 06.06.2020

The Examination Cell Meeting for 2020-21 will be scheduled as below :

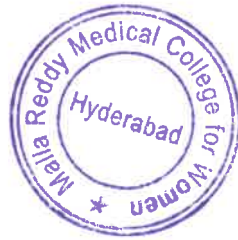
Date: 10.06.2020

Time: 2:30 PM Onwards

Venue: College Council Hall

Agenda:

1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.




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All Department HOD's

Medical Superintendent


Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr. K.N. Sudha Ramana

Minutes of Meeting

Date: 12.06.2020

1. Opening Remarks and Welcome Address

The Dean cum Chairperson formally welcomed all members and initiated the meeting.

2. Examination Cell Overview

The Dean provided a detailed explanation of the significance of the Examination Cell, its objectives, and the Standard Operating Procedure (SOP) followed by the cell.

3. Roles and Responsibilities of Examination Cell Members

The duties and responsibilities of the Examination Cell coordinators and members were thoroughly discussed. The importance of effective communication and teamwork was emphasized to ensure smooth functioning.

4. University Theory Exam Responsibilities

The roles of the Hall Chief Superintendent, Invigilators, and non-teaching staff for conducting University Theory Examinations were reviewed and approved by the members.

5. Establishment of Grievance Redressal Procedure

The Coordinator was tasked with creating a formal grievance redressal protocol for both Internal and University Examinations. A grievance submission template will be made available in each department, and students will be informed through notice boards. A grievance box will also be provided for submissions.

6. Continuous Internal Examinations Schedule

It was decided that the Professor and HOD for each phase will prepare a tentative schedule for Continuous Internal Examinations. This schedule will be posted on the institution's website and displayed on the notice boards for student access.

7. Resolution of University Exam-related Grievances

Two students submitted grievances related to their University exam papers and requested photocopies of their theory exam papers. The Dean approved their request, and the necessary arrangements were made for the students to receive the photocopies.


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All Department HOD's






Medical Superintendent




Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr. K.N. Sudha Ramana

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	10.06.2020
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr Sudha Ramana	Dean	Dean, MRMCW		
2	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine		
3	Dr M Pradeep Reddy	Professor of Pediatrics	Pediatrics		
4	Dr U Sreelakshmi	Professor of OBGY	OBGY		
5	Dr Sikander Ali Khan Lodhi	Associate Pro of Ophthalmology	Ophthalmology		

MRMCW/ACAD/2020-21/EXAM CELL/02

CIRCULAR

Date : 03.12.2020

The Examination Cell Meeting for 2020-21 will be scheduled as below :

Date: 09.12.2020

Time: 2:30 PM Onwards

Venue: College Council Hall

Agenda:

1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.


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Principal / Dean
Malla Reddy Medical College for Women
Chairperson of Exam Cell

Dr. K.N. Sudha Ramana

Minutes of Meeting

Date: 11.12.2020

1. Welcome and Introduction

The Dean cum Chairperson extended a warm welcome to all members and officially opened the meeting.

2. Examination Cell Purpose and Overview

The Dean provided an overview of the Examination Cell, emphasizing its significance, objectives, and the Standard Operating Procedure (SOP) that governs its operations.

3. Discussion of Roles and Responsibilities of Examination Cell Members

The responsibilities of the Examination Cell coordinators and members were discussed in detail. The importance of communication and teamwork among all members was emphasized for the effective functioning of the cell.

4. University Theory Examination Duties

The meeting reviewed the roles and responsibilities of the Hall Chief Superintendent, Invigilators, and non-teaching staff involved in conducting the University Theory Examinations. These responsibilities were confirmed and approved by the members.

5. Development of Grievance Redressal Protocol

The Coordinator was tasked with developing a formal grievance redressal process for handling complaints related to both Internal and University Examinations. The grievance submission form will be made available in each department, and the procedure will be communicated to students via notice boards. A grievance submission box will also be installed.

6. Scheduling of Continuous Internal Examinations

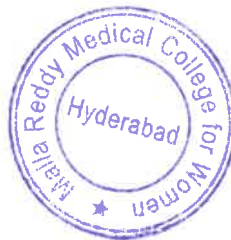
It was agreed that each Professor and Head of Department (HOD) would prepare a tentative schedule for Continuous Internal Examinations. This schedule will be made available on the institution's website and posted on notice boards for easy access by students.


7. Addressing University Exam-related Grievances

Two students submitted grievances regarding their University exam papers and requested photocopies of their theory exams. The Dean approved their requests, and arrangements were made for the students to receive the photocopies.

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Medical Superintendent









Principal / Dean
Chairperson of Exam Cell

Dr. K.N. Sudha Ramana



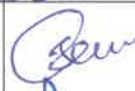

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	09.12.2020
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr Sudha Ramana	Dean	Dean, MRMCW		
2	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine		
3	Dr M Pradeep Reddy	Professor of Pediatrics	Pediatrics		
4	Dr U Sreelakshmi	Professor of OBGY	OBGY		
5	Dr Sikander Ali Khan Lodhi	Associate Pro of Ophthalmology	Ophthalmology		

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	11.12.2018
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr Sudha Ramana	Dean	Dean, MRMCW		
2	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine		
3	Dr U Sreelakshmi	Associate Prof of OBGY	OBGY		
4	Dr Sikander Ali Khan Lodhi	Associate Prof of Ophthalmology	Ophthalmology		

MRMCW/ACAD/2019-20/EXAM CELL/01

CIRCULAR

Date : 05.06.2019

The Examination Cell Meeting for 2019-20 will be scheduled as below :

Date : 11.06.2019

Time : 2:30pm Onwards

Venue : College Council Hall

Agenda:

1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.


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Principal / Dean
Malla Reddy Medical College for Women
Chairperson of Exam Cell
Dr. K.N. Sudha Ramana

Minutes of Meeting

Date : 13.06.2019

1. Welcome and Opening Remarks

The Dean cum Chairperson welcomed all members of the Examination Cell and opened the meeting.

2. Introduction to the Examination Cell

The Dean discussed the significance and purpose of the Examination Cell, including an overview of its Standard Operating Procedure (SOP).

3. Roles and Responsibilities of the Examination Cell Members

The roles and responsibilities of coordinators and cell members were outlined. The importance of communication and coordination among the members was emphasized.

4. Responsibilities for Conducting University Theory Exams

The meeting reviewed the duties of the Hall Chief Superintendent, Invigilators, and non-teaching staff. These responsibilities were discussed and unanimously approved by the members.

5. Grievance Redressal Protocol

A Coordinator was appointed to develop a protocol for addressing grievances related to both Internal and University Examinations. The grievance template will be accessible in each department, and students will be informed through notice boards. A grievance submission box will be provided.

6. Continuous Internal Examination Dates

It was decided that each phase's Professor and HOD would provide a tentative schedule for Continuous Internal Examinations. This schedule will be made available on the institution's website and displayed on notice boards.

7. Addressing University Exam Grievances

Two students raised concerns regarding their University exam papers and requested photocopies of their theory exams. The Dean approved their request, and necessary arrangements were made to provide the photocopies.


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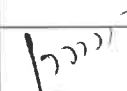



Medical Superintendent




Principal / Dean
Chairperson of Exam Cell
Dr. K.N. Sudha Ramana

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	11.06.2019
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr Sudha Ramana	Dean	Dean, MRMCW		
2	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine		
3	Dr U Sreelakshmi	Associate Prof of OBGY	OBGY		
4	Dr Sikander Ali Khan Lodhi	Associate Prof of Ophthalmology	Ophthalmology		

MRMCW/ACAD/2019-20/EXAM CELL/02

CIRCULAR

Date : 04.12.2019

The Examination Cell Meeting for 2019-20 will be scheduled as below :

Date: 11.12.2019

Time: 2:30 PM Onwards

Venue: College Council Hall

Agenda:

1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.

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Principal / Dean
Malla Reddy Medical College for Women

Chairperson of Exam Cell

Dr. K.N. Sudha Ramana

Minutes of Meeting

Date: 13.12.2019

Examination Cell Meeting for the Academic Year 2019-2020

1. Opening Remarks and Welcome

The Dean cum Chairperson welcomed all members and formally opened the meeting.

2. Overview of the Examination Cell

The Dean highlighted the importance and objectives of the Examination Cell and provided an explanation of the Standard Operating Procedure (SOP) followed by the cell.

3. Examination Cell Members' Roles and Responsibilities

The responsibilities of the coordinators and members of the Examination Cell were outlined and discussed in detail. Effective communication and coordination among the members were emphasized.

4. Duties for Conducting University Theory Examinations

The responsibilities of the Hall Chief Superintendent, Invigilators, and non-teaching staff were reviewed. These roles were discussed and unanimously approved.

5. Development of Grievance Redressal Protocol

The Coordinator was assigned the task of creating a formal protocol for handling grievances related to both Internal and University Examinations. A grievance submission template will be provided in each department, with notice boards used to inform students. A grievance box will be installed for submission.

6. Scheduling of Continuous Internal Examinations

It was agreed that the Professor and HOD of each phase will prepare a tentative schedule for the Continuous Internal Examinations. This schedule will be made available on the institution's website and notice boards for easy student access.

7. Handling University Exam-related Grievances

Two students submitted grievances about their University exam papers and requested photocopies of their theory exams. The Dean approved the request, and arrangements were made to provide the photocopies.

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K. Sudha R
Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women

Dr. K.N. Sudha Ramana

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	11.12.2019
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr Sudha Ramana	Dean	Dean, MRMCW		
2	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine		
3	Dr U Sreelakshmi	Associate Prof of OBGY	OBGY		
4	Dr Sikander Ali Khan Lodhi	Associate Prof of Ophthalmology	Ophthalmology		

MRMCW/ACAD/2018-19/EXAM CELL/01

CIRCULAR

Date : 06.06.2018

The Examination Cell Meeting for 2018-2019 will be scheduled as below :

Date : 12.06.2018

Time : 2:30pm Onwards

Venue : College Council Hall

Agenda :

1. Status report of the University exam related grievance & internal exam related grievance
2. Roles and responsibilities of the probable Exam Hall superintendents and invigilators
3. Academic calendar

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K. Sudha Ramana
Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr. K.N. Sudha Ramana

Minutes of Meeting

Date : 14.06.2018

1. Introduction of Exam Cell

The Dean informed the coordinators and members of the examination cell the importance of the existence of the cell and narrated the Standard operating procedure of the Cell.

2. The roles and responsibilities of the exam cell

The Roles and responsibilities of the coordinator and the members were discussed

3. The Roles and responsibilities for University Theory exam

The duties to be executed by the Hall Chief Superintendent, Invigilators and the non-teaching staff were discussed and approved by the attendees.

4. Preparation of template for grievance redressal:

The coordinator was nominated for preparing a protocol for any grievance towards Internal examination and university examination. The template shall be made available in the departments and the students shall be informed regarding the same through notice boards. The box kept for grievance redressal shall be utilized.

5. Academic Calendar:

It was decided that the professor and HOD of the respective phase will get the tentative continuous internal examination date list. This will be published on the website and the notice boards of the institution.

6. University exam related grievances

The University related grievances were received from two students and requested the photocopy of their theory papers. Dean approved the same and arrangements were made to get the photocopy.


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Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
Dr. K.N. Sudha Ramana

Examination Cell Committee Attendance Sheet

Meeting Title	Examination Cell
Date	12.06.2018
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr Sudha Ramana	Dean	Dean, MRMCW		
2	Dr K Bhaskar Rao Sastry	Professor of Medicine	Medicine		
3	Dr U Sreelakshmi	Associate Prof of OBGY	OBGY		
4	Dr Sikander Ali Khan Lodhi	Associate Prof of Ophthalmology	Ophthalmology		

MRMCW/ACAD/2018-19/EXAM CELL/02

CIRCULAR

Date : 04.12.2018

The Examination Cell Meeting for 2018-2019 will be scheduled as below :

Date : 11.12.2018

Time : 2:30pm Onwards

Venue : College Council Hall

Agenda:

1. **Status Report** on University Exam-related and Internal Exam-related Grievances.
2. **Roles and Responsibilities** of the Probable Exam Hall Superintendents and Invigilators.
3. **Academic Calendar** for the upcoming academic sessions.


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Principal / Dean
Chairperson of Exam Cell
Dr. K.N. Sudha Ramana

Minutes of Meeting

Date : 13.12.2018

1. Introduction of Exam Cell

The Dean emphasized the significance of the Examination Cell and explained the Standard Operating Procedure (SOP) followed by the cell. The members were briefed on the functions and purpose of the cell.

2. Roles and Responsibilities of the Exam Cell

The roles and responsibilities of the coordinators and the members of the Examination Cell were discussed in detail. The importance of efficient coordination and communication among members was highlighted.

3. Roles and Responsibilities for University Theory Exam

The duties and responsibilities for conducting the University Theory Examination were discussed. This included the roles of the Hall Chief Superintendent, Invigilators, and the non-teaching staff. All duties were approved by the attendees.

4. Preparation of Template for Grievance Redressal

The Coordinator was nominated to prepare a formal protocol for handling grievances related to Internal and University Examinations. A grievance redressal template will be created and made available in each department. The students will be informed about this procedure via notice boards. A grievance box will also be made available for this purpose.

5. Academic Calendar

It was decided that the Professor and HOD of each respective phase will prepare a tentative list of dates for Continuous Internal Examinations. This information will be published on the institution's website and notice boards for the students' reference.

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Principal / Dean
Chairperson of Exam Cell
Malla Reddy Medical College for Women
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