

## IEC office Working Hours & Working Days

**IEC Office Address:** UG/PG Hostel, 20 Storey Hostel Building, Ground Floor, KEM Hospital Campus, Near Main Boys Hostel, Dr. S. S. Rao Road, Parel, Mumbai-400 012.

### IEC Office Contact Details:

Mobile No.: **8779221293**

Telephone No.: **022 2410 7515**

Extension No.: **7515**

Email ID: **iec-1@kem.edu, iec-2@kem.edu, iec-3@kem.edu**

Working Days	Office Working Hours	IEC office hours for submission of documents
Monday to Friday	09.30 am to 05.00 pm	<b>01.30 pm to 04.30 pm</b>
Saturday	09.30 am to 01.30 pm	<b>10.30 am to 12.30 pm</b>

- The IEC office will remain **closed** on **Sunday, all Bank Holidays** and on the **last working day** of **every month** for **monthly data update of IEC's**.
- During **non-working hours (including Sundays and holidays)** of the IEC office investigators are requested to report serious adverse events (**SAEs**) to the IEC **via email (on email id: **iec-1@kem.edu**)** with details. Submit the **hard copy on the next working day** to the IEC office.