

TEZPUR LAW COLLEGE

Estd: 1972

Tezpur - 784001, Sonitpur, Assam

Ph: 03712-225912 (O)

E-mail: tezpurlawcollege@gmail.com



তেজপুৰ আইন মহাবিদ্যালয়

স্থাপিত : ১৯৭২

তেজপুৰ - ৭৮৪০০১, শোণিতপুৰ, অসম

দূৰভাষ : ০৩৭১২-২২৫৯১২ (কা)

ই-মেইল : tezpurlawcollege@gmail.com

Ref. No...T.L.C./N.B./R025/9378

Date: ...23/05/2025

NOTICE

It is to notify that the following faculty members are appointed as the Assistant Examination-in-Charge for the forthcoming End Semester Examinations of LLB, BALLB/BALLB (H) & LLM to be held from 27/05/2025. The Assistant Examination-in-Charges are entrusted with the same responsibilities as enclosed with the Notice for conducting the examination smoothly.

Sl. No.	Name	Semester
1	Dr. Jupitara Devi	LL.B. 2nd Semester
2	Dr. Rubi Dutta	LL.B. 4th Semester
3	Dr. Mridula Sarmah	LL.B. 6th Semester
4	Ms. Anamika Baruah	B.A.LL.B. 2nd Semester
5	Mr. Aditya Gogoi	B.A.LL.B. 4th Semester
6	Ms. Nisha Borgohain	B.A.LL.B. 6th Semester
7	Mrs. Dharitri Sharma	B.A.LL.B. 8th Semester
8	Mrs. Madhumita Paul	B.A.LL.B. 10th Semester
9	Dr. Himakhi Pathak	LL.M. Odd Semesters

23.05.2025
Dr. Dulumoni Nath

Principal i/c

Tezpur Law College

Principal i/c

Tezpur Law College

Enclosure:

1. Rules & Responsibilities of Assistant Examination-in-Charge.

Copy to:

1. College Website
2. Notice Board
3. President, GB
4. Office File

RULES AND RESPONSIBILITIES OF ASSISTANT EXAMINATION-IN-CHARGE

- 1) Assistant Examination-in-Charge shall be responsible for smooth conduct of Examination. If any problem or doubts arises during examination they will solve it properly and quickly.
- 2) Assistant Examination-in-Charge shall prepare the sitting arrangement/seat plan (Regular & Arrear both) with the help of Office Staff well in advance so that no hardship is there at the time of examination.
- 3) Proper Seat Plan must be prepared with duly signed by the Centre-in-Charge and Assistant Examination-in-Charge.
- 4) In case of any query or doubt arises during examination, the Assistant Examination-in-Charge shall consult with the Office-in-Charge and the decision of the Office-in-Charge would be final.
- 5) The Assistant Examination-in-Charge must ensure that the invigilators has arrived the college 15 minutes prior to the commencement of examination. For delay arrival of any invigilator, they should inform the Examination in- Charge.
- 6) The Assistant Examination-in-Charge must ensure that candidates are sit according to the seat plan.
- 7) The Assistant Examination-in-Charge must be present during the examination of their concerned semester.
- 8) The Assistant Examination-in-Charge must verify that all the invigilators arranged the answer scripts properly/ the signature of examinee & invigilator both and the Assistant Examination-in-Charge must submit the arranged and also verify the final submission of answer scripts to the Centre-in-Charge.

Dr. Dulumoni Nath
23.05.2025

Dr. Dulumoni Nath

Principal I /c & Examination-in-charge

LL.B. & B.A.LL.B./ BA,LL.B.(H) & LL.M. Examination, 2025

Principal I/c

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