



**OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH**

Memo No. DU/DCE (A)/Asst. Officer in Charge (Even Sem.)/2019/71

Date: 08.04.2019

To

The Principals of the General Degree Colleges (Examination Centres) affiliated to/permitted by Dibrugarh University holding 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester B.A./B.Sc./B.Com. Examinations to be held in May, 2019  
(Circulated through E-mail and Dibrugarh University website only)

**Sub: Names of the Assistant Officer in Charge-regarding.**

Madams/Sirs,

With reference to the subject cited above, I am directed to request you to send the name, Mobile Number and e-mail ID of the Assistant Officers in Charge of your examination centre for the ensuing 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester B.A./B.Sc./B.Com. Examinations, May, 2019 to the office of the undersigned via e-mail to [arinjit@dibru.ac.in](mailto:arinjit@dibru.ac.in) at the earliest before the commencement of the examination.

Please consider the following points while selecting the teachers to act as the Assistant Officer in Charge:

1. Only Senior Faculties should be considered to act as Assistant Officers in Charge.
2. The persons selected as Assistant Officers in Charge should have experience in the conduct of examinations.
3. The Assistant Officers in Charge will be under the orders of and responsible to the Officer in Charge (Principal of the College).

It is pertinent here to mention that as per the Dibrugarh University Examination Ordinance 1972 (as amended) and other relevant Guidelines: *"The Principal of the college where the Examination Centre is located shall be the Officer in Charge of the Centre. The Officer in Charge shall be in full control of the Examination Centre. She/he shall be responsible for the smooth and efficient conduct of the examination at the Centre. The Officer in Charge should not delegate his/her powers to another teacher without intimation to the Controller of Examinations of Dibrugarh University."*

With regards,

Yours sincerely,

*Arinjit Hazarika*  
08/04/2019

Arinjit Hazarika  
Deputy Controller of Examinations (A)  
Dibrugarh University

Copy to:

1. The Registrar, Dibrugarh University, for kind information.
2. The Controller of Examinations i/c, Dibrugarh University, for kind information.
3. The Programmer, Dibrugarh University, for uploading the letter in the University website.
4. File.

*Arinjit Hazarika*  
08/04/2019

Arinjit Hazarika  
Deputy Controller of Examinations (A)  
Dibrugarh University