

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
TEZPUR UNIVERSITY: NAPAAM: TEZPUR 784028**

NOTIFICATION

F.18-3/1/2003 (Acad)/1600

Dated 25th March, 2011

In compliance with the Revised Guidelines on Conduct of Examinations approved by the Examination Committee vide Resolution No. Exam.C/2010/2/1 dated 05.04.2010 the following Deans of Schools have been appointed Chairpersons of the Conduct of Examination Committee (CEC):

Cluster	School(s)	Chairperson
I	Engineering	Prof. M. Bhuyan Dean, School of Engineering
II	Science and Technology	Prof. B. K. Konwar Dean, School of Science and Technology
III	Humanities and Social Sciences Management Sciences	Prof. M. K. Sarma Dean, School of Management Sciences

The Chairpersons of the CECs will co-opt faculty members from each Department under the Cluster as coordinators for smooth conduct of the examinations. Further, the Chairpersons of the CECs will take up necessary actions as per the Revised Guidelines and the schedule of activities for the Spring Semester End Examinations, 2011 enclosed herewith.

Issued with due approval.

Sd/-B. Sahariah
Controller of Examinations

SCHEDULE OF ACTIVITIES FOR THE SPRING SEMESTER END EXAMINATION, 2011

Activities	Date	Action taken by
• Requisition of the No. of Answer Books and Additional Sheets by the CEC	07.04.2011	Chairperson, CEC
• Notification for examination with instruction	11.04.2011	Controller of Examinations
• Heads of the Departments of the concerned School forwarding tentative departmental examination schedule to the Chairperson of the concerned CEC	12.04.2011	Head of the Department
• Preparation of the examination schedule (including practical examinations) by the Examination Committee	20.04.2011	Examination Committee
• Notification of the examination schedule by the Controller of Examinations	25.04.2011	Controller of Examinations
• Last date for submission of question paper to the Head of the Department by the course instructor	03.05.2011	Course instructor
• Last date for handing over of the question paper to the course instructor on completion of the necessary formalities by the Heads of the Departments	06.05.2011	Head of the Department
• Last date for receiving required no. of multiple copies of the question paper by the Chairperson of the concerned CEC	10.05.2011 (5:00 p.m.)	Course instructor
• Preparation of seat plan and invigilator duty chart by the EC	10.05.2011	Examination Committee
• Sending Answer Books and Additional Sheets to the CEC	12.05.2011	Controller of Examinations
• Date of commencement of examinations	16.05.2011	-
• Date of completion of examinations	25.05.2011	-
• Last date for submission of grades	02.06.2011	Heads of the Departments
• The date of declaration of results	15.06.2011	Controller of Examinations

Sd/-B. Sahariah
Controller of Examinations