

Examination Cell

A full fledged Exam cell is established which is headed by the senior faculty, ably assisted by a team of faculty members and non-teaching staff. The Exam cell co-ordinates with the affiliating university regarding all matters relating to the University semester examinations. The Exam cell co-ordinates with Parent University for the conduct of examinations. The cell is solely responsible for the conduct of the external examinations following the norms recommended by the University and also assist the Academic Committee in conduction of Internal Exam.

Functions of Examination Cell

- Examination notices received from the University are circulated either through email or hard copy to the departments
- Details regarding the mode of payment for fee collection, last date of fee collection and fine are intimated to the University
- Time table, Invigilation duty list, appointment of invigilator, seat allotment in the halls for the Internals and Model examinations
- Assessment and entry of marks in the registers by the faculty within the stipulated time is overseen
- Deals with exam related grievances through Grievances Redressal System
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Officer-In-Charge

Dr. Ashfia Sultana
Principal
Amguri College, Amguri
Phone: 9435056040

Coordinator

Dr. Dipamoni Borthakur
Associate Professor
Amguri College, Amguri
Phone: 9101189644

Office Assistant

Mr. Raju Gogoi
(9707474971)
Mr. Pranjal Phukon
(9957331241)
Mrs. Jyoti Saikia
(7002866265)