



**Gauhati University**  
Gopinath Bordoloi Nagar, Guwahati-781014  
Office of the Controller of Examinations

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**NOTIFICATION**

All Heads of the Departments are hereby requested to ensure that students are informed at least seven (07) days in advance of conducting any class test, sessional test, internal assessment, or any other internal examination.

The advance notification should clearly mention the date, time, syllabus, and nature of the examination, and must be communicated through appropriate official channels such as departmental notice boards, or classroom announcements.


Such test/ evaluations should be conducted during office hours on working days only.

This measure is intended to:

- Ensure transparency in the assessment process
- Provide adequate preparation time to students
- Maintain uniform academic practices across departments

Departments are advised to strictly adhere to this instruction in the interest of academic fairness and orderly conduct of internal assessments.

Sd/-

  
Controller of Examinations  
Gauhati University