

**DON BOSCO COLLEGE, Tura, Meghalaya 794002**

Ph. 03651-222361 Mob. 9402152496

Email: principaldbct@gmail.com Website: www.donboscocollege.ac.in

(Re-accredited with 'B' Grade by NAAC)

**APPOINTMENT LETTER**

Date: 15 May 2025

To,

DR. YUBARAJ SHARMA

Assistant Professor

PHYSICS

**Subject: Appointment as Invigilator for NEHU UG and FYUG Even Semester Examination (May-Jun) 2025**

Dear Sir/Madam

I am pleased to inform you that you have been appointed as an Invigilator for the upcoming NEHU UG and FYUG Even Semester Examinations as per the following schedule:

Date	Session	Reporting Time
19 May 2025	MORNING	8:30 AM
20 May 2025	MORNING	8:30 AM
21 May 2025	MORNING	8:30 AM
22 May 2025	MORNING	8:30 AM
23 May 2025	MORNING	8:30 AM
26 May 2025	MORNING	8:30 AM
28 May 2025	MORNING	8:30 AM
29 May 2025	MORNING	8:30 AM
31 May 2025	MORNING	8:30 AM
02 June 2025	MORNING	8:30 AM
04 June 2025	MORNING	8:30 AM

You are requested to carry out the following duties with sincerity and diligence:

1. Report to the Examination Hall **30 minutes prior to the start of the examination** (8:30 AM for 9:00 AM exams, 12:30 PM for 1:00 PM exams).
2. Verify the NEHU Admit Cards of candidates and ensure proper seating as per the assigned plan.
3. Maintain strict vigilance to deter any form of malpractice.
4. Uphold the discipline and decorum of the Examination Hall throughout the examination.

Your cooperation in maintaining the sanctity of the examination process is highly appreciated.

If you have any questions or require further clarification, please do not hesitate to contact the Examination Cell.

Thank you for your cooperation and commitment towards the successful conduct of the examinations.

Yours sincerely,

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Principal

Fr. Januarius S Sangma SDB

Don Bosco College, Tura

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Signature of Invigilator**Note:** This is a computer generated letter and does not require signature.