

নর্থ লখিমপুৰ বিশ্ববিদ্যালয়

OFFICE OF THE REGISTRAR NORTH LAKHIMPUR UNIVERSITY

(A Public State University established by upgrading North Lakhimpur College
under Assam Act No. LVIII of 2023 & Recognized by the UGC under section 2(f) of the UGC Act, 1956)

P.O.- KHELMATI – 787031, North Lakhimpur, Assam

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Ref. NLU/EC/AR/Notification/2026/F-2/.1180 Date : 08/10/2026

From: Dr. Biman Ch. Chetia,
Registrar
North Lakhimpur University
Lakhimpur, Assam.

To

Mr. Bani Kanta Konwar
Associate Professor
Department of Education
North Lakhimpur University
Lakhimpur, Assam.

Sub.: Engagement as Academic Coordinator, North Lakhimpur University

Sir,

In pursuance of the approval of the Executive Council of North Lakhimpur University, Lakhimpur, Assam, vide **Resolution No. 1(C)** adopted at its meeting held on **30/09/2026**, it is hereby notified that you are engaged as the **Academic Coordinator, North Lakhimpur University**, in place of the **Academic Coordinator-in-Charge**, with effect from the date of assumption of charge and until further orders.

The above assignment shall be in addition to your existing duties and responsibilities as **Associate Professor, Department of Education**. You shall continue to discharge your academic and administrative responsibilities as Associate Professor along with the additional assignment entrusted to you.

You are, therefore, requested to assume charge as **Academic Coordinator, North Lakhimpur University**, accordingly.

As **Academic Coordinator**, your duties and responsibilities shall include, inter alia, the following:

1. **Monitoring and supervision of classes and practical classes** in the University.
2. **Monitoring and coordination of academic infrastructure** and facilities required for effective teaching-learning activities.
3. **Coordination and supervision of Internal and End-Semester Examinations**, in consultation with the concerned authorities.
4. **Supervision of cleanliness and overall upkeep of the University campus.**
5. Performing such other academic and administrative duties as may be assigned by the competent authority from time to time.


Registrar

North Lakhimpur University
Lakhimpur, Assam

REGISTRAR
North Lakhimpur University
Lakhimpur, Assam