

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER :: EAST KHASI HILLS DISTRICT**  
**:: SHILLONG ::**

No. C&S.8/CVD/2021/CEN/296

Dated Shillong, the 3<sup>rd</sup> August, 2021.

To,

Shri. Debashish Chowdhury,  
Officer on Special Duty (Examination),  
North Eastern Hill University (NEHU),  
Shillong

Subject: Permission for Students to submit Hard Copy of Answer Scripts to their Respective Colleges.

Ref: Letter No. EX:UG:MISC:EVEN SEM;2021:709, dated 30/07/2021.


Sir,

Based on application No. EX:UG:MISC:EVEN SEM;2021:709, dated 30/07/2021, permission is hereby granted to Colleges in Shillong City to call students for submission of hard copy of answer scripts at their respective Colleges subject to the conditions given below:-

1. Colleges should prepare a detailed schedule for submission of answer scripts in such a way that there is staggering of students on different days and different time slots so that there is no overcrowding
2. Proper arrangement should be made for queue management and for submission of scripts with minimal crowding and contact.
3. Students should come only during slots fixed for them and leave immediately as soon as they have submitted their scripts.
4. Double masking of everyone is to be ensured.
5. Proper facilities for hand wash and hand sanitising should be ensured.
6. Students or faculty with any symptoms such as fever, cough, body ache, etc should **not be allowed** to come to the College.
7. Anyone from Containment Zones is not permitted to come to the College.
8. The authorities should strictly instruct the students not to loiter around or mingle in the campus or outside the campus so that there is no risk of infection.
9. All students and faculty are advised and encouraged to get vaccinated at the earliest.
10. Overall responsibility for maintenance of SOP will be upon the College Management Authority.
11. Any violation or breach of protocol will result in withdrawal of permission.
12. This permission may be forwarded to all colleges with an instruction that the schedule for collection of scripts and an undertaking to adhere to the protocols as mentioned be emailed to this office at dcofficeshillong@gmail.com.

This is for your information and necessary action.

Yours faithfully

  
Deputy Commissioner,  
East Khasi Hills District,  
Shillong.

Memo. No. C&S.8/CVD/2021/CEN/296-A

Dated Shillong, the 3<sup>rd</sup> August, 2021.

Copy to:-

1. The Superintendent of Police, East Khasi Hills District, Shillong for information and necessary action.
2. All Incident Commanders, East Khasi Hills District, Shillong for information and necessary action.

  
Deputy Commissioner,  
East Khasi Hills District,  
Shillong