

**A General Guideline for Conduct of the Odd Semester
(Regular/Repeat/Improvement) Examinations for all Undergraduate courses
such as BA/B. Sc/ B.Com/BBA/BCA/MCVP/Media Tech/B. Muse/BSW/BTMM/
B. Sc (Home Science)/B. Tech/ B. Arch/B. Ed/ LLB/ BA-LLB etc in Affiliated
Colleges of NEHU**

Pursuant to the decisions taken at the 23rd Emergent Academic Council Meeting held on February 09, 2021, the following may please be noted and acted accordingly by all concerned:

1. The Odd Semester 2020 Examinations (to be conducted in March 2021) can be held in **Offline** (Pen and Paper), **Online** (if needed in **Blended Online**) mode.
2. **The concerned college shall decide** as per its convenience of execution **anyone or a suitable combination of the three possible modes stated at No. 1 as it deem fit** and act accordingly.
3. Question Paper shall only be available online to the **concerned college(s), details of which shall be shared in due course.**
4. The email id, as given by the College, is already registered in the University Examination Portal and shall be used by default for all communications relating to the forthcoming odd semester examinations. In case, the college Administration desires to use a different email id for the purpose, the same may please be communicated forthwith.
5. Students, irrespective of the mode chosen for, shall write their examinations using pen & paper. In case, they have opted for online mode, their respective answer papers have to be scanned, converted to PDF file and **uploaded in the designated portal of the College concerned.**
6. Students opting to write their examinations in online (blended online) mode may use a smart phone with Wi Fi or **3G/4G** mobile data connectivity. Use of laptop/desktop computers having internet connectivity of adequate speed is also permitted.
7. The Practical Examinations shall be conducted internally. Given the circumstances, colleges may opt to choose their own preferred mode for conduct of the Practical Examinations.
8. Experiments in virtual mode, actual laboratory experiments, Internal Assessment based on Assignments and Viva-voce, as may be feasible, are allowed and may be conducted by an internal three-member board constituted from amongst the eligible faculty members teaching the subject at the concerned college.

A. Colleges opting to conduct examinations offline are suggested to please go as under:

1. The SOP issued by the Government of Meghalaya must have to be strictly adhered to. All necessary formalities for calling students/staff in campus must duly be obtained.
2. Answer papers (if required, may be obtained from the University Examination Department giving due requisition).
3. The examinees are required to be seated at least 15 minutes before the commencement of the examinations.

4. The password protected question papers sent online (password shall be shared before commencement) may be downloaded, printed and kept ready for distribution five (5) minutes prior to commencement of the examinations.
5. At the end of the examination session all answer papers shall be collected and deposited in the office of the examination in charge of the college for further needful.
6. The Answer Papers shall be evaluated and scrutinized at the concerned college itself. The examination in Charge shall ensure that the answer scripts so received at her/his office are duly evaluated and scrutinized.
7. The Subject wise, Paper-wise Score Sheet of students prepared strictly in accordance with the prescribed format; duly endorsed by the evaluator, the scrutinizer and the head of the institution; should be submitted to the examination department in sealed cover for further processing and declaration of the results.

B. Colleges opting to conduct examinations Online (Blended online) Mode are suggested to please go as under:

1. The college administration may please ensure that the correct email id/ whatsapp contact id of each student is duly registered in the college record.
2. The students may be intimated in advance about the email id/any other designated portal in cloud where to submit their scanned copy of the answer papers.
3. The password protected question papers be sent online (password to be shared before commencement) at the designated email id/whatsapp contact of the student 30 minutes prior to commencement of the examination.
4. The duly scanned and neatly numbered Answer papers with its Cover Page clearly indicating the Name of the Student, Roll no of the Student, Semester, Subject and Paper Name be uploaded within 30 minutes from the time of closing of the examination session.
5. Question Numbers should be clearly and correctly mentioned while writing down the answers. Pages should be numbered serially and answers written on each page giving adequate margin.
6. The Answer Papers thus received may be evaluated online/offline after taking a Printout as the institution deem fit and feasible.
7. The Answer Papers shall be evaluated and scrutinized at the concerned college itself. The examination in Charge shall ensure that the answer scripts so received at her/his office are duly evaluated and scrutinized.
8. The Subject wise, Paper-wise Score Sheet of students prepared strictly in accordance with the prescribed format; duly endorsed by the evaluator, the scrutinizer and the head of the institution; should be submitted to the examination department in sealed cover for further processing and declaration of the results.

C. Special Chance Examinations to be conducted for Final Semester students, if any, at your esteemed Institution – matters regarding

- i. Only students who could not appear in the regular blended mode final semester examinations held in October 2020 are eligible to appear for this examination

- ii. In view of the anticipated small number of students who are likely to avail this Special Chance and also due to varied subject combinations that are likely to be there, Paper setting and evaluation of Answer papers may be carried out at the college end from where the student shall appear it.
- iii. Post completion of evaluation, the college concern may forward to the examination department, the Score sheet of the students duly authenticated by the evaluator and the head of the institution for processing and declaration of the results.

CONTROLLER OF EXAMINATIONS

विशेष कार्य अधिकारी (परीक्षा)
Officer on Special Duty (Exams)
पूर्वोत्तर क्षेत्रीय विश्वविद्यालय
North Eastern Hill University
शिलांग/Shillong - 793022

- NB:**
- a. **A properly manned helpdesk** be set up at the college to attend student queries on 24 x 7 basis. The helpdesk so setup may remain functional at least till completion of the Examination. The Help Desk may provide both email and mobile support.
 - b. Colleges may ensure that the students are duly registered in the designated examination portal of NEHU (OASIS) and that they have paid their Examination Fee.
 - c. Compiled list of payment details of Examination Fees / Enrollment Fees may be sent to **Section-in-Charge, Undergraduate Section, Examination, NEHU Shillong** at the earliest convenience and preferably before April 01, 2021.
 - d. In case of need, the examination department of NEHU may please be contacted at 0364 2721212/ 2721213 during working hours. Communication via Email at offcoe@nehu.ac.in shall also be available.
 - e. Provided the college opts to use gmail or similar email accounts to receive the answer papers from their respective students, they may please note that the free accounts generally have a 15GB limit and hence may not suffice to receive all responses in a single account.
 - f. In view of the extra-ordinary context in which the examinations are being conducted, all efforts may please be taken to ensure that the examination is held in a fair way and as smoothly as feasible.

**General Guidelines for Conduct of the Even Semester
(Regular/Repeat/Improvement) Examinations for all Undergraduate courses such as
BA/B. Sc/ B.Com/BBA/BCA/MCVP/Media Tech/B. Muse/BSW/BTTM/ B. Sc (Home
Science)/B. Tech/ B. Arch/B. Ed/ LLB/ BA-LLB etc in Affiliated Colleges of NEHU**

Pursuant to the decisions taken at the 106th Academic Council Meeting held on June 29, 2021, the following may please be noted and acted upon accordingly by all concerned:

1. The Even Semester 2020 Examinations (to be conducted during July-August 2021) shall be held in a fashion similar to that adopted during the Odd Semester examinations held in March 2021. Accordingly, it may be held in **Offline** (Pen and Paper), **Online** (if needed in **Blended Online**) mode.
2. **The concerned college shall decide**, as per its convenience of execution, as to how it would go about holding the examinations using **anyone or a suitable combination of the three possible modes stated at No. 1 as it may deem fit** and would act accordingly.
3. Question Paper shall only be sent in soft copy via online mode to the **concerned college(s)**, **details of which shall be shared in due course**.
4. The registered email id of the college shall be used as default id for all communications relating to the forthcoming even semester examinations. In case, the college Administration desires to use a different email id for the purpose, the same may please be communicated forthwith.
5. Students, irrespective of the mode chosen for by her/his college, shall be required to write their examinations using pen & paper. In case, they have opted for online mode, their respective answer papers have to be scanned, converted to PDF file and **uploaded in the designated portal as is being notified by the College concerned**.
6. Students opting to write their examinations in online (blended online) mode may use a smart phone with Wi Fi or **3G/4G** mobile data connectivity. Use of laptop/desktop computers having internet connectivity of adequate speed is also permitted.
7. The Practical Examinations shall be conducted internally. Given the circumstances, colleges may opt to choose their own preferred mode for conduct of the Practical Examinations.
8. It is suggested that all practical examinations, as far as practicable and at least for the final semester students, be completed by August 14, 2021 and their respective marks are forwarded to the examination department immediately on completion of the examinations.
9. It is also suggested, subject to feasibility, that students be asked to write principle/theory of the experiment, procedures for carrying out the experiment and upload the same for which marks are to be allotted.
10. Experiments in virtual mode, actual laboratory experiments, Internal Assessment based on Assignments and Viva-voce, as may be feasible, may be conducted by an internal three-member board constituted from amongst the eligible faculty members teaching the subject at the concerned college.

A. Colleges opting to conduct examinations offline are suggested to please go as under:


1. The SOP issued by the Government of Meghalaya must have to be strictly adhered to. All necessary formalities for calling students/staff in campus must duly be obtained.

2. Answer papers (if required, may be obtained from the University Examination Department giving due requisition).
3. The examinees are required to be seated at least 15 minutes before the commencement of the examinations.
4. The password protected question papers sent online (password shall be shared before commencement) may be downloaded, printed and kept ready for distribution five (5) minutes prior to commencement of the examinations.
5. At the end of the examination session all answer papers shall be collected and deposited in the office of the examination in charge of the college for further needful.
6. The Answer Papers shall be evaluated and scrutinized at the concerned college itself. The examination in Charge shall ensure that the answer scripts so received at her/his office are duly evaluated and scrutinized.
7. The Subject wise, Paper-wise Score Sheet of students prepared strictly in accordance with the prescribed format; duly endorsed by the evaluator, the scrutinizer and the head of the institution; should be submitted to the examination department in sealed cover for further processing and declaration of the results.

B. Colleges opting to conduct examinations Online (Blended online) Mode are suggested to please go as under:

1. The college administration may please ensure that the correct email id/ whatsapp contact id of each student is duly registered in the college record.
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3. The password protected question papers be sent online (password to be shared before commencement) at the designated email id/whatsapp contact of the student 30 minutes prior to commencement of the examination.
4. The duly scanned and neatly numbered Answer papers with its Cover Page clearly indicating the Name of the Student, Roll no of the Student, Semester, Subject and Paper Name be uploaded within 30 minutes from the time of closing of the examination session.
5. Question Numbers should be clearly and correctly mentioned while writing down the answers. Pages should be numbered serially and answers written on each page giving adequate margin.
6. The Answer Papers thus received may be evaluated online/offline after taking a Printout as the institution deem fit and feasible.
7. The Answer Papers shall be evaluated and scrutinized at the concerned college itself. The examination in Charge shall ensure that the answer scripts so received at her/his office are duly evaluated and scrutinized.
8. The Subject wise, Paper-wise Score Sheet of students prepared strictly in accordance with the prescribed format; duly endorsed by the evaluator, the scrutinizer and the head of the institution; should be submitted to the examination department in sealed cover for further processing and declaration of the results.

- NB:**
- a. **A properly manned helpdesk** be set up at the college to attend student queries on 24 x 7 basis. The helpdesk so setup may remain functional at least till completion of the Examination. The Help Desk may provide both email and mobile support.
 - b. **Colleges may please note that due to delayed receipt of requests from concerned quarters for correction/updation of Marks and other details over and above the pressing constraints of pandemic linked issues, the examination department has yet not been able to open the OASIS online student registration portal.** Despite the difficulties, all efforts are underway to complete the aforesaid works at the earliest and the portal shall be made available as soon as the pending tasks are completed.
 - c. **In view of the delay in opening of the portal and to provide sufficient time to college to make error free entry at the portal in a come and quiet fashion, the portal shall be maintained live during examination time as well.**
 - d. In view of the fact that the Examinations shall, by and large, be conducted online, student's mobile no/personal email id as registered with the college shall be taken as valid pass for appearing in the examination. Wherever examinations shall be held offline, the college id may be treated as a valid pass for entry in the examination hall subject to clearing of the fee payable by her/him. In case, the college deems it fit, it may even issue a hall entry pass at its end as well.
 - e. Compiled list of payment details of Examination Fees / Enrollment Fees may be sent to **Section-in-Charge, Undergraduate Section, Examination, NEHU Shillong** once all examinations are over and prior to declaration of the results. The examination department shall remain connected with the college in such matter.
 - f. In case of any other need, the examination department of NEHU may please be contacted at 0364 2721212/ 2721213 during working hours. Communication via Email at offcoe@nehu.ac.in shall also be available.
 - g. Provided the college opts to use gmail or similar email accounts to receive the answer papers from their respective students, they may please note that the free accounts generally have a 15GB limit and hence may not suffice to receive all responses in a single account.
 - h. In view of the extra-ordinary context in which the examinations are being conducted, all efforts may please be taken to ensure that the examination is held in a fair way and as smoothly as feasible.


Officer on Special Duty (Examinations)



NONGSTOIN COLLEGE

West Khasi Hills District

Nongstoin – 793119

Meghalaya

☎ : (03654) 295124

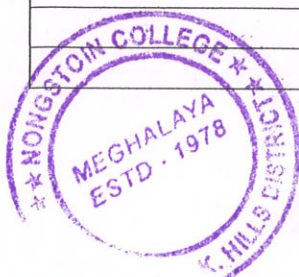
Website : nongstoincollege.ac.in

Email : nongstoin.college@gmail.com

Included under 2(f) and 12B, UGC Act, 1956 and NAAC Accredited with Grade B (2.60 CGPA)

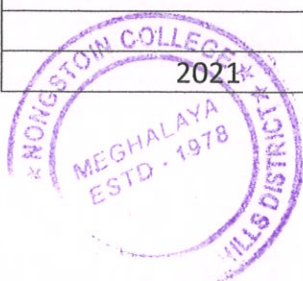
This is to certify that the following lecturers of Nongstoin College, Nongstoin have duly performed evaluation duties and scrutinisation of scripts every academic session as per University guidelines. The evaluation process is under the supervision of the Officer –in Charge (Principal)

2018	SMT J PAHSYNTIEW	UG EVALUATION
	SHRI P DKHAR	UG EVALUATION
	SMT E DKHAR	UG EVALUATION
	SMT M LYGKHOI	UG EVALUATION
	SMT I MAWTHOH	UG EVALUATION
	SHRI T DASH	UG EVALUATION
	SHRI P MARWEIN	UG EVALUATION
	SHRI B MAWSOR	UG EVALUATION
	SHRI W SYIEMLIEH	UG EVALUATION
	SHRI N MARWEIN	UG EVALUATION
	SMT M LYGDOH	UG EVALUATION
	SMT K NONGKSEH	UG EVALUATION
	SMT R SYIEMLIEH	UG EVALUATION
	SHRI B RYNSHIANG	UG EVALUATION
	SHRI R SUNN	UG EVALUATION
	SHRI S IAWPHNIAW	UG EVALUATION
	SMT R KHARDEWSAW	UG EVALUATION
	SHRI T MARBANIANG	UG EVALUATION
	SMT A R LYGDOH	UG EVALUATION
	SMT K LYGKHOI	UG EVALUATION
	SMT S WAHLANG	UG EVALUATION
	SMT J PAHSYNTIEW	UG EVALUATION
	SHRI P DKHAR	UG EVALUATION
	SMT J M K LYGKHOI	UG EVALUATION
	SHRI R NONGRUM	UG EVALUATION
2019	SHRI S WAHLANG	UG EVALUATION
	SMT E LYGDOH	UG EVALUATION
	SMT E DKHAR	UG EVALUATION
	SMT M LYGKHOI	UG EVALUATION
	SMT I MAWTHOH	UG EVALUATION
	SHRI T DASH	UG EVALUATION
	SHRI P MARWEIN	UG EVALUATION
	SHRI B MAWSOR	UG EVALUATION
	SHRI W SYIEMLIEH	UG EVALUATION
	SHRI N MARWEIN	UG EVALUATION



Principal
Nongstoin College
Nongstoin

	SMT M LYNDOH	UG EVALUATION
	SMT K NONGKSEH	UG EVALUATION
	SMT R SYIEMLEH	UG EVALUATION
	SHRI B RYNHSHIANG	UG EVALUATION
	SHRI R SUNN	UG EVALUATION
	SHRI S IAWPHNIAW	UG EVALUATION
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	SMT D NONGDKHAR	UG EVALUATION
	SHRI T LYNGDOH	UG EVALUATION
	SHRI E SANGLYNE	UG EVALUATION



Principal
Nongstoin College, Nongstoin