

**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:

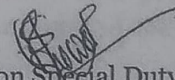
1. The Even Semester 2020 Examinations (to be conducted during July-August 2021) shall be held in a fashion similar to that adopted during the Odd Semester examinations held in March 2021. Accordingly, it may be held in **Offline** (Pen and Paper), **Online** (if needed in **Blended Online**) mode.
 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.
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.

- 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)



Certified that following teachers of
Kiang Nangbah Govt. College, Jowai
are involved in Evaluation of answer script for the session 2021-2022

Sl.No	Department	Name of Teachers
1	English	Smt. B.Syiemlich
		Smt. S.M.F.Blah
		Smt. S.W.Sohlang
		Dr(Mrs) R. Thangkhiew
		Smt. G.Pala
		Smt. P. Diengdoh
		Smt. P. I. Dkhar
		Smt.L.S. Khonglah
		Smt. A. Laloo
		Smt. J. Muksor
Shri. S. Laloo		
2	Khasi	Smt. M.Chyne
		Smt. E. Shullai
		Smt. H.Sutnga
		Smt. B. Laloo
		Smt. W. Thubru
		Smt. R. Syngkon
		Smt. B. Kanai
Smt. M.Tariang		
3	Economics	Smt. I. Passah
		Dr(Mrs) B. Lyngkhoi
		Smt. R.Nongrum
		Smt D. Rymbai
		Smt C. Shadap
		Smt. S. Myrphet
		Smt. A. Bareh
Smt. M. Rymbai		
4	Education	Smt. V.S.Syiem
		Smt. G.Kyndiah
		Dr. S.Nongkhlaw
		Dr(Ms) R.Lamare
		Smt. T.Lyngdoh
		Smt. L. Pariat
		Smt. A. Lytan
Smt. M. Muksor		
5	History	Shri D.A. Marbaniang
		Smt. L. Phawa
		Shri M. Passah
		Shri. D. Sukhlain
		Smt. M. Pariat
		Shri. A. Wanniang
		Shri. S. Plain
Shri. H. Kma		



6	Political Science	Shri S.Laloo
		Smt. L.Kharpuria
		Smt. R.Challam
		Smt. D. Lamare
		Smt. I. S. Rymbui
		Smt. S. Suja
		Shri. T. Lamare
		Shri. C. War
		Shri S. Kshiar
7	Philosophy	Smt. E. Suchiang
		Smt. B. Nongsiej
		Smt. J. Lamare
		Smt. E. Passah
		Smt. P. Pde
		Shri. D. Suchiang
		Shri. R. Pajuh
8	Physics	Shri T. Bamon
		Smt. P. Mukhim
		Shri R.Thongney
		Shri R. Nanghuloo
		Dr. Damewan Suchiang
		Smt. Humkibai Passah
9	Chemistry	Smt. E.Kharpuria
		Shri L.D.Lyngdoh
		Shri E.Sungoh
		Smt R.O.Challam
		Shri Sperling Pohtam
		Dr. M. Marbaniang
10	Mathematics	Smt. M. Siej
		Smt. K. Rymbai
		Smt. D. Rymbai
		Shri. G. Dkhar
		Smt. M.D.Lakiang
		Smt. M. Sumer
11	Botany	Dr(Mrs) B. Gashnga
		Smt. A. Mawa
		Shri L. Ksoo
		Smt. S. Kharbhih
		Smt. J. Dkhar
		Dr. B. Suchiang
12	Zoology	Smt. D.A. Pde
		Dr(Mrs) L.M.Darnei
		Smt. M. Lyngwa
		Smt. A. Najjar
		Dr(Mrs) I. Nongtraw
		Smt. W.M. Dkhar
		Dr. P. Suchiang



13	Commerce	Shri. Hercules Toi
		Shri. J. Kharkongor
		Shri S.D. Tyngsong
		Shri R. Bareh
		Shri R.M. Lyngkhoi
		Shri V.L.P. Lyngwa
		Shri S. Bamon

Jashah
Principal
Kiang Nangbah Govt. College, Jowai
Principal,
K. N. Govt. College
Jowai.