



Instructions for Students Appearing in the Odd Semester (I, III, V) Examination in March 2021

- Filling up of Examination Forms for *Repeaters/Improvement* will be done offline in the College Office from **4 March 2021** to **10 March 2021**.
- Filling up of Examination Forms for *Regular* students will be done online from **6 March 2021** to **13 March 2021**. Students are to check the College Website for online registration and payment of fees.
- All students are requested to join their respective Subject (both Hons and Elective) WhatsApp groups so that they can receive important notifications regarding their Exams.
- The Timetable for exams can be downloaded from NEHU website.
- Exams will be held in blended mode (online & offline) and students can opt for either one, i.e. **Online or Offline mode**. Students opting for the offline mode are to bring the parent's consent letter on the day of the examination.
- On the day of exams, students will receive their question paper via WhatsApp 15 mins before the time of commencement. Students can also access their question paper from the college website, which will be temporarily displayed there.
- Students must write their answers in A4 size sheets. All answers must be handwritten. They are advised to write on one side of the sheet only and should follow the format given below:

Handwritten signature and date: *Handwritten signature* 05/03/21

SHILLONG COLLEGE



Assesed and Re-Accredited by NAAC as Grade A (3.06)

Ref. No. SC/Admn/2021-22/00

Date : 05-03-2021

- The bottom section must be written on every answer sheet.
- Along with the question paper, students will receive an **email address**, where they are to upload and submit their answers.
- Care should be taken to check that the answers are sent to the correct email.
- Students can send their answers in **pdf or image format**. Students who wish to send the answers in image format are to make sure that they send the images of all their answer sheets in one email only.
- Care should also be taken to see that the attachment has been uploaded before it is sent to the said email.
- All answers must be uploaded and sent to the respective email immediately after the end of each exam.
- **Hard copy** of all the answer scripts must be submitted to the college. A timetable will be issued for submission of the hard copy of the answer scripts to the college. For those who reside outside the State, the answers scripts are to be sent by post.
- Answer script are to be packed separately and put in an envelope properly sealed and address to:

Principal

Shillong College

Laitumkhrah, Shillong – 793003.

- At the back of the envelope the following are to be mentioned:

Name: University Roll. No:

Stream: Subject:

P.O. Laitumkhrah, Shillong – 793003
Meghalaya.

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