

**GOVERNMENT OF MEGHALAYA**  
**EDUCATION DEPARTMENT**  
**OFFICE ORDER**

**Dated Shillong the 30<sup>th</sup> July, 2021.**

**Protocols for issuing and submission of forms for Admission to various courses in Colleges, Universities in the state of Meghalaya**

**No.EDN.7/2021/56** : In compliance to ensuring observance of strict protocols as issued by the Government of Meghalaya in the Health and Family Welfare Department and in consultations with Principals of various Institutions, the following advisory is issued for strict compliance by all the institutions for admission process to various streams in the state of Meghalaya for admission into UG courses in 2021-22.

1. All admission forms/prospectus will be issued only via online mode. The admission forms should not exceed ₹ 500.00 (Rupees Five Hundred (only)).
2. All Institutions will create a website link and upload a simple admission format, whereby the students can download the forms.
3. Institutions shall also upload a notification in the website informing that admission forms can also be downloaded from any cyber cafe and CSCs in the respective blocks/districts.
4. A Blended option of online and offline submission will be adopted. Online submissions can be made as soon as documents are available with the applicants.  
For offline submissions the following steps shall be adopted.
  - (i) *Institutions shall collect the admission forms in a staggered manner as well as limiting number of persons to a maximum of only 200 students per day. Separate sessions may be designed if there is a rush in submission of forms.*
  - (ii) *In case of an unanticipated rush, Institutions may also devise innovative methods to collect the admission forms e.g. using alphabetical order of names of student applicants (A-D, E-H etc. range can vary accordingly) or by method of segregation of gender of the students submitting the forms and by allotting respective time schedule during working hours.*
5. Payment of fees for various courses with respect to the institutions should only be made via online mode using various online bank transfer/payment portals authorized by RBI. Institutes to provide dedicated bank account numbers along with other details such as bank name, branch, IFSC code either to be mentioned in the application form or displayed in the website.
6. The payment of fees can be made offline in cases where the students are from remote areas (only) where this mode is the only viable option. Cash /cheque payment may be accepted in such areas after ensuring all protocols and social distancing norms are strictly followed.
7. Last date of Submission of admission forms and the respective declaration of the 1<sup>st</sup> List results along with the waiting list with respect to the particular streams/courses are as follows:-

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