



COMPUTER CENTRE

North-Eastern Hill University

NEHU Campus, Shillong - 793 022 (Meghalaya)

पूवोत्तर पर्वतीय विश्वविद्यालय

पू. प. विवि. परिसर, शिलांग-७९३०२२ (मेघालय)

Phone : 2723749

Grams : NEHU

Ref.No.NEHU/CC/Registrar/114

Dated.24/04/2020

To

The Registrar

NEHU

Shillong-793022

Subject : Computer Lab for Online Teaching

Sir,

As per discussion with the Vice-Chancellor, NEHU on 23/04/2020 the Computer lab in the Centre will be available for use by the teaching community of the University for preparing online lessons and other pedagogic preparations.

The Labs will be kept open on all working days from 11am to 2pm. Keeping in view the need for prevailing social distancing five teachers can use the computers in the lab at a time. Please note that two of the technical staffs are residing in the city and they have to be brought to the Centre for assistance. Therefore, users are requested to send their requirement for the use of Lab through WhatsApp to Mr. P.P. Dey (Mob# 9436163761) one day in advance to avoid unnecessary transportation of technical staff of the centre.

The University is requested to provide hand sanitisers to be used by the Computer users. The Computer Laboratory may kindly be sanitized every day. The staffs of the Centre will work on rotation and hence University vehicle may kindly be provided to fetch the staff from outside the Campus and drop them back home.

This is for your kind information and necessary action.

Thanking you,

Yours Sincerely,

Copy to

1. SP to Vice-Chancellor, NEHU
2. Mr.B.Shylla, DR, for arrangement of transport etc
3. Mr.W.Thongni, for Website Display

Prof. M.C.Mahato
In-Charge
Computer Centre