



NLUM/Estt/NLU/91/2024/474

Dated: 17<sup>th</sup> April, 2026

**O R D E R**

**Sub: Guidelines regarding delivery of parcels/food items, usage of official cutlery, and maintenance of reception area.**

In continuation of administrative instructions and in order to maintain proper discipline and decorum within the University premises, the following guidelines are hereby issued for strict compliance by all concerned:

**a) Delivery of Parcels/ Food Items:**

Delivery of parcels and food items shall be strictly restricted to the Main Gate. Delivery within reception areas has caused inconvenience and is therefore not permitted unless it is official.

**b) Usage of Official Cutlery:**

It has been observed that official cutlery, intended strictly for official purposes such as meetings, is being used otherwise. Appropriate measures shall be taken to ensure that its usage is limited to official purposes only. In cases where it is used, the same shall be duly cleaned by the concerned and returned to the **University Pantry Section**. Proper entry shall be made in the designated register.

**c) Maintenance of Reception Area:**

It has been observed that sports items and other parcels are being kept in the reception area, adversely affecting its appearance. The reception area shall be kept clear at all times. Further, students are **not permitted to access** the reception area. Necessary action may be taken to remove such items and maintain decorum.

All concerned are requested to adhere strictly to the above instructions. Non-compliance shall be viewed seriously.

This order shall come into immediate effect.

This has the approval of the **Competent Authority**.

**By Order,**

  
**Registrar**  
**National Law University of Meghalaya**

NLUM/Estt/NLU/91/2024/474-A  
**Copy To:**

Dated: 17<sup>th</sup> April, 2026

1. O/o The Hon'ble Vice-Chancellor(I/c) for information.
2. To all the faculty and staff for favour of information.
3. Academic Section for circulation to all the students for information and compliance.
4. Office Copy.

  
**Registrar**  
**National Law University of Meghalaya**