



Dear Friend,

Greetings from St. Edmund's College, Shillong!

Friend, by choosing to come and study in St. Edmund's College, you have taken an important step to join the rank of achievers in different spheres of life and in various places around the globe who are proud to be Edmundians.

As you embark on this journey of life as a student it is important for you to make correct choices regarding the course and the institution you want to pursue the course of your choice. The decisions that you make will be crucial for you to achieve your aims, dreams and goals you have set for yourself.

It has been a continuous tradition in St. Edmund's College to provide excellence in every field and this has been widely acknowledged in the State, North East, and the Country and across the World. In 2015, the College was awarded STAR STATUS under the Department of Biotechnology Government of India thereby becoming the only College in Eastern India to achieve this feat.

Friend, be assured that once you are admitted to St. Edmund's College, it will be our endeavour to guide and assist you in discovering yourself and your potential in making your dreams and goals a reality.

As we welcome your application to be admitted as a student, we sincerely hope to admit you to the College – however, your admission will greatly depend on your academic performance in your previous course of studies or your performance in an entrance test that might be conducted. Whatever may be the outcome, the best wishes of all at St. Edmund's are always with you.

God bless you,

Sd/-

Dr. Sylvanus Lamare

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Blessed Edmund Rice

Edmund Ignatius Rice was born in Callan, Ireland, in 1762. Edmund had the good fortune of being brought up in relative comfort while the majority of his countrymen were relegated to near destitution due to the policy of religious persecution of the occupying British Government. At the age of seventeen, after a childhood spent on the family farm, he was apprenticed to his uncle, a merchant in Waterford, South-East Ireland. Edmund prospered and became the owner of the business and at the age of twenty five he married Mary Elliott. Two years later she died leaving him a psychologically daughter for whom he cared lovingly throughout his life.



As a widower, Edmund was known for his spirit of prayer and his practical charity. Though attracted to a life of prayer in a continental monastery, he realized, through a conversation with a friend and the example of Nano Nagle, Foundress of the order of Presentation Sisters, which God was calling him to work for destitute, ignorant people, especially youth.

Edmund spent his entire life in helping the poor personally. He undertook legal proceedings to ensure that money left to help them went to them and not to dishonest officials. He regularly visited the prisons, consoling the condemned and provided them with hope for a better world.

Though Edmund helped the poor in numerous ways, he saw that a holistic, value-based education as the best means of making them aware of their human and spiritual dignity as children of God. In 1802, at the age of forty, he sold his business and, unassisted, opened his first school in a converted stable in Waterford. His courageous example attracted followers. In 1808, with six companions, he made vows as a religious Brother, marking the foundation of the Congregation of Christian Brothers.

In the beginning the Brothers owed obedience to the local Bishop, being known as Presentation Brothers. In 1822, Edmund and most of the Brothers adopted a central organization and the Christian Brother rule of life approved by Pope Pius VII. Those Brothers who remained Diocesan retained the name, Presentation Brothers.

Edmund was a strong, rounded personality, intelligent and practical. He was balanced in temperament and appreciated the efforts of others. He was remarkable for his trust in Divine Providence. He died in 1844. Till today, in many places around the world on the six continents he is venerated for the holiness of his life. His remains rest in the Chapel of the Blessed Sacrament, Mount Sion, Waterford.

During his life time, his work spread throughout Ireland and to England, Gibraltar and Australia. Today his Brothers continue his mission in over 400 foundations in thirty countries. Edmund Ignatius Rice was beatified by His Holiness Pope John Paul II on the 5th of May, 1995.

Edmund's charisma continues to inspire many men and women around the world. Fired by his spirit they carry on his message to the youth of today. Besides the Congregations of the Presentation Brothers and the Christian Brothers, the worldwide Edmund Rice Network focuses the zeal and enthusiasm of many who wish to commit their talents and time to the work envisioned and started by Edmund.

His spirituality that of brothers and sisters who break the "Word" of God experienced in their lives to each other in community is especially relevant in our world today.

Invitation of the Spirit

(An extract from the Document on the Congregational Chapter held at Munnar, India in 2008)

The time is now! The place is here! You are the people!

This is my invitation to you.

Come; follow me to the edge, into the deeper and wider dimensions of Living, that you may discover the God who awaits you.

It is at the very heart of Existence that you will find life in its fullness.

I came to bring Life and I wish you to live it to the full, and to carry it to the very edge of the Universe.

Enter into the core of your being, into your stories.

You know me in your stories, in your living traditions and in the deepest moments of joy and pain.

Have courage! Let go the chains with which you will bind me.

I am waiting for you beyond your boundaries, your concepts, your understandings.

I walk with you in places of the heart beyond your wildest imaginings.

I am your source, your energy, your passion.

Fly free as Edmund did before you to new horizons, to the unknown, the not yet imagined.

Throw open your windows and let the fresh air in

Open wide your shutters and allow me to inflame you.

Dare to enter my Mystery and become hope for the world.

Risk being different! Risk leaping and falling!

Remember, falling is the privilege of the living

And even as you encounter loss, fear, despair and death, know I have been there before you and will be with you always.

Trust me. Dare to me my disciples. In you I am doing something new!

Brief History of the College

The Christian Brothers were invited to Shillong in 1915 and St. Edmund's College began in 1916. It was, however, in 1923 that the College was ready to start Inter-Arts and Inter-Science classes, and affiliation to Calcutta University, for these courses was received in 1923. The first classes of the University section of St. Edmund's College opened in 1924. Bro. J. E. McCann was the first Principal of the College (he was also the Principal of the School at this time). Bro. I. O'Leary was the first Principal of the College (separate from the School).

St. Edmund's College, Shillong is one of the premier institutions of the North East of India and Meghalaya in particular. Since 1924, till the present date, St. Edmund's College has maintained its excellence by regularly introducing new courses, updating its infrastructure, achieving the highest academic records and maintaining discipline of the students.

From 1924 to 1936, St. Edmund's College was a junior college for Intermediate Arts and Science. At this level the college offered English, Alternative English, Latin, History, Maths, Geography, Physical Chemistry for Arts and Science respectively. Today, St. Edmund's College has made commendable progress and has opened up different departments of various disciplines (Electronics, Computer Science, Biochemistry, Biotechnology, Social Work, Environmental Science, B.C.A. - Bachelor of Computer Applications and Masters in Social Work. The Higher Secondary Section has been segregated into a separate section within the College.

Along with academic excellence, the college has also worked towards the development of the personalities and potential of the students. Many programmes have been introduced in the college to draw out the potential and prowess of students and to help bring them to the forefront. St. Edmund's College is proud to have been the mold of several eminent personalities who have carved a name for themselves in the field of politics, academics, medicine, engineering, bureaucracy, judiciary etc.

The College celebrated its Platinum Jubilee in 1999. Over the period, the College has endeavored to instil in its students a love for excellence, integrity, concern for one's fellow

human beings and the preservation of the environment in an atmosphere conducive to the awareness of God.

St. Edmund's has been assessed and accredited by NAAC, first in 2003 and reaccredited again in 2009, and on both occasions was awarded with an 'A' grade. In 2015 the College became the 1st College in Eastern India to be Awarded STAR by the Department of Biotechnology Government of India for Biochemistry, Biotechnology, Botany, Chemistry, Physics and Zoology. In 2016 the Department of Biotechnology Government of India extended the funding for Computer Science, Electronics, Environmental Science and Mathematics. Hence, all the Science Departments are under the funding from the Department of Biotechnology, Government of India.

The College creates an environment where the all-round development of the individual is promoted with dignity, principally through right relationships with God, with others and with the whole of creation.

It is our attempt at St. Edmund's to encourage our students to use their imagination and intuition as tools to initiate change. Sensitization towards a need to bring about equality and change in the society and the world at large are modes of interest instilled in the minds of our students, hence, making them more responsible citizens.

College Motto: **“FACTA NON VERBA” (DEEDS NOT WORDS)**

EDUCATIONAL GOALS AND OBJECTIVES

We, the Staff of St. Edmund's College, are convinced that Education has the potential to transform society and thus we commit ourselves to:

Working together to create a NEW SOCIETY where people would accept each other as brothers and sisters under the common parenthood of God.

Accepting religious and cultural pluralism in the conviction that "Unity in Diversity" is part of God's plan for humanity.

Creating an environment where the all-round development of the individual is promoted with dignity, principally through right relationships with God, with others and with the whole of creation.

Collaborating with all people of good will in order to usher in a more just, peaceful and compassionate climate in society.

To assist the poor and oppressed in their own advancement and development
Inspired by this Vision and operating out of the conviction that we are called by God to partner Him in the creation of this NEW SOCIETY, we will

Share this vision with our students and past students and their parents, so that the college community has a common motivation.

Through Value Education sensitize our students to social needs.
Educate our students to be open to all religions, promoting inter-relatedness leading to integration.

Sensitize our students towards ecological preservation and restoration.
Provide opportunities to our students to reach out even more to the under-privileged, the marginalized and those oppressed by social and gender restrictions.

Promote flexibility and innovativeness to make our courses of study more occupationally relevant.

II. GENERAL INFORMATION ON ADMISSION PROCEDURE FOR DEGREE COURSES

Prospectus and Application Forms for admission shall be available in the College Office w.e.f. 3rd week of April each year.

Spot admission for those who qualify will start on the day the Meghalaya Board of Secondary Education announce the Class XII Examination Results.

The applications for admission, on prescribed forms will be accepted immediately after the announcement of the Class XII Examination Results of the Meghalaya Board of Secondary Education.

(A) DOCUMENTS REQUIRED FOR APPLICATION:

Each Application must be accompanied by:

- (i) A self-attested copy of class X mark sheet.
- (ii) A self-attested copy of class XII mark sheet.
- (iii) A recent passport size photograph of the student.

(B) DOCUMENTS REQUIRED FOR ADMISSION:

When a student is selected, then the Admission Form must be accompanied with:

- (a) A testimonial of character from the Principal of the School / College last attended.
- (b) A self-attested passed copy of the mark sheet of the class X.
- (c) A self-attested copy of the mark sheet of the last examination passed (Class XII)
- (d) A recent passport size photograph of the student.
- (e) The ORIGINAL Transfer Certificate from the School / College last attended.
- (f) A self-attested Schedule Tribe certificate for Meghalaya Tribal Students.
- (g) The ORIGINAL Migration Certificate for those students coming from Boards / Universities other than the Meghalaya Board of School Education is to be handed over to the office not later than one month from the date of admission.

(C) OTHER INFORMATION ON ADMISSION:

- The ORIGINAL mark sheet is NOT to be handed to the office under any circumstances.
- The College reserves the right to refuse an application for admission without assigning any reasons for the same.
- When admission is granted, the prescribed fees must be paid and the admission form must be submitted to the College office within 24 hours, otherwise the admission will stand cancelled.
- Application forms not having all the required documents will not be considered.

- Candidates of the Congregation of Christian Brothers and other Catholic Religious (Brothers or Sisters) and Priestly Congregations shall be given Direct admission subject to their fulfilling the minimum University criteria for admission in the respective streams.
- Direct admission is only applicable until the last date for submission of forms. Applicants admitted through direct admission must pay all fees within the specified period of time (24 hours).
- In case of withdrawal of admission, fees shall be refunded as per the UGC instruction D.O. No. 1-3/2007 (CPP-II) dated 6th December, 2016.
- The seats falling vacant after direct admission shall be filled on merit.

(D) CLASS TIMINGS:

Arts (Morning) and Commerce classes are held from 7.00 am to 12.00 noon.

Arts (Day), Science, B.S.W. and B.C.A. classes are held between 8.30 am and 3.45 pm.

For the Morning section students, the same number of classes are conducted as in the Day section and students are required to attend them regularly. The same teachers teach both sections.

III. ADMISSION OF STUDENTS FROM ABROAD

The College has, over the years, drawn students from various foreign countries such as Bangladesh, Nepal, Bhutan, Malaysia, Myanmar, Thailand, Korea, Vietnam, Finland and other countries.

This is a matter of immense pride to us and we hope to draw ever increasing numbers of students from around the world as this enhances the cosmopolitan nature of the campus. Both the students and the institution benefit from exposure to different people and different cultures.

The College charges the same fees from foreign students and from Indian students.

Foreign students are given preference in admission to the College Hostels.

(A) ADMISSION PROCEDURE FOR FOREIGN STUDENTS:

- Foreign students should have all legal visas and permissions for entry into the country. The college bears no responsibility for the presence of students without the necessary permissions seeking admission to the college.
- Before coming to India, applicants should have equivalence certification given by the Indian Embassies in their countries signed on their Higher Secondary equivalent examination results.
- On gaining Provisional admission to the course of studies of their choice, applicants are to apply to the Association of Indian Universities (AIU House, 16, Comrade

Indrajit Gupta Marg [Kotla Marg], New Delhi 110002) for issuance of an equivalence certificate as the same is required by the North Eastern Hill University before students can be registered in the University.

- Applicants will be provisionally admitted to the respective courses until the North-Eastern Hill University issues the Registration Cards for them.
- The college office (Counter No.4) will provide all assistance possible to students in this matter.
- The College conducts a U.G.C. approved Course in Communication Skills to assist such students in coping with a new language.

IV. COURSES OF STUDY AT DEGREE LEVEL

The College conducts under-graduate courses in **Bachelor of Arts, Bachelor of Social Work, Bachelor of Computer Applications, Bachelor of Commerce and Bachelor of Science.**

The duration of Degree Honours Course is six semesters which is equivalent to 3 years.

The College is affiliated to the North-Eastern Hill University, Shillong, which holds semester examinations after the completion of each semester and the student continues in the next semester after due registration.

The Degree courses are full-time College courses. There is no provision for “Private” or part time or non-collegiate candidates.

A student is to choose an Honours subject along with the Elective subjects as given in the prospectus. The College will follow the North-Eastern Hill University norms as guidelines; however, meritorious students will be granted admission on priority basis. Students who had not taken the subject in the Higher Secondary must secure at least 50% aggregate in the Higher Secondary Examination in order to be eligible for admission to a course they select.

The College cannot bear any responsibility for a student who does not have the University required norms and through oversight has been admitted to the course. Fees paid by such a student shall not be refunded.

A maximum 25% of seats in each honours course is reserved for students passing out from St. Edmund’s College, Higher Secondary Section and other Christian Brothers Higher Secondary Schools subject to their fulfilling the College admission criteria. **Please note that it is only for the first day of the admission.**

The applicants passing from MBOSE with minimum University criteria are eligible to apply however, selection for admission will be on merit.

The applicants from other Boards for Arts, Commerce, Science, Bachelor of Social Work and Bachelor of Computer Application must possess a minimum of 50% in the subject and 50% in aggregate to be eligible to apply. Selection for admission will be on merit.

In all the categories there shall be a time-bound reservation (i.e. till the declaration of the 1st Admission list) of 60% of the seats to applicants from the Tribal communities of Meghalaya.

Should seats remain vacant after the above procedure; the remaining seats will be filled on merit from the application forms of other applicants.

V. BACHELOR OF SCIENCE (B.Sc)

Any one of the following subjects may be chosen as Honours that is, Biochemistry, Biotechnology, Botany, Chemistry, Computer Science, Electronics, Environmental Science, Mathematics, Physics and Zoology. The following subject combinations are available for the B. Sc Degree Courses. Student will have to choose ONE of the combinations.

GROUP	HONOURS SUBJECT	ELECTIVE 1/ ELECTIVE 2
BC:1	BIOCHEMISTRY	CHEMISTRY, ZOOLOGY
BT:1	BIOTECHNOLOGY	CHEMISTRY, BOTANY
BY:1	BOTANY	CHEMISTRY, ZOOLOGY
CH:1	CHEMISTRY	PHYSICS, MATHEMATICS
CH:2	CHEMISTRY	BOTANY, ZOOLOGY
CS:1	COMPUTER SCIENCE	ELECTRONICS, PHYSICS
CS:2	COMPUTER SCIENCE	PHYSICS, MATHEMATICS
EL:1	ELECTRONICS	PHYSICS, MATHEMATICS
EL:2	ELECTRONICS	MATHEMATICS, COMPUTER SCIENCE
EV:1	ENVIRONMENTAL SCIENCE	BOTANY, ZOOLOGY
EV:2	ENVIRONMENTAL SCIENCE	CHEMISTRY, BOTANY
MT:1	MATHEMATICS	PHYSICS, CHEMISTRY
PH:1	PHYSICS	MATHEMATICS, CHEMISTRY
PH:2	PHYSICS	MATHEMATICS, ELECTRONICS
ZO:1	ZOOLOGY	CHEMISTRY, BOTANY

PLEASE NOTE: No change in subject combination will be allowed once admission has been given.

FEES PAYABLE (B.Sc.)

(i)	Tuition Fee:					
	Degree Honours	Rs.190.00 per month
(ii)	College Fee	Rs.800.00 per month
(iii)	Session Fee					
	College Exams	Rs.560.00
	Library	Rs.800.00
	Co-curricular Fee	Rs.690.00
	College Week Final Day	Rs.350.00
	Department Magazine & Calendar	Rs.130.00
	Development Fee	Rs.1000.00
	Building Fund	Rs.1200.00
	ICT Fee	Rs.480.00
	NAAC Fee	Rs.240.00
	Maintenance Fee	Rs.760.00
	Nursing and students' insurance	Rs.110.00
	TOTAL	Rs.6320.00
(iv)	University Fee:					
	a) Registration Fee	Rs.170.00
	b) Centre Fee	Rs.250.00
	c) University Annual Fee	Rs.100.00
(v)	Laboratory Fee (Physics, Botany, Zoology, Chemistry, Electronics, EVS)					
	(a) Degree General per subject...	Rs.200.00 per month
	(b) Degree Honours	Rs.200.00 per month
(vi)	Laboratory Expendables (Physics, Botany, Electronics, EVS)					
	(a) Degree General per subject...	Rs.420.00 per semester
	(b) Degree Honours	Rs.480.00 per semester
(vii)	Computer Science:					
	(a) Laboratory Fee	Rs.720.00 per month
	(b) Laboratory Expendables	Rs.1000.00 per semester
(viii)	Bio-Chemistry:					
	(a) Laboratory Expendables	Rs.950.00 per month
	(b) Laboratory Equipment	Rs.1760.00 per semester
(ix)	Biotechnology:					
	(a) Laboratory Expendables	Rs.1320.00 per month
	(b) Laboratory Equipment...	Rs.2640.00 per semester
(x)	Zoology & Chemistry [to be paid in addition to Laboratory Fee: (vi) (a), (vi) (b)]					
	Laboratory Expendables: General: Rs.550.00 per semester, Honours Rs.770.00 per semester					

The above fees do not include expenses of Field Trips and Study Tours which will be as per actual expenses incurred.

FEE TO BE PAID DURING ADMISSION: Rs.12390/-

VI. BACHELOR OF COMMERCE (B. COM)

Course structure will be as per the North-Eastern Hill University curriculum and guidelines, hence, **Subjects in 1st semester:** Business Environment, Principles & Practice of Management and Financial Accounting. **Subjects in 2nd semester:** Business Economics, Fundamental Mathematics or Information Technology in Business and Indian Financial system. From the 3rd semester the students will select their honours papers.

FEE PAYABLE (B.Com.)

(i)	Tuition Fee (Honours)	Rs.1600.00	per month
(ii)	Session Fee						
	College Exams	Rs.560.00	
	Library	Rs.800.00	
	Co-curricular Fee	Rs.690.00	
	College Week Final Day	Rs.350.00	
	Department Magazine & Calendar			Rs.130.00	
	Development Fee	Rs.1000.00	
	Building Fund	Rs.1200.00	
	ICT Fee	Rs.480.00	
	NAAC Fee					Rs.240.00	
	Maintenance Fee	Rs.760.00	
	Nursing and students' insurance	Rs.110.00	
	TOTAL	Rs.6320.00	
(iii)	University Fee:						
	a) Registration Fee	Rs.170.00	
	b) Centre Fee	Rs.250.00	
	c) University Annual Fee	Rs.100.00	

The above fees do not include expenses of Field Trips and Study Tours which will be as per actual expenses incurred.

FEE TO BE PAID DURING ADMISSION: Rs.16,050/-

VII. BACHELOR OF ARTS (B.A)

Any one of the following subjects may be chosen as Honours: Economics, English, Geography, History, Khasi, Political Science and Sociology. **Students opting for Economics honours are required to have a good background in Mathematics.**

In addition to the Honours subject students are required to do English I & II, Alternative English/M.I.L I and Environmental Studies and any TWO of the listed subjects as General in the combinations given below.

Students are not allowed to change the subject combination once Admission Form is submitted.

Those seeking admission to B.A. are to choose any one of the following combinations only.

GROUP	HONOURS SUBJECT	ELECTIVE 1/ ELECTIVE 2
EC:1	ECONOMICS	POLITICAL SCIENCE, HISTORY
EC:2	ECONOMICS	POLITICAL SCIENCE, SOCIOLOGY
EN:1	ENGLISH	HISTORY, POLITICAL SCIENCE
GE:1	GEOGRAPHY	ECONOMICS, HISTORY
HS:1	HISTORY	ECONOMICS, POLITICAL SCIENCE
HS:2	HISTORY	EL.LANGUAGE, POLITICAL SCIENCE
KH:1	KHASI	HISTORY, POLITICAL SCIENCE
PS:1	POLITICAL SCIENCE	EL.LANGUAGE, GEOGRAPHY
PS:2	POLITICAL SCIENCE	HISTORY, ECONOMICS
SO:1	SOCIOLOGY	ECONOMICS, POLITICAL SCIENCE

*Kindly note that only Khasi is offered as EL. Language.

*Kindly note that only Khasi is offered as MIL

PLEASE NOTE: No change in subject combination will be allowed once admission has been given.

FEES PAYABLE (B.A)

(i)	Tuition Fee:						
	Degree Honours	Rs.190.00 per month
(ii)	College Fee	Rs.800.00 per month
(iii)	Session Fee						
	College Exams	Rs.560.00
	Library	Rs.800.00
	Co-curricular Fee	Rs.690.00
	College Week Final Day	Rs.350.00
	Department Magazine & Calendar				Rs.130.00
	Development Fee	Rs.1000.00
	Building Fund	Rs.1200.00
	ICT Fee	Rs.480.00
	NAAC Fee						Rs.240.00
	Maintenance Fee	Rs.760.00
	Nursing and students' insurance	Rs.110.00
	TOTAL	Rs.6320.00
(iv)	University Fee:						
	a) Registration Fee	Rs.170.00
	b) Centre Fee	Rs.250.00
	c) University Annual Fee	Rs.100.00
(v)	Geography Laboratory Fee:						
	(a) Practical General						Rs.165.00 per month
	(b) Practical Honours						Rs.180.00 per month
	(c) Laboratory Expendables (General)						Rs.550.00 per semester
	(d) Laboratory Expendables (General)						Rs.600.00 per semester

The above fees do not include expenses of Field Trips and Study Tours which will be as per actual expenses incurred.

FEE TO BE PAID DURING ADMISSION: Rs.12,390/-

VIII. BACHELOR OF SOCIAL WORK (B.S.W)

INTRODUCTION: Social Work is a profession and a social science committed to social justice, the quality of life and to the development and full potential of each individual, group and community in society. Social Work Education is a professional course which trains students to understand, assess and try to solve social problems. The Social Work methods used for working with individuals, groups and community are Case Work, Group Work, Community Organization, Social Action and Research.

For applicants for B.S.W., (students from Arts, Commerce and Science) possessing an aggregate of at least 50% and at least 50% in English at the HSSLC Examination are eligible to apply. Selection for admission will be on merit.

Kindly note that the course demands students to be on the field frequently and hence, they have to be in good health and ready to face the challenges. On being selected the candidate will have to produce a medical fitness certificate from a Government registered practitioner.

THE COURSE STRUCTURE WILL BE AS PER THE NORTH-EASTERN HILL UNIVERSITY CURRICULUM AND GUIDELINES.

FEE PAYABLE (B.S.W)

(i)	Tuition Fee (Honours)	Rs.1600.00	per month
(ii)	Session Fee						
	College Exams	Rs.560.00	
	Library	Rs.800.00	
	Co-curricular Fee	Rs.690.00	
	College Week Final Day	Rs.350.00	
	Department Magazine & Calendar	Rs.130.00	
	Development Fee	Rs.1000.00	
	Building Fund	Rs.1200.00	
	ICT Fee	Rs.480.00	
	NAAC Fee	Rs.240.00	
	Maintenance Fee	Rs.760.00	
	Nursing and students' insurance	Rs.110.00	
	TOTAL	Rs.6320.00	
(iii)	University Fee:						
	a) Registration Fee	Rs.170.00	
	b) Centre Fee	Rs.250.00	
	c) University Annual Fee	Rs.100.00	

(iv) **FIELD WORK:** *It is an integral part of the B.S.W. programme. Each class has two days of Field Work each week. Since Teachers are required to supervise the field work, students shall be charged for teachers travel and miscellaneous expenses. Field Work also includes a monthly Community Visit.*

FIELD WORK & COMMUNITY VISIT CHARGE (Annual) Rs.950.00

(v) RURAL CAMP / STUDY TOUR:
Field Work is part and parcel of the course.

The above fee do not include expenses of field trips / rural camps / study tours which will be as per the actual expenses incurred.

FEE TO BE PAID DURING ADMISSION: Rs.16,050/-

IX. BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)

INTRODUCTION: This course was started w.e.f. from the academic session, 2010. The BCA (Honours) programme is a 3 year, full time, Bachelor's Degree Programme in Computer Applications resulting in the award of the Bachelor's degree in Computer Applications (Honours) by the University.

Programme Objective: To provide a sound academic base from which a moderate to advanced career in Computer Applications can be developed. A firm conceptual grounding in computer applications in the practical environment is the focus of the programme. The programme has been designed to prepare employable students with knowledge, skills and aptitude appropriate for the prevalent IT market in India. The emphasis of the programme is more on programming and software applications.

For applicants for B.C.A., (students from Arts, Commerce and Science) possessing an aggregate of at least 50% and at least 50% in Maths at the SSLC Exam are eligible to apply. Selection for admission will be on merit.

FEES PAYABLE (B.C.A.)

(i) Tuition Fee (Honours)	Rs.1600.00	per month
(ii) Session Fee		
College Exams	Rs.560.00	
Library	Rs.800.00	
Co-curricular Fee	Rs.690.00	

College Week Final Day	Rs.350.00
Department Magazine & Calendar			Rs.130.00
Development Fee	Rs.1000.00
Building Fund	Rs.1200.00
ICT Fee	Rs.480.00
NAAC Fee					Rs.240.00
Maintenance Fee	Rs.760.00
Nursing and students' insurance	Rs.110.00
TOTAL	Rs.6320.00

(iii) University Fee:

a) Registration Fee	Rs.170.00
b) Centre Fee	Rs.250.00
c) University Annual Fee	Rs.100.00

(iv) PRACTICAL FEE (per practical paper per year)

Practical fee will be calculated per semester and will be informed to the students

(a) Laboratory Fee	Rs.240.00 per month
(b) Laboratory Expendables	Rs.970.00 per year

FEE TO BE PAID DURING ADMISSION: Rs.16,050/-

X. INFORMATION ON FEE AND MODE OF PAYMENT

Fee will be charged for 36 months or 6 semesters for Degree Courses.

Fee for each semester are to be paid in 2 instalments - The amounts and dates by which the instalments are to be paid shall be informed to the students at appropriate times.

Students who do not pay their fees by the due date will be fined Rs. 100/- per month.

Any student whose name has been struck off the register may be readmitted at the discretion of the Principal, and if there is place in the class, on payment of arrears and fines in full and a Re-admission fee,.

All College Fee, Fines etc., have to be paid to the State Bank of India, Laitumkhrach Branch, A/C CCBI, Collection & Commerce Account, after the Bank Book has been countersigned by the dealing officer at the College Office (Counter Number 3).

PAYMENT OF FEE

1st instalment: (at the time of admission): Tuition Fee, College Fee and Session Fee.

2nd instalment (to be paid by the end of the 1st week of August): Laboratory Fee and NEHU Exam fee

COLLEGE FEE: The Governing Body of the College, in its meeting held on the 7th March 2002, decided to charge a College fee, with effect from the admissions to Degree 1st year

2002. This decision was taken in response to the Government's letter to Colleges: No. EDN/136/98/466 dt. 2nd November 2001, freeing Colleges to enhance fees to meet the payment to non-sanction of Professors of the College. It is also meant to meet the need of the College to employ additional Staff (teaching, Office and non-teaching) when required. It is the desire of the College to retain the services of well qualified and permanent Staff for the benefit of the students. Kindly note that the College Fee could be enhanced each year, in order to bring in, in a phased manner all Staff under scales of pay, and enhance their remuneration through increments, promotion, etc.

PLEASE NOTE:

1. Should situation demands, the fees may be marginally changed even during the session.
2. Should a student decide to leave the college at any time of the session or expelled from the college, he/ she shall be liable to pay the outstanding amount of the "fees payable" for that session.

XI. EXAMINATIONS & ATTENDANCE

Internal Examinations, assignments and attendance:

Under the Semester System there is continuous evaluation of a student. The total marks for each subject is 100 out of which 25 marks is for internal examinations and assignments. Hence, the College will conduct internal examinations and assignments from time to time and students are expected to prepare themselves and attend them without fail. Students who do not attend internal examinations and assignments will not be allowed to appear in the end Semester examination.

Marks are given periodically and after every internal examination. Parents are urged to check the internal marks because they are an indication of the student's performance and seriousness and will be added to the final marks to be issued by the University.

Students are required to be present and on time on all class days. Students who are absent for even a day, are to have an excuse note written by their parents. For longer absence parents are requested to meet the concerned Head of Department and / or Principal and in case of illness to produce a medical certificate from a registered medical practitioner.

A MINIMUM OF 80% ATTENDANCE is required if a student is to be sent up for the final examination. A student having less than the required percentage of attendance is liable to be barred from appearing the University Examination. Parents are earnestly requested to help us by checking with the respective Heads of Department from time to time regarding the attendance of their wards.

Any student who is absent for TWO SUCCESSIVE CALENDER WEEKS, without prior permission, will have his name removed from the Register.

XII. RAGGING

Ragging of fresher's / juniors in many institutions is a matter of social concern. Ragging in any form (Physical, Verbal and Mental) is totally prohibited in this institution. Anyone found guilty of ragging and / or abetting ragging, whether actively or passively is liable to be punished in accordance with the "UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009". Every student is expected to register online in the anti-ragging cell under UGC.

Our institution is free from ragging. However, there is an Anti-Ragging Cell in place, comprising senior students and teachers' in-charge. Members of this cell are always vigilant that no ragging to fresher's / juniors occurs in the College Campus or Hostels. Hostel wardens are empowered to take action against students indulging in ragging as per the UGC regulations. The Principal of the College shall act immediately in response to the information received from the Anti-Ragging Cell.

Helpline: Prof. Gideon L. Kharkongor
(Coordinator, IQAC) 94361-05406
Prof. S. Lyngdoh
(Faculty, Political Science Department) 98620-06086
Prof. Edaneolla Kynta
(Faculty, BSW and Director, Women's Studies Centre) 9774034436

Please Note:

Serious breach of discipline by any student inside the college campus shall call for EXPULSION from the College.

XIII. DRESS CODE

All students are expected to come dressed respectably and appropriately to the College. Students must wear their College Identity Card in the College Campus. Given that the College is coeducational, male and female students are to so dress that they do not cause offence to others.

The following code should be adhered to:

- Hair should be combed and tidy.

- Semi-formal / formal footwear is to be worn. Hawaii / Bathroom slippers are not allowed.
- T-shirts / Jackets, etc., when worn, should not have abusive or other objectionable language / pictures printed on them.
- Boys must wear full length trousers.
- Boys' shirts / T-shirts must either be half-sleeved or full sleeved.
- Girls blouses should be sleeved fall well below the waistline, be modestly cut and not transparent.
- Girls may not wear half or mid-length pants.
- Girls' dresses / skirts must be of length which maintains modesty.
- Face rings, nose rings and lip rings are not to be worn.
- The wearing of earrings by boys is discouraged.
- Caps must not be worn in classrooms and should otherwise be removed deferentially when greeting a member of the Staff. Woollen caps may be worn during winter and when religious purposes require the shaving of the head.

XIV. MOBILE COMMUNICATION DEVICE

The world has made wonderful strides in the development of Mobile communication systems. However, given the purpose of St. Edmund's College, mobile phones must be switched off before entering the building, classroom buildings and laboratory buildings. Otherwise, mobile phones should always be in the silent mode. Mobiles are not to be brought on Examination days. The mobiles may not be used as music / movie entertainment systems on campus. The College takes no responsibility for the loss of mobile phones on campus.

Ear phones / iPods / MP3 / MP4 players are not to be brought to the College.

Please note:

If any student is found using mobile phone or MP3 / MP4 players inside the College building area (classroom, laboratories, Veranda etc.), the mobile set or players shall be confiscated.

XV. COLLEGE LIBRARY

The college has a well-equipped library for the young academician. It has a good collection of books both primary sources and secondary sources. The library also maintains national and international journals/magazines and newspapers (local, regional and national) and has easy accessibility by the students. Question banks are stacked on racks for quick reference and as modes of practice to the students. The students are also provided with

Internet facilities that would enable them to rummage around for profound reading materials related with their course of study.

The library has an ambience of learning conducive and stimulating to the minds of the students. Students are encouraged to become erudite users of the library.

Library Caution Money is: Rs.800/-

The library caution money is to be deposited before an admission form is issued from the office and is refundable on production of Caution Money Receipt at the end of the course of study.

Each student will be issued 4 (four) Library Cards which will have a record of the books borrowed. These cards will be issued at the beginning of the course on producing the College Identity Card signed by the Principal and the Caution deposit Receipt.

Students will be allowed a maximum number of 4 (four) books at a given time from the Library. A student may keep the book for a maximum period of 14 (fourteen) days only for general books and 7 (seven) days only for course books, after which it will have to be returned to the library. Rs.2 per day per book shall be charged as late fee.

XVI. SCHOLARSHIPS

(i) Scholarships Criteria: The respective Governments / Agencies awarding scholarships have their specific norms regarding eligibility of applicants for receipt of scholarships. Applicants for scholarships are responsible for knowing the criteria. Should applicants give false information, the College cannot bear any responsibility as the College is not informed of the changing circumstances, say, of the applicant's family and financial situation. Anyone receiving a scholarship by submitting wrong information is duty bound to return the same to the issuing authority.

(ii) Scholarships available: Students may apply for the various types of Scholarships to the Government / Agency, etc., through the college. The following are the scholarships (list not exhaustive) availed to students of the college.

- Post-Matric, Book Grant, Free Studentship: available to those students belonging to the category of Scheduled castes and Tribes and other backward classes.
- National Scholarships.
- State Merit Scholarship.
- Stipend / Book Grant.
- Financial Assistance such as for those whose parents are employed in the Armed Services.
- Coal India Rajiv Gandhi Scholarship.
- National Council of Education Research and Training Scholarships.

- North Eastern Council Stipend and Book Grant.
- Inspire Scholarship for undergraduate Science students.

(iii) Criteria for availing the Scholarships:

Having collected the scholarship form from either the college office or the respective Government / Agency office (where the same is not available in the office) the required information should be filled and handed over to the Counter concerned with Scholarships. The Principal will forward the Scholarship forms which have been filled-in correctly and submitted on time.

Some of the criteria for being eligible for receiving a scholarship are:

- Income of the parents/guardians specified by the Government / Agency norms.
- Student's attendance for classes in the previous academic year.

NOTE: The College does not guarantee the grant of Scholarship by the Government / Agency, to those who apply for the same.

(iv) Mode of Withdrawal:

- When the Government / Agency intimate the approval of a scholarship to the College, the same will be intimated to the students who have been granted the Scholarship through a notice displayed on the Notice Board.
- Students are to present, at the time of collection, their Identity Card and Fee Book for verification.
- Scholarships will be issued by cheque and only to the recipient named in the Scholarship order.
- In no case will the scholarship be disbursed unless the student has fully cleared the previous year's fees.
- In case the recipient is unable to collect the scholarship in person, an authorized person may collect the same on his / her behalf, subject to the Government / Agency authorization of the substitute person. The authorization should be in writing with the seal of the respective disbursing officer of the Government / Agency.
- There will be no deduction or adjustment of fees from Scholarships.
- No unauthorized deductions from the scholarship sanctioned shall be made.

XVII. AMENITIES

A. ADDITIONAL COURSES :

- i) UGC sponsored Training Courses in Civil Services.
- ii) UGC sponsored Remedial Coaching for students belonging to Minority communities
- iii) UGC sponsored COC in Conversational English conducted by English Department.

- iv) UGC sponsored COC in Basic Electronics & Computer Assembly conducted by the Electronics Department.
- v) Computer Literacy Courses for the students, Teachers, Parents and the Community at large.
- vi) UGC sponsored COC in Mushroom Cultivation conducted by the Botany Department
- vii) UGC sponsored COC in Advanced Analytical Chemistry conducted by the Chemistry Department
- vii) Trained Counsellors will be conducting courses for each class on Personality Development, Life Skills and Preparation to approach the Job Market.

B. NSS: The National Service Scheme (NSS) is a youth and a student programme that aims at arousing social consciousness of the youth with an overall objective of personality development of the students through community service. St. Edmund's College has been actively involved with various activities and programmes of the NSS like tree plantation, constructive work in adopted villages, blood donation camps, AIDS awareness programmes to name a few.

C. NCC: The College is also attached to 42 Megh Signal Coy NCC Unit and is located within the campus (behind J N Folley Hostel). This facility is for both boys and girls from all streams joining the College in Degree 1st year. NCC provides the students with many incentives such as Certificates and Scholarships. Interested students can contact the NCC cell for enrolment.

D. College Magazine: The College Magazine is one platform that allows the teachers and the students to work. This annual magazine showcases the talents and interests of the student community at large. It invites and encourages students towards activities that would expose their creativity as well as enliven their talents. From 2017 only e-format of the magazine will be made available in the college website.

E. Department Magazines: Apart from the College Magazine, students are encouraged to bring up an annual department magazine. This magazine is solely steered and managed by the student's right from the inputs up to the printing. Some of these magazines are:

Botanica (Botany Dept.)	Scientia Potentia Est (Biotechnology Dept.)
Edphys (Physics Dept.)	Vox Populi (Political Sc. Dept.)
Znigma (Zoology Dept.)	Societus (Sociology Dept.)
Musings (English Dept.)	'N.O.W' (Environmental Sc. Dept.)
Net Worth (Commerce Dept.)	Ingene (Biochemistry Dept.)
The Chemists Mind (Chemistry Dept.)	Ka Rynsan (Khasi Dept.)
EcoInfo (Economics Dept.)	Weaving Change (BSW & MSW Deptts.)
Zeitgeist (History Dept.)	Geographia (Geography Dept.)
Bit Canvas (Computer Science)	

F. Seminars:

(a) Student Seminars: The students are stirred and motivated to participate in seminars organized by various departments from time to time in the academic session. These seminars help build in their confidence and their personality.

(b) National and International Seminars: At least two National or International seminars are conducted in the college each year.

G. College Month: St. Edmund's College is the only College in the city that dedicates one full month towards creativity and recreation of the students. This one month favours the students with participation in activities like sports, cultural and co-curricular activities.

H. Sports: St. Edmund's College also works towards the development of both the mind and the body. Sports play a vital role in the lives of every Edmundian. There are both indoor and outdoor games for the students. The college campus has two basketball courts, two football fields, one cricket field, practice cricket pitches, a volleyball court and a throw ball court for the outdoor games and several indoor games like table tennis, chess and caroms. The college also has a football team, a basketball team and a cricket team for participation in all inter-college tournaments. Reputed coaches for the above sports are employed by the college for better guidance and improvement of the students in the field of sport.

I. Indoor Gymnasium: St. Edmund's College has a well-equipped indoor gymnasium to encourage students to build their physical and mental health. The Gymnasium has a specialized trainer to provide guidance to the trainees.

J. Audio / Visual Room: Keeping up with modern technology, St. Edmund's College provides its teachers and students with modern techniques of imparting knowledge to the students. The Audio-Visual Rooms are spacious and have projectors (overhead and LCD) that provide added and better means of teaching and learning for the students. Films related to the course of study are screened from time to time for the better understanding of the particular subject. To think ahead of chalk and duster and to keep pace with the modern day technique of teaching, St. Edmund's College provides all its lecture rooms with LCD projectors which are used for the power point presentation by teachers.

K. College Hostels: The College also maintains hostel facilities for the benefit of out-station students who come from other states and countries as well. Hostel admission is provided on the basis of merit only. It is important that the students' performance throughout the course of study be excellent to retain a seat in the hostel. The pupils are expected to maintain discipline and a feeling of brotherhood with one another in the hostel and the community at large. Presently the College has two Boys Hostels (The Bro. O'Leary Hostel and the Bro. Foley Hostel), each with a capacity of 50 students. The College has also started a Girls' Hostel from the academic sessions 2013-14 with a capacity of 50 only. Those wishing to apply for a Hostel seat may purchase the Hostel Prospectus from the hostel wardens and submit the form enclosed there, immediately after admission into the College, to the Rector's Office. When meeting the Rector, the applicant should be accompanied by her/his parent (s) and the local Guardian.

L. Mentoring: A valued tradition at St. Edmund's College is the close bond between students and Teachers. This has been formalized in recent years into a regular mentoring programme. The College highly regards this one on one interaction between the teachers and the students. This has proved successful in providing students with an opportunity to open up to a responsible and concerned adult their views and opinions with regards to their academic, social and even individual concerns. This has further enhanced the teacher-student bond. Two trained counsellors are available should the need be felt for personal counselling.

M. Career Guidance and Counselling: The College has a Career Guidance and counselling cell. There are two members of the Teaching Staff who coordinate the activities of this cell. The purpose of this cell has been to keep in touch with various companies seeking campus interviews and they facilitate their interaction with the students. The centre also organizes regular career guidance seminars.

N. College Canteens: The College has two canteens and a Coffee Shop. The College canteens have a total seating capacity of 150 students at any one period of time. The canteens are open from 7.00am to 7.00pm. Students are encouraged to spend their free time in the College Library, while making adequate use of the canteen facility for social interaction.

O. Student Feedback: The College respects the opinions of all its stake-holders. Significant among the many stake-holders are our students. Each year, at the time of collection of the Admit Cards for the University Examinations the students are invited to assess the College on all fronts. This assessment is collated and presented to the College Governing Body, IQAC and Staff, who suggest remedial measures if necessary.

P. On Campus Recruitment: Many agencies come to the College to recruit candidates for various positions. The College provides the logistics for such recruitment and students are the beneficiary.

Q. Bioinformatics Facility: The Bioinformatics Infrastructure Facility (BIF) for biology teaching attached to the Biotechnology Department of the college was established in 2009 under BTISNET programme of DBT, Govt. of India. The centre facilitates the use of databases and software's packages required by the undergraduate biotechnology students and teachers with an aim to provide up to date accurate information in the field of biotechnology and bioinformatics. The centre also provides services such as online bibliographic references search through network, offline literature search through CDROM server, electronic mail, internet, statistical interpretation of research data, training programmes, workshop on bioinformatics and current awareness services etc. Since its inception, the centre has been engaged in organizing workshop, trainings and also has published many publications in peer reviewed journals. The main area of specialization is protein engineering, environmental biotechnology and bioinformatics. The centre invites all the students of the college and the nearby areas to make use of the facility developing their IT skills. (Visit: www.bifsec.com / email: stedmundc.btisnet@nic.in)

R. Biotech Hub Facility: The Institutional Biotech Hub Facility, located at the premises of the Biotechnology Department of the College, established in 2012 is funded by DBT, Govt. of India. The broad purpose of the facility is to promote education and research in biology/life Science/biotechnology and to attract brilliant young students to build their career in different fields of biological sciences/biotechnology. The support under this programme has been provided initially for a period of 3 years. The hub has state of art facilities with a world class infrastructure, with basic sets of instruments for biotechnology research. The major activity of the hub is to provide training to students and teachers on basic biotechnology research and also to collaborate with other institutes for research activities. Presently the hub is focusing on the gene and protein characterization, structure prediction, molecular docking of cyanobacteria in context to the dye decolourization. Furthermore the centre is also emphasized on in silico based modelling of various enzymes that are important for metal stress in cyanobacterial system. Besides these, the hubs would provide online library resources and animations for the undergraduate students of biology. The hub invites all the students and teachers to use the facility. (Visit: www.bifsec.com /email: samratadhikari@rediffmail.com)

S. Insurance Coverage: St. Edmund's College has tied up with a Premier Insurance Company for facilitating Comprehensive Life Coverage to all its bonafide regular students with effect from the academic session of 2014-15 .A Composite Term Policy covering all the stake holders of the College and the Memorandum of Understanding (MOU) has been signed between the College and the Insurance Company (TATA AIG) in this regard. The College also provides basic medical facilities in the Campus through a registered Nurse.

T. Reachout Programmes: The Staff of the College conducts regular reach out programmes to class IX and X students in rural schools in sciences and other subjects. They also involved students after training in social activities.

XVIII. MEMORIAL LECTURES

1. The Prof. B. Dutta Ray Memorial Lecture organized jointly by the Political Science & Economics Departments
2. The Bro.D. O'Donohue Memorial Lecture organized by the English Department
3. The Late Mr. Valentine Richard Miranda and the Late Marjorie Miranda Memorial Lecture organized in alternate years by the Environmental Science & Social Work Departments.

XIX. AWARDS

The following Awards have been instituted in the College:

1. The Edmundian of the Year:

The Award was instituted in the Year 1991, and is the most coveted honour bestowed on the most outstanding graduating student of the College.

Nomination: Nomination for this award is made by each Department on the basis of the overall performance of the student spanning over three to five years of his / her stay at the

College. While nominating, the merit of the student is judged on the basis of his / her academic grades, extra-curricular activities, behaviour, manners and performance in the classroom, relationship with Staff and Peers and how he / she has impacted the community life in the College.

Edmundian of the Year

2005: Mark Andrew Challam	2006: Jeffreyson Wahlang	2007: Mereleen L Blah
2008: Savio Meyase	2009: Lalhaihzuala	2010: Victor Sangma
2011: L. Namrata Singh	2012: Jason Raplang Rynjah	2013: Debojit Paul
2014: Paul Fernandes	2015: Jason Jyrwa	2016: Amika K. War

2. Other Awards:

- a.** St. Edmund's Commerce.com Award in memory of Late R N Bajaj for overall excellence- a student in the Commerce Stream.
- b.** The Saktipada Das Memorial Award for topper (over 60%) in Economics in the NEHU Hons. Examination.
- c.** The Platinum Jubilee Award for overall Degree toppers.
- d.** The St. Edmund's College Staff Mutual benefit Fund Award for Physically challenged students.
- e.** The Late N. Karmakar & the late A. Karmakar Award for topper (over 60%) in Maths from the College in the NEHU Hons Examination.
- f.** The B. Dutta Ray Memorial Award for the topper (over 60%) in Political Science from the College in the NEHU Hons Examination.
- g.** Parmeshwari Devi Bajaj Award to a Girl Student for All Round Excellence.
- h.** The Late Valentine Richard Memorial Award for the topper in EVS from the College in the NEHU Examination.
- i.** The Late Valentine Richard Memorial Award for the most environment friendly student of the year.
- j.** The Late Marjorie Miranda Memorial Award for the topper in Social Work from the College in NEHU B.S.W. Examination.
- k.** The Late Marjorie Miranda Memorial Award for the student most passionately involved in social outreach during the year.
- l.** The Prof. M. Kalita Memorial Award for the topper in Chemistry in the NEHU Honours Examination.
- m.** The Prof. S. Myrthong Memorial Award for the topper in Botany in the NEHU Honours Examination.
- n.** The Prof. N. Ganguly Memorial Award for the topper in Physics in the NEHU Honours Examination.
- o.** The Prof. D. Dhar Award for the topper in Zoology in the NEHU Honours Examination.

XX. RESULT OF THE COLLEGE (2016)

Stream	Position Secured	1 st Class	2 nd Class	% of Pass
BSW	4	4	36	90.74
B.Com	5	5	36	74.1
BCA 6	16	9		86.20
BA Hons	18	51	149	90.0
BA Pass	-	-	5	83.33
B.Sc	46	99	66	80.88

XXI. EXPECTATIONS OF THE PUPIL

(a) God expects that you will:

- Develop your relationship with Him through prayer and participation in the life of the institution.
- Behave in a God like way, in your dealings with others modelling His tolerance, fairness, respect and honesty at all times.

(b) The Educational Authorities require that you will:

- Attend College regularly.
- Come to College on time.
- Attend all the classes organized for you.
- Respect the property of the institution.

(c) The College Community expects that you will:

- Take advantage of every chance to learn.
- Not take part in unacceptable behaviour such as swearing, spitting, fighting and damaging institution property.
- Show respect for your physical well-being by not smoking, not taking alcohol or tobacco in any form, chewing pan and by not using drugs which are harmful.
- Show pride in your College and present a Good image by behaving yourself in public and when traveling.
- Be co-operative with members of the staff.
- Show a strong College spirit by participating in College activities.

(d) Your Lecturers expect that you will:

- Show them courtesy and respect at all times.
- Accept their authority and responsibility and their right to give instructions.
- Listen when Lecturers or other students are speaking. Indicate your desire to contribute by raising your hand.
- Avoid distracting behaviour during the classes.

(e) Your fellow students expect that you will:

- Not interfere with their person by bullying or violence.
- Not detract from their good name by insults or spreading rumours.

- Not interfere with their chance to learn by causing disturbance during the lectures.
- Speak to others with courtesy and respect.
- Be responsible for your actions and accept the consequences of them.

