IN BRIEF ON PROCEEDURES, SUBJECT COMBINATIONS AND FEES

I. General Information on Admission Procedure for Degree Courses

1. The Secretary of the College, supported by the Principal and the Vice Principal will be directly responsible for all admissions.
2. Students who want to apply for admission in St. Edmund's College are encouraged to show their intent by submitting their class 10 mark sheet, after the 1st May, 2021 to the following link https://sec.linways.com/v4/adm-applicant/login
3. Students/Parents/Guardians should go through the **College Prospectus** before applying.
4. State Reservation Policy as approved by the Sponsoring Body will be in place.
5. Written tests, where necessary, will be conducted a day after the MBOSE results are declared for Class XII Science/Class XII Arts for students wishing to apply for English and Zoology as their Honours subjects.
6. All procedures will be taken care of by the Central Office; students do not need to visit the various departments.
7. Name lists of the selected candidates for admission will be displayed each day on the Notice Board/College Website by 9.00 a.m., till all seats are filled.
8. The selected candidates will forfeit their admission if their fees are not paid by 4.00 p.m., on the same day.
9. The Management reserves the right to grant or deny admission.

Note: In case the Covid 19 situation accelerates, the above guidelines may be modified and intimated through the College website and College notice boards.

II. Documents for Application

(a) Documents Required for Applying:

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.
(h) As a College we have been encouraging students with Disability and such applicants are required to produce a Disability Certificate duly issued by a competent recognised authority.

(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.
- 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.
- 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. A candidate seeking refund must apply for refund stating a reason for withdrawal and no re-admission will be granted.

(d) Class Timings:

- Classes are held from 8.30 am to 4.00 pm. During practical a student will be required to stay longer.

III. Admission of Foreign Students:

The College has, over the years, drawn students from various foreign countries such as Bangladesh, Nepal, Bhutan, Malaysia, Myanmar, Thailand, Korea, Vietnam, Finland, Afghanistan 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 documents such as visas and permissions for entry into the country. The student will have to produce the documents when applying.
- The applicant 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.

IV. Courses of Study at Degree Level

The College conducts under-graduate courses which are affiliated to North-Eastern Hill University in **Bachelor of Arts, Bachelor of Science, Bachelor of Commerce, Bachelor of Social Work and Bachelor of Computer Applications.**

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

The College holds semester examinations as per the University schedule after the completion of each semester and the student continues in the next semester after due registration.

The Degree courses in the College are full-time 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. Students who had not taken the subject in the Higher Secondary must secure at least 60% 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.

V. Bachelor of Science (B.Sc)

The subjects listed below may be chosen as Honours with elective subjects. Student will have to choose ONE of the combinations.

CODE	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	MATHEMATICS & PHYSICS
CS:2	COMPUTER SCIENCE	MATHEMATICS & ELECTRONICS
EL:1	ELECTRONICS	MATHEMATICS & PHYSICS
EL:2	ELECTRONICS	PHYSICS & COMPUTER SCIENCE
EL:3	ELECTRONICS	MATHEMATICS & COMPUTER SCIENCE
EV:1	ENVIRONMENTAL SCIENCE	CHEMISTRY & ZOOLOGY
EV:2	ENVIRONMENTAL SCIENCE	CHEMISTRY & BOTANY
MT:1	MATHEMATICS	PHYSICS & CHEMISTRY
PH:1	PHYSICS	MATHEMATICS & CHEMISTRY
PH:2	PHYSICS	MATHEMATICS & ELECTRONICS
PH:3	PHYSICS	MATHEMATICS & COMPUTER SCIENCE
ZO:1	ZOOLOGY	CHEMISTRY &, BOTANY

NOTE: ENGLISH AND ENVIRONMENTAL STUDIES ARE COMPULSORY FOR ALL STUDENTS.
PLEASE NOTE: NO CHANGE IN SUBJECT COMBINATION WILL BE ALLOWED ONCE ADMISSION HAS BEEN GRANTED.

VI. Bachelor of Arts (B.A)

The subjects listed below may be chosen as Honours with elective subjects. Student will have to choose ONE of the combinations. (*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 and Environmental Studies and any TWO of the listed subjects as General in the combinations given below.

CODE	**HONOURS SUBJECT**	**ELECTIVE 1 & ELECTIVE 2**
EC:1	ECONOMICS	POLITICAL SCIENCE & HISTORY
EC:2	ECONOMICS	POLITICAL SCIENCE & SOCIOLOGY
EC:3	ECONOMICS	HISTORY & SOCIOLOGY
EN:1	ENGLISH	HISTORY & SOCIOLOGY
GE:1	GEOGRAPHY	ECONOMICS & SOCIOLOGY
GE:2	GEOGRAPHY	SOCIOLOGY & POLITICAL SCIENCE
HS:1	HISTORY	ECONOMICS & POLITICAL SCIENCE
HS:2	HISTORY	ECONOMICS & SOCIOLOGY
HS:3	HISTORY	POLITICAL SCIENCE & SOCIOLOGY
KH:1	KHASI	HISTORY & SOCIOLOGY

KH:2	KHASI	HISTORY & POLITICAL SCIENCE
KH:3	KHASI	POLITICAL SCIENCE & SOCIOLOGY
PS:1	POLITICAL SCIENCE	SOCIOLOGY & HISTORY
PS:2	POLITICAL SCIENCE	SOCIOLOGY &, ECONOMICS
PS:3	POLITICAL SCIENCE	HISTORY & ECONOMICS
SO:1	SOCIOLOGY	GEOGRAPHY & HISTORY
SO:2	SOCIOLOGY	GEOGRAPHY & EL. LANGUAGE
SO:3	SOCIOLOGY	HISTORY & EL. LANGUAGE

***Note: Only Khasi and English are offered as EL. Language.**
***Note: Only Khasi is offered as MIL**

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

VII. 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 which are offered in the College: **Accounting and Finance Group** OR **Management Group**.

In addition to the Honours subject students are required to do English I & II, Alternative English/M.I.L and Environmental Studies.
Note only Khasi is offered as MIL.

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.

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.

(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)

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

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

IX. Bachelor of Computer Application (B.C.A.)

INTRODUCTION: This course was started w.e.f. from the academic session, 2010. The BCA (Honours) programme is for 6 semester's full time, Bachelor Degree Programme in Computer Application resulting in the award of the Bachelor's degree in Computer Application (Honours) by the University.

Programme Objective: To provide a sound academic base from which a moderate to advanced career in Computer Application 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.

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 ONE instalment. The amount and date by which the fees 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, on payment of arrears and fines in full and a readmission may be given. All College Fee, Fines etc., have to be paid online to: The State Bank of India, Laitumkhrah Branch, A/C CCBI, Collection & Commerce Account. Details are as follows:

State Bank Collect – Online SBI (website)

a) Agree to the terms and conditions.
b) Select State (Meghalaya) / Select Institutions (Educational Institutions).
c) Select Account:
   (i) St. Edmund's College (Commerce) for: B. Com / B. C. A.
   OR
   (ii) St. Edmund's College (General) for: B. A / B. Sc.
   OR
   (iii) St. Edmund's College (MSW) for: B. S.W.
d) Once the fees are paid, a student is expected to produce the fee receipt to be countersigned by the dealing assistant at the College Office (Counter Number 3).
e) 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 Fees could be enhanced each year.
f) Should situation demands, the fees may be marginally changed even during the semester.
g) Should a student decide to the 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 the given Semester.

COLLEGE FEES

Annexure – 1

FIRST SEMESTER
(Fee Breakup)
(for the year 2021- 2024)

Sl.No	CLASS	FEES	
1	BA HONOURS (without Geography) ECON-1, ECON-2, ECON-3 ENGL-1 HIST-1, HIST-2, HIST-3 KHAS-1, KHAS-2, KHAS-3 POLS-1, POLS-2, POLS-3 SOCI-4, SOCI-5	Tuition Fee College Fee Session Fee NEHU Enrollment Fee Centre Fees NEHU Exam NEHU Registration Fee TOTAL	720 7,260 4,930 150 250 800 200 14,310
2	BA HONOURS (with Geography General) SOCI-1, SOCI-2, SOCI-3	Tuition Fee College Fee Session Fee Geography Gen. Practical Fee Geography Gen.Lab.Expendables NEHU Enrollment Fee NEHU Registration Fee NEHU Exam Centre Fees TOTAL	720 7,260 4,930 1,500 840 150 200 1,000 250 16,850
3	BA GEOGRAPHY HONOURS GEOG-1, GEOG-2	Tuition Fee College Fee Session Fee Geography Hons. Practical Fee Geography Hons.Lab.Expendables NEHU Enrollment Fee NEHU Registration Fee NEHU Exam Centre Fees TOTAL	720 7,260 4,930 1,680 910 150 200 1,000 250 17,100
4	B.Com BCOM-1	Tuition Fee Session Fee NEHU Enrolment Fee NEHU Registration Fee NEHU Exam Centre Fees TOTAL	14,580 4,930 150 200 800 250 20,910
5	B.S.W BSWS-1	Tuition Fee Session Fee	14,580 4,930

		NEHU Enrolment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,000
		Centre Fees	250
		TOTAL	21,110

6	B.C.A BCAS-1	Tuition Fee	14,580
		Session Fee	4,930
		Honours Laboratory Fee	1,080
		Honours Laboratory Expendable	2,950
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,000
		Centre Fees	250
		TOTAL	25,140

7	B.Sc. Biochemistry Honours BIOC-1	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Chem.& Zoo Practical Fee 1860x2	3,720
		Chem & Zoo. Laboratory Fees 840x2	1,680
		Bio-Chem Practical Fees	8,700
		Bio-Chem Laboratory Fees	2,680
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,400
		Centre Fees	250
		TOTAL	31,690

8	B.Sc. Biotechnology Honours BIOT-1	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Chem.& Bot. Practical Fee 1860x2	3,720
		Chem & Bot. Laboratory Fees 640+840	1,480
		Bio-Tech Practical Fees	12,000
		Bio-Tech Laboratory Fees	4,000
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,400
		Centre Fees	250
		TOTAL	36,110

9	B.Sc. Bot. Hons with Chem. & Zoo. BOTA-1	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	730
		General Practical Fee 1860x2	3,720
		General Laboratory Expendable 840x2	1,680

		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,400
		Centre Fees	250
		TOTAL	22,900

10	B.Sc. Chem. Hons with Phys. & Maths CHEM-1	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	1,180
		General Practical Fee	1,860
		General Laboratory Expendable	640
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,000
		Centre Fees	250
		TOTAL	20,050

11	B.Sc. Chem. Hons with Bot. & Zoo. CHEM-2	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	1,180
		General Practical Fee 1860x2	3,720
		General Laboratory Expendable 640+840	1,480
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,400
		Centre Fees	250
		TOTAL	23,150

12	B.Sc. Comp. Hons. with Phys. & Elect.	COMP-1 (cancelled)

13	B.Sc. Comp. Hons. with Phys. & Maths COMP-2	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Computer Lab Fee	6,540
		Computer Lab. Expendables	1,520
		General Practical Fee	1,860
		General Laboratory Expendable	640
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,000
		Centre Fees	250
		TOTAL	25,070

14	B.Sc. Comp. Hons with Maths & Elect. COMP-3	Tuition Fee	720
		College Fee	7,260

		Session Fee	4,930
		Computer Lab Fee	6,540
		Computer Lab. Expendables	1,520
		General Practical Fee	1,860
		General Laboratory Expendable	640
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,000
		Centre Fees	250
		TOTAL	25,070

15	B.Sc. Elect. Hons with Phys. & Maths ELEC-1	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	730
		General Practical Fee	1,860
		General Laboratory Expendable	640
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,000
		Centre Fees	250
		TOTAL	19,600

16	B.Sc. Elect. Hons with Phys. & Comp. ELEC-2	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	730
		General Practical Fee 1860x2	3,720
		General Laboratory Expendable 640x2	1,280
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,200
		Centre Fees	250
		TOTAL	22,300

17	B.Sc. Elect. Hons with Maths & Comp. ELEC-3	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	730
		General Practical Fee	1,860
		General Laboratory Expendable	640
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,200
		Centre Fees	250
		TOTAL	19,800

18	B.Sc. EVS Hons with Chem. & Zoo. EVSS-1	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	730
		General Practical Fee 1860x2	3,720
		General Laboratory Expendable 840x2	1,680
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,400
		Centre Fees	250
		TOTAL	22,900

19	B.Sc. EVS Hons with Chem. & Bot. EVSS-2	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	730
		General Practical Fee 1860x2	3,720
		General Laboratory Expendable 640+840	1,480
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,400
		Centre Fees	250
		TOTAL	22,700

20	B.Sc. Maths Hons with Phys. & Chem. MATS-1	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		General Practical Fee 1860x2	3,720
		General Laboratory Expendable 640+840	1,480
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,000
		Centre Fees	250
		TOTAL	19,710

21	B.Sc Phys. Hons with Maths & Chem. PHYS-1	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	730
		General Practical Fee	1,860
		General Laboratory Expendable	840
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,000
		Centre Fees	250

		TOTAL	19,800

22	B.Sc. Phys. Hons with Maths & Elect. PHYS-2	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	730
		General Practical Fee	1,860
		General Laboratory Expendable	640
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	800
		Centre Fees	250
		TOTAL	19,400

23	B.Sc. Phys. Hons with Maths & Comp. PHYS-3	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	730
		General Practical Fee	1,860
		General Laboratory Expendable	640
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,000
		Centre Fees	250
		TOTAL	19,600

24	B.Sc. Zoo. Hons with Chem. & Bot. ZOOL-1	Tuition Fee	720
		College Fee	7,260
		Session Fee	4,930
		Honours Practical Fee	1,860
		Honours Laboratory Expendable	1,180
		General Practical Fee 1860x2	3,720
		General Laboratory Expendable 640+840	1,480
		NEHU Enrollment Fee	150
		NEHU Registration Fee	200
		NEHU Exam	1,400
		Centre Fees	250
		TOTAL	23,150

STUDENTS ARE EXPECTED TO READ THE COLLEGE PROSPECTUS BEFORE TAKING ADMISSION.

Sd/-
Principal, SEC