



St. Edmund's College

(Affiliated to North-Eastern Hill University, Shillong)
Recognised by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Laitumkhrah, Shillong – 793 003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <https://sec.edu.in>

DATE: 14.08.2025

Subject: Expectations from Students

Dear Students,

Please refrain from standing in the corridors or sitting on the steps inside the College buildings, especially in the Edmund Rice Block. This can obstruct both teachers and fellow students who are trying to reach their classes on time.

Kindly find the Student Expectations shared with you during the Induction and Orientation programs on the following pages. These expectations are designed to help you bring out the best version of yourself during your time at St. Edmund's and beyond.

Thank you for your cooperation.

Sincerely,

Britto

BR SUNIL BRITTO,

PRINCIPAL I/C,

ST EDMUND'S COLLEGE



St. Edmund's College

(Affiliated to North-Eastern Hill University, Shillong)
Recognised by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Laitumkhrah, Shillong – 793 003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <https://sec.edu.in>

EXPECTATIONS FROM STUDENTS

1. ATTENDANCE AND LEAVE POLICY

- A minimum of 75% attendance is mandatory, as per University norms. The remaining 25% is intended to cover minor illnesses or emergencies.
- Inform your Head of Department (HOD) of any absence. For absences of three days or more, notify the Vice Principal or Dean with appropriate documentation.
- Medical or demise related leave notes will be accepted after the period of illness. All other types of leave must be applied for in advance. In serious medical cases, parents or guardians may submit leave notes on the student's behalf.
- For absences of seven days or more, you must meet the Principal along with your parent/guardian and provide the necessary documentation.
- Two weeks of absence without intimation will result in removal from the attendance rolls.
- Students whose fortnightly attendance falls below the required mark will be summoned, and their parents will be notified. Those with low attendance will not be allowed to register or may forfeit their university exam admit cards.
- Students maintaining attendance above 75% will earn 5 marks in their internal assessment.
- Attendance at department events is mandatory. Catholic students are required to attend First Friday Mass at 11 am.
- Internal Assessment (IA) re-tests will be permitted only on medical grounds, with a formal application and supporting documents submitted immediately after the test day.
- No student is permitted to attend workshops, events, or competitions at other colleges or universities without prior approval from the College or Department.
- Punctuality is expected in all classes, College events, and activities.

2. STUDENT CONDUCT

- Identity badges must be visibly worn around the neck at all times while on campus.
- For safety reasons, students must not use mobile phones while walking within the college campus or buildings. Phones should be kept in bags or pockets and not held in the hand. Phones may only be used when seated.
- The use of headphones, earphones, and earbuds is not allowed on campus.



St. Edmund's College

(Affiliated to North-Eastern Hill University, Shillong)
Recognised by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Laitumkhrah, Shillong – 793 003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <https://sec.edu.in>

- Dress responsibly. Do not wear crosses or religious symbols as fashion, as this may hurt the religious sentiments of others.
- Helmets must not be worn on campus, they can be carried in the hand, and security booths are not to be used to store helmets.
- Keep the campus clean. Dispose of coffee cups and other waste in the dustbins, and respect college property.
- Refrain from posting about the college, faculty, or students on social media.
- College circulars from the Principal's Office will be shared only by Department Heads (HODs), and will also be available on the website.
- There is zero tolerance for tobacco, alcohol, or drugs on campus.
- Eve teasing and ragging are strictly prohibited.
- Please greet teachers and staff whenever you see them on campus.
- Mix with students from diverse backgrounds and respect all cultures. The College values and celebrates the richness that diversity brings to our academic community.

3. CO-CURRICULAR ENGAGEMENT

- Clubs promote holistic development and uphold the college's values-based goals. Every student is encouraged to participate in at least one club or academy.
- Most co-curricular events and club meetings will take place from 1:45 pm onwards on Tuesdays and Thursdays.
- Sports-related clubs will be referred to as academies, reflecting their training approach.
- Ideally, a student should hold an office bearer position in only one club to ensure equitable leadership opportunities. Inactive office bearers can be replaced to maintain the effectiveness of the club or academy.
- Class Representatives (CRs) and Assistant Class Representatives (ACRs) may be reselected each semester or academic year, at the department's discretion.

4. Event Conduct and Etiquette

- Students must sit from the second row onwards during events. The use of mobile phones is strictly prohibited during events.



St. Edmund's College

(Affiliated to North-Eastern Hill University, Shillong)
Recognised by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Laitumkhrah, Shillong – 793 003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

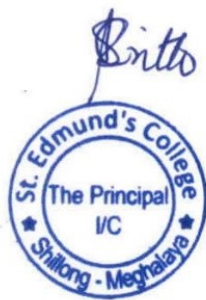
Website: <https://sec.edu.in>

- The College Anthem must be sung with full enthusiasm at the end of all official events. CRs and club in-charges are responsible for ensuring students are well-practiced and participate actively.
- The use of balloons, double-sided tape, plastic flex banners, and other non-biodegradable decorations is strictly prohibited.
- After every event, posters, decorations, and blackboards must be promptly cleared, and the venue restored to its original condition by the organizing team.

5. OTHER OPPORTUNITIES

- The College operates a CURE (College Undergraduate Research Experience) program to introduce students to the basics of academic research. The College funds these student-led projects, with faculty members serving as mentors.
- You are encouraged to avail yourself of the services of our College Counsellor, Ms. Aveyoovenna Lyngskor, for any personal challenges.
- Kindly utilise the Library its books and digital resources as well as the photocopying/printing facilities available there.

Best wishes for your academic success and all round growth during your time at the College.



BR SUNIL BRITTO,

PRINCIPAL I/C,

ST EDMUND'S COLLEGE