



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: 07.08.2026

Subject: SUBMISSION OF DOCUMENTS for 1ST SEMESTER UG STUDENTS

Dear Students,

You are hereby instructed to submit the following required documents to the college office as per the SCHEDULE in the following page:

- i. Hard copy of the College Application Form.
- ii. A self-attested photocopy of the Class 10 marksheet.
- iii. A self-attested photocopy of the Class 12 marksheet.
- iv. A self-attested photocopy of the CUET UG 2026 marksheet.
- v. A self-attested photocopy of the ST/SC/OBC certificate (if applicable).
- vi. A self-attested photocopy of the Aadhaar card.
- vii. The ORIGINAL GAP CERTIFICATE issued by a competent authority (applicable for applicants who have a gap of one or more years)
- viii. A self-attested copy of the Character Certificate from the Principal of the School / College last attended.
- ix. The ORIGINAL Transfer Certificate from the School / College last attended.
- x. The ORIGINAL Migration Certificate for applicants coming from Boards / Universities other than the Meghalaya Board of School Education.
- xi. A copy of the Disability Certificate duly issued by a competent authority (if applicable).
- xii A self-attested photocopy of the PASSPORT and VISA (for Foreign students).

Yours sincerely,

BR SUNIL BRITTO,
PRINCIPAL I/C





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SCHEDULE FOR 1ST SEMESTER DOCUMENTS SUBMISSION:

DATE: 17.08.2026

OFFICE COUNTER 1- AT 10 AM BIOCHEMISTRY

OFFICE COUNTER 2- AT 10 AM BIOTECHNOLOGY

OFFICE COUNTER 4- AT 10 AM BOTANY

OFFICE COUNTER 1- AT 1:45 PM COMMERCE SECTION A

OFFICE COUNTER 2- AT 1:45 PM COMMERCE SECTION B

OFFICE COUNTER 4- AT 1:45 PM SOCIAL WORK UG

DATE 18.08.2026

OFFICE COUNTER 1- AT 10 AM CHEMISTRY

OFFICE COUNTER 2- AT 10 AM COMPUTER APPLICATION

OFFICE COUNTER 4- AT 10 AM COMPUTER SCIENCE, ELECTRONICS

OFFICE COUNTER 1- AT 1:45 PM EDUCATION

OFFICE COUNTER 2- AT 1:45 PM ENGLISH

OFFICE COUNTER 4- AT 1:45 PM ECONOMICS

DATE 19.08.2026

OFFICE COUNTER 1- AT 10 AM ENVIRONMENTAL SCIENCE

OFFICE COUNTER 2- AT 10 AM GEOGRAPHY

OFFICE COUNTER 4- AT 10 AM PHYSICS

OFFICE COUNTER 1- AT 1:45 PM HISTORY

OFFICE COUNTER 2- AT 1:45 PM KHASI

OFFICE COUNTER 4- AT 1:45 PM MATHEMATICS

DATE 20.08.2026

OFFICE COUNTER 1- AT 10 AM PSYCHOLOGY

OFFICE COUNTER 4- AT 10 AM ZOOLOGY

OFFICE COUNTER 1- AT 1:45 PM POLITICAL SCIENCE

OFFICE COUNTER 4- AT 1:45 PM SOCIOLOGY