



# 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: 01.07.2026**

**Subject: Start of Odd Semester 2026, Orientation Program with Parents and Nomination of Local Guardian**

Dear Students,

**The College will resume for the Odd Semester 2026 with full-day classes as follows:**

Semester & Course	Date
3rd Semester UG students	27th July 2026, Monday
5th Semester UG students	30th July 2026, Thursday
3rd Semester PG students	3rd August 2026, Monday

All 5th Semester UG students should finish their internship and report to the College on the 30th July 2026.

**There will be an Annual Orientation Program with your Parents/Guardians as per the schedule below in the College Auditorium, Edmund Rice Block:**

Date	Time	Semester & Course
27th July 2026, Monday	9:00 AM	3rd Semester – Education, English, Geography, History, Khasi
	11:00 AM	3rd Semester – Economics, Political Sc., Psychology, Sociology
	1:00 PM	3rd Semester – B.Com, BCA, BSW
28th July 2026, Tuesday	9:00 AM	3rd Semester – All Science Departments
30th July 2026, Thursday	9:00 AM	5th Semester – Education, English, Geography, History, Khasi
	11:00 AM	5th Semester – Economics, Political Sc., Psychology, Sociology
	1:00 PM	5th Semester – B.Com, BCA, BSW
31st July 2026, Friday	9:00 AM	5th Semester – All Science Departments
5th August 2026, Wednesday	11:00 AM	3rd Semester – M.S.W. (in Shannon Hall)

**Regular classes according to the Timetable will continue before and after the Orientation Program. Attendance for the Orientation Program and from the first day is compulsory. Presence of your Parents/Guardian is compulsory. Absence will be taken seriously and may lead to disciplinary action.**



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## LOCAL GUARDIANS

ALL outstation students (outside the city of Shillong) must have a registered Local Guardian.

### WHO QUALIFIES AS A LOCAL GUARDIAN

- Must be nominated and authenticated by the student's Parent or Natural guardian
- Must be a responsible adult, at least 25 years of age
- Must reside within Shillong city
- A change in the Local Guardian (or contact details) requires re-submission of the Nomination form

### ROLES AND RESPONSIBILITIES OF THE LOCAL GUARDIAN

The Local Guardian is expected to:

- Act as the primary emergency contact when Parents are unreachable
- Attend parent-teacher meetings if called by the College
- Be available to receive the student during emergencies or illness
- Co-sign official documents (leave applications, outing permissions) when required

**Please note that the Nomination Form for Local Guardian is attached here, and you are required to print it on A4 paper, fill out the details with the signatures of your Parents and Local Guardian. The Nomination Form is to be submitted after the Orientation Program.**

Yours sincerely,

BR SUNIL BRITTO,

PRINCIPAL I/C,

ST EDMUND'S COLLEGE

## LOCAL GUARDIAN NOMINATION FORM

*for all outstation students (outside the city of Shillong)*

<b>Student Name:</b>	
<b>College Roll No:</b>	
<b>Complete Current Address of Student:</b>	
<b>Mother's/Natural Guardian's Name:</b>	
<b>Contact Number (WhatsApp number):</b>	
<b>Email Id (if applicable):</b>	
<b>Father's Name:</b>	
<b>Contact Number (WhatsApp number):</b>	
<b>Email Id (if applicable):</b>	
<b>Name of Local Guardian:</b>	
<b>Date of Birth:</b>	
<b>Qualification:</b>	
<b>Complete Current Address of Local Guardian:</b>	
<b>Relationship with the student:</b>	
<b>Contact Number (WhatsApp number):</b>	
<b>Email Id:</b>	
<b>ID proof of Local Guardian attached:</b>	<b>Passport/ Aadhaar / EPIC</b>
<b>Date of Submission:</b>	

*We, the undersigned testify that the details above are true and with our consent.*

**Name and Signature of Parent/Natural Guardian**

**Name and Signature of Local Guardian**