

ADMISSION POLICY



ST. EDMUND'S COLLEGE,

SHILLONG

CONTENTS

- Introduction
- Educational Goals & Objectives
- General Information on Admission
- Documents for Application
- Admission of Foreign Students
- Course of Study at Under Graduate Degree Level
 - *Bachelor of Science*
 - *Bachelor of Arts*
 - *Bachelor of Commerce*
 - *Bachelor of Social Work*
 - *Bachelor of Computer Application*
 - 5. *Post Graduate Degree – Master of Social Work*
- 6. Information on Fees & Mode of Payment

INTRODUCTION

Educational Goals and Objectives

The Congregation of Christian Brothers in India was founded in Ireland by Blessed Edmund Ignatius Rice in 1802, primarily to serve the educational needs of the most deprived.

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 sisters and brothers 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 goodwill 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 underprivileged, the marginalized and those oppressed by social and gender restrictions.

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

1. General Information on Admission Procedure for Degree Courses

The Core Committee for Admissions shall consist of the Secretary of the College, the Principal, the two Vice Principals and the Finance Officer.

- I. Students who want to apply for admission to St. Edmund's College are encouraged to show their intent by submitting their class 10th mark sheet to <https://sec.linways.com/v4/adm-applicant/login>
- II. Students/Parents/Guardians should go through the College Prospectus before applying. Information will be available online through the LMS portal with a provision to pay the Application Fee of Rs. 100/-. If necessary, a voucher will be generated online, and the application number will be allotted accordingly.
- III. The application details will be shared within 24 hours of the declaration of Board results and/or submission of the application form by the prospective candidate willing to take admission. The concerned department shall select and shortlist the candidates in consultation with the Secretary/Principal. The final list will be displayed on the college website.
- IV. The Notice related to the admission procedure will be displayed on the campus and on the college website.
- V. State Reservation Policy as approved by the Sponsoring Body, will be in place.
- VI. Regarding the Concession/subsidy/instalment option of full payment of fees, a student will have to pay at least 50% of the prescribed fee or initially a sum of Rs.10,000/- whichever is applicable. The remaining can be paid as decided by the Management. Correspondence may be sent to the Secretary/Principal in this regard before the payment.
- VII. The Application procedure for position holders or with an aggregate of 80% can be fast-tracked for completion of the admission process.
- VIII. A written test for English Honours will be held the day after Class XII Arts results are declared.
- IX. All procedures will be taken care of by the Central Office; students need to visit the various departments only for the SPOT ADMISSIONS (with the Application Form and Class XII Marksheet).

- X. The list of the selected candidates for admission will be displayed each day on the NoticeBoard/College Website by 10.00 a.m., till all seats are filled.
- XI. The selected candidates will forfeit their admission if their fees are not paid by the time specified by the Management.
- XII. The Management reserves the right to grant or deny admission.
- XIII. The policy for admission will be reviewed before the commencement of a new academic session.

2. Documents for Application

2.1 Documents Required for Applying

Each Application must be accompanied by:

- 2.1.1. A self-attested copy of class X mark sheet.
- 2.1.2. A self-attested copy of class XII mark sheet.
- 2.1.3. A recent passport size photograph of the student.

2.2. Documents Required for Admission

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

- 2.2.1. A testimonial of character from the Principal of the School / College last attended.
- 2.2.2. A self-attested copy of the mark sheet of the class X.
- 2.2.3. A self-attested copy of the mark sheet of the last examination passed (Class XII)
- 2.2.4. A recent passport size photograph of the student.
- 2.2.5. The ORIGINAL Transfer Certificate from the School / College last attended.
- 2.2.6. A self-attested Schedule Tribe certificate from the state concerned
- 2.2.7. The ORIGINAL Migration Certificate for 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.
- 2.2.8. 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 authority.

2.3. Other Information for Admission

2.3.1. The ORIGINAL mark sheet is NOT to be handed to the office under any circumstances

2.3.2. The College reserves the right to refuse an application for admission without assigning any reason for the same.

2.3.3. Application forms not having all the required documents will not be considered.

2.3.4. 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.

2.3.5. 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 a refund stating a reason for withdrawal and no re-admission will be granted.

2.4. Class Timings

2.4.1. Classes are generally held from 8.30 am to 4.00 pm. During Practical classes, a student will be required to stay longer.

3. 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 culture 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 as in the case of the Indian students. Foreign students are given preference in admission to the College Hostels.

3.1. Admission Procedure for Foreign Students

3.1.1. 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.

3.1.2. The applicant should have equivalence certification given by the Indian Embassies in their countries signed on their Higher Secondary/Graduation Degree equivalent examination results.

3.1.3. 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.

3.1.4. Applicants will be provisionally admitted to the respective courses until the North-Eastern Hill University issues the Registration Cards for them.

3.1.5. The college office will provide all assistance possible to students in this matter.

4. COURSES OF STUDY AT DEGREE LEVEL

4.1. 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.

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

4.3. The Degree courses in the College are full-time courses. There is no provision for “Private” or “Part Time” or “Non-collegiate candidates”.

4.4. 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.

4.5. 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.

4.6. 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.

5. Post Graduate Degree – Master of Social Work (MSW)

5.1. The College conducts a post-Graduate course which is affiliated to North-Eastern Hill University in Master of Social Work. The duration of the master's degree Course is four semesters which is equivalent to 2 years.

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

5.3. The Post Graduate course in the College is a full-time course. There is no provision for "Private" or "Part Time" or "Non-collegiate candidates".

5.4. This course focusses on Field Work on Fridays and Saturdays along with a mandatory Rural Camp.

6. Information on Fee and Mode of Payment

6.1. Fee will be charged for 36 months or 6 semesters for Degree Courses. Fee for each semester is 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.

6.2. Students who do not pay their fees by the due date will need to pay an additional Rs. 100/- per month.

6.3. Any student whose name is struck off the register may be re-admitted at the discretion of the Secretary, on payment of arrears and fine.

NOTE

- The current fees for the Under Graduate – UG & PG Courses will be as per the Prospectus of the concerned academic year.
- All College Fees, fine etc., have to be paid ONLINE through the Linways System, the link and the Login details will be sent to you by email.
- 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-Government- Sanctioned Staff of the College. It is also meant to meet the need of the College to employ additional Staff (teaching, non-teaching, and office) when required. It is the desire of the College to retain the services of well qualified for the benefit of the students. Kindly note that the College Fees could be enhanced each year.
- Should the situation demand, the fees may be marginally changed even during the semester.
- 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 the given Semester.


(Principal)




ST. EDMUND'S COLLEGE

Old Jowai Road, P.O. Laitumkrah, Shillong - 793 003, Meghalaya, India.



1153

Application for the year 2021-2022: Admission 2021(B.A / B.Sc. / B.Com / B.S.W / B.C.A)

Name :	RUTHI VUNGBIAKLUN	Gender :	FEMALE
Date of Birth :		Religion :	CHRISTIAN
Student E-mail :	INFORMATION ONLY ruthivungbraklun22@gmail.com	Category :	Scheduled Tribe
Student Contact No :	8826049535	Domicile Status :	Manipur
Mother Tongue :	Paite	Nationality :	Indian
Extra-Curricular Activities :			

COURSE PREFERENCES

- GEOGRAPHY-2 (SOCIOLOGY & POLITICAL SCIENCE)
- GEOGRAPHY-1 (ECONOMICS & SOCIOLOGY)
- HISTORY-3 (POLITICAL SCIENCE & SOCIOLOGY)

Class X or Equivalent			Class XI or Equivalent			Class XII or Equivalent		
Board	: Meghalaya Board of School Education		Board	:		Board	: Cental Board of School Education	
Institution Studied	: Holy Child Higher Secondary School		Discipline	:		Discipline	: Arts	
Reg. No.	: 22039		Institution Studied	:		Institution Studied	: ARMY PUBLIC SCHOOL	
			Reg. No.	:		Reg. No.	:G221393160049	
Subject	Max. Marks	Obtained Marks	Subject	Max. Marks	Obtained Marks	Subject	Max. Marks	Obtained Marks
Total :			Total :			Total :		
Percentage of all Subjects :			Percentage of all Subjects :			Percentage of all Subjects :		
MATHEMATICS	100	89	GEOGRAPHY	100	96	GEOGRAPHY	100	96
SOCIAL SCIENCE	100	87	ENGLISH	100	96	ENGLISH	100	96
ALTERNATIVE ENGLISH	100	80	POLITICAL SCIENCE	100	91	POLITICAL SCIENCE	100	91
ENGLISH	100	77	HISTORY	100	93	HISTORY	100	93
HEALTH EDUCATION	100	88	ECONOMICS	100	89	ECONOMICS	100	89
Total :	500	421	Total :	500	465	Total :	500	465
Percentage of all Subjects :	84.20		Percentage of all Subjects :	93.00		Percentage of all Subjects :	93.00	

Father's Name	CHINTHUAM PAU	Mother's Name	NGAIHZUAL
Occupation	Indian Army	Occupation	Homemaker
E-mail		E-mail	
Phone Number	6033091739	Phone Number	7085331854
Monthly Family Income	: between 10,000 and 30,000 per month		

ADDRESS

Permanent Address : Asili Road, Dorcas veng, Dorcas Veng, India, 795006

Local/ Guardian Address :

Sports :	ATHLETICS	Disability :	
Level of participation :	Any Other (specify below)	Disability Percentage:	

Place of Birth:Manipur

UNDERTAKING

I hereby declare that the information furnished is correct & authentic. I have read and agreed to the Terms & Conditions.

Signature of the Parent / Guardian	Signature of the Student
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FOR OFFICE USE ONLY:	
Date of Admission:	Principal's Signature

Application No.: 1153

ST. EDMUND'S COLLEGE

Old Jowai Road, P.O. Laitumkrah, Shillong - 793 003, Meghalaya, India

ACKNOWLEDGEMENT

Received the application form for admission into 1 st Semester Degree Course for the session 2021-2022 at St Edmund's College:

Code	Subject

Name : RUTHI VUNGBIAKLUN

Date :

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For Principal St Edmund's College

The Admission List will be displayed on
{Note - If selected, Payment to be made by 4 pm on the same day.}