



## St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)  
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956  
Laitumkrah, Shillong – 793003, Meghalaya, India

E-mail: [stedmundscollege@gmail.com](mailto:stedmundscollege@gmail.com)

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

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### ST.EDMUND'S COLLEGE POLICY FOR STUDENT ADMISSION

- 1) The Core Committee for the Admissions shall consist of Br. R. Noronha (Secretary); Dr S. Lamare (Principal); Mr. M. Chakravarty (Vice Principal); Br. S. Julius (Finance Officer); and Br. S. Coelho (IQAC Coordinator).
- 2) Every HOD will share with the Principal the conditions for admission in their respective departments such as the cut-off mark, subject combination, the special requirements like-competency in English, Mathematics, etc.
- 3) All data for the Admissions will be Online through LMS portal with provision for the students to pay the Application Fee of Rs 100/- with the help of a voucher generated online. The application number is allotted accordingly.
- 4) The Applicants' data and the application number will be shared with all the HODs, within 24 hours of the Board results being declared and or submission of application form by the prospective candidate willing to take admission. The department shall select/shortlist the candidates for their respective departments in consultation with the Secretary/Principal. The email to be sent by the respective department to the shortlisted candidates and the list to be displayed in the college website.
- 5) Students who have passed class XII science examination shall need to be interviewed by the HOD for suitability to take up Commerce at undergraduate level.
- 6) A notice for admission procedure will be displayed at a suitable place in the campus and also in the college website.



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- 7) The Reservation Policy of 60:40 with respect to state tribal and others shall be followed for the first two lists, after which the admission will be on merit.
- 8) If a student asks for concession/subsidy/instalment option on full payment of fees, they are to pay at least 50% of the prescribed fee or initially a sum of Rs 10,000/- whichever is lower. The rest of the money can be paid within a month of the classes commencing. A correspondence may be sent to the Secretary/Principal in this regard before payment
- 9) The application procedure for Position Holders or with an aggregate of 80% to be fast-tracked for completion of admission procedures.
- 10) The policy for admission to be reviewed before starting of new academic session.

  
(Principal)  
