



# JAIÑTIA EASTERN COLLEGE

KHILTEHRIAT, EAST JAIÑTIA HILLS DISTRICT

MEGHALAYA - 793 200

Email id: [je\\_college@yahoo.co.in](mailto:je_college@yahoo.co.in)

Website : [www.jecollege.org](http://www.jecollege.org)

☎ 03655230003 / 9436115484

## PROSPECTUS - 2019



Affiliated to North Eastern Hill University, Shillong  
UGC Recognition 2(f) and 12(B)  
NAAC Accredited



# **JAIINTIA EASTERN COLLEGE, KHLIEHRIAT**

**EAST JAIINTIA HILLS DISTRICT, MEGHALAYA - 793200**

**Website: [jecollege.org](http://jecollege.org)**



## **PROSPECTUS AND INFORMATION BROCHURE - 2019**

**Affiliated:** North Eastern Hill University, Shillong  
**Recognized:** Under Sections 2(F) and 12(B) of UGC Act.  
**Accredited:** Grade 'B' NAAC & ISO 9001:2015 Certified:

## **President**

**Shri. Medlington Bareh**

## **Principal**

**Dr. Phervision Nongtdu**

### **Motto**

**“Education for All”**

## **vision**

**To provide quality and  
affordable  
Education to all sections  
of the society.**

### **Objectives**

- To impart higher and quality education in rural areas.
- To provide vocational training to the educated unemployed youths.
- To impart skills on Information Technology.
- To provide career guidance and counseling.
- To promote environmental awareness.
- To transform the young minds through moral and ethical education based on value system.

### **Mission**

The College is committed to serve the society by developing the young generation to face the challenges of this contemporary world and to remain socio-economically alert. Through knowledge-based education, students are sensitized to be competent in the employment opportunities also. Apart from creating an atmosphere to promote all round development of an individual, the college also equip them to become good citizens and to meet the social needs of our nation, not just a mere job seekers. Through various college-activities, an awareness regarding preservation and restoration of the environment is also in the roadmap of the college.

## **FACULTY MEMBERS**

**Principal: Dr. Phervision Nongtdu**

**Vice Principal: Dr. Davidson Diengdoh**

### **ENGLISH DEPARTMENT**

Smt. Affinda G. Lapasam  
Shri. Firsterborn Dkhar (HoD)  
Miss. Dianghun Shadap  
Shri. Emidau P. Sohsley  
Miss. Pinky A. Lamare

### **KHASI DEPARTMENT**

Dr. Davidson Diengdoh  
Smt. Percia Phawa (HoD)  
Shri. Lancaster Nongtdu  
Shri. Jamphrang Lyngdoh  
Shri. Deibormi Nongpoh

### **HISTORY DEPARTMENT**

Smt. R. Merika Nongtdu  
Miss. P. Syrpailin Phawa  
Shri. Spienglang Rymbai (HoD)  
Miss. Hannah Bell Lapasam

### **POLITICAL SCIENCE DEPARTMENT**

Smt. Jinalin Pyrnge (HoD)  
Shri. Nishwa Rymbai  
Shri. Beket Siangshai  
Smt. Ridalabha Dkhar

### **ECONOMICS DEPARTMENT**

Smt. Renuka Pde  
Smt. F.Dalamki Lytan (HoD)  
Smt. Deogratia P. Bareh  
Smt. Dakaru Bareh

### **EDUCATION DEPARTMENT**

Smt. Eva Aibok Nongtraw  
Dr (Mrs). Pyrkhatlang A Shadap  
Smt. Theilinda Kyndait (HoD)  
Smt. Sophikitbok Dkhar  
Smt. Etikut H Rymbai

### **SOCIOLOGY DEPARTMENT**

Smt. Shida Siangshai (HoD)  
Miss. Thywillbedone Bareh

### **COMMERCE DEPARTMENT**

Shri. Charles Marngar  
Shri. Livingson Ryngkhlem (HoD)  
Shri. Banpynskhembha Papang  
Shri. Besterwell Dkhar  
Shri. Remember Nongtdu  
Shri. Niphri Rymbai (IT)

### **ENVIRONMENTAL STUDIES:**

**Dr. Phervision Nongtdu**

## TENTATIVE ACADEMIC CALENDAR 2019-20

Month	Dates	Days	Event	Holiday
January	28 <sup>th</sup>	Mon	College Re – opened	-
	26 <sup>th</sup>	Sat	Republic Day	1
	28 <sup>th</sup>	Mon	Commencement of Even Semester Examinations	-
February	27 <sup>th</sup>	Tue	MDC Election Voting day	1
March	2 <sup>nd</sup>	Sat	MDC Election Counting day	1
	1 <sup>st</sup> – 14 <sup>th</sup>	Fri	Commencement of Annual System Examinations	-
	21 <sup>st</sup>	Thu	Holi	1
April	11 <sup>th</sup>	Thu	MP Lok Sabha Election Voting day	1
	19 <sup>th</sup>	Fri	Good Friday	1
May	7 <sup>th</sup> – 20 <sup>th</sup>	Tue	Commencement of Even Semester Examinations	-
	18 <sup>th</sup>	Sat	Buddha Purnima	1
June	3 <sup>rd</sup>	Mon	Commencement of Odd (3 <sup>rd</sup> & 5 <sup>th</sup> ) Semester Classes	-
	5 <sup>th</sup>	Tue	World Environment/Id-UI-Filtre	-
	8 <sup>th</sup>	Sat	Induction Ceremony-Cum-Orientation Courses	-
	17 <sup>th</sup>	Mon	Commencement of Odd (1 <sup>st</sup> ) semester Classes	-
	22 <sup>nd</sup>	Fri	Rev.Thomas Jones Day	1
	29 <sup>th</sup>	Sat	Parent Teacher Meeting	-
July	17 <sup>th</sup>	Wed	U Tirot Sing Day	1
			Beh Deinkhlam, Tuber	1
	29 <sup>th</sup>	Mon	Starts of first sessional tests	-
August	12 <sup>th</sup>	Mon	Id-UI-Zuha	1
	15 <sup>th</sup>	Wed	Independence Day	1
	24 <sup>th</sup>	Sat	Janmashtami	1
September	18 <sup>th</sup>	Tue	Unitarian Day	1
October	2 <sup>nd</sup>	Wed	Mahatma Gandhi's Birthday	1
	5 <sup>th</sup> – 8 <sup>th</sup>	Sat	Puja Holiday	3
	9 <sup>th</sup>	Wed	Odd Semester Examinations	-
November	4 <sup>th</sup>	Mon	Commencement of Even semester Classes	-
	8 <sup>th</sup>	Fri	Wangala Festival	1
	23 <sup>rd</sup>	Sat	Seng kutsnem	1
December	12 <sup>th</sup>	Thu	Pa Togan N Sangma	1
	18 <sup>th</sup>	Wed	Death Anniversary of U SoSo Tham	1
	20 <sup>th</sup>	Fri	Parting Social	-
	23 <sup>rd</sup>	Mon	Winter Vacation begins	-
Jan 2020	27 <sup>th</sup>	Mon	Re-Opening of College	-
Feb -2019	3 <sup>rd</sup>	Mon	Commencement of Even semester Classes	-
			Total Holiday	22

**NB.** Holiday falls on Sunday is not included. Date for regular tests and monthly tests, pre-promotion test, etc. will be notified by the respective HoDs.

## PRINCIPAL'S DESK

Over twenty six years, Jaintia Eastern College, Khliehriat, East Jaintia Hills District has been engaged in promoting higher learning among the young generation of the rural area drawing inspiration from its motto "Education for All" and the noble vision of its founders. The College fervently seeks to help the students to undertake a number of programmes relevant to their tastes and interests and emerges as fine human beings equipped with relevant knowledge and skills. The College endeavours to provide an environment in which all-round development of the students is possible, enabling them to function as civic-minded citizens.

The College celebrated its Silver Jubilee a couple of years ago. This was an occasion when we remembered the dedication and sacrifices made by the then leadership of the local community to realize its dream of higher education and reaffirmed our resolve to take the College. Most of the beneficiaries of this institution had spent a brief spell of only three years at this College. But this short period was decisive in shaping their career. In fact, the economic and social development of East Jaintia Hills District and its surrounding areas, to no small measure, owes to this institution. We have now come a long way. The college offers undergraduate and has completed one round of accreditation. The teachers now work in a more challenging environment and are mandated to do research and engage in a number of activities as part of the teaching-learning process.

I am humbled for having been chosen to head this College. In this endeavour, I have the satisfaction of standing on the shoulders of giants who led the institution in the past as managers and teachers. It is my proud privilege to welcome you to the portals of this prestigious institution in this new session 2019-20. We strive to provide holistic and quality education to our students for which we offer a wide range of curricular and co curricular programmes as per their preferences and interest.

I hope that your time here will be a memorable one during which you will grow, learn, forge new friendship and prepare for the next stage in your career. I am sure that you will make us proud as other students have done in the past. If during your stay in the college, you ever need help remember we are always there for you.

I wish the students, parents and teachers a fruitful and peaceful academic year and I solicit your cooperation in realizing it. Therefore, as we venture through this academic year let's keep in our mind that "*Education is the most powerful weapon which you can use to change the world*" (Nelson Mandela).

Thank you.

Principal  
Dr. Phervision Nongtdu

## About the College

Jaintia Eastern College is located at Khliehriat, East Jaintia Hills District, Meghalaya started in the year 1992. It is a private, co-educational institution in Arts and Commerce stream. The College is affiliated to North Eastern Hill University, Shillong, recognized u/s 2(f) & 12(B) of UGC Act 1956 and accredited Grade 'B' by NAAC in 2016. It is managed by governing body, a non-profit educational body registered under the Societies Registration Act, 1860. Jaintia Eastern Higher Secondary School is a sister institution delinked from the College in 2018 and affiliated to Meghalaya Board of School Education, Tura.

We at Jaintia Eastern College believe in providing for our students an environment rich in knowledge and supportive of their extracurricular interests. The College encourages a quest for knowledge that is rooted in an ethical understanding of the world that we inhabit and this enthusiasm for learning along with a desire to evolve into socially responsible beings is reflected not only in the academic atmosphere but also visible in the field of extra-curricular activity.

Our tradition of excellence in Computer Education and Traditional music training supported by RUSA, Meghalaya Govt. of Meghalaya adds to the richness of the academic fabric of the college. You will encounter the unique combination of social activism, creativity and learning in every discipline and every corner of this institution. Over the years, the College has built up an impressive array of academic facilities such as library, computer center, student's common rooms, gymnasium, well furnished ICT classrooms, etc and an active career guidance and counseling cell. Our endeavor is to make individuals more mature, responsible and socially aware.

It is noteworthy to mention that in the last 26 years, the College has produced many eminent personalities who have excelled themselves in the field of politics, academics, bureaucracy, judiciary, etc and a good number of them progressed successfully in life. During this short period of its existence, this College has carved a distinctive place for itself in the state as is among the NAAC accredited colleges affiliated to NEHU.

“To succeed in life and achieve results, you must understand and master three mighty forces – **desire, belief and expectation.**” - *A.P.J Abdul Kalam.*

## PROGRAMME OFFERED

The college offers Under Graduate Courses in Arts and Commerce to the students passing the HSSLC Examination or equivalent examination.

- B.A. Degree Programmes (Six semesters)** students shall be allowed to opt for the Honours Course in a subject and two corresponding subjects from Elective Group.

**Table No. 1 Eligibility for subject combination Bachelor of Arts**

Bachelor of Arts	Choose any two Elective subjects from the Group
English	History [ ], Sociology [ ], Education [ ]
Khasi	History [ ], Sociology [ ], Education [ ], Political Science [ ]
Education	History [ ], Sociology [ ], Khasi Elective [ ] Political Science [ ]
History	Economics [ ], Sociology [ ], Education [ ] Political Science [ ]
Political Science	History [ ], Economics [ ], Education [ ]
Economics	History [ ], Sociology [ ], Political Science [ ]
Sociology	History [ ], Education [ ], Khasi Elective [ ]

**Common papers:** English (Gen), Khasi (MIL)/Alternative English, Environmental Studies

**Table No. 2: Distribution of Papers and Marks (B.A Honours)**

Subject/Paper	Sem -I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI	Total
English	-	-	-	100	100	-	200
Environmental Studies	-	-	-	-	-	100	100
MIL (Khasi)/Alt.English	-	-	-	100	-	-	100
Elective 1	100	100	100	-			300
Elective 2	100	100	100	-			300
Elective (Hons)	100	100	100	100	200	200	800
Total Marks	300	300	300	300	300	300	1800

- B.Com Degree Programmes (Six semesters)** Apart from the core subjects in Table No.3 students shall be required to choose a group A or D from Table No. 4 in the Third Semester and they would continue with a group in the rest of the Semesters.

**Table No. 3: Core subjects and distribution of marks**

<b>Paper</b>	<b>First Semester</b>	<b>Marks</b>	<b>Paper</b>	<b>Second Semester</b>	<b>Marks</b>
BC 101	Business Environment	100	BC 201	Business Economics	100
BC 102	Principle & Practice of Management	100	BC 203	Information Technology in Business	100
BC 103	<b>Financial Accounting</b>	100	BC 204	<b>Indian Financial System</b>	100
<b>Total</b>		<b>300</b>			<b>300</b>
<b>Paper</b>	<b>Third Semester</b>	<b>Marks</b>	<b>Paper</b>	<b>Fourth Semester</b>	<b>Marks</b>
BC 301	Business Statistics	100	BC 401	MIL (Khasi)/Alt. Eng	100
BC 302	Business Law	100	BC 402	Financial Management	100
<b>BC 303/304</b>	<b>Optional A or D</b>	<b>100</b>	<b>BC 403/ 406</b>	<b>Optional A or D</b>	<b>100</b>
<b>Total</b>		<b>300</b>			<b>300</b>
<b>Paper</b>	<b>Fifth Semester</b>	<b>Marks</b>	<b>Paper</b>	<b>Sixth Semester</b>	<b>Marks</b>
BC 501	English	100	BC 601	Environmental Studies	100
BC 502	<b>Cost Accounting</b>	100	BC 602	<b>Entrepreneurship Development</b>	100
<b>BC 503/506</b>	<b>Optional A or D</b>	<b>100</b>	<b>BC 603/606</b>	<b>Optional A or D</b>	<b>100</b>
<b>Total</b>		<b>300</b>			<b>300</b>
<b>Grand Total</b>					<b>1800</b>

The papers mentioned in bold letters are Honours papers. **Compulsory papers:** English (Gen), Khasi (MIL)/Alternative English, Environmental Studies

**Table No. 4: Honours subjects/papers**

<b>Group A</b>	<b>Accounting &amp; Finance Group</b>	<b>Group D</b>	<b>Marketing Group</b>
BC 303	Corporate Accounting	BC 304	Marketing Management
BC 403	Auditing	BC 406	Sale & Advertisement Management
BC 503	Financial Services	BC 506	Rural & Agricultural Marketing
BC 603	Direct Tax Laws & Practice	BC 606	Services Marketing

## **ADMISSION PROCEDURE**

Admission is available in Day shift in First Semester B.A/B.Com. Honours course (The College runs a Morning/Evening Shift in BA to be taught by the Part-time teachers).

Application Form and Prospectus for admission in the college should be made in prescribed APPLICATION FORM available from College Office (or Download from College Website: [www.jecollege.org](http://www.jecollege.org)) immediately after the declaration of HSSLC or equivalent Examinations results recognized by NEHU on payment of Rs. 200/- (Two hundred) only.

### **Admission Process:-**

- i) Based on Merit, State and Central Reservation Policy.
- ii) Reserve 2 (Two) seat under supernumerary quota for the students from Jammu and Kashmir, widow and wards of Armed forces killed and disabled in action.
- iii) Seats are reserved for physically challenged candidates for admission to Undergraduate Courses as per Governments rules prescribed from time to time.

## **SUBMISSION OF APPLICATION FORM**

Application form affixed with recent passport size photograph in specified column and information completed in all respects addressed to the Principal with the following documents mentioned below duly self attested should be submitted within the period as specified in the advertisement.

### **Each Application must be accompanied with:**

1. Character and Transfer Certificates from the School / college last attended.
2. Self attested copy of mark sheet of the last examination passed (Class XII)
3. 2 (Two) recent passport size photographs of the student.
4. The original Migration Certificate is required for students from Boards other than MBOSE.
5. SC/ST/OBC and Person with Disability (PwD) Certificate.
6. Original documents are to be produced at the time of submission of application form for verification.

## **SALIENT FEATURE OF THE UNDERGRADUATE HONOURS DEGREE PROGRAMMES IN THE SEMESTER SYSTEM**

In the Semester System, the following Courses of Study will be Honours Degree:-

- i) Bachelor of Arts (BA)
- ii) Bachelor of Commerce (B.Com).

### **Admission Criteria**

- i. Students who have pass +2 in their respective stream or an equivalent examination from a recognized Board in India and abroad which is considered as equivalent by the university shall be eligible for admission into the First Semester of Honours Degree Course.

### **Duration of the Honours Degree level Examination**

- i. Duration of the Degree Course will comprise of 6 (Six) Semesters spread over 3 (Three) academic years.
- ii. Semester means a half – yearly programme or term of studies.
- iii. 1<sup>st</sup> (First), 3<sup>rd</sup> (Third), 5<sup>th</sup> (Fifth) will be **Odd Semester**.
- iv. 2<sup>nd</sup> (Second), 4<sup>th</sup> (Fourth), 6<sup>th</sup> (Sixth) will be **Even Semester**.

### **Conduct of Examination**

- i. The University shall conduct examination at the end of each Semester.
- ii. The weightage assigned to the continuous assessment and end semester examinations shall be in the ratio 1:3.
- iii. Regardless of whether the candidates pass or fail in any one or more subjects of the first five end semester examination(s) shall be eligible to proceed to the next semester course without having to wait for the declaration of the concerned results.
- iv. A candidate failing in one or more subjects shall be required to appear and pass the subjects (failed earlier) availing 2 (Two) subsequent chances within the sixth semester. Again, if candidates still cannot clear the examination he/she allow to appear the subjects (failed earlier) after the end of sixth semester.
- v. A student shall have to clear the Degree within 5 (Five) academic years (10 semesters) from the date of admission to the Degree course, beyond which a candidate shall be required to seek admission into the first semester as a fresh candidate.
- vi. The Degree Courses are full-time college Courses. There is no provision for “Private” candidates.

## **Results & Classification:**

The results of the Honour Degree Course in BA, B.Com shall be declared as follows:-

1. Students of Bachelor in Arts & Commerce Course securing aggregate of 60% marks and above in the Eight Honours Elective papers of total 800 marks taken together from 1<sup>st</sup> to VI<sup>th</sup> Semester shall be placed in the First Division in the respective Honours degree Course.
2. Students of Bachelor in Arts & Commerce Course securing aggregate of 45% marks and above but less than 60% marks in aggregate in the Eight Honours Elective papers of total 800 marks taken together from 1<sup>st</sup> to VI<sup>th</sup> Semester shall be placed in the Second Division in the respective Honours degree Course.
3. Students of Bachelor in Arts & Commerce Course securing aggregate of 33% marks and above but less than 45% in aggregate marks in the Honours Elective papers of 8 (Eight) papers of total 800 marks shall be declared as Simple Pass in the respective Honours degree Courses.
4. Students of Bachelor in Arts & Commerce Course securing less than 30% marks in any of the Honours Elective papers, Elective combination papers and Compulsory papers or fails to secure a minimum of 33% marks in aggregate shall be declared as Failed.

## **Improvement facility**

- i. The Improvement facility of an examination will be given to a desirous student after successful completion of the Honour Degree Course of Six Semesters on the recommendation of the College.
- ii. The facility for improvement will be extended to a student securing less than 45% marks in any of the papers.

## **GENERAL INFORMATION**

### **1. REGISTRATION:**

After completion of admission process, a student shall be required to register under the North Eastern Hill University, Shillong within the first semester of his/her admission. Those students passing from outside the jurisdiction of the University will have to submit their Migration Certificate within one month after the admission.

### **2. IDENTITY CARD:**

After admission to the College each student is entitled to get an identity card signed by the Principal and it is a proof of his/her status as a student of this College. Students are required to bring their identity card with them to College and produce it as and when necessary. Loss of identity card must be reported immediately to the office and will be replaced on payment of Rs. 200/-. In case of transfer or withdrawal from the college, the card must be surrendered at the College office. Students should collect their new Identity Cards at the beginning of the new academic session.

### **3. EXAMINATION:**

The college conducts regular sessional examinations and assignments in each Semester whereas the end semester examinations are conducted by the University. Evaluation in each course shall be on the basis of performance through continuous assessment and the end semester examinations. Distribution of marks in each paper will be 75% from the End Semester Examination and 25% from the Internal Assessment.

### **4. ATTENDANCE:**

Name of the student will be struck off if he/she fails to attend 75% of the classes held during the first 15 days of the new academic session. Attendance of at least 75% of the classes held during the course of study is necessary as eligibility for appearing at the University examinations. Students failing the requirement of minimum attendance will not be allowed to appear at the University Examination.

### **5. ANTI-RAGGING CELL:**

As per recent Govt. directive and verdict of the apex court vis-à-vis campus ragging in any form, physical or mental, has been totally banned within and outside the College premises. Ragging is a cognizable offence and punishable by law under. Any kind of ragging practices/activities on the part of students are strictly prohibited. To comply with, the College has constituted Anti-Ragging Cell comprising Principal, senior teachers and students as its members. It is mandatory for the students and guardians to submit Anti Ragging undertaking (Online Affidavit) at the time of admission at [www.antiragging.in](http://www.antiragging.in). Helpline: Shri Firsterborn Dkhar, Asst. Professor, Department of English (9856005085/8974779511) and Vice President of the Students Union.

## 6. INTERNAL QUALITY ASSURANCE CELL:

The Internal Quality Assurance Cell (IQAC), an internal mechanism of the college helps to develop a system for conscious, consistent and catalytic improvement in the overall performance of the college.

## 7. DRESS CODE:

The college has its own dress code (Uniform) with a color combination - navy blue (Lower) and white (Upper). Thus, all the students are expected to dress appropriately.

## 8. DISCIPLINE:

The College expects every student to abide by the following code of conduct. The Disciplinary Committee of the college is empowered to deal with cases of indiscipline such as:-

- i. Sitting in the vehicle in the college compound or on the road side is strictly prohibited.
- ii. Students shall take proper care of the college furniture and must not spoil or cause any deliberate damage or tamper with the College property, furniture, fittings etc
- iii. Not switching off electronic gadgets like mobile phones, music systems etc before entering the classrooms/library/conference hall etc.
- iv. Chewing of betel-nut (Kwai), spitting and sticking or pasting of chewing gum in any form on the wall/desks/benches of the college.
- v. Smoking and chewing of tobacco and its products,
- vi. Littering- like throwing of scraps, used polythene bags, empty water bottles, chewing gum wrappers, etc.(Please use the dustbins provided all around).
- vii. Passing Improper comments about anybody and eve teasing of all forms are strictly prohibited.
- viii. Mobile phone if carried by the students should be switch off while in classrooms/library and corridor of the college.

## 9. GENERAL RULES:

- i) Students must be punctual and regular in attending classes.
- ii) They should come to the college in a decent attire.
- iii) Students must consult the College Notice board, website every day, failing which the College authority will not be responsible for any inconveniences.
- iv) Students are required to attend all extra-curricular activities organized by the institution.
- v) Parking of vehicle is available in the earmarked parking area for the Assistant Professors and guests. In view of shortage of space, students should park their cars outside the college premises in the place provide for.
- vi) The Principal will use his/her discretionary powers for all matters not covered above.

## **10. FACILITIES:**

### **i) Scholarships:**

For claiming all types of scholarships, a student has to compulsorily fill the online application form (website - [scholarships.gov.in](http://scholarships.gov.in)). After filling the online application form, the student has to submit the hard copy to the College office. The college Facilitation Centre is instituted to assist the applicants to apply the online scholarship. Apart from the National Scholarships won by the students individually, the college also offers 25% fee concessions to outstanding students securing 60% and above in class XII Examination.

### **ii). Women Hostel:**

There is a women hostel attached to college with Wi-Fi enabled available on first-come-first-serve basis. The hostel has sharing rooms and attached bathrooms with hot water supply during winters. All rooms are furnished with bed, mattress, study table, book rack, chair, cupboard/shelf for each student. The hostel rooms are well ventilated. Round the clock security will be provided. Recreation Rooms with TV are available. Application forms and rules for admission to the Hostel can be had from the Warden's office on payment of Rs. 100/-

### **iii). Transportation:**

College bus is available to the students commuting through identified routes and they have to pay the minimum prescribed bus fare. However, for those students coming from long distances routes, the college is making all efforts to help them to get taxi fare concession.

### **iv). Career Guidance and Counseling Cell:**

The college provides regular counselling on Career opportunities and guides the students to choose and prepare for a suitable career not only the students of the college but also to the students and youth of the surrounding villages. The cell also provides need based coaching for various competitive exams. Prominent Career Counsellors within and outside the state are invited to college in frequent manner and arrange close and meaningful interactions of students with them. Apart from that seminar, training and workshops for galvanizing students and teachers to improve teaching and learning process also organised. Further, to broaden the knowledge of the students, it leaves no stone unturned to organize at least one National/Regional seminar during the academic year.

### **v). Remedial Coaching Class:**

Remedial coaching class under the sponsorship of the UGC, NERO Guwahati and RUSA, Meghalaya respectively is conducted in the College. It provides facilities for special coaching classes to the students belonging to SC, ST and other weaker sections of the society and other backward communities.

**vi). Skill Development/Add on Courses:**

These comprises Skill Enhancement Courses (SEC) are introduced for the purpose of skill enhancement of student in respect with his/her selected subject/study and to widen the job opportunity in the global market. And for the purpose of the personality development of the student and to enhance soft skill, a student would be trained to broaden the horizons of knowledge. The college also offer Add on courses for skills development in computer education to acclimatize the students with the changing global scenario and Khasi Traditional Music for aesthetic education. Interested students may contact the teacher in-charge of the courses.

**vii). Women Welfare and Gender Sensitization:**

The College is committed to maintaining an academic and work environment free of sexual harassment for its students, teachers and non-teaching staff. In accordance with section 4(1) of 'Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013 (No. 14 of 2013)', College has instituted Women Welfare Committee (WWC) in place to address complaints related to sexual harassment. For any such complaint, the Principal or Teacher In-Charge may be contacted. The composition of the committee is from the teaching and non-teaching staff and students representatives. Besides that guidance and counselling for women students under lady teachers on various socio-economic and cultural barriers faced by women.

**viii). Library:**

The college library is situated in the first floor has a spacious and well ventilated reading rooms. It has rich collection of books on various subjects, which is continuously updated. The working hour of the library is from 8.00. A.M. to 5.00. P.M on all working days. Besides text books, the library also subscribed journals, leading magazines, journals leisure books, competitive exam books and newspapers in English and Khasi languages, previous years question papers are also kept for ready reference by the students and teachers. Students and other stakeholders get access to e-journals and e-book through N-LIST. Apart from that, Internet facilities are also provided to help students finding out reading materials related to their course of study. Moreover, it renders services to the students by providing them with text books for the whole academic session for which the students are required to apply as and when notified. For rules and regulations pertaining to library, students are advised to get informed from the librarian.

**xi). Conference Hall and Seminar Room:**

The college has an adequate conference hall in which various programmes, lectures, annual functions, etc. are organized. The seminar room serves as a venue for interactive seminars and discussions, committee meetings and career counseling sessions. The audio-visual facilities available make it the ideal space for film screening and workshops.

**x). Classrooms:**

The college possesses spacious and well furnished class rooms. Further, keeping up with the latest development in the field of teaching learning process, ICT enabled classrooms are in place.

**xi). Computer Laboratory:**

Well furnished Computer Laboratory is equipped with a good number of computers with internet connectivity, Wi-Fi-enabled facility, Digital Language Lab, etc.

**xii). College Canteen:**

The Canteen and a Coffee Shop is available from 8.00 A.M to 6.00 PM to meet the needs of the students and faculties.

**xiii). Grievance Redressal Committee:**

The Grievance Redressal Cell (GRC) comprises of the Principal (Chairman), senior teachers, staff and students representatives is instituted in the college to redress grievances of the students and other stakeholders at the individual level, group or class level for common interest. Complaint/Suggestion boxes are kept in the college premises to invite participation of all. The Assistant Professors act as facilitators to sort out the grievances of the stakeholders at their level while the unresolved problems are referred to the GRC.

**11. EXTRA-CURRICULAR ACTIVITIES:**

To achieve an all-round development, the college creates opportunities for the students to excel their hidden talent through social work and other extension activities. National Service Scheme (NSS) and Red Ribbon Club (RRC), Games & Sports, Seminars, Lectures, college Week, Study Tours and other extra-curricular activities are the regular annual features of the college calendar. The college also promotes extra-curricular activities through various associations with Arts and Commerce faculties.

**i). National Service Scheme and Red Ribbon Club:**

The College also has a very active NSS wing, which performs laudable activities to help the students grow into better responsible citizens of tomorrow. Cultural, social and humanitarian activities are regular affair with the NSS/RRC of this College. The NSS unit holds social service camps in rural areas where students and teachers work in collaboration with local youths. Usually the programme includes road construction, road repairing, cleaning of college campus, cleaning of water tanks, plantation of saplings organizing health check up camps, blood donation camp particularly in pulse polio immunization programme, cultural programmes, observing World's Aids day, Anti leprosy day etc. To expose students to social service, the unit/club organizes regular activities including special camps in rural areas, this college adopted villages namely Rangat, Lumputhoi, Moonongtdu, Cham Cham, Lumchyrim, Suchen rim (Present), etc. Besides the above activities, the N.S.S. volunteers represented the college/state at National, regional and state level programmes. Every year the NSS unit in collaboration with District Administration organizes cleaning drives in part of Khliehriat Town.

#### **ii). College Magazine:**

The College magazine “THABA” publishes articles by students and reports of the educational, cultural, social and sports activities of the College. Each section of the magazine is edited by Editor under the supervision of the Editorial Board.. This is one of the platforms through which the lecturers and students exhibit their talents and interests.

#### **iii). College Week:**

One full week is dedicated to the students for creativity and recreation. The College Week is one of the important events. During this period, the students are allowed to organize and participate in various activities like sports, cultural activities and various competitions such as quiz, essay, lectures, posters campaign, etc are conducted to help in developing the personality of students.

#### **iv). Games and Sports:**

In keeping with its tradition of all-round education, with a purposive accent on sports and games, the college organizes and participates in outdoor and indoor games & sports at college and university level. The College Football team (men/women) has been performing creditably well in the Inter college and other open tournaments at University level and have won many prizes and they. Teacher-In-Charge looks after the progress of game and sports in the College. The College provides ample scope for development of an integrated personality and it has keen interest in promoting co curricular activities of the students. Each year competitions are held in various events like debates, music, song, extempore speech, quiz etc among the students of this College. Gym is newly added in the games and sports co curricular activities and extensively used by students, teachers and non-teaching staff.

#### **v). Lecture by Outstanding Personalities:**

Lecture by outstanding personalities in the field of Arts, Commerce, Entrepreneurship, Academics and Administrative, Social Science, etc. are organized for the benefit of students. This activity brings a reputed luminary of a particular discipline face to face with the students of the College where she/he lectures on relevant issues within the field of the students’ academic curriculum.

#### **vi). Students Union:**

The Students Union is the premier student body in the college and every student is a member of the union. Elections for the office bearers are held every year on the date decided by the union in consultation with the head of the institution. The union contributes in making the college life more meaningful and memorable. The students’ union takes the responsibility of organizing Fresher’s Welcome for newly admitted students, common room activities, and cultural programmes of the College etc. Every year the Annual Social of the College ‘College Week’ is also organized under the leadership of the students’ union of this College.

**vii). Music and Cultural Committee:**

The Music and Cultural Committee of the college have excelled in all its three wings namely Music, Dance and Drama. Over the years it has brought home several trophies and prizes won at inter-college and district level. The objective of the committee is to inculcate in the students a sense of cultural values and helps them understand the importance of preserving the rich traditional arts and culture of the region.

**viii). Linkages:**

The college has established linkages with several leading institutions so as to enable it to get the benefit of their services, expertise in the relevant fields. At present the college has tied up with IGNOU, NIELIT, cement industries and other developmental institutions.

**ix). Networking System:**

The college runs its networking system with broadband facility and Wi-Fi connectivity enabled campus facility. The students of this college can search the internet at the time allotted to them. The college has access to various online journals of international repute through JSTOR and INFLIBNET for both teachers and students.

**x). Computer Learning Programme:**

The college arranges for basic level computer training programmes for interested students. The programme is monitored by informed and experienced teaching faculties. The computer cell of the college has the necessary infrastructure to provide hands on training to the participating students.

**xi). Distance Education Study Centre:**

A study centre (NO. 1808) of Indira Gandhi National Open University, a central university, has been set up at this college since 1995 and has a distinction for being the first centre in such a distant region of Meghalaya. This study centre provides UG as well as PG programmes of IGNOU to its learners.

**xii). Alumni Committee:**

Very recently the College Alumni Committee has been formed. It serves as a platform to bring together the former students who are willing to contribute towards the academic and material advancement of their alma mater with their physical and intellectual labour as well as material support. All former students and teachers of the college are eligible to become members of this association against the payment of the requisite membership fee. Since its inception the Alumni Committee has been actively involved in the development of the college by sponsoring various renovation and beautification projects across the campus.

**xiii). College Parent-Teacher Committee:**

The College parent-teacher Committee has been formed in 2014. The parents of each student taking admission to the college will become members of this Committee against the payment of the membership fee. As a bridge between the college authorities and the parent stakeholders this Committee aims to create a forum whereby the parents can communicate their views about the functioning of the college and thus facilitate further improvement.

**xiv). Institute/Industrial Visit:**

This activity like the student project activity is meant for advanced learners. The college arranges for a tour of advanced and meritorious students to reputed institutes for a first hand practical knowledge and necessary research experience in both commerce and humanity disciplines.

**xv). Educational Tours:**

Each department organizes educational tours for all students. These tours are both educative and entertaining for the students.

**xvi). CCTV:**

The college campus is under CCTV surveillance to support Security Services in protecting the premises, property and the people using its facilities.

- The CCTV system is spread across all campuses.
- The system uses Digital Recording to capture images. The clarity of the images allows for better identification of suspect people and vehicles.
- All recorded images are managed under the College's CCTV which also incorporates our Automatic Number Plate Recognition systems.

**FEE STRUCTURE:**

<b>Sr. No</b>	<b>Particulars</b>	<b>B.A</b>	<b>B.Com</b>
1	Admission fee	3000	3000
2	Library fee	1000	1000
3	Tuition fee	6000	6000
4	Identity Card	200	200
5	Development Fund	700	700
6	Tests & Examinations (Internal)	600	600
7	Maintenance & Miscellaneous	700	700
8	Extension and Co-Curricular Activities	350	350
9	Games & Sports	300	300
10	Magazine fee	250	250
11	Library Development Fund	400	400
12	Common Room	200	200
13	University Enrollment	200	200
14	ICT Classrooms maintenance fee	150	150
15	Field Trip	300	300
16	Training, Seminar and Workshop etc	300	300
17	Water and Electricity	350	350
18	Computer laboratory fee	-	200
<b>Total</b>		<b>15000</b>	<b>15200</b>

**PLEASE NOTE:**

- Admission fee may be paid in full/installment of 60% at the time of admission and second and third Installment on or before the End Semester.
- The College reserves the right to reject an application for admission without assigning any reasons for the same.
- When admission is granted, the prescribed fees must be paid and the admission form must be deposited at the College office within 24 hours.
- Application forms not having all the required documents will not be considered.

Sd/- Principal

**Skill Development/Add On Courses**

**Eligibility: SSLC/HSSLC**

- |  |                |
|--|----------------|
| 1. Basic Course in Computer & Internet /Computer literacy: | 1 (One) month  |
| 2. Office Automation                                       | 2 (Two) months |
| 3. Desktop Publishing (DTP)                                | 2 (Two) months |
| 4. Certificate in Computer Accounting                      | 2 (Two) months |
| 5. Diploma in Computer Applications                        | 6 (Six) months |
| 6. Certificate Course in Khasi Traditional Music           | 6 (Six) months |

For admission into the above mentioned courses students are advised to contact the teacher's I/C Computer Applications and Music & Cultural Committee.