

JAINTIA EASTERN COLLEGE, KHLIEHRIAT
EAST JAINTIA HILLS DISTRICT
MEGHALAYA 793200



College Motto: *Education For All*

Affiliated

To

MEGHALAYA BOARD OF SCHOOL EDUCATION, TURA

PROSPECTUS - 2016

OBJECTIVES OF THE COLLEGE

- To impart higher and quality education.
- 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.

Vision

With the motto “*Education for All*” as the main focus, Jaintia Eastern College acts as per the principle set by its founders, to provide quality and affordable education to all sections of the society especially to the underprivileged students who could not afford for higher and quality education elsewhere.

Mission

The College is committed to serve the society by developing the generation and the students to face the challenges of this contemporary world and to remain socially 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 teaches them to become good citizens, to meet the social needs of our nation and 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.

BRIEF HISTORY OF THE COLLEGE

The Society for Higher Education, a non-profit organization founded in 1992 by Revd. Tiplang Dkhar and Revd. S.W. Lyngdoh in association with the well-known spirited individuals, prominent persons and social workers of the erstwhile Khliehriat Civil Sub-Division to bring Higher Education within the reach of the underprivileged people of the area. Then, Jaintia Eastern College comes into being in the year 1992 and it was inaugurated by Shri O.L.Nongtdu,

the then Home Minister, Govt. of Meghalaya and former MP (Rajya Sabha) on the 21st October 1992. It is a Co-Educational Institution which began with Pre - University Course in Arts. In the year 1994 it was delinked to 10+2 level of Education and was known as Jaintia Eastern College (Higher Secondary Section) affiliated to Meghalaya Board of School Education, Tura and then in the year 2009 Commerce stream was introduced. The College is managed and maintained by the Governing Body.

Jaintia Eastern College, Khliehriat is the premier Higher Educational institution in the District. Since its inception, it has maintained its excellence by regularly introducing new subjects, courses as well as upgrading its infrastructure and maintaining discipline of the students.

Further, the College has made commendable progress and has opened up different departments of various disciplines like add-on in Computer Applications and Khasi Traditional Music.

Along with academic activities, the College has also worked towards the development and personalities of the students through UGC/Govt. sponsored schemes. Likewise, many programmes have been organized to draw out the potential and competence of students and to help bring them to the forefront.

Today, the College is proud to have produces many eminent personalities who have made a name for themselves in the field of politics, academics, bureaucracy, judiciary, etc. Further, the Peer Team of National Assessment and Accreditation Council, Bangalore have assessed and evaluated the College and awaiting its outcome.

GENERAL FEATURES

REGISTRATION

After admission process is over, a student shall be required to register under the Meghalaya Board of School Education, Tura within one month of his/her admission. Those students passing from outside the jurisdiction of the Board will have to submit their Migration Certificate one month after the admission.

EXAMINATION

The College besides conducting regular tests and monthly tests, pre-promotion and selection test examinations is also conducted. At the end of the courses there shall be Board examination.

ATTENDANCE

Regular classroom attendance is compulsory. Students who do not obtained a minimum 75% attendance of all lectures delivered shall not be allowed to sit the annual examinations of the Board. Student who remained absent for two consecutive calendar weeks without prior permission will have his/her name be deleted from the Attendance Register.

RAGGING

Complying with the Hon'ble Supreme Court of India's direction and Civil appeal, ragging of fresher's/juniors in any form (Physical, Verbal and Mental) is a crime and it has become a matter of social concern. Ragging in any form is strictly prohibited in and around the College campus and is punishable under law as per the Supreme Court decision. An Anti-Ragging Cell comprising senior teachers and students is constituted to take action against students indulging in ragging. The Cell is also obtaining an Anti-Ragging Affidavit (in prescribed format) from the students and their parents/guardians after admission in the College.

Helpline: Smt. S. Dkhar, 9436307008 (Teacher in-Charge). Shri. N.Sarkar, (Advocate); 9436314508.

DRESS CODE

All the students are expected to dress politely. Given that the College is co-educational institution, dresses should not cause any offence among the students of either sex.

LIBRARY

The College has a well-stocked library with a large number of books on subjects related to the courses taught. In addition to literary volumes, the College also has reference books, encyclopedias, etc. and also subscribes to all important newspapers, magazines, national and international books and journals. The library has a separate reading room in which students can put their raw ideas into perspective. Previous years question papers are also kept for ready reference by the students and teachers. Internet facilities (UGC Network Resource Centre) are also provided to help the students to browse for profound reading materials related to their

course of study. For rules and regulations pertaining to library, students are advised to get in touch with the librarian.

SCHOLARSHIPS

Students may apply for various types of online Scholarships – State and Central Government, UGC- Special Scholarship Scheme, etc. The Governments of respective states have their own rules and regulations regarding eligibility of applicants for receipt of scholarships. Applicants for scholarships are responsible to know the criteria for availing the same and the College does not guarantee the grant of Scholarship.

ADDITIONAL CLASSES

The facilities available at the College are: UGC sponsored Remedial Coaching classes for SC/ST/OBC and Minority students; Coaching Classes for entry into services; Career Guidance and Counseling; UGC Network Resource Centre and Central Computer Laboratory equipped with internet connectivity; Offline Examination Software to prepare for Online Competitive Examination for Entry into Services and a Digital Language Laboratory for interaction exercises.

GRIEVANCE REDRESSAL COMMITTEE

The Grievance Redressal Committee (GRC) of the College is constituted to materialize the primary needs of the students and other stakeholders. The GRC consists of senior teachers, staff and students representatives. The GRC redress the grievances at the individual level, group or class level for common interest and *suggestion boxes* are kept in the Students' Common Rooms, Canteens, Lecturers' Common Room and adjacent to College notice board so as to enable the students and other stakeholders to drop in their complaints and suggestions for remedy. The lecturer in-charge of various committees acts as facilitators to sort out the grievances of the stakeholders while unresolved problems are referred to the GRC.

GENDER SENSITIZATION

Women Welfare Committee (WWC) is extremely alert to matters pertaining to sexual harassment, women empowerment and gender insensitivity. A Committee, comprising of members from the teaching and non-teaching staff and students look into matters related to sexual harassment of students and staff in the college. Any person aggrieved in this matter may fearlessly approach the committee for a fair and concerned hearing and a speedy Redressal.

INTERNAL QUALITY ASSURANCE CELL

The Internal Quality Assurance Cell (IQAC) of the College was established in April 2014 to develop the system for improvement in education and administrative performances. It is an internal mechanism for sustenance, assurance and enhancement of the quality education imparted by the College. The Cell has a fulltime coordinator and frequently convenes meeting with various sub-committees to plan and evaluate the progress and activities in the College.

WOMEN HOSTEL

With a view to provide “Education for All”, hostels facilities for out station woman student is provided by the College. The rules and regulations pertaining to admission in the Hostel are available in the warden’s office

EXTRA-CURRICULAR ACTIVITIES

To achieve an all-round development, the College creates an opportunities for the students to excel their hidden talent through Extension Activities such as National Service Scheme (NSS) and Red Ribbon Club (MACS) in the field of social work. Besides Games & Sports, Seminars, Lectures, Workshops, College week, Study tours and other extra-curricular activities are the regular annual features of the College Calendar.

(i) National Service Scheme and Red Ribbon Club (RRC): The National Service Scheme (NSS) and Red Ribbon Club (RRC) are the youth and student programme that aims at arousing social consciousness among the students with an overall objective to develop the personality of the students through community service. Jaintia Eastern College has been actively involved with various activities and programmes of the NSS/RRC like tree plantation, constructive work in adopted villages, blood donation camps, AIDS awareness programmes and regular activities, to name a few.

(ii) College Magazine: The College published an Annual College Magazine. It is one of the platform through which the lecturers and students exhibit their talents and interests. It also invites and encourages the students towards activities that would expose their creativity.

(iii) Seminars: In order to achieve an all-round development, the College organizes departmental seminars, seminars and workshops during the academic session. Further, to broaden the knowledge of the Students its leaves no stone unturned to organize at least one National/Regional seminars during the academic year.

(iv) College Week: Jaintia Eastern College dedicates one full week towards creativity and recreation of the students. In this one week the students are allowed to organize and participate in various activities like sports, cultural and co-curricular activities.

(v) Games and Sports: To improve the mental and physical health of the students, the College organized different games and sports (outdoor and indoor) during College week. To promote the same, the College collaborates with local sports club for facilities like football ground, Cricket ground, indoor stadium, etc. The College possesses Basketball Court, Volleyball Court, Table Tennis, Carom Board, Chess, etc.

(vi) Audio/Visual Room: Keeping up with modern technology, the College provides its teachers and students Seminar Room equipped with LCD projector for galvanizing attitude to improve teaching and learning. Films related to the course of study are screened from time to time for the better understanding of the particular subject.

(vii) Mentoring: A valued tradition at the College is the close bond between students and teachers. The College highly regards this one on one interaction between the teachers and the students in and outside the classrooms which make the student responsible and mature human being with regard to their academic, social and even individual concerns.

(viii) Career Guidance and Counseling: The College has a Career Guidance and Counseling Cell for creating awareness regarding different career and employment opportunities. A teacher in-charge coordinates the activities and organizes career guidance for entry into services and seminars related to employment. It is also in touch with various Government agencies and private corporates for employment opportunities.

(ix) College Canteen: The College has one canteen and a Coffee Shop in its campus. The College canteen is open from 8.00 am to 6.30 pm.

(x) Feedback: The College pay due respects to the students and other stakeholders. With regard to this “Feedbacks” are collected from them for assessing the College courses, teachers, students’ programmes, etc. The comments (in writing) are duly discussed by the College and actions are taken accordingly for corrective measures.

(xi) Lecture by Outstanding Personalities: The College also invites different outstanding personalities in the field of Arts, Sports, Science and Commerce, Entrepreneurship, Academics and Administrative, Social Science, etc., to deliver lectures on their experiences and achievements.

(xii) Student Award: Nomination for this award is made by each Department on the basis of academic grades, extra-curricular activities, relationship with College community and how they have impacted the community life in the College and their overall performance spanning over two to five years of their studentship.

DISCIPLINE

In order to achieve the mission, vision and values of education, it is essential to ensure a safe and healthy environment for the students and other stakeholders in and around the College campus. The Disciplinary Committee is empowered to deal with cases of indiscipline. Some ways in which discipline may be breached:

- i) Causing disturbance to a Class or the Office or the Library or Sports (Indoor or outdoor).
- ii) Misconduct and Misbehavior of any kind, towards a teacher or an employee of the College.
- iii) Causing damage to furniture or any other property of the College.
- iv) Making 'noise' in the corridors and the library which are designated silence zones.
- v) Electronic gadgets like mobile phones, music systems etc should be switched off before entering the classrooms/library/conference hall etc.
- vi) Smoking and chewing of tobacco and its products.
- vii) Chewing of *Kwai* spitting and sticking or pasting of chewing gum in any form on the wall/desks/benches of the College.
- viii) Littering- like throwing of scraps, used polythene bags, empty water bottles, chewing gum wrappers, etc.

Inciting others to do any of the acts aforesaid, the Principal of the College has the ultimate authority to take action against any breach of discipline.

ADMISSION PROCEDURE

For seeking admission into the HSSLC Course in Arts and Commerce, Prospectus and Application Forms should be collected immediately after the declaration of SSLC or equivalent Examinations results recognized by Board on payment of Rs.100/- (One hundred) only from the office of the College.

Higher Secondary Level:

- For Admission to Higher Secondary Course in Arts and Commerce, a candidate shall have passed SSLC or equivalent Examinations
- The duration of the course is two years.
- There shall be two Examinations to be held annually. Internal Promotion Examination at the end of Class XI and Board Examination at the end of Class XII.
- A candidate shall be promoted to the next higher classes (Class XII) only after having cleared the Class XI Internal Promotion Examination.
- The final result will be declared on the basis of Class XII (HSSLC) Examination conducted by the Board.

Admission Criteria:

- Based on Merit, State and Central Reservation Policy.
- 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.
- Seats are reserved for physically challenged candidates for admission to undergraduate Courses as per Governments rules.

SUBMISSION OF APPLICATION FORM

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

Each Application must be accompanied with:

1. Character and Transfer Certificates from the Principal of the School / College last attended.
2. Self attested copy of the mark sheet of the last examination passed (Class X)
3. 2 (Two) recent passport size photographs of the student.
4. Original Transfer Certificate from the School/College last attended.
5. SC/ST/OBC and Persons with Disability (PwD) Certificate
6. The ORIGINAL documents to be produced at the time of submission of application form for verification.

COURSES OF STUDY

Higher Secondary Course:

ARTS

1. Compulsory Subjects:-

- (i) English: 100 marks
- (ii) MIL (Khasi, Garo)/Alternative English: 100 marks
- (iii) Environmental Education:

2. Elective Subjects (Any three of the following):

- (i) Political Science
- (ii) Education.
- (iii) Economics.
- (iv) History.
- (v) Elective Khasi
- (vi) Computer Applications.

Any one of the above subjects may be offered as additional subject.

COMMERCE

1. Compulsory Subjects:-

- (i) English: 100 marks
- (ii) MIL (Khasi, Garo)/Alternative English: 100 marks
- (iii) Environmental Education

2. Elective Subjects:

- (i) Economics
- (ii) Accountancy
- (iii) Business Studies

3. Additional Subject: Any one from the following

- (i) Entrepreneurship (ii) Computer Applications

FEE STRUCTURE

Sr. No	Particulars	+ 2 level (Arts & Com)
		(Rs)
1	Admission fee	1200
2	Library fee	500
3	Tuition fee	3000
4	Identity Card	100
5	Dev. Fund	600
6	Tests & Examinations	500
7	Building Maintenance fee	500
8	Co-Curricular Activities	550
9	Internet/Electricity fee	200
10	Games & Sports	400
11	Computer Laboratory	200
12	Library Dev.fee	350
13	College Week Final Day	300
14	Language Laboratory	100
Total		8,500

PLEASE NOTE:

- Admission fee may be paid in full/installment of 75% at the time of admission and second Installment on or before the end of First semester. All fees are charged from March to February. Fees once paid are not refundable.
- 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.

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ADD ON COURSES

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| 1. Basic Course in Computer /Computer literacy: | 1 (one) month |
| 2. Internet | 1 (one) month |
| 3. Microsoft Office | 2 (two) months |
| 4. Office Automation (NIELIT) | 2 (two) months |
| 5. Desktop Publishing (DTP) | 2 (two) months |
| 6. Diploma in Computer Application | 6 (six) months |
| 7. Diploma in Computer Accounting | 6 (six) months |
| 8. 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 Khasi Traditional Music respectively.

Dr. P.Nongtdu
Principal
Jaintia Eastern College
Khliehriat