

JAINTIA EASTERN COLLEGE, KHLIEHRIAT

EAST JAINTIA HILLS DISTRICT, MEGHALAYA - 793200

Website: www.jecollege.org



PROSPECTUS AND INFORMATION BROCHURE 2020

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 trainings 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. Sohlsley

Miss. Pinky A. Lamare

KHASI DEPARTMENT

Dr. Davidson Diengdoh

Smt. Percia Phawa

Shri. Lancaster Nongtdu

Shri. Jamphrang Lyngdoh (HoD)

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

Shri. Nishwa Rymbai

Shri. Beket Siangshai (HoD)

Smt. Ridalabha Dkhar

ECONOMICS DEPARTMENT

Smt. Renuka Pde

Smt. F. Dalamki Lytan

Smt. Deogratia P. Bareh (HoD)

Smt. Dakaru Bareh

EDUCATION DEPARTMENT

Smt. Eva Aibok Nongtraw

Dr (Mrs). Pyrkhatalang A Shadap

Smt. Theilinda Kyndait

Smt. Sophikitbok Dkhar (HoD)

Smt. Etilut H Rymbai

SOCIOLOGY DEPARTMENT

Smt. Shida Siangshai (HoD)

Miss. Thywillbedone Bareh

Miss. Purify Swer

Miss Ri akor Dkhar

COMMERCE DEPARTMENT

Shri. Charles Marngar

Shri. Banpynskhembha Papang (HoD)

Shri. Besterwell Dkhar

Shri. Remember Nongtdu

Shri. Samdy Myrchiang

Smt. Sapna Suchiang

Shri. Niphri Rymbai (IT)

ENVIRONMENTAL STUDIES:

Dr. Phervision Nongtdu

TENTATIVE ACADEMIC CALENDAR 2020-21

Month	Dates	Days	Event	Holiday
January	28 th	Mon	College Re – opened	-
	26 th		Republic Day	
February	10 th – 11 th	Tue	Odds Semester Examinations	-
	17 th	Mon	Commencement of Even Semester Examinations	-
March	10 th	Tue	Holi	1
	25 th -31 st		Lockdown 1.0	7
April	1 st – 14 th		Lockdown1.0	14
	10 th	Fri	Good Friday	1
	15 th – 30 th		Lockdown 2.0	16
May	1 st – 3 rd		Lockdown 2.0	3
	4 th – 17 th		Lockdown 3.0	14
	18 th -31 st	Mon	Lockdown 4.0	14
	7 th	Thur	Buddha Purnima	1
	25 th	Mon	Id-UI-Filtre	1
June	1 st - 30 th	Mon	Lockdown 5.0	30
			Commencement of Odd (3 rd & 5 th) Semester Classes	-
	5 th	Fri	World Environment	-
	12 th	Fri	Induction Ceremony-Cum-Orientation Courses	-
			Commencement of Odd (1 st) Semester Classes	-
	22 nd	Fri	Rev.Thomas Jones Day	1
	27 th	Sat	Parent Teacher Meeting	-
July	8 th	Wed	Beh Deinkhlam, Jowai	1
	17 th	Wed	U Tirot Sing Day	1
		Mon	Starts of first sessional tests	-
			Beh Deinkhlam, Tuber	
August	1 st	Sat	Id-UI-Zuha	1
	12 th	Sat	Janmashtami	1
	15 th	Wed	Independence Day	-
September	18 th	Fri	Unitarian Day	1
October	2 nd	Fri	Mahatma Gandhi's Birthday	1
	23 rd – 25 th	Fri	Puja Holiday	3
			Odd Semester Examinations	-
November			Commencement of Even Semester Classes	-
	6 th	Fri	Wangala Festival	1
	14 th	Sat	Diwali (Deepawali)	1
	23 rd	Sat	Seng kutsnem	1
December	12 th	Sat	Pa Togan N Sangma	1
	18 th	Wed	Death Anniversary of U SoSo Tham	1
			Parting Social	-
	21 st	Mon	Winter Vacation begins	-
Jan 2021	24 th	Mon	Re-Opening of College	-
Feb -2021	3 rd	Mon	Commencement of Even semester Classes	-
			Total Holiday	117

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.

The Principal's Desk



We, at Jaintia Eastern College (JEC), understand the anxiety as well as hopes of young students and their families as they step out of the structured domain of school curriculum into the expansive world of higher education. JEC is an affiliated College of North Eastern Hill University and is a part of its history, evolution and vision of transforming society through education. The college had humble beginnings in 1992 when it was established with the aspiration of providing higher education to the rural poor youths, including migrant workers coming from different parts of country. Despite many hurdles, the college still carries within itself the belief in education being an unsurpassed way of channelizing talents and energies of the young generation in a manner that not only brings out the best in their own individual selves but also makes them sensitive to values of justice, liberty, equality and fraternity.

JEC welcomes its fresh entrants with the warmth of a family and leads them on to gradually gain independence of thought, a keen sense of inquiry and a search for wisdom. We hope that by the time our students leave the gates of this institution they are enriched not just with factual and theoretical knowledge but also with the confidence of fearlessly walking down the path of truth. The college and the college faculty too, in turn, continue to learn from students. We have tried to evolve with the inputs every batch of students brings to us by renewing and renovating programmes connected with academics, sports, NSS, RCC and other extracurricular activities.

On behalf of the whole college, I welcome all our students into meaningful learning system, activity and experience that would lead to an enhancement of energy, talent and capability. I wish the students, parents and teachers a fruitful and peaceful academic year 2020-21. Therefore, as we venture through this academic year let's keep in our mind that "*Education is the passport to the future, for tomorrow belongs to those who prepare for it today*" (Malcolm X).

Thank you.

Dr. Phervision Nongtdu
Principal

College Profile

Jaintia Eastern College, Khliehriat was established on 1st August 1992 and affiliated to North Eastern Hill University, Shillong. The college is recognized by UGC under 2(f) and 12(B) since 2004. It has continuously work hard to maintain its place as one of the finest college of North Eastern Hill University and has been successful in doing so. The young and highly qualified team of the faculty members spares no efforts to keep students well informed and keep updating their knowledge. The students are also reciprocating by their high achievements in academic performance. The college provides various Academic amenities so as to attain Bachelor degrees in the fields of Arts and Commerce. As a reputed educational institution, the college has been known for producing outstanding students who had taken different careers as per their academic merits, successfully in the society. The college not only ensures academic development of the students but also provides them with opportunities to prove themselves by means of extracurricular and co-curricular activities. National, Regional and District level seminars also formed an inalienable part of the college's academic activities. In the field of sports, the college has been involving its students in football, basketball and other indoors games like badminton, table-tennis, etc. It possesses a small well equipped gymnasium from which the students are benefited.

The Internal Quality Assurance Cell (IQAC) is working continuously towards promotion of quality education and overall performance of the College. The Career Guidance and Counseling Cell makes its presence felt by providing necessary information and guidance to the students in the field of career planning besides grooming their personality. The past record of the College provides us with good evidence that the college has firmly established itself as modern and progressive educational institution.

The college is accredited with 'B' grade by NAAC, Bangalore in May 2016. In 2017 it was brought under Rashtriya Uchchta Shiksha Abhiyan (RUSA) scheme. Under this scheme, the college received Rs Two crore for building infrastructures, enhancing of teaching learning process at UG level and digital classrooms, laptops to all departments and Internet facility to students, uniform (Dress code) for all students, remedial coaching, Skill Development Courses for employability enhancement (Tourism & Computer Applications). Virtual classrooms are newly operated by the college to reach the students as well as a means to combat Covid - 19 pandemic.

Over the years, the college has built up an impressive array of academic facilities. Our endeavour is to make individuals more mature, responsible and socially aware. Recently, the state Government had short-listed to bring the college under Community College Scheme or People's college in 2020.

2. 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

Paper	First Semester	Marks	Paper	Second Semester	Marks
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	Financial Accounting	100	BC 204	Indian Financial System	100
Total		300			300
Paper	Third Semester	Marks	Paper	Fourth Semester	Marks
BC 301	Business Statistics	100	BC 401	MIL (Khasi)/Alt. Eng	100
BC 302	Business Law	100	BC 402	Financial Management	100
BC 303/304	Optional A or D	100	BC 403/ 406	Optional A or D	100
Total		300			300
Paper	Fifth Semester	Marks	Paper	Sixth Semester	Marks
BC 501	English	100	BC 601	Environmental Studies	100
BC 502	Cost Accounting	100	BC 602	Entrepreneurship Development	100
BC 503/506	Optional A or D	100	BC 603/606	Optional A or D	100
Total		300			300
Grand Total					1800

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

Group A	Accounting & Finance Group	Group D	Marketing Group
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 BA/B.Com with Honours. But if the enrolment is more than 30 in BA Programme of a particular Honours / Subject then Morning or Evening Shift will be created to accommodate the enrolled students.

Admission in the college should be made in the prescribed Admission Form supplied along with the college prospectus available from the college office on payment of Rs 200/- (Rupees Two Hundred) only soon after the declaration of HSSLC results or equivalent examinations recognized by North Eastern Hills University. The same may also be downloaded from the college Website: www.jecollege.org which can be submitted along with a Demand Draft of Rs 200/- to be drawn in favour of JAINTIA EASTERN COLLEGE, KHLIEHRIAT payable at KHLIEHRIAT.

Admission Process:-

- i) Based on Merit, State and Central Reservation Policy.
- ii) Reserve 2 (Two) seats 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 (B.A)
- 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. 1st (First), 3rd (Third), 5th (Fifth) will be Odd Semester.
- iv. 2nd (Second), 4th (Fourth), 6th (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 B.A, 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 1st to 6th 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 1st to 6th 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 Sixth 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. It is a proof of his/her status as a student of the college and required to bring and produce it as and when necessary. The students should ensure that the particulars in the Identity Card filled by him/her are correct. 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.

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 (Assignments and tests). Internal Assessment is mandatory to all students.

4. ATTENDANCE:

Name of the student will be struck off if he/she fails to attend 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 mandatory. Students failing to meet the requirement of minimum attendance will not be allowed to sit at the University Examination (End Semester).

5. ANTI-RAGGING CELL:

The Anti Ragging Cell takes various precautionary measures to prevent ragging on college campus. It ensures the implementation of all regulations of the UGC about curbing the menace of ragging in higher educational institutions as per the directives of the Honorable Supreme Court of India. Ragging in any form, physical or mental, has been totally banned within

and outside the college premises. It is a cognizable offence and punishable by law under (Punishment of ragging is suspension or expulsion or cancellation of Degree or Penal Action). To comply with, the college has constituted Anti-Ragging Cell comprising Principal as chairperson, senior teachers and students as its members. It is mandatory for the students and guardians/parents to submit Anti Ragging undertaking (Online Affidavit) at the time of admission at www.antiragging.in. Helpline: Shri Firstborn 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 that helps to develop a system for conscious, consistent and catalytic improvement in the overall performance of the college. The IQAC is well aware of its role in improving and assuring quality in all academic and related activities, in this context, the IQAC monitors academic performances and evaluation systems, augments the teaching-learning process, monitors feedback process, maintains academic coordination, promotes research among teachers, students and assure adequate infrastructural facilities. Besides, organize national and regional seminars every year.

7. DRESS CODE:

To enforce discipline among the students and to help them consider for concessional taxi/bus fare while going and coming from college, dress code (Uniform) was introduced in the college. The students are to wear uniform compulsorily as per specification:- a) For Boys :- *White Shirt, navy Blue Trousers, Blue-neck tie*, b) For Girls: - *Blue trouser/ white Salwaar-Kameezes with white Dopatta.*

8. DISCIPLINE:

College gives great emphasis on character of students and they are expected to maintain a high standard of discipline in and outside of the campus. The students are subjected to be under rules and regulations of the institution prescribed from time to time. Violation of rules, unsatisfactory academic progress, irregular attendance to class, showing discourtesy to the teachers and staff members in any form, recourse to unfair means in examination etc. are some of the offences which may make students liable to disciplinary action like termination of scholarship, forced transfer and even expulsion from the college. 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 is strictly prohibited.
- (ii) Students shall take good care of the college property and must not spoil or cause any deliberate damage or tamper with the 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 bettle-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 in attending classes.
- (ii) They should come to the college in a decent attired.
- (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.
- (vi) In view of shortage of space, students should park their cars outside the college premises in the place provide for.
- (vii) The Principal will use his 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*). After submission online application, the students require to submit printed copy to the college office. Apart from the National Scholarships, the college also offers 25% fee concessions to outstanding students securing 60% and above in class XII Examination.

Moreover, the college Facilitation Centre is instituted to assist the applicants to apply the online scholarship.

- (ii) **Women Hostel:** Women hostel attached to college campus is available on first-come-first-serve basis. The hostel has sharing rooms and attached bathrooms with free flow water supply. All rooms are furnished with bed, mattress, study table, book rack, chair, cupboard/shelf for each student. Recreation Rooms with TV sets are available. Round the clock security will be provided. Application forms and rules for admission to the Hostel is available from the Warden's office on payment of Rs. 200/- (Rupees Two hundred) only.
- (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:** Career Guidance and Counseling Cell has been setup with the objectives to guide students in selecting suitable courses of study. The cell create and awareness about self-employment and entrepreneurship; and also provides regular counseling on career opportunities. Besides, the cell provides need based coaching for various competitive exams and prominent career counselors are invited to interact with students. Shri B.Papang, Asst. Professor, Department of Commerce is the Coordinator of the Cell.
- (v) **Remedial Coaching Class:** Remedial coaching class sponsored by the UGC, NERO, Guwahati and RUSA, Meghalaya is conducted in the college for slow learners before and after normal class hours. Many students benefited from this programme.
- (vi) **Skill Development/Add on Courses:** Education is meant not only to nurture excellence but also to develop academic skills, linguistic proficiency and qualitative techniques. These comprise Skill Enhancement Courses (SEC) which is introduced for the purpose of enhancement of student's skill in respect with his/her selected subject/study and to widen the job opportunity in the global market. Free Add on courses for skills development in Computer Applications to acclimatize the students with the changing global scenario is offer.

- (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) to address complaints related to sexual harassment. The composition of the committee is from the teaching, non-teaching staff and students representatives under the chairmanship of the Principal.
- (viii) Library:** The college library is situated in the first floor of the building. It has a collection of more than ten thousand textbooks, and reference books on various subjects, which is continuously updated. 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. As a member of the N-LIST, the college has access to various online journals of international repute through INFLIBNET. Moreover, book bank facility is available for which the students are required to apply. For rules and regulations pertaining to library, students are advised to get informed from the librarian. The working hour of the library is from 8.00. A.M. to 5.00. P.M on all working days.
- (ix) Conference Hall and Seminar Room:** The College has an adequate hall with ICT and Audio Visual facilities for seminars and conferences. Rooms for interactive seminars, film screening, workshops, discussions, committee, meetings and career counseling sessions are in place.
- (x) Classrooms:** Spacious and well-furnished class rooms equipped with ICT enabled classrooms.
- (xi) Computer Laboratory:** Well-furnished Computer Lab equipped with latest configuration of computers, Digital Language Lab, etc. LAN, with Broadband connectivity and Wi-Fi-enabled.
- (xii) College Canteen:** The College canteen where staffs and students are served snacks and other refreshments is available from 8.00 A.M to 6.00 P.M.

(xiii) Grievance Redressal Cell: The Grievance Redressal Cell (GRC) comprises of the Principal (Chairman), senior teachers, staff and students representatives is instituted 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. Apart from that the stake holders may also log in their suggestions and complaints through the college website via GRC tab. Moreover, 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. As a preventive measure CCTVs have been installed at various places on the campus.

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 are the regular annual features of the college calendar.

(i) National Service Scheme and Red Ribbon Club: The College has a very active NSS wing, which performs laudable activities to help the students grow into better responsible citizens of tomorrow. Cultural, social and other humanitarian activities are regular affair with the NSS/RRC volunteers. The unit holds social service camps in rural areas where students and teachers work in collaboration with local headman and youths of the villages. Usually the programme includes road repairing, cleaning drives, plantation of saplings, health check-up camps, blood donation camp, cultural programmes, etc. regular observation of important days such as World's AIDS day, Anti leprosy day, etc. Dr. D. S. Diengdoh, Vice Principal is the Programme Officer of National Service Scheme (NSS).

(ii) College Magazine: The College magazine "THABA" publishes articles by students and reports of non-educational activities, like sports, cultural, etc. 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. Students and other stakeholders can view this magazine through online.

- (iii) **Games and Sports Committee:** 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 Football team (men/women) has been performing creditably well in the Inter college at University level and have won many prizes. Basketball, Table Tennis is newly added in the college.
- (iv) **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 where she/he lectures on relevant issues within the field of the students' academic curriculum.
- (v) **Students Union:** The Students Union is the premier student body in the college and every student is a member. The union addresses student-related issues and builds up a team of leaders. Class representatives, who are elected by the respective classes, elect the office bearers every year. The union works in close collaboration with the staff and management. The union is not affiliated to any organization outside the college and does not take up issues not connected with education. 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 responsibility to organizing programmes in collaboration with Games and Sports Students Union. One full week is dedicated to the students for creativity and recreation. During this period, the Student Union organize various activities like sports, cultural, quiz, essay, lectures, posters campaign, debates, music, song, extempore speech, quiz, etc. among the students of this college, etc.
- (vi) **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. The other 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.

- (vii) **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, Industries, etc.
- (viii) **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 learning opportunities to the underprivileged learners of this area.
- (ix) **Alumni Committee:** Alumni Committee has been formed to serve 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 committee on 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.
- (x) **Parent-Teacher Committee:** The Parent-Teacher Committee aims to foster and promote good relationship among members of the faculty, students and parents of students. The parents of each student taking admission to the college will become members of this Committee. This forum aims to communicate their views about the functioning of the college and thus facilitates further improvement.
- (xi) **Institute/Industrial visit:** An industrial visit was organized for students to nearby Cement Plant in the district/state. The objective of the visit was to provide an insight regarding internal working of the company and opportunity to learn practically through interaction. Moreover, the college arranges educational tour in and outside the state for exposure trips.
- (xii) **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.
 - All recorded images are managed under the college's CCTV.

FEE STRUCTURE:

Sr. No	Particulars	B.A	B.Com
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
Total		15000	15200

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 Tourism | 6 (Six) months |

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