SHILLONG COLLEGE ADMISSION POLICY

Shillong College: Admission Policy Document Shillong College, Shillong

1. **About Shillong College:**

Shillong College, Shillong, an 'A' Grade institution in the North East was founded on the 15th of August, 1956 and has striven, since its inception, to turn the youth of North East India into leaders of their own society- bureaucrats, businessmen, judges, lawyers, engineers, media persons, social activists and others. Prof.(Late) Sudhindra Chandra Datta a renowned professor of Mathematics was the founder Principal of Shillong College. A visionary and a dedicated academician, he led a committed group of intelligentsia and laid the foundation of this public institution.

The college continues to nurse, nurture, teach and train rural youth in one of its avowed missions. The institution ensures equal access to quality education embracing all sections within an equitable and inclusive classroom environment taking into account students' diverse backgrounds and different academic abilities, thereby making them active participants in the learning process.

Starting from very humble origins in 1956, with 35 students on its rolls, the College has grown into a multi-faceted, multi-faculty institution. Today it has two sprawling campuses dedicated entirely to First affiliated to Gauhati University(GU) and then to North-Eastern Hill University(NEHU), the pre-eminence of the college in the field Higher Education in North-East India is well established by its present student strength and long list of achievers. With staff strength of over 165 (Teaching and support staff) 22 options for Honours, the college caters to around 3000 students. With students from different ethnic communities and international students on its rolls, it is a microcosm of the North-East and a vibrantly alive experiment of national integration at its best.

From 2004, the college has decisively taken a new direction in its emphasis by enthusiastically launching out into a number of Professional Courses that would go a long way in developing skilled and knowledgeable manpower in the region while creating avenues for self-employment. In 2018, the College reached a new milestone; it became the first College in Meghalaya to offer (NEHU affiliated) Post Graduate Programme in English. The College has evolved into an active hub engaged in a number of extension activities emerging out of its academic programmes.

ICGC plays a pioneering role in promoting computer-based employment generating ventures in collaboration with Tata Consultancy Services. Research is a way of life for the Staff of the College. Currently there are several research projects going on sponsored by University Grants Commission and by the college. The college has separate cells for career guidance(ICGC), personal counselling (on call)coaching for entrance examinations, Placement Cell).

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Website: https://www.shillongcollege.ac.in

Motto of the College: " Vidya Vidyante Amritam - Knowledge Is Immortal "

VISION OF THE COLLEGE:

We envision Shillong College as a Centre of Excellence for Wisdom, a beacon of hope, a model embodiment of the ideal upon which our Great Nation has been built.

MISSION OF THE COLLEGE:

➢ To endeavour to provide to all sections of society, quality yet affordable education, and create a knowledge-based society where avenues of success are readily available to all sections of the society, both urban and rural.

➢ To provide the right atmosphere that will facilitate the tapping, honing and refinement of latent potential talent and skill through appropriate academic, extra and co-curricular activities, promoting the pursuit of excellence thereof and leading to integrated personality development.

➢ To remain socially committed, with special impetus on catering to the needs of the socially, economically and educationally disadvantaged groups, and through academic excellence, confidence building and character development to elevate them to a level of excellence thus providing them with a fair chance of success and better future.

➢ To be attuned to the emerging needs of the young generations in a world of constant flux and to inculcate knowledge and need-based work skills so that the products of our college possess a competitive edge in the job market and find themselves prepared for gainful employment.

➢ To constantly update, equip, improve and evolve ourselves in all aspects in order to become more proficient and efficient in fulfilling our commitments to the students and the society at large to the best of our ability.

➢ To not only help our students become job-proficient but to sensitise, encourage and promote moral, a secular, scientific and nation –building virtues in the backdrop of varied and complex multiplicities that weave the beautiful patterns of our country so that the students respect, protect, nurture and value the rich composite culture of the country, India.

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I. General Admission Policy:

Admission of students into the Bachelor's Degree Courses commences after the declaration of the results of HSSLC Examinations (Arts, Commerce, Science and Vocational) of the Meghalaya Board of School Education (MBOSE). Admission will be considered based on the academic requirements specified in the prospectus for the academic year.

II. Formation of Admission Committee:

The Institution forms an Admission Committee every year with Principal as the overall-in-charge and Heads/senior faculty of every Department including Support Staff as members. The overall sports-in-charge is also made a part of this Admission Committee.

III. Publicity:

Publicity for admission into various Programmes offered by the college starts from mid-May and continues well unto June. Admission Announcements for admission into various programmes of study is uploaded in the College Website (**www.shillongcollege.ac.in**), floated in various social media platforms and various newspapers of Meghalaya and other NE states.

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IV. List of Programmes offered:

PROGRAMMES				
UNDERGRADUATE PROGRAMMES				
Programme Name	**Honours**	**Intake**	**Minimum Requirement**	**Intake Capacity**
Bachelor of Commerce	Accounting and Finance	As per University Norms/DHTE	Passed XII Commerce	140
	Marketing			60
Bachelor of Computer Application		As per University Norms/DHTE	Passed XII Commerce/Arts/Science	100
Bachelor of Business Administration	Marketing	As per University Norms/DHTE	Passed XII Commerce/Arts/Science/Vocational	100
Bachelor of Arts	English	As per University Norms/DHTE	Passed XII Arts/Science/Commerce	50
	Economics			50
	History			50
	Philosophy			50
	Political Science			50
	Sociology			50
	Khasi			50
	Hindi			30
	Garo			30
	Education			50
Bachelor of Science	Botany	As per University Norms/DHTE	Passed XII Science	30
	Chemistry			30
	Computer Science			30
	Physics			30
	Mathematics			30
	Zoology			30
	Microbiology			30
	Environmental Science			30
	Economics			30
	Statistics			30
POST GRADUATE PROGRAMMES				
Master of Arts	English	As per University Norms/DHTE	Passed UG in English	20
	Khasi	As per University Norms/DHTE	Passed UG in Khasi	30
CERTIFICATE COURSES				
Name of the Course	**Sponsors**	**Intake/ Minimum Requirement**		**Intake Capacity**
Certificate Course in Computer Applications		Open to all streams		30
Entrepreneurship Development	UGC Sponsored	Open to all streams		30

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V. Shillong College General Student Intake Policy:

Admission to various Programmes and Courses are given on a merit cum first-come-first-serve basis after the applications are reviewed by the Admission Committee set up for the purpose.

The College is desirous of maintaining a 50-50 ratio of boys to girls in its undergraduate admission. This is not applicable for the Post Graduate Programmes and Certificate Programmes.

VI. Reservation Policy:

The College follows the existing Reservation Policy of the State government

A. Under Graduate Courses:

Semester System-As per the guidelines of North Eastern Hill University (NEHU) Semester System has been introduced from the Academic Session 2015-2016 onwards. Under the system a student shall appear for 1800 marks in 6 Semesters. Out of this 1000 marks are allotted for Pass Elective subjects and 800 marks for Honours. Each paper has two components viz, Internal Assessment and External Examination in the ratio of 1:3.

1. **Bachelor of Arts (B.A.)**

   Eligibility-Students who have cleared H.S.S.L.C /XIIth Standard or equivalent examination are eligible to apply, the selection will however be done by respective Departments based on merit and first- come first -serve basis.

   Students need to choose one Honours subject along with two (2) Elective subjects either from Group A or B as specified in the Prospectus.

2. **Bachelor of Science (B.Sc)**

   Eligibility-H.S.S.L.C./XIIth Standard or equivalent examination in Science Stream (45% marks in Aggregate and 45% marks in the subject in which Honours is to be offered).

   Students need to choose one Honours subject along with two (2) elective subjects either from Group A or B as specified in the College Prospectus.

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3. Bachelor of Commerce (B.Com)

Bachelor of Commerce is a complete Undergraduate Honours Degree Course comprising Six Semesters. The Course is designed to imbibe proficiency in certain areas of Business studies while equipping the students with a wide range of organizational skills. The Programme imparts knowledge based approach by focusing on learning the fundamental theories, principles, methods and procedures of Commerce and Accounting.

Eligibility-H.S.S.L.C /XIIth Standard or equivalent examination in Commerce Stream (45% marks in aggregate)or H.S.S.L.C.XII Standard or equivalent examination in Science Stream Stream (45% marks in aggregate).

4. Professional/ Self -Financing Under-Graduate Courses

1) Bachelor of Computer Applications (BCA)

Eligibility-H.S.S.L.C./XIIth Standard or equivalent examination in any stream (Commerce/Arts/Science) with 45% marks in Aggregate. Preference will be given to candidates who have appeared in Mathematics/Computer Science in the qualifying examination.

2) Bachelor of Business Administration (BBA)

Eligibility- H.S.S.L.C. /XII th Standard or equivalent examination in any stream (Commerce/Arts/Science) with 50% marks in Aggregate. Preference will be given to candidates having 50% marks in Mathematics/Economics.

Allotment of seats in Day/Morning Section shall be decided by the Admission Committee according to merit and first come-first serve basis.

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B. Post Graduate Courses

1. MA (English)

NEHU affiliated MA Programme in English

Shillong College accredited 'A' by NAAC is the first college in Meghalaya to offer MA Programme in English.

With an allowed intake capacity of 20, the college followed a two-tier selection process-an Entrance Examination followed by an interview till 2020.The Selection procedure was put on hold during the Pandemic.

*The college follows NEHU guidelines pertaining to admission, examination and all other policy matters and makes changes accordingly.

2. MA(Khasi)

NEHU affiliated MA Programme in Khasi

Allowed intake capacity - 30

*The college will follow NEHU guidelines pertaining to admission, examination and all other policy matters.

VII. How to Apply:

Students can apply online at the admission portal of the college.

VIII. Methods of payment:

1. Modes of payment at the college are as follows:

   Online modes (Debit Card, Credit Card, Net Banking, UPI)

   Offline mode (via Challan generated from the System)

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2. After payment of the fee, a copy of the transaction receipt (Student Name, Mode of payment, UTR No. Date of payment, Amount and Bank with Branch Name) must be sent by email to office@shillongcollege.ac.in or via Whatsapp to a college helpline number.

Bachelor of Arts: **9436332173**

Bachelor of Commerce: **9863378997**

Bachelor of Science/PG Course: **8787485077**

BBA/BCA/Microbiology/Computer Science: **9863377350**

Or email us at: office@shillongcollege.ac.in

3. Candidates will receive a Notification in their mobile no. or email regarding the acceptance of their admission.

4. Other details like date of commencement of classes will also be notified to the students by email.

5. Candidates are also requested to check the college website <mention college URL>, for any update and notifications.

6. Failing payment within the stipulated time, the admission shall be cancelled automatically and the seat will be made available to other candidates.

7. At the time of joining the college ,the candidates could be asked to produce Xerox copy (self attested) of the following documents:

   i. X/XII Mark sheet.

   ii. Proof of date of birth.

   iii. Caste/Tribe/Community Certificate if applicable.

   iv. Payment receipt.

   v. Migration Certificate, if applicable (for students from other Boards or University except MBOSE & NEHU).

8. Print out of the Online Anti-ragging Affidavit only for students pursuing Degree Courses (to be filled online by the students at http://antiragging.in)

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IX. Refund and Cancellation Policy

1. Payment of fees shall be made preferably through online or digital mode. Fees once paid will not be refunded.
2. In case of withdrawal of admission, fee shall not be refunded and one Semester fee must be deposited before Transfer Certificate is issued.

X. Add on Courses:

1. **Certificate Course in Khasi Traditional Music**

   The Department of Khasi, Shillong College, Shillong started the Six Months Career Oriented Certificate Course in Khasi Traditional Music since 13th February 2018. Permission was granted by the College Development Council, NEHU (No.CDC/6/Sh.C/2014/Vol.III(Part)-1733, Dated.18th July,2018.

   The objective of the Course is to inculcate into the students the basic understanding of Khasi Traditional music and to train them to develop their vocational skills in this area.

   Students completing Khasi Traditional Music Certificate Course become qualified for the Post –Graduate Diploma in Music, NEHU, Shillong. This Course also trains students in the vocational skill of crafting Khasi musical instruments.

2. **Certificate Course in Android App Development**

   The short term add-on course on Android App Development is conducted by the department of Computer Science and Applications for duration of 3 months. It was started in 2017 under the tutelage of Shri D.Thabah, Shri R.Hoojon and Shri T. Warjri.

   Android is a software stack for mobile services that includes an operating system, middleware and key applications. The Android SDK provides the tools and APIs necessary to begin developing applications on the Android platform using the Java Programming language.

   The Course introduces students to mobile application development for the Android platform students learn the skills for creating and deploying Android applications.

3. **Certificate Course in Entrepreneurship Development**

   The Entrepreneurship Development Cell recognized that a more concerted effort was needed to incorporate entrepreneurial dynamism especially amongst the educated youths, and this can be facilitated through entrepreneurial courses and training. Keeping in mind that one of the

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main objectives of the cell is to organize Certificate or Diploma Courses that will serve as an added advantage for the unemployed youths for self-employment, the task for fulfilling this objective was taken up.

XI. Exceptional student intake policy (Academic):

• Student who obtains top 10 ranks in the qualifying examinations conducted by the Meghalaya Board of School Education (MBOSE) for the specific academic year will be given direct admission provided they satisfy the requirements as specified in the College Prospectus.

• Students of Meghalaya passing from CBSE and ISC will also be given direct admission depending on the spot admission criteria which is announced immediately after the class XII results for the academic year are declared, provided they satisfy the requirements as specified in the College Prospectus.

XII. Exceptional student intake policy (Sports):

• Outstanding sportspersons who have excelled at the State, National and International Levels will be given special consideration for admission to various programmes provided they satisfy the requirements as specified in the college prospectus. In such cases, prospective candidates must submit the relevant documents supporting their claims.

• In addition, the student should prove that they actually played at the State, National and International Levels especially for team sports (e.g. football, basketball, cricket, etc.)

• Students admitted through this policy are required to submit an undertaking whereby they agree to represent the college for the particular sports discipline on the basis of which they were admitted.

XIII. Admission Policy for differently-abled

• The college admits candidates who are differently-abled provided they satisfy the requirements of the programme as specified in the college prospectus.

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XIV. Admission Procedure for Under Graduate Courses:

ADMISSION PROCESS FOR ONLINE APPLICATION; Applications can be done on-line to all Under Graduate and the sole Post Graduate course.

Applicants are requested to follow the directives given below to make the process easy.

1. First time applicants are requested to sign up on the "Application Portal" to create a login name.

2. After the sign up, the login ID and password are sent to the registered mobile number and E-mail. Use these details to login to the application portal and fill in all the relevant information.

3. While filling in the online form, kindly ensure that you have entered relevant data in fields marked mandatory.

4. For every course applied, the applicant will be provided with a Unique Application ID (UID). This UID is used for all application related references.

5. Admission to some courses are based on a Selection Process via Entrance Examination or/and Personal Interview and for other courses, admissions are on first come-first served basis at the college, provided all the eligibility criteria are met.

6. The payment to the above amount specified may be done by online method (Credit Card, Debit Card, Net Banking etc.,) or by attaching a Demand Draft (DD) for the required amount drawn in favour of Principal, Shillong College payable at Shillong.

7. The UID and the DD No/Online Transaction ID is to be legibly written after printing out the online filled in application form.

8. The following documents in hard copy are to be posted to the address given below: Print out of the online filled in Application form Shillong College: Admission Policy Document Shillong College, Shillong Demand Draft/Online Transaction Receipt Attested copies of Supporting Documents (Class X Mark Sheet, Admit Card, Class XII (if available) Principal Shillong College, Shillong - 793 001 Meghalaya. India.

9. On receiving and having verified the above documents, the office will send you a hard copy of the Prospectus and further admission/entrance exam details.

10. Once the hard copy of the prospectus and application form is received, the applicant has to report to the College as per the Admission/Selection date(s) notified with supporting documents.

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11. Online generated Mark sheets are also allowed for admission provisionally.

12. Date of admission to UG Course is from the date of declaration of MBOSE (Meghalaya Board of Secondary Education) result for the respective stream.

XV. PROCEDURE FOR OFFLINE APPLICATION

Candidates have to buy the Forms from the Admission Office at the College.

1. Duly-filled in forms should be submitted along with all necessary documents as mentioned in the Current College Prospectus.

2. For every course applied for, the applicant will need to submit a recent passport size photo along with the documents.

3. The selected students will have to report to the Admission Office and complete the process within 36 hours excluding Holidays.

4. Online generated Mark sheets are also allowed for admission provisionally.

5. Date of admission to UG Course is from the date of declaration of MBOSE (Meghalaya Board of Secondary Education) result for the respective stream.
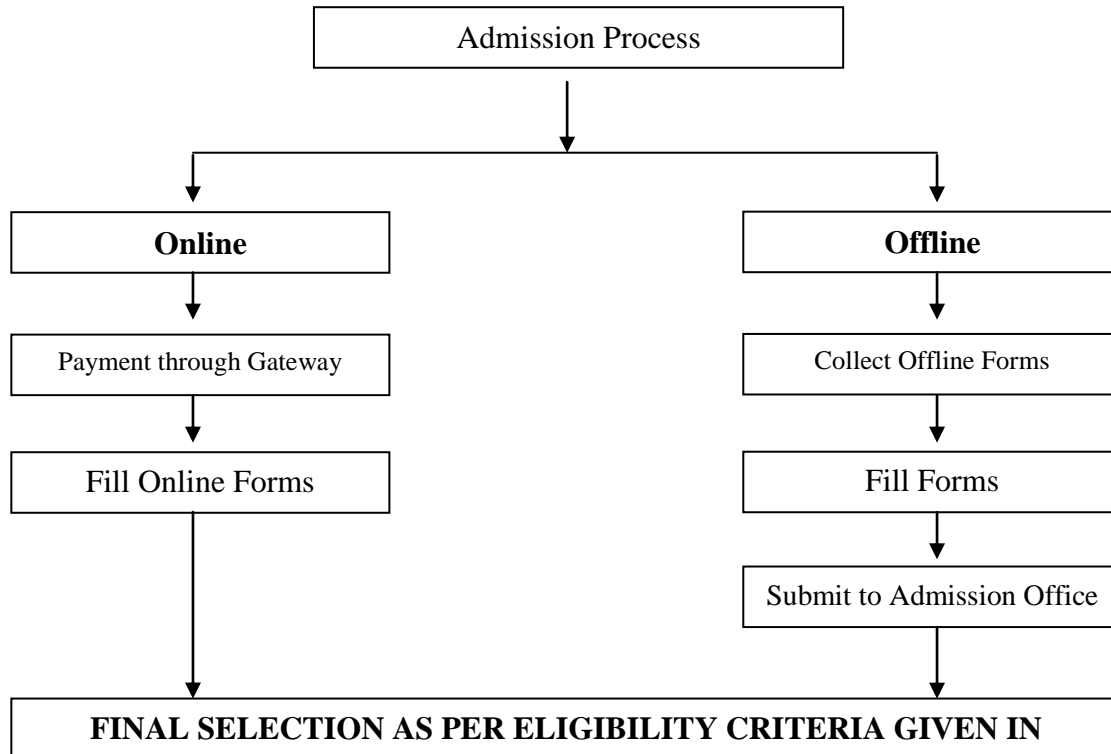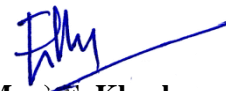
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SHILLONG COLLEGE

Assessed and Re-Accredited in 2016 by NAAC as "A" Grade with CGPA: 3.06/4

FLOWCHART FOR ADMISSION INTO UNDERGRADUATE COURSES

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                    │  Admission Process  │
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        ┌───────────┐                   ┌───────────┐
        │  Online   │                   │  Offline  │
        └───────────┘                   └───────────┘
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   ┌─────────────────────┐        ┌─────────────────────┐
   │ Payment through     │        │ Collect Offline     │
   │ Gateway             │        │ Forms               │
   └─────────────────────┘        └─────────────────────┘
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   │ Fill Online Forms   │        │ Fill Forms          │
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Note:

- **Students providing incorrect, false or misleading information in the application form shall forfeit his/her admission to the college.**
- **Management reserves the final right to grant or deny admission.**

Dr. (Mrs.) E. Kharkongor
Principal
Shillong College. Shillong – 793003
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