



Dear Applicant,

Thank you for buying the Prospectus and considering St.Edmund's College for the next 2 years of your education.

You are on the threshold of a significant stage in your life. The decision you make regarding the course you will choose and the institution from which you complete that course are crucial to your achieving the dreams you have.

St.Edmund's has the longest tradition in Higher Secondary Education of any institution in the State and its excellence is widely acknowledged, not only in North East India but around the country. Many students having completed their Higher Secondary Education on the firm foundations here have gone on to have extremely bright futures. The opportunity is now yours.

Be assured that should you be admitted, it will be our endeavour (coupled with your whole hearted cooperation) to partner you in discovering your potential and making your dreams a reality.

We, at St.Edmund's, welcome your application to be admitted as a student. While we sincerely hope to admit you to the College – your admission will depend on your academic performance in your school board. Whatever the outcome, you take with you the best wishes of all at St.Edmund's for whatever life will offer you.

God Bless you and be with you.

Bro.E V Miranda.

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BLESSED EDMUND IGNATIUS RICE

FOUNDER OF THE CHRISTIAN BROTHERS

Edmund Ignatius Rice was born in Callan, Ireland, in 1762. Edmund had the good fortune of being brought up in relative comfort while the majority of his countrymen were relegated to near destitution due to the policy of religious persecution of the occupying British Government. At the age of seventeen, after a childhood spent on the family farm, he was apprenticed to his uncle, a merchant in Waterford, South-East Ireland. Edmund prospered and became the owner of the business and at the age of twenty five he married Mary Elliott. Two years later she died leaving him an invalid daughter for whom he cared lovingly throughout his life.

As a widower, Edmund was known for his spirit of prayer and his practical charity. Though attracted to a life of prayer in a continental monastery, he realized, through a conversation with a friend and the example of Nano Nagle, Foundress of the order of Presentation Sisters, that God was calling him to work for destitute, ignorant people, especially youth.

Throughout his life Edmund spent himself in helping the poor personally. He undertook legal proceedings to ensure that money left to help them went to them and not to dishonest officials. He regularly visited the prisons, consoling the condemned.

Though Edmund helped the poor in numerous ways, he saw an holistic, value-based education as the best means of making them aware of their human and spiritual dignity as children of God. In 1802, at the age of forty, he sold his business and, unassisted, opened his first school in a converted stable in Waterford. His courageous example attracted followers. In 1808, with six companions, he made vows as a religious Brother, marking the foundation of the Congregation of Christian Brothers.

In the beginning the Brothers owed obedience to the local Bishop, being known as Presentation Brothers. In 1822, Edmund and most of the Brothers adopted a central organization and the Christian Brother rule of life approved by Pope Pius VII. Those Brothers who remained Diocesan retained the name, Presentation Brothers.

Edmund was a strong, rounded personality, intelligent and practical. He was balanced in temperament and appreciated the efforts of others. He was remarkable for his trust in Divine Providence. He died in 1844. Till today, in many places around the world and on the six continents he is venerated for the holiness of his life. His remains rest in the Chapel of the Blessed Sacrament, Mount Sion, Waterford.

In his life time, his work spread throughout Ireland and to England, Gibraltar and Australia. Today his Brothers continue his mission in over 400 foundations in thirty countries. Edmund Ignatius Rice was Beatified by His Holiness Pope John Paul II on the 5th May, 1995.

Edmund's charism continues to inspire many men and women around the world. Fired by his spirit they carry on his message to the youth of today. Besides the Congregations of the Presentation Brothers and the Christian Brothers, the worldwide Edmund Rice Network focuses the zeal and enthusiasm of many who wish to commit their talents and time to the work started by Edmund.

His spirituality – that of brothers and sisters who break the “Word” of God experienced in their lives to each other in community – is especially relevant in our world today.

INVITATION OF THE SPIRIT

(An extract from the Document on the Congregational Chapter held at Munnar, India in 2008)

The time is now! The place is here! You are the people!

This is my invitation to you.

Come, follow me to the edge, into the deeper and wider dimensions of Living, that you may discover the God who awaits you.

It is at the very heart of Existence that you will find life in its fullness.

I came to bring Life and I wish you to live it to the full, and to carry it to the very edge of the Universe.

Enter into the core of your being, into your stories.

You know me in your stories, in your living traditions and in the deepest moments of joy and pain.

Have courage ! Let go the chains with which you will bind me.

I am waiting for you beyond your boundaries, your concepts, your understandings.

I walk with you in places of the heart beyond your wildest imaginings.

I am your source, your energy, your passion.

Fly free as Edmund did before you to new horizons, to the unknown, the not yet imagined.

Throw open your windows and let the fresh air in ...
Open wide your shutters and allow me to inflame you.

Dare to enter my Mystery and become hope for the world.

Risk being different! Risk leaping and falling!

Remember, falling is the privilege of the living
And even as you encounter loss, fear, despair and death, know I have been there before you and will be with you always.

Trust me. Dare to me my disciples.

In you I am doing something new!

History of the College (Higher Secondary Section)

The Christian Brothers were invited to Shillong in 1915 and St.Edmund's College began in 1916. It was, however, in 1923 that the College was ready to start Inter-Arts and Inter-Science classes, and affiliation to Calcutta University, for these courses was received in 1923. The first classes of the University section of St.Edmund's College opened in 1924. Bro.J E McCann was the first Principal of the College (he was also the Principal of the School at this time). Bro.I.O'Leary was the first Principal of the College (separate from the School).

St.Edmund's College, Shillong is one of the premier institutions of the North East of India and Meghalaya in particular. Since 1924, till the present date, St. Edmund's College has maintained its excellence by regularly introducing new courses, updating its infrastructure, achieving the highest academic records and maintaining discipline of the students.

From 1924 to 1936, St. Edmund's College was a junior college for Intermediate Arts and Science. Later St.Edmund's College was affiliated for these Pre-University courses by the Gauhati and then the North Eastern Hill University. In 1995 , when the Pre-University was discontinued in the Universities, the College was affiliated to the Meghalaya Board of School Education for the Higher Secondary courses.

With effect from the year, 2010, the Higher Secondary classes, while remaining under the administration of the College Principal, has been segregated from the Degree Section of the College. This is to ensure more personal attention to the students (60 students per class) with teachers dedicated to this section of students, while availing of the facilities of the College (well established laboratories, availability of experienced and specialized teachers to co-ordinate the teaching at this level, and hostel facilities). In addition, admission will be open to boys and girls in all the streams (Arts, Commerce and Science).

Along with academic excellence, the college has also worked towards the development of the personalities and potential of the students. St. Edmund's College is proud to have been the mold of several eminent personalities who have carved a name for themselves in the field of politics, academics, medicine, engineering, bureaucracy, judiciary.....

The College celebrated its Platinum Jubilee in 1999. Over the period the College has endeavored to instill in its students a love for excellence, integrity, concern for one's fellow human beings and the preservation of the environment in an atmosphere conducive to the awareness of God. The College creates an environment where the all-round development of the individual is promoted with dignity, principally through right relationships with God, with others and with the whole of creation.

It is our attempt at St. Edmund's to encourage our students to use their imagination and intuition as tools to initiate change. Sensitization towards a need to bring about equality and change in the society and the world at large are modes of interest instilled in the minds of our students, hence making them more responsible citizens.

College Motto: **FACTA NON VERBA : DEEDS NOT WORDS**

EDUCATIONAL GOALS AND OBJECTIVES

We, the Staff of St. Edmund's College, are convinced that Education has the potential to transform society and thus we commit ourselves to:

- ✚ *Working together to create a NEW SOCIETY where people would accept each other as brothers and sisters under the common parenthood of God*
- ✚ *Accepting religious and cultural pluralism in the conviction that "Unity in Diversity" is part of God's plan for humanity.*
- ✚ *Creating an environment where the all round development of the individual is promoted with dignity, principally through right relationships with God, with others and with the whole of creation.*
- ✚ *Collaborating with all people of good will in order to usher in a more just, peaceful and compassionate climate in society.*
- ✚ *To assist the poor and oppressed in their own advancement and development*

Inspired by this Vision and operating out of the conviction that we are called by God to partner Him in the creation of this NEW SOCIETY we will:

- ✚ *Share this vision with our students and past students and their parents, so that the college community has a common motivation.*
- ✚ *Through Value Education sensitize our students to social needs.*
- ✚ *Educate our students to be open to all religions, promoting inter-relatedness leading to integration.*
- ✚ *Sensitize our students towards ecological preservation and restoration.*
- ✚ *Provide opportunities to our students to reach out even more to the under-privileged, the marginalized and those oppressed by social and gender restrictions.*
- ✚ *Promote flexibility and innovativeness to make our courses of study more occupationally relevant.*

ADMISSION PROCEDURE FOR HIGHER SECONDARY

The Prospectus and Application Forms for admission shall be available in the College Office w.e.f.1st March each year.

The applications for admission, on prescribed forms, will be accepted immediately after the announcement of the Class X Examination Results of the respective Boards (ICSE, CBSE, MBOSE etc.).

Each Application must be accompanied by:

- i) An attested copy of the mark sheet of the last examination passed (Class X)
- ii) A recent passport size photograph of the student

A PERSONAL INTERVIEW WILL BE HELD BY THE PRINCIPAL WITH THE PARENTS AND THE STUDENTS SEEKING DIRECT ADMISSION OR PREFERENCE FOR ADMISSION UNDER THE GIVEN CRITERIA AT THE TIME OF SUBMISSION OF THE APPLICATION FORM.

When a student is admitted, then the Admission Form must be accompanied with:

- a) A testimonial of character from the Principal of the School last attended.
- b) An attested copy of the mark sheet of the last examination passed (Class X)
- c) A recent passport size photograph of the student.
- d) The ORIGINAL Transfer Certificate from the School last attended.
- e) An ST certificate for Meghalaya Tribal Students.
- f) Catholic students should submit a Xerox copy of their Baptism Certificate countersigned by their Parish Priest.

PLEASE NOTE :

- **Many applications are received for admission. The seats available in the College for Higher Secondary are :**
 - **Science 240 ; Arts : 120; Commerce : 120 (Each class will have 60 students)**
- **Classes are held between 8.15am and 3.00pm.**
- The ORIGINAL Migration Certificate for those students coming from Boards other than the Meghalaya Board of School Education is to be handed over to the office **not later than one month from the date of admission.**
- The ORIGINAL mark sheet is **NOT** to be handed to the office under any circumstances.
- The College reserves the right to refuse 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, otherwise the admission will stand cancelled.
- Application forms not having all the required documents will not be considered.
- As a recognized Catholic Minority Institution, Catholic students applying for admission will be given a 10 point weightage in the Selection for the Higher Secondary Classes.

ADMISSION SELECTION

- Students from Christian Brother Schools and candidates to the Congregation of Christian Brothers and other Catholic Religious (Brothers or Sisters) and Priestly Congregations shall be given **DIRECT ADMISSION** subject to their having the minimum College criteria for admission in the respective streams.
- DIRECT ADMISSION is also given as per the following criteria :
 - SCEINCE : 75% aggregate, 75% Science (Th), 75% Maths (Th)
 - ARTS : 65% aggregate, 65% English
 - COMMERCE : 65% aggregate, 65% Maths.
- Direct admission is only applicable until the last date for submission of forms. Applicants admitted through Direct admission must pay all fees within the specified period of time (24 hours).
- In case of withdrawal of admission, fees shall not be refunded.
- The seats falling vacant after Direct admission shall be filled on merit.
- 60% of all seats shall be reserved for the applicants belonging to the Meghalaya tribal communities.
- For the SCIENCE STREAM merit will be judged on the basis of Overall %, Maths (Th) and Science (Th) Marks.
- For the COMMERCE STREAM merit will be judged on the basis of overall % and Maths (Th) Marks.
- For the ARTS STREAM merit will be judged on the basis of overall % and English marks.
- In all streams a 10 point weightage will be given to CATHOLIC APPLICANTS.

COURSES OF STUDY FOR HIGHER SECONDARY

The College conducts courses in Commerce, Arts and Science. The duration of Higher Secondary Course is Two years. The Final Higher Secondary Examination will be conducted by the Meghalaya Board of School Education. Class XI students who have passed the Promotion Examination will move on to class XII after the Class XI Promotion Examination Results are declared.

If vacancies exist, admission may be given to students from other institutions in Class 12 but only if they have passed the Class XI Promotion Examination and in the same stream in which they had been in class XI.

No student will be able to change from one stream to another after admission.

All Higher Secondary students in the College must have five elective subjects in addition to English and Environmental Education,

CLASS XI & XII ARTS

Minimum Requirement: A candidate seeking admission to the Class XI and XII Arts Course should have passed the Class X Board Examination with at least a Second Division. The following are the subject combinations available for the Class XI and Class XII Arts Course.

Students are to take the following subjects (Please note that there are options for subject No.6 and No.7.

1.English	2.Environmental Education	3.Geography	4.Political Science
5.Economics	6. History OR Mathematics	7.Computer Applications OR Alternative English OR M.I.L.	

PLEASE NOTE:

1. **ONLY ONE** of the following subjects are to be taken for **MIL**: Khasi or Hindi. Unless there are more than twenty students opting for Hindi as M.I.L. in The XI Arts Stream the same will not be offered in this section.
2. Mathematics is only available for those students who have secured at least **60%** in Math in Class X.
3. Those who opt for Computer Applications should have secured at least **50%** in Maths in Class X or have had Computers as subject in Class X
4. Students taking Geography or Computer Applications or both have to pay laboratory fees and Computer fees, respectively, as per the schedule.

FEES PAYABLE (HS ARTS)

A	Admission Fees	Rs.	1000.00
B	Tuition Fee (per month)	Rs	1240.00 (2011 – 12 session) ; Rs.1370 (2012 – 13 session)
C.	MBOSE Fees (Will change as per the direction of the Board)		
	a) Registration Fee	Rs	150.00
	b) Centre Fee	Rs	150.00
D.	Session Fee (per year) This amount will be enhanced by 10% each year		
	Tests & Exams	Rs.	440.00
	Library	Rs.	395.00
	Co-curriculars Fee	Rs.	330.00
	Activities Week Final Day	Rs.	130.00
	Magazine	Rs.	170.00
	Development Fee	Rs.	550.00
	Building Fund	Rs.	790.00
	Maintainence Fee.....	Rs.	330.00
	TOTAL		Rs. 3135.00
E.	Laboratory Fees: This amount will be enhanced by 10% each year.		
	a) Practical Fees (per subject, per month)	Rs	65.00
	b) Laboratory Expendables (per subject, per year)	Rs	550.00
F.	Computer Applications: This amount will be enhanced by 10% each year.		
	a) Laboratory Fees (per month).....	Rs	165.00
	b) Laboratory Expendables (per year)	Rs	550.00

CLASS XI & XII COMMERCE

Minimum Requirement: A candidate seeking admission to the Class XI and XII Commerce should have obtained at least a Second Division aggregate **45%**) in the Class X Board Examination with a minimum of **50%** in Mathematics.

SUBJECTS OFFERED:

- Compulsory Subjects : English, Environmental Education, Accountancy, Business Studies, Economics, Computer Applications
- Elective Subjects : Maths or Alternative English / MIL

PLEASE NOTE: For **M.I.L** only one of the following may be chosen: - Khasi or Hindi.

Unless there are more than twenty students opting for Hindi as M.I.L. in XI Commerce the same will not be offered in this stream.

FEES PAYABLE

A	Admission Fees	Rs. 1000.00	
B	Tuition Fee (per month)	Rs 1240.00 (2011 – 12 session) ; Rs.1370 (2012 – 13 session)	
D.	MBOSE Fees (Will change as per the direction of the Board)		
	a) Registration Fee	Rs 150.00	
	b) Centre Fee	Rs 150.00	
D.	Session Fee (per year) This amount will be enhanced by 10% each year		
	Tests & Exams	Rs. 440.00	
	Library	Rs. 395.00	
	Co-curriculars Fee	Rs. 330.00	
	Activities Week Final Day	Rs. 130.00	
	Magazine	Rs. 170.00	
	Development Fee	Rs. 550.00	
	Building Fund	Rs. 790.00	
	Maintainence Fee.....	Rs. 330.00	
	TOTAL		Rs. 3135.00
E.	Laboratory Fees: This amount will be enhanced by 10% each year.		
	a) Practical Fees (per subject, per month)	Rs 65.00	
	b) Laboratory Expendables (per subject, per year)	Rs 550.00	
F.	Computer Applications: This amount will be enhanced by 10% each year.		
	a) Laboratory Fees (per month).....	Rs 165.00	
	b) Laboratory Expendables (per year)	Rs 550.00	

CLASS XI & XII SCIENCE

Minimum Requirement: A candidate seeking admission to the Class XI and XII Science should have obtained at least a Second Division with a minimum of **60%** marks in Mathematics and **60%** marks in Science. This percentage is relaxable to **50%** for the indigenous Tribals of the State only.

The following are the subject combinations available for the Higher Secondary Science Course. Students will have to choose one of the combinations.

GROUP	COMPULSORY SUBJECTS	ELECTIVE SUBJECTS
A	English, Environmental Education, Physics, Chemistry, Mathematics, Biology	Computer Applications
B	English, Environmental Education, Physics, Chemistry, Mathematics, Biology	Alternative English / MIL

PLEASE NOTE: For **M.I.L** only one of the following may be chosen: - Khasi or Hindi.

Unless there are more than twenty students opting for Hindi as M.I.L. in XI Science the same will not be offered in this stream.

FEES PAYABLE

- | | | |
|----|--|--|
| A | Admission Fees | Rs. 1000.00 |
| B | Tuition Fee (per month) | Rs 1240.00 (2011 – 12 session) ; Rs.1370 (2012 – 13 session) |
| E. | MBOSE Fees (Will change as per the direction of the Board) | |
| | a) Registration Fee | Rs 150.00 |
| | b) Centre Fee | Rs 150.00 |
| D. | Session Fee (per year) This amount will be enhanced by 10% each year | |
| | Tests & Exams | Rs. 440.00 |
| | Library | Rs. 395.00 |
| | Co-curriculars Fee | Rs. 330.00 |
| | Activities Week Final Day | Rs. 130.00 |
| | Magazine | Rs. 170.00 |
| | Development Fee | Rs. 550.00 |
| | Building Fund | Rs. 790.00 |
| | Maintenance Fee..... | Rs. 330.00 |
| | TOTAL | Rs. 3135.00 |
| E. | Laboratory Fees: This amount will be enhanced by 10% each year. | |
| | a) Practical Fees (per subject, per month) | Rs 65.00 |
| | b) Laboratory Expendables (per subject, per year) | Rs 550.00 |
| F. | Computer Applications: This amount will be enhanced by 10% each year. | |
| | a) Laboratory Fees (per month)..... | Rs 165.00 |
| | b) Laboratory Expendables (per year) | Rs 550.00 |
| G. | FIELD STUDY / EXCURSION amount to be paid before the event and includes the actual cost of the trip and the fare and expenses of the accompanying members of the Staff. STUDY TOURS are part of the prescribed syllabus and all students are required to attend. EXCURSIONS are optional (This is applicable to Arts & Commerce students too.) | |

Information on Fees and Mode of payment

Fees will be charged for 24 months for the Higher Secondary course. Fees for each year are to be paid in FIVE installments. The amounts and dates by which the installments are to be paid shall be informed to the students at appropriate times.

Students who do not pay their fees by the due date will be fined Rs. 100/- per month.

Any student whose name has been struck off the register may be readmitted on payment of arrears and fines in full and a Re-admission fee, at the discretion of the Principal, and if there is place in the class.

All Fees, Fines etc., have to be paid to the Corporation Bank, Laitumkhrach Branch, A/C CCBI, St.Edmund's College, Collection Account, after the Bank Book has been countersigned by the dealing officer at the Office.

PAYMENT OF FEES

Fees are paid in five installments:

- 1st installment: (at the time of admission): (Admission Fee / Registration Fee and 4 months Tuition Fee)
- 2nd installment (to be paid by the end of the 1st week of April [Cl.12]; August [cl.11]) : All Session Fees & Laboratory Fees
- 3rd installment (to be paid by the end of the 1st week of June [Cl.12]; October [Cl.11]): (5 months Tuition Fee)
- 4th Installment (to be paid by the end of the 1st week of August [Cl.12]; December [Cl.11]) : (3 months fees + MBOSE Fees + MBOSE Exam / Promotion Exam Fees)
- 5th Installment : (to be paid by the 1st week of October [Cl.12] and with the 4th Installment [Cl.11]) : Board & Board Exam [Cl.12] / Board & Promotion Exam [Cl.11] Fees.

PLEASE NOTE : ALL FEES MAY BE ENHANCED EVEN DURING THE YEAR TO MEET RISING PRICES & / OR TO ENHANCE STAFF SALARIES

Examinations & Attendance

Regular tests will be conducted during the term. These tests are conducted with the view to ascertain if the students are coping with the matter taught and to prepare the students for their Board Examinations. Report cards are given periodically and after every major exam. Parents are urged to check these Report Cards. The marks obtained in these tests are taken into consideration at the time of Selection for the Board Examination.

Students are required to be present and on time on all class days. Students who are absent for even a day are to have an excuse note written by their parents. For longer absence parents are requested to meet the Class Teacher and / or Principal. **A MINIMUM OF 80% ATTENDANCE** is required if a student is to be sent up for the Board. A student having less than the required percentage, of attendance is liable to be debarred from the Board / University Examination. Parents are earnestly requested to help us by checking with the Class Teacher from time to time regarding the attendance of their children. The attendance is also noted on the Marksheets.

Any student who is absent for **TWO WEEKS** without prior permission will have his name removed from the Register.

RAGGING

Ragging of freshers / juniors in many institutions is a matter of social concern. Ragging in any form (Physical, Verbal and Mental) is totally prohibited in this institution. Any one found guilty of ragging and / or abetting ragging, whether actively or passively is liable to be punished in accordance with the “UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009”

Our institution is free from ragging. However, there is an Anti-Ragging Cell in place, comprising senior students and teachers in-charge. Members of this cell are always vigilant that no ragging to freshers / juniors occurs whether in the College campus or hostels. Hostel wardens are empowered to take action against students indulging in ragging as per the UGC regulations. The Principal of the College shall act immediately in response to the information received from the Anti-Ragging Cell.

Helpline : Bro.T D’Abreu (Rector) 89740-27630
 Mr D Choudhury (Vice Principal) 98631-02870

DRESS CODE

All students are expected to dress in the Higher Secondary uniform. This uniform must be as per regulations and must be clean worn smartly at all times – even on the way to and from College. Students must wear their Identity Cards in the College Campus. Given that the College is coeducational, male and female students are to so dress and behave so that they do not cause offence to others.

The College Higher Secondary Uniform# :

BOYS	GIRLS
<ul style="list-style-type: none">➤ Grey Pant➤ Shirt➤ Pullover and / or Blazer➤ White socks➤ Black shoes	<ul style="list-style-type: none">➤ Grey Salwar➤ Kameez➤ Pullover and / or Blazer➤ White socks➤ Black shoes

As a distinctive uniform was being selected for the Higher Secondary Section of the College the choice of uniform has been made in consultation with Mohini Store (Police Bazaar). While students are free to purchase their uniforms from a shop of their choice, the uniform must strictly adhere to the samples on display in the office.

Please Note : students shall be required to wear their Blazers on formal occasions.

In addition to the uniform, the following code should be adhered to :

- **Hair should be cut appropriately, combed and tidy.**
- **Face rings, nose rings and lip rings are not to be worn.**
- **The wearing of earrings by boys is discouraged. Should boys wear earrings because of cultural tradition – such students must have the written permission of the Principal. The rings should conform strictly to the particular cultural norms.**
- **Caps must not be worn in classrooms and should otherwise be removed deferentially when greeting a member of the Staff. Woolen caps may be worn during winter and when religious purposes require the shaving of the head.**

The world has made wonderful strides in the development of **MOBILE COMMUNICATION SYSTEMS**. However, given the purpose of St.Edmund's, mobile phones are not to be brought to College. Parents may contact their children in an emergency from the office. PCOs are available on the College campus. **Mobile phones in the possession of students on campus shall be confiscated and returned only after the MBOSE HSSLC results are declared.**

Ears phones / ipods / MP3 / MP4 players are not to be bought to the College.

The Library

Students will have Library classes as part of their regular class time table. This is to inculcate in the students the habit of reading. Besides their Library periods students are encouraged to use the College Library.

The college has a well-equipped library for the young academician. It has a good collection of books both primary sources and secondary sources. The library also maintains national and international journals/magazines and newspapers (local, regional and national) and has easy accessibility by the students. Question banks are stacked on racks for quick reference and as modes of practice to the students. The students are also provided with Internet facilities that would enable them to rummage around for profound reading materials related with their course of study.

The library has an ambience of learning conducive and stimulating to the minds of the students. Students are encouraged to become erudite users of the library.

Library Fee:

Fees	Higher Secondary
Caution Money*	Rs.300/-

Each student will be issued 4 (four) Library Cards which will have a record of the books borrowed. These cards will be issued at the beginning of the course on producing the College Identity Card signed by the Principal and the Caution deposit Receipt.

Students will be allowed a maximum number of 4 (four) books at a given time from the Library. A student may keep a book for a maximum of 14 (fourteen) days only for general books and 7 (seven) days only for course books, after which it will have to be returned to the library. Rs.2 per day per book shall be charged as late fee.

* To be deposited before an admission form is issued from the office and is refundable on production of Caution Money Receipt at the end of the course of study.

The College Library has twenty computers linked to the internet. Resources from the internet are a vital source of information to a student. A nominal charge will be taken for the use of the internet.

Scholarships

A. Scholarships – Criteria : The respective Governments / Agencies awarding scholarships have their specific norms regarding eligibility of applicants for receipt of scholarships. Applicants for scholarships are responsible for knowing the criteria. Should applicants give false information, the College cannot bear any responsibility as the College is not informed of the changing circumstances, say, of the applicants family and financial situation. Anyone receiving a scholarship by submitting wrong information is duty bound to return the same to the issuing authority.

B. Scholarships available : Students may apply for the various types of Scholarships to the Government / Agency ,etc., through the college. The following are the scholarships (list not exhaustive) availed to students of the college.

- Post-Matric, Book Grant, Free Studentship: available to those students belonging to the category of Scheduled castes and Tribes and other backward classes.
- National Scholarships.
- State Merit Scholarship.
- Stipend / Book Grant.
- Financial Assistance such as for those whose parents are employed in the Armed Services.
- Coal India Rajiv Gandhi Scholarship.
- National Council of Education Research and Training Scholarships.
- Jagdish Bose National Talent Science Search Scholarships.
- North Eastern Council Stipend and Book Grant.

C. Criteria for availing of the Scholarships :

Having collected the scholarship form from either the college office or the respective Government / Agency office (where the same is not available in the office) the required information should be filled and handed over to the Counter concerned with Scholarships. The Principal will forward the Scholarship forms which have been filled-in correctly and submitted on time..

Some of the criteria for being eligible for receiving a scholarship are :

- Income of the parents/guardians specified by the Government / Agency norms.
- Students attendance for classes in the previous academic year.

NOTE: The College does not guarantee the grant of Scholarship by the Government / Agency, to those who apply for the same.

D. Mode of Withdrawal :

- When the Government / Agency sends the money to the College, the same will be intimated to the students who have been granted the Scholarship through a notice displayed on the Notice Board.
- Students are to present at the time of collection their Identity Card and Fee Book for verification.
- Scholarships will be issued by cheque and only to the recipient named in the Scholarship order.
- In no case will the scholarship be disbursed unless the student has fully cleared the previous year's fees.
- In case the recipient is unable to collect the scholarship in person, an authorized person may collect the scholarship on his / her behalf, subject to the Government / Agency authorization of the substitute person. The authorization should be in writing with the seal of the respective disbursing officer of the Government / Agency.
- There will be no deduction or adjustment of fees from Scholarships.
- No unauthorized deductions from the scholarship sanctioned shall be made.

AMENITIES

- A. Magazine:** The Annual Magazine is one platform that allows teachers and students to work together. This magazine showcases the talents and interests of the student and teaching community. It invites and encourages students and teachers towards activities that would expose their creativity as well as enliven their talents.
- B. Co-curricular Activities:** Besides their studies students are encouraged to discover and develop their other talents. With a view to assisting students in this self-discovery and development they will be encouraged to be involved in various co-curricular activities. Such activities will be organized from time to time. It is essential that each student participates in at least two such activities.
- C. Sports:** St. Edmund's College is the only College in the city blessed with a large infrastructure for Games and Sports. The campus has 2 large football fields, a field for cricket and a field for girls' football. In addition the campus has 5 Basketball courts. There are also volleyball courts and space for other outdoor games. Indoor games like table tennis, badminton, caroms and chess are also available. Each class will have two PT periods as part of their regular time-table. In addition all students will be encouraged to participate in interclass / inter-house tournaments.
- D. Indoor Gymnasium :** An indoor gymnasium has been set up at the commencement of this year in the floor above the College canteen. The gymnasium will be open to students after class hours up to 5.30pm.
- E. Audio / Visual Facilities :** Keeping up with modern technology, St. Edmund's College provides its teachers and students with modern techniques of imparting knowledge to the students. The three Audio-Visual Rooms are spacious and have projectors (overhead and LCD) that provide added and better means of teaching and learning for the students. Films related to the course of study are screened from time to time for the better understanding of the particular subject. Besides the Audio-Visual Rooms, LCD projectors are used for power point presentations by teachers regularly. Each class room is equipped with LCD projectors.
- F. College Hostels:** The College maintains hostel facilities for the benefit of out-station students who come from other states and countries as well. Hostel admission is provided on the basis of merit only. It is important that the students' performance throughout the course of study be excellent to retain a seat in the hostel. The pupils are expected to maintain discipline and a feeling of brotherhood with one another in the hostel and the community at large. Presently the College has two Hostels (The Bro.O'Leary Hostel and the Bro.Foley Hostel) for boys, each with a capacity of 50 students. The College proposes to have accommodation for visiting students (especially girls) and visiting faculty in the near future. Those wishing to apply for a Hostel seat may purchase the Hostel Prospectus and submit the form enclosed there, immediately after completing admission formalities, to the Principal. When meeting the Principal, the applicant should be accompanied by his parent (s) and the local Guardian.
- G. Mentoring:** A valued tradition at St.Edmund's is the close bond between students and Teachers. This has been formalised in recent years into a regular mentoring programme. This one on one interaction between the teachers and the students is highly regarded. This has proved successful in providing students with an opportunity to open up to a responsible and concerned adult their views and opinions with regards to their academic, social and even individual concerns. This has further enhanced the teacher-student bond. Two trained counselors are available should the need be felt for personal counseling.

- H. Career Guidance and Counseling :** The College has a Career Guidance and Counseling cell, There are two members of the Teaching Staff who coordinate the activities of this cell. The purpose of this cell has been to keep in touch with various companies seeking campus interviews and they facilitate their interaction with the students. The centre also organizes regular career guidance seminars.
- I. Canteens :** The College has two canteens and a Coffee Shop. The College canteens have a total seating capacity of 150 students at any one period of time. The canteens are open from 7.00am to 7.00pm. Students are encouraged to spend their free time in the College Library, while making adequate use of the canteen facility for social interaction.

AWARDS

The following Awards have been instituted in the College :

1. The Edmundian of the Year Award

The Award is the most coveted honour bestowed on the most outstanding graduating student of the Higher Secondary Section of the College.

Nomination :

Nomination for this award is made by Class Teachers on the basis of the overall performance of the student spanning over the two years in the Higher Secondary Section. While nominating, the merit of the student is judged on the basis of his / her academic grades, extra curricular activities, behaviour, manners and performance in the classroom, relationship with Staff and Peers and how he / she has impacted the community life in the College.

2. Other Awards

- a. To the Rank holders in the previous academic year's MBOSE HSSLC Examinations.
- b. To the Toppers in each subject in the previous academic year's MBOSE HSSLC Examination.
- c. The Saktipada Das Memorial Award : for the topper (over 60%) from the College in Economics in MBOSE HSSLC (Arts) Exam
- d. The St.Edmund's College Staff Mutual benefit Fund Award : for Physically challenged students.
- e. The Dutta Ray Memorial Award for the topper (over 60%) from the College in Political Science in the MBOSE HSSLC (Arts) Exam.
- f. The Late N Karmakar & the Late A Karmakar Award for the topper (over 60%) in Maths from the College in the MBOSE HSSLC Exam.
- g. The Prof. Kalita Memorial Award for the topper in Chemistry (over 60%) in the MBOSE HSSLC Examination.
- h. The Prof.Myrthong Memorial Award for the topper in Biology (over 60%) in the MBOSE HSSLC Examination
- i. The Prof. M Ganguly Memorial Award for the topper in Physics (over 60%) in the MBOSE HSSLC Examination

Expectations of the Edmudian

A. God expects that you will:

- Develop your relationship with Him through prayer and participation in the life of the institution.
- Behave in a God like way, in your dealings with others modeling His tolerance, fairness, respect and honesty at all times.

B. The Educational Authorities require that you will:

- Attend College regularly
- Come to College on time
- Attend all the classes organized for you
- Respect the property of the institution

C. The College Community expects that you will:

- Take advantage of every chance to learn.
- Not take part in unacceptable behavior such as swearing, spitting, fighting and damaging institution property.
- Show respect for your physical well being by not smoking and not taking alcohol or other drugs.
- Show pride in your College and present a Good image by behaving yourself in public and when traveling.
- Be co-operative with members of the staff
- Show a strong College spirit by participating in College activities.

D. Your Lecturers expect that you will:

- Show them courtesy and respect at all times.
- Accept their authority and responsibility and their right to give instructions.
- Listen when Lecturers or other students are speaking. Indicate your desire to contribute by raising your hand.
- Avoid distracting behavior during the classes.

E. Your fellow students expect that you will:

- Not interfere with their person by bullying or violence
- Not detract from their good name by insults or spreading rumors.
- Not interfere with their chance to learn by causing disturbance during the lectures.
- Speak to others with courtesy and respect.
- Be responsible for your actions and accept the consequences of them.



St Edmund's College (Higher Secondary Section)

Shillong-793003

Recent passport
size
Photograph

APPLICATION FOR ADMISSION TO CLASS XI 2011 (ARTS / SCIENCE / COMMERCE)

Serial No

- Name of the Candidate :SC MEG [] ST []
- Date of Birth :
- Father's Name :
- Permanent Address :
- Religion : Catholic [] Christian [] Hindu [] Muslim [] Other (Specify)
- Disability : Physical [] Visual [] Hearing [] (Add documentation)
- Excellence in Sports(Attach certificates)
- Name of School last attended :
- Details of Class X :

Class	Board	Division	Year	Subjects (with % of marks)
X				

Subject Selection : English, EVS, _____, _____, _____, _____, _____

Date

.....

Student's Signature

.....

Parent / Guardian's Signature

Last Date for Submission of this form _____

St Edmund's College, (Higher Secondary Section), Shillong-793003

ACKNOWLEDGEMENT

Serial No.

Received the application form for admission into Class XI (2011) of St. Edmund's College (Higher Secondary Section).

Date

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For Principal
St Edmund's College

The Admission list will be displayed on

(Admission formalities to be completed within 24 hours of Admission being granted)