2024 Prospectus

Lady Keane College

NAAC Accredited Institution

Four year Undergraduate Programme

Arts
(Women only)

Science
and
Professional Courses
(Co-educational)

www.ladykeanecollege.edu.in

CONTENTS

COST OF ADMISSION FORM (PROSPECTUS INLCUDED) ₹400/-

WELCOME TO LADY KEANE COLLEGE

A former premier women's College (that has now been substantially made co-educational) with consistent academic performance, a large campus area, classrooms equipped with educational technologies and laboratories, is centrally located in the heart of Shillong city.

At Lady Keane College, emphasis is laid on an active learning process and on the cultivation of scholarly habits and scientific methods with the active aid and assistance of highly qualified Faculty members the active use of Educational Technology and a well drawn out Academic calendar & programme.

The College has a State of the art central college library equipped with computers, internet and reprographic facilities for the Students and Staff.

The College has established a reputation of inculcating a healthy interactive relationship between faculty and students promoting social responsibilities and citizenship roles among students.

NAAC Accredited Institution

OUR MOTTO

Excellence with Integrity

OUR VISION

To make excellence a habit and integrity a way of life. To develop effective learners and instill in our students critical and analytical thinking balanced with empathy and compassion while they strive to do their own best in life.

OUR MISSION

To transform and prepare our students to become global citizens with the capacity to contribute—through dynamic application—towards greater good, harmony, equality and justice, irrespective of gender, race, caste and religion. To equip our learners with the skills to tackle the challenges of a fast-paced world of information and technology. Above all, to inculcate in them the confidence and courage required to uphold diversity and freedom of self-expression with responsibility.

AIMS AND OBJECTIVES

OUR AIMS:

1. To serve with dedication for the promotion of excellence in the field of higher education.

2. To create effective human resources to meet the changing needs and requirements of the society.

3. To offer quality education to a culturally diverse community of students, irrespective of race, colour, gender, religion, nationality, or physical disabilities

4. In compliance with the National Education Policy (NEP-2020), we seeks to promote holistic education that encompasses and emphasizes the interconnection of all aspects of human experience, including intellectual, emotional, social, physical and spiritual dimensions.

5. To nurture the development of the whole person — mind, body and spirit, and to stimulate personal growth, well-being, and fulfillment.

6. To fulfill the educational needs and requirements of the socially and economically disadvantaged section of the society particularly the students from rural areas.

7. The institution aims at equipping the individual learners with specialized knowledge, practical skills and abilities to prepare them to face the new challenges prevailing in the job market.

OUR OBJECTIVES:

1. To promote social development through the creation of a supportive and inclusive campus community that values diversity, equity, and to facilitate opportunities for students to engage in meaningful collaborations.

2. To develop interpersonal skills through group projects, community service, and extracurricular activities.

3. To encourage intellectual curiosity, cultivation of critical thinking, analytical skills, creativity and a deep understanding of various disciplines.

4. To encourage the students to contribute meaningfully to society as informed and intellectually curious individuals.

5. To provide free studentship schemes to meritorious but economically limited students.

6. To instill civic responsibility and prepare individuals to participate actively in democratic societies as informed and engaged citizens.

7. To cultivate leadership qualities, ethical values, and a commitment to social justice.

8. To make the students well informed, and help them explore and understand the wide range of career opportunities available through the organizations of Career Counseling Workshops, Career Fairs, access to online resources for books, information and other relevant data.

9. To promote a progressive learning environment that prioritizes innovative and student-centered approaches to education characterized by a focus on personalized learning, critical thinking, collaboration, and adaptability that would empower students to become lifelong learners, critical thinkers and active contributors to society.

10. To facilitate the physical well-being and healthy life-style of the students through the provision of physical activities such as fitness initiatives, sports and games, outdoor and adventure activities.

AT A GLANCE

The candidate is advised to read the prospectus carefully before filling up the application form to ensure that no column is left blank.
In the event of rejection of the application form, no correspondence / request for reconsideration will be entertained

Subjects Offered

HUMANITIES	LANGUAGES	SCIENCES	PROFESSIONAL COURSES
ENGLISH	ENGLISH	PHYSICS	Four Year Undergraduate Programme in Tourism and Travel Management
POLITICAL SCIENCE	KHASI	CHEMISTRY	
HISTORY	GARO	BIO-CHEMISTRY	
PHILOSOPHY	ASSAMESE	MATHEMATICS	
ECONOMICS	HINDI	ZOOLOGY	Four Year Undergraduate Programme in Computer Application
SOCIOLOGY	BENGALI	BOTANY	
EDUCATION			

Students Intake

Arts		Science	
DEPARTMENT	NO OF STUDENTS	DEPARTMENT	NO OF STUDENTS
BENGALI	10 + 10 = 20	BIOCHEMISTRY	25
ECONOMICS	40 + 40 = 80	BOTANY	40
EDUCATION	40 + 40 = 80	CHEMISTRY	40
ENGLISH	35 + 35 = 70	MATHEMATICS	30
HISTORY	25 + 30 = 55	PHYSICS	25
KHASI	40 + 40 = 80	ZOOLOGY	40
PHILOSOPHY	25 + 25 = 50	**Professsional Courses**	
POLITICAL SCIENCE	50 + 50 = 100	FYUP in CA	60
SOCIOLOGY	50 + 50 = 100	FYUP in TTM	40

Incentives

Meritorious Students and Position Holders in SSLC/ HSSLC Examination of MBOSE and those securing 90% in aggregate and above in ICSE/ CBSE or ISC/CBSE/Any Equivalent Examination will be given a One Time financial support at the time of admission.

Special Facilities

1. Six seats are reserved for free education to Orphan and BPL students (On fulfilment of required conditions).
2. Financial assistance to Orphan and BPL students for clearing their fees.
3. Special facilities and admission opportunities for differenty-abled students with emphasis on quality counselling.

PRINCIPAL'S MESSAGE

NAAC Accredited Institution

LADY KEANE COLLEGE, SHILLONG, established in July 1935, is being run by its Governing Body under the sponsorship of Lady Keane College Educational Society (registered under the Meghalaya Societies Registration Act, 12 of 1983 with Registration No. E.16(RS)5/of 2006/7). The College was named after Lady Joyce M. Keane – wife of Sir Michael Keane, Governor of Assam (1932-37) – who as a patron, was instrumental in inspiring the founding members and securing the plot of government cantonment land for building the first educational institution exclusively for girls and young women in North East India. First affiliated to Calcutta University in 1938, Lady Keane College got its affiliation status transferred to Gauhati University in 1948, and subsequently has been one of the premier colleges affiliated to the North-Eastern Hill University since 1973. Much has changed over time especially in the progress of our youth today when gender has taken a backseat.

The College has a clear mission to transform and prepare our students to become global citizens with the capacity to contribute – through dynamic application – towards greater good, harmony, equality and justice, irrespective of gender, race, caste and religion. This year 2024 has created history when for the first time the Governing Body of the College has made a categorical resolution to make our institution co-educational in all Science departments and Professional courses. We are here to equip our learners with the skills to tackle the challenges of a fast-paced world of information and technology. Besides the new 4-year Under-Graduate Programs, BCA, and BTTM we also offer job-oriented courses in Fashion Designing, Mushroom cultivation, MS Office (computer), and some Languages. As soon as the various NEP Courses are settled, our College will intensely pursue to start the PG Courses.

The role of higher education assumes greater significance with time in promoting human as well as societal well-being and in developing India as envisioned in its Constitution – a democratic, just, socially-conscious, cultured, and humane nation upholding liberty, equality, fraternity, and justice for all. It contributes towards sustainable livelihood, economic growth of the nation and the development of good, thoughtful and creative citizens. Holding its beacons of hope for a brighter future, higher education must therefore, encourage and ignite a spirit of curiosity, a scientific temper and a body of ethical values in our youth, across a range of disciplines – both traditional and vocational. Quality education must prepare the students for a meaningful life of "excellence with integrity", because that is what Lady Keane College is striving for.

D Khlur B Mukhim, BSc (Hons), MSc (Gold medalist), PhD
PRINCIPAL

LADY KEANE COLLEGE - A BRIEF HISTORY

Lady Keane College, a pioneer in the field of education in the North- Eastern region of India, was established in the year 1935. It initially started as an Intermediate College for girls when a number of prominent citizens of Shillong met and resolved to start the college. A managing committee was constituted with Shri A. Das as the Secretary. A bungalow called "Grove side" was acquired. The Bungalow housed the College girls for two years and was the nucleus of all the activities related to the acquisition of a permanent site for Lady Keane College. It was in the first meeting of the Managing Committee at the Groveside on the 23rd of May 1935 that a resolution was passed to open an Intermediate College for the next academic session commencing in July, 1935.

The Founding fathers emphasized upon the essence and quality of education to be imparted by this prestigious College in the following words:- The Institution shall be equipped with the necessary facilities to make young minds useful and helpful members of the society' capable of taking part in activities related to the moral, social intellectual, physical and economic development of the community at large.

With a legacy of eighty nine years of eventful existence, the college has to its credit a record of very distinguished service rendered to the cause of upliftment and empowering knowledge through the spread of liberal education. The institution today, in many ways, is synonymous with the socioeconomic transformation taking place in the region and beyond.

The college has undergone several metamorphosis in the past 89 years.With the implementation of the National Education Policy 2020 (NEP), the college has geared itself into this new system since August 2023 with a positive outlook and made all necessary arrangements to overcome new challenges for a holistic and multidisciplinary undergraduate education approach with the integration of vocational courses.

The College offers Four Year Undergraduate programme - Arts for women only, Science and Professional courses as Co-Educational. Professional, Diploma and Certificate Courses which are designed to give the students an edge in the job market are also offered at campus.

This year 2024 the college is embarking on a pilot project to include male students into the Four Year Undergraduate Bachelor of Science program in 2024 in order to provide a balanced and comfortable environment through a Co-Educational system. At present the Bachelor of Tourism and Travel Management(BTTM) including Bachelor of Computer Applications (BCA) are running as Co-Educational Departments in preparing students for various social and professional interactions and breaking down gender stereotypes.

The College engages the students in various intellectual, physical and social exercises to promote quality education designed to mould and prepare them for the competitive 21st century life.

Information and Communication Technology (ICT) lays a firm foundation for the Institution's curriculum and Remedial Classes, besides regular tutorials and classroom teachings, provide the learners with an easier accessibility to excellence. A team of highly qualified and dedicated staff has richly contributed to the success of the College, a claim that is validated by both the good results attained every year and the placement of a great body of the Alumni in prominent and prestigious positions in the society. This section is continuously reinventing itself through the initiation of new professional courses and more skill enrichment courses.

The College facilitates both academic and cultural exchange programmes with other institutions for faculty and students. Subsequent interactions on the cultural, academic and institutional levels have opened up vistas of collaborative exchanges intended to broaden and unify the teaching-learning process. The College is equipped with the necessary infrastructure for quality education. It possesses a Library with Internet facilities for both staff and students; an array of subjects, Science and Arts, conventional and professional, under well established Departments for a student to choose from; various support services and amenities; co – curricular and extracurricular activities to promote the holistic development of each student, such as: Sports, Debate, Quiz, Cultural Programmes, Tours, Excursions, Rangers, NCC, NSS and Red Cross Units.

The college was selected in 2018 by the Department of Higher Education, Ministry of HRD, Government of India, to be a recipient of the centrally sponsored scheme under the Rashtriya Uchchatar Shiksha Abhiyan (RUSA), to achieve equity, access and excellence in higher education. The scheme covers core areas – viz. Infrastructure Fund and Equity Fund – that we believe will enrich the existing infrastructure, in the college for a holistic system of education.

The motto "Excellence with Integrity" is the driving force behind each endeavour of every single member – past and present – of this College, to impact the life of every young student who wisely chooses to be nurtured and educated by it.

AWARDS AND RECOGNITION

NAAC Accredited Institution

THE KEANEAN STUDENT'S AWARD COMMITTEE

Lady Keane College, Shillong

FOUNDATION DAY AWARDS

1. Students Achievements Awards in Sports and Cultural activities

2. Representing the College in State/National/International Platforms/Competitions

3. Academic Achievements – Topper in University Examinations

4. Best Volunteer Award (NSS, NCC, YRC & Rangers)

KEANEAN ARTS AND SCIENCE STUDENT AWARDS

"Best Student In Science"
"Best Student In Arts"

Two Awards comprising of a cash prize and citation given to the best all-rounder Final year Under-graduate Arts and Science students in recognition of their excellence in academics, co-curricular activities, conduct, leadership and presentation skills.

ALUMNI AWARDS

Dr. Ira Choudhury Award	For Highest Marks in Physics
Ms. Mandira Choudhury Award	For Highest Marks in Mathematics
Best Graduate In Science	
Best Graduate In Arts	

USHA BHATTACHARYA MEMORIAL AWARD

First Class First in Philosophy (Degree)

ADMISSIONS

The College is affiliated to the North-Eastern Hill University (NEHU), Shillong, and offers admissions for Four Year Undergraduate Programmes as per NEP 2020 in Arts, Science, Tourism and Travel Management and Four Year Undergraduate Programme in Computer Application.

ENROLLMENT:

Four Year Undergraduate Programme in Arts	Only Women
Four Year Undergraduate Programme in Science Four Year Undergraduate Programme in Tourism and Travel Management Four Year Undergraduate Programme in Computer Application.	Co-educational

Admission is open to all students from India and Abroad.

PROCEDURE FOR ADMISSION

Application Form for admission along with one copy of the Prospectus shall be available from the College Office / Website - **www.ladykeanecollege.edu.in**. Each duly filled in Application Form is to be accompanied with the marksheet of SSLC, HSSLC or equivalent examinations at the time of submission.

HSSLC Marksheet downloaded from the respective Board website is also provisionally accepted for admission.

Students who wish to avail Hostel Accommodation should procure the form from the college office and submit the same to the Hostel Office after securing admission to the course opted. (Refer to page 35).

Hostel accomodation is available only to female students.

PROCEDURE TO APPLY

Online admission can be done through the College Website: **www.ladykeanecollege.edu.in.**

Offline admission can be done in the college Campus. Admission form along with the Prospectus is available in the College Office. Duly filled in application form accompanied with photo copies of all attested testimonials is to be submitted at the time of admission.

No application will be entertained after the seats are full. The Institute will not be responsible for any delay in receipt or loss of applications in postal transit.

At the time of submission, the application form must be accompanied with the following:

- Self attested photo-copy of Admit Card and Marksheets of SSLC, HSSLC or equivalent examinations.
- Two recent passport size photographs.
- A self attested photo-copy of SC/ST/OBC, etc Certificate in case of those belonging to any of the categories.

The name of the Major and the Minor subjects chosen should be clearly indicated in the specified column.

Applicants may apply for either Day or Morning Section (Arts Subjects only) and the same is to be clearly indicated.

The Application Form is to be filled in legibly by the applicant. Incomplete forms are liable to be rejected.

In case any applicant is found to have furnished false information or certificate, etc. or is found to have withheld or concealed any information in his/her application will be debarred from admission.

It will be the responsibility of the applicant to ensure that the correct address is given in the application form. The Institute will not be responsible for any loss in transit or incorrect address given by the applicant in the application form.

INSTRUCTIONS FOR PHOTOGRAPHS

-Two (2) recent passport size photographs are required.
-One photograph should be pasted (not stapled) on the Application Form.
-Another Photograph (for identity card) is to be submitted along with the Application Form.

Applications not complying with these instructions will be rejected

PROCEDURE FOR SELECTION

Based on the result of the HSSLC or equivalent examinations and fulfilment of the eligibility criteria, applicants selected for admission into the Four Year Undergraduate Programme will be given spot admission in offline mode and will be intimated by email or phone for those who applied online.

In case of failure to pay the admission fees before the date and time specified, the seats of such

applicants selected would stand forfeited.

After timely payment of Fees, the candidate is considered to be provisionally admitted. The admission is confirmed after verification of the marks secured by the candidate from the original marksheet issued by the Board/University.

When an applicant is provisionally admitted, the following documents must be submitted to the College Office within one month from the date of admission.

- Self attested copy of marksheets of SSLC, HSSLC or equivalent examinations.

- A testimonial of character from the Principal of the School last attended.

- Two recent Passport size photograph of the applicant.

- Original Transfer Certificate from the School last attended (if needed)

- A Scheduled Tribe/Scheduled Caste/Other Backward Caste Certificate (Where applicable)

- Migration Certificate (in Original) for those applicants who passed from Boards/ Universities

other than Meghalaya Board of School Education

A student who wishes to discontinue her studies in the College within 12 months from the start of the academic session will have to inform the HOD of the concerned Department or the Principal of the College.

COURSES OFFERED
MAJOR AND MINOR SUBJECTS AS PER NEP 2020

Choose any Major subject from Column – I and one Minor subject from Column – II

Column – I	Column – II
Major Subject	**Minor Subjects**
Chemistry	Physics, Mathematics, Botany, Zoology, Biochemistry
Physics	Mathematics, Chemistry, BCA
Mathematics	Physics, Chemistry, Economics, BCA
Biochemistry	Chemistry, Zoology, Botany
English	Education, History, Philosophy, Sociology
Bengali	Education, History, Political Science, Sociology
Khasi	Education, History, Political Science, Sociology
Education	History, Political Science, Sociology, Elective Language
History	Economics, Political Science, Sociology, Education
Philosophy	Political Science, Economics, History, Education, Elective Language
Political Science	Elective Language, History, Economics, Education, Sociology
Economics	Political Science, History, Sociology, Mathematics, BCA
Sociology	Economics, Education, History, Elective Language
Botany	Chemistry, Zoology, Biochemistry
Zoology	Chemistry, Botany, Biochemistry
BCA	Elective Language, Sociology, Economics, Physics, Mathematics

Sl. No.	Professional Courses
1.	Four Year Undergraduate Programme in Tourism and Travel Management (Co-educational)
2.	Four Year Undergraduate Programme in Computer Applications (Co-educational)

LIST OF MULTI-DISCIPLINARY COURSE (MDC), ABILITY ENHANCEMENT COURSE (AEC), SKILL ENHANCEMENT COURSE (SEC) & VALUE ADDED COURSE (VAC)

These Courses are to be chosen after joining the College
SEMESTER I

SL. NO.	CODE	NAME OF THE COURSE (MDC) SEM I
1.	MDC 111	CULTURE AND SOCIETY
2.	MDC 112	FUNDAMENTALS OF COMPUTER SYSTEMS
3.	MDC 115	INTRODUCTORY LIFE SCIENCES
4.	MDC 117	INTRODUCTION TO PSYCHOLOGY
5.	MDC 118	MATHEMATICS IN DAILY LIFE
6.	MDC 119	PHILOSOPHY OF CULTURE

SL. NO.	CODE	NAME OF THE COURSE (AEC) SEM I
1.	AEC 120	ALTERNATIVE ENGLISH
2.	AEC 121	MIL – I: ASOMIYA SAHITYAR ITIHAS
3.	AEC 122	MIL – I: BANGLA BHASHA – BIGYAN
4.	AEC 123	MIL – I: GARO
5.	AEC 124	MIL – I: KA LITERESHOR KHASI BAD KA KYLLA – KTIEN
6.	AEC 127	MIL – I: HINDI BHASHA KA VYAVIRIK ANUPRAYOG

SL. NO.	CODE	NAME OF THE COURSE (SEC) SEM I
1.	SEC 130	CYBER SECURITY
2.	SEC 131	MOTIVATION
3.	SEC 132	PERSONALITY DEVELOPMENT
4.	SEC 133	PUBLIC SPEAKING
5.	SEC 134	TEAM BUILDING

SL. NO.	CODE	NAME OF THE COURSE (VAC) SEM I
1.	VAC 140	ENVIRONMENTAL STUDIES

SEMESTER II

SL. NO.	CODE	NAME OF THE COURSE (MDC) SEM II
1.	MDC 161	ENTREPRENEURSHIP
2.	MDC 163	FUNDAMENTALS OF STATISTICS
3.	MDC 164	HEALTH & HYGIENE, ENVIRONMENTAL EDUCATION AND DISASTER MANAGEMENT
4.	MDC 165	INTRODUCTION TO EDUCATIONAL PSYCHOLOGY
5.	MDC 167	PHYSICAL EDUCATION AND SPORTS SCIENCE
6.	MDC 169	UNDERSTANDING HUMAN RIGHTS

SL. NO.	CODE	NAME OF THE COURSE (AEC) SEM II
1.	AEC 170	COMMUNICATIVE ENGLISH
2.	AEC 171	MIL – II: ASOMIYA JOGAJOG
3.	AEC 172	MIL – II: BANGLA BHASHARBY ABOHARIKPRAYOG
4.	AEC 173	MIL – II: COMMUNICATIVE GARO
5.	AEC 175	MIL – II: KA KREN KA THOH KHASI
6.	AEC 177	MIL – II: HINDI BHASHA KATKANIKI ANUPRAYOG

SL. NO.	CODE	NAME OF THE COURSE (SEC) SEM II
1.	SEC 180	COMMUNICATION SKILLS
2.	SEC 181	CONFIDENCE BUILDING
3.	SEC 183	PYTHON PROGRAMMING

SL. NO.	CODE	NAME OF THE COURSE (VAC) SEM II
1.	VAC 190	HEALTH AND WELLNESS
2.	VAC 191	LIFE SKILLS EDUCATION
3.	VAC 192	UNDERSTANDING INDIA

Sl. No.	Type of Course	Credits	Total Marks	Distribution of Marks as per OC – 8	End Semester Examination	End Semester Examination		
				Internal	End Sem	Only Theory	Theory	Practical
1.	Major Course	4	100	25	75	75	56	19
2.	Minor Course	4	100	25	75	75	56	19
3.	AEC (Ability Enhancement Course0	3/2#	75/50#	19/12.5#	56/37.5#	56/37.5#	42/28	14/9.5
4.	MDC (Multi-Disciplinary Course)	3	75	19	56	56	42	14
5.	VAC (Value Added Course)	3	75	19	56	56	42	14
6.	SEC (Skill Enhancement Course)	3	75	19*	56*	NA	40*	16*
7.	VTC (Vocational and Training Course)	4	100	40*	60*	NA	NA	60*
8.	Internship	4 (120 Hours)	100			NA	Report (75)	Viva Voce (25)

NA: Not Applicable
2 Credit Course in 3rd Semester
*VAC, SEC with practical will have same distribution as Theory and Practical for other papers.

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ELIGIBILITY FOR ADMISSION
EXAMINATION AND EVALUATION
ACADEMIC ACTIVITIES

ELIGIBILITY FOR ADMISSION

A student should have passed the 10+2 level or Senior School Certificate Examination or any equivalent examination from a recognized Board/University.

International students are required to obtain a minimum of 60% aggregate marks in the 10+2 level/equivalent examinations for admissions to any Four Year Undergraduate Programme, subject to the approval of the University.

EXAMINATION AND EVALUATION

Examination and Evaluation shall be conducted according to the Ordinances / Regulations of the North Eastern Hill University. Refer to page nos. 42-54

ACADEMIC ACTIVITIES

The College conducts coaching classes for entering into services, tutorial and remedial classes.

ASSESSMENT

During the current academic session the College will conduct the following tests for all classes for assessment:

Internal assessment : There will be internal tests and assignments conducted by the College.

Students who fail to fulfil the requirements for the internal semester marks (Internal Tests and Assignments) will not be allowed to appear in the Final Semester Examination.

Departmental Seminars and Projects: Seminars are regularly held in the College to expose and enlighten the students about the newly developed fields of research relevant to their studies.

It is compulsory that the students appear in all the above tests. Permission form will be issued from the departments if they are to be selected/ not selected to appear for the final examination.

Self financing International students are to obtain permission from the Ministry of External Affairs Government Of India and from the Government Of Meghalaya.

International students under scholarship scheme are to obtain permission from the competent authority from the Government of India and from the Government of Meghalaya.

International students are required to furnish all the necessary documents at the time of admission. However such students are required to produce a valid student's Visa within one month of completion of admission, failing which their admission shall stand cancelled. A copy of the Visa is to be submitted in the College office.

FEES

Four Year Undergraduate Programme in Arts

SEMESTER I - First Installment

ADMISSION FEE	500
TUITION FEE (@ 200 X 12 MONTHS)	2400
COLLEGE FEE	7000
LIBRARY FEE	300
LIBRARY CAUTION FEE (REFUNDABLE)	500
IDENTITY CARD	150
TOTAL	10850

SEMESTER I - Second Installment

	500
COLLEGE EXAMINATION FEE	1000
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
NEHU REGISTRATION FEE	200
MAGAZINE FEE	300
TOTAL	2150

SEMESTER II

COLLEGE FEE	5000
SESSION FEE	6000
LIBRARY FEE	300
COLLEGE EXAMINATION FEE	1000
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
COLLEGE DEVELOPMENT FEE	2600
TOTAL	15550

FEES

Four Year Undergraduate Programme in Science

SEMESTER I - First Installment

ADMISSION FEE	500
TUITION FEE (@ 200 X 12 MONTHS)	2400
COLLEGE FEE	7000
LIBRARY FEE	300
LIBRARY CAUTION FEE (REFUNDABLE)	500
IDENTITY CARD	150
TOTAL	*10850*

SEMESTER I - Second Installment

COLLEGE EXAMINATION FEE	1000
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
NEHU REGISTRATION FEE	200
MAGAZINE FEE	300
LABORATORY FEE (@ 700 X 6 MONTHS)	4200
LABORATORY EXPENDABLES FEE	2000
TOTAL	*8350*

SEMESTER II

COLLEGE FEE	5000
SESSION FEE	6000
LIBRARY FEE	300
COLLEGE EXAMINATION FEE	1000
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
COLLEGE DEVELOPMENT FEE	2600
LABORATORY FEE (@ 700 X 6 MONTHS)	4200
LABORATORY EXPENDABLES FEE	2000
TOTAL	*21750*

FEES

Four Year Undergraduate Programme in Tourism & Travel Management

SEMESTER I - First Installment

ADMISSION FEE	500
TUITION FEE (@ 2000 X 6 MONTHS)	12000
SESSION FEE	6500
LIBRARY FEE	300
LIBRARY CAUTION FEE (REFUNDABLE)	500
IDENTITY CARD	150
TOTAL	19950

SEMESTER I - Second Installment

COLLEGE FEE	7000
COLLEGE EXAMINATION FEE	1000
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
NEHU REGISTRATION FEE	200
MAGAZINE FEE	300
HOSPITALITY FEE	1000
TOTAL	10150

SEMESTER II

TUITION FEE (@ 2000 X 6 MONTHS)	12000
COLLEGE FEE	5000
LIBRARY FEE	300
COLLEGE EXAMINATION FEE	1000
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
COLLEGE DEVELOPMENT FEE	2600
HOSPITALITY FEE	1000
TOTAL	22550

FEES

Four Year Undergraduate Programme in Computer Application

SEMESTER I - First Installment

ADMISSION FEE	500
TUITION FEE (@ 500 X 6 MONTHS)	3000
COLLEGE FEE	7000
SESSION FEE	6000
LIBRARY FEE	300
LIBRARY CAUTION FEE (REFUNDABLE)	500
IDENTITY CARD	150
TOTAL	*17450*

SEMESTER I - Second Installment

COLLEGE EXAMINATION FEE	1000
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
NEHU REGISTRATION FEE	200
MAGAZINE FEE	300
LABORATORY FEE (@ 1100 X 6 MONTHS)	6600
LABORATORY EXPENDABLES FEE	2000
TOTAL	*21150*

SEMESTER II

TUITION FEE (@ 500 X 6 MONTHS)	3000
COLLEGE FEE	5000
LIBRARY FEE	300
COLLEGE EXAMINATION FEE	1000
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
COLLEGE DEVELOPMENT FEE	2600
LABORATORY FEE (@ 1100 X 6 MONTHS)	6600
LABORATORY EXPENDABLES FEE	2000
TOTAL	*21150*

Four Year Undergraduate Programme in Tourism and Travel Management

Travel, a rising interest among all generations has resulted in making the travel and tourism industry a major part of the country's economy. The industry has given rise to many employment opportunities and also contributed to the country's wealth, thus making travel and tourism industry a mainstream component. The industry offers diverse job opportunities and provides ample career scope in both private as well as in government sectors. Apart from the economic benefits, the industry also imbibes a sense of pride on the local culture and natural attractions of the country. The industry is currently demanding professionals with specific skills on hospitality and tourism operations and expertise in guest relations.

Therefore, Lady Keane College, Shillong, one of the pioneered institutions of the State started a degree course in tourism and travel management to prepare students for management positions and entrepreneurship in the different sectors of the industry. The course oversees all important aspects of the industry and educates students with the required knowledge and skills for the industry.

The tourism course offered by the College is the Four Year Undergraduate Programme in Tourism and Travel Management and Travel Management (BTTM) 4 year-Professional Degree Programme under the Choice Based Credit System (CBCS) and spread across 8 semesters under the Department of Tourism and Travel Management.

The mission of the Department is to educate and enrich the students with knowledge and expertise relating to tourism, travel and hospitality industry such as:

• Hospitality and Tour Operations

• Event Management

• Starting small businesses in Tourism

• Entrepreneurship skills

• Foreign Languages

• Grooming through Personality Development

The Department also focuses on imbibing the students with socio-cultural and environmental teachings pertaining to tourism, travel and hospitality so as to make them principled, socially responsible and creative leaders in the industry. The 4 years professional programme is also designed to provide maximum practical exposure through workshops, surveys, hands on training, local and national field trips and industrial training. The programme also highlights the different career opportunities in the industry for the students to join various sectors like Adventure Groups, Travel Agencies, Hotels, Airlines, Tour Operators and so on.

The Department of Tourism and Travel Management is inviting applications from both **male and female students** into the Four Year Undergraduate Programme in Tourism and Travel Management and Travel Management Degree programme.

DRESS CODE (FOR TOURISM AND TRAVEL MANAGEMENT STUDENTS)

Trousers	Blazer	Blouse/Shirt	Tie	Shoes
Dark Blue	Dark Blue	Grey	For boys	Black

Students after admission will have to follow a strict professional dress code consisting of (Shirt, Trousers and a Blazer) and the expenses for the materials and stitching will be borne by the student from the retailers specified by the college.

Four Year Undergraduate Programme in Tourism and Travel Management

ADMISSION, ASSESSMENT AND ACADEMIC ACTIVITIES

1. **Eligibility Criteria for Admission**: Candidates who have passed the class XII examination in the 10+2 scheme or its equivalent in any discipline from any recognized board securing a minimum of 50% marks in aggregate (45% for SC/ST) are eligible for admission to the programme.

2. **Admission Procedure**: Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination and personal interview.

3. **Examination and Evaluation**:

   (i) Evaluation in each course/paper including Practical shall be done on the basis of performance in the internal/continuous assessment and the end-semester/external examination. The weightage for internal/continuous assessment and the end-semester/external examination shall be in the ratio of 2:3.

(ii) The continuous assessment of students shall be made on the basis of performance in (a) written tests and (b) written assignments/ seminars/quizzes and field reports etc. for determining the performance in the written test, best two out of three written tests shall be considered. In the case of practical and project works, continuous assessment shall be based on practical test/seminar/reports/viva.

(iii) In order to clear a course, a student shall have to secure at least 40% marks or C Grade in both the continuous assessment and the end-semester examination.

(iv) A student failing in continuous assessment in any course shall not be permitted to appear in the end semester examination of that course.

(v) A student, subject to payment of prescribed fees and fulfillment of other conditions laid down by the University, shall be allowed to proceed to the next semester irrespective of backlog of paper(s).

(vi) A student shall be allowed to clear the backlog of paper(s) in the relevant subsequent semester(s) within a maximum period of twelve semesters (six years).

(vii) A student shall become eligible to appear in the end-semester of a paper after payment of the prescribed examination fee and if s/he has fulfilled the attendance requirement.

4. **Award of Grade/Division and Grade Points**: In order to qualify for the BTTM Degree, a candidate must secure a minimum of 50% aggregate marks or C Grade with Grade Point 5 and 40% or P Grade with Grade Point 4 in each paper.

The letter grade, grade point, equivalent percentage of marks and division shall be as shown in the following Table:

The letter grade, grade point, equivalent percentage of marks and division shall be as shown in the following Table:

Letter Grade	Description	Grade Point
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Pass	4
F	Fail	0
Ab	Absent	0

5. **Attendance**: A student shall become eligible to appear in the end-semester/external examination of a paper if s/he has obtained 80 % attendance in the paper.

6. **Internship**: Students will have to undergo a four-month (16 weeks) internship programme in the Semester VII in any tourism and hospitality related organizations preferably outside of the state. Evaluation will be based on the Log Book maintained by the students and also the presentation of the report at the end of the semester.

7. **National Fieldtrips**: At the end of the Semester III, students will be taken for a National Trip to important tourism places in the country with emphasis on certain themes of tourism activities such adventure, culture, eco-tourism, heritage, cuisine and others. Students will have to bear only 40% of the total cost incurred on accommodation, transportation and other activities at the destinations.

8. **Uniforms**: Students after admission will have to follow a strict professional dress code consisting of (Shirt/Blouse, Trouser and a Blazer (tie for boys)) and the expenses for the materials and stitching will be borne by the student from the retailers specified by the college.

Four Year Undergraduate Programme in Tourism and Travel Management
Under Choice Based Credit System CBCS

SEMESTER	COURSE TYPOLOGY (TTM)	CORE COURSE (DSC)	ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)	SKILL ENHANCEMENT COURSE (SEC)	DISCIPLINE SPECIFIC ELECTIVE (DSE)
I	BTM-101	DSC-1A			
	BTM-102	DSC-2A			
	BTM-103	DSC-3A			
	BTM-104		AE-1		
	BTM-105			SEC-1	
II	BTM-201	DSC-1B			
	BTM-202	DSC-2B			
	BTM-203	DSC-3B			
	BTM-204		AE-2		
	BTM-205			SEC-2	
III	BTM-301	DSC-1C			
	BTM-302	DSC-2C			
	BTM-303	DSC-3C			
	BTM-304				DSE-1
	BTM-305			SEC-3	
IV	BTM-401	DSC-1D			
	BTM-402	DSC-2D			
	BTM-403	DSC-3D			
	BTM-404				DSE-2
	BTM-405			SEC-4	
V	BTM-501				DSE-3
	BTM-502				DSE-4
	BTM-503				DSE-5
	BTM-504				DSE-6A/
	BTM-505				DSE-6B/
	BTM-506				DSE-6C/
	BTM-507			SEC-5	
VI	BTM-601				DSE-7
	BTM-602				DSE-8
	BTM-603				DSE-9
	BTM-604			SEC-6	
VII	BTM-701				DSE-10
	BTM-702				DSE-11
	BTM-703				DSE-12
VIII	BTM-801				DSE-13
	BTM-802				DSE-14
	BTM-803				DSE-15
	BTM-804			SEC-7	

DISCIPLINE SPECIFIC CORE COURSES

DSC-1A: Introduction to Tourism and Travel Management
DSC-2A: Geography of Tourism
DSC-3A: Principles of Management
DSC-1B: Tourism Products of India
DSC-2B: Travel Agency and Tour Operations
DSC-3B: Transport Operations Management
DSC-1C: Facility Planning
DSC-2C: Tourism Policy and Planning
DSC-3C: Tourism Legislations
DSC-1D: Tour Guiding and Escort Services
DSC-2D: Tourism Impacts
DSC-3D: Tourism in North East India

DISCIPLINE CENTRIC ELECTIVE

DSE-1: Tourism Entrepreneurship
DSE-2: Fieldtrip Report
DSE-3: Principles of Marketing
DSE-4: Human Resource Management
DSE-5: Hospitality Management
DSE-6A: Front Office Operations
DSE-6B: Food and Beverages Management
DSE-6C: House Keeping Management
DSE-7: Business Communication
DSE-8: Destination Planning and Development
DSE-9: Sustainable Tourism Development
DSE-10: Internship Report
DSE-11: Log Book and Appraisal Report
DSE-12: Viva Voce
DSE-13: Event Management
DSE-14: Marketing in Tourism and Hospitality
DSE-15: Contemporary Issues in Tourism

ABILITY ENHANCEMENT COMPULSORY COURSES

AE-1: English Communication
AE-2: Environmental Studies

SKILL ENHANCEMENT ELECTIVE COURSES

SEC-1: Fundamentals of Computer
SEC-2: Personality Skills for Tourism
SEC-3: Accounting and Financial Skills for Tourism
SEC-4: Report Writing Skills for Tourism
SEC-5: Tourism Operation Software Skills
SEC-6: Itinerary Planning and Costing
SEC-7: Media in Tourism

FYUP IN TTM YEAR - I

SEMESTER	COURSE TYPOLOGY	COURSE OFFERED	COURSE NAME	CREDIT	HOURS PER WEEK
I	BTM-101	DSC-1A	Introduction to Tourism and Travel Management	6	4.5
	BTM-102	DSC-2A	Geography of Tourism	6	4.5
	BTM-103	DSC-3A	Principles of Management	6	4.5
	BTM-104	SEC-1	Fundamentals of Computer	2	1.5
	BTM-105	AE-1	English Communication	2	1.5
	Total Credits in this semester			22	16.5
II	BTM-201	DSC-1B	Tourism Products of India	6	4.5
	BTM-202	DSC-2B	Travel Agency and Tour Operations	6	4.5
	BTM-203	DSC-3B	Transport Operations Management	6	4.5
	BTM-204	SEC-2	Personality Skills for Tourism	2	1.5
	BTM-205	AE-2	Environmental Studies	2	1.5
	Total Credits in this semester			22	16.5

FYUP IN TTM YEAR - II

SEMESTER	COURSE TYPOLOGY	COURSE OFFERED	COURSE NAME	CREDIT	HOURS PER WEEK
III	BTM-301	DSC-1C	Facility Planning	6	4.5
	BTM-302	DSC-2C	Tourism Policy and Planning	6	4.5
	BTM-303	DSC-3C	Tourism Legislations	6	4.5
	BTM-304	DSE-1	Tourism Entrepreneurship	2	1.5
	BTM-305	SEC-3	Accounting and Financial Skills for Tourism Business	2	1.5
	Total Credits in this semester			22	16.5
IV	BTM-401	DSC-1D	Tour Guiding and Escort Services	6	4.5
	BTM-402	DSC-2D	Tourism Impacts	6	4.5
	BTM-403	DSC-3D	Tourism in Northeast India	6	4.5
	BTM-414	DSE-2	Fieldtrip Report *	2	12
	BTM-405	SEC-4	Report Writing Skills for Tourism	2	1.5
	Total Credits in this semester			22	27

FYUP IN TTM YEAR - III

SEMESTER	COURSE TYPOLOGY	COURSE OFFERED	COURSE NAME	CREDIT	HOURS PER WEEK
V	BTM-501	DSE-3	Principles of Marketing	4	4
	BTM-502	DSE-4	Human Resource Management	4	4
	BTM-503	DSE-5	Hospitality Management	4	4
	BTM-504	DSE-6A/	Front Office Operations/	4/	4
	BTM-505	DSE-6B/	Food and Beverages Operations/	4/	4
	BTM-506	DSE-6C/	House Keeping Operations/	4/	4
	BTM-507	SEC-5	Tourism Operation Software Skills	4	4
	Total Credits in this semester			20	20
VI	BTM-601	DSE-7	Business Communication	4	4
	BTM-602	DSE-8	Destination Planning and Development	6	4.5
	BTM-603	DSE-9	Sustainable Tourism Development	6	4.5
	BTM-604	SEC-6	Itinerary Planning and Costing	4	4
	Total Credits in this semester			20	17

FYUP IN TTM YEAR - IV

SEMESTER	COURSE TYPOLOGY	COURSE OFFERED	COURSE NAME	CREDIT	HOURS PER WEEK
VII	BTM-711	DSE-10	Internship Report	8	
	BTM-712	DSE-11	Log Book and Appraisal Report	8	
	BTM-713	DSE-12	Viva voce	4	
	Total Credits in this semester			22	16.5
VIII	BTM-801	DSE-13	Event Management	6	4.5
	BTM-802	DSE-14	Marketing in Tourism and Hospitality	6	4.5
	BTM-803	DSE-15	Contemporary Issues in Tourism	4	4
	BTM-804	SEC-7	Media in Tourism	4	4
	Total Credits in this semester			22	27

Four Year Undergraduate Programme in Computer Application

The College offers a Three-Year Professional Course Bachelor in Computer Application. The course focus on imparting deeper knowledge in computer science and its applications. The curriculum includes a variety of topics, including programming languages, database management, computer networks, machine learning, artificial intelligence and more. The course also includes hands-on training in the form of practical and projects which strengthen theoretical understanding and core competencies in the subject thereby creating best professionals for the IT industry..

ELIGIBILITY CRITERIA FOR ADMISSION

1. 10+2 level or equivalent examination from a recognized Board in any stream (Arts/Science/Commerce).

2. Preference will be given to meritorious students.

DRESS CODE (FOR COMPUTER APPLICATION STUDENTS)

Uniform	Girls	Boys
Summer Uniform	Blouse: White	Shirt: White
	Trousers: Dark Blue	Trousers: Dark Blue
	Blazer: Dark Blue	Blazer: Dark Blue
	Socks: White	Socks: White
	Shoes: Black	Shoes: Black formal shoes
Winter Uniform	Hi-neck: White	Hi-neck: White
	Pullover: Blue	Pullover: Blue
	Muffler: Blue	Muffler: Blue

Note:
1.All uniforms must have the college logo
2.Expenses for the materials and stitching will be borne by the student.

DISTRIBUTION OF PAPERS:

FYUP in Computer Applications – 1st and 2nd Semester

First Year (Certificate)

First Semester		Second Semester		CREDITS
SUB CODE	SUBJECT NAME	SUB CODE	SUBJECT NAME	
BCA-100	MAJOR: Problem Solving and Programming in C	BCA-150	MAJOR: Web development using PHP and MySQL, Server Side Frameworks	4
BCA-100	MINOR: Problem Solving and Programming in C	BCA-150	MAJOR: Web development using PHP and MySQL, Server Side Frameworks	4
MDC-112	MDC: Fundamentals of Computer Systems			3
SEC-130	SEC: Cyber Security	SEC-183	SEC: Python Programming	3

To exit with UG Certificate, students have to complete 40 credits and also an internship/vocational/apprenticeship/community and service/field-based learning/minor project of 4 credits.

The course structure may change as per NEHU curriculum and guidelines.

CERTIFICATE AND DIPLOMA COURSES

Certificate and Diploma courses can make a real difference after you graduate from college.

The career and job oriented courses at Lady Keane College are designed to give the students an edge in the job market by enhancing their skills and qualifications.

At Lady Keane College
we have a strong track record of running high quality courses

- **Here you will learn from experienced teaching staff.**
- **Gain a recognised qualification.**
- **Gain the wide-ranging skills and personal qualities to boost your career prospects.**
- **Keep up-to-date with latest policies, practices and quality standards.**
- **Improve your personal attributes in areas such as teamworking, problem - solving**
- **Have the opportunity to move to higher levels of specialisation.**

CERTIFICATE, DIPLOMA AND TRAINING PROGRAMMES OFFERED

COMPUTER CERTIFICATE COURSE
A Certificate Course on Microsoft Office was introduced in the year 2010 to provide basic knowledge in computers.

ENGLISH FOR TOURISM
To enhance and improve communication skills, certificate course on English for Tourism was introduced in 2011 as an add-on course.

SPOKEN ENGLISH
A short term course in Spoken English is offered to enhance communication skills of students, especially those coming from a rural background to face interviews effectively. This course was introduced in the year 2012

MUSHROOM CULTIVATION TRAINING PROGRAMME
Initiated by the Botany department, Lady Keane College, a Training Programme on Mushroom Cultivation was introduced since 2010. The course includes spawn preparation, compost preparation, oyster mushroom cultivation and button mushroom cultivation.

KHASI TRADITIONAL MUSIC
To cater to the more artistically inclined students a Certificate Course on Khasi Traditional Music was introduced in the year 2009. At present, a Diploma Course is also being offered.

FASHION DESIGNING
The Certificate and Diploma Courses in Fashion Designing still progressing since 2008.

CERTIFICATE COURSE IN MICROSOFT OFFICE

This Course is designed with an aim to impart a basic level Microsoft Office Course for Students. the basic objective of the programme is to prepare students to live, learn and work successfully in an increasingly complex and information-rich society. Students must be able to use technology effectively. Within an effective educational setting, technology can enable students to become:-

Capable information technology users

Information seekers, analyzers and evaluators

Problem solvers and decision makers

Informed and responsible citizens

ELIGIBILITY
Students pursuing their Under Graduate Course in Lady Keane College.

Duration	3 Months
Timings	3:00 P.M - 4:00 P.M. (Monday - Saturday)
(Timings are flexible and may be changed to accommodate students)	
Course content	Classroom teaching & Practicals
Fees	Contact College office

Course Coordinator:
Mr. M. Haque
Assistant Professor, BCA Department

CERTIFICATE & DIPLOMA COURSES IN FASHION DESIGNING

The short term Fashion Designing course provides the opportunity towards a degree of economic independence while still a student. After completion of the course, students will be in a position to earn, even while they learn. The College offers both Certificate and Diploma in Fashion Designing. The certificate course is of 6 months' duration, while the diploma course is 1 year. Students will have to complete the 6 months' certificate course after which they can upgrade to the diploma course. Diploma Degree will be awarded after completion of another 12 months.
Classes are held every day of the week except Sunday. Both courses are conducted in two batches each.

ELIGIBILITY
Class X passed

Duration	Certificate Course: 6 Months
	Diploma Course: 12 Months
Timings	12:30 P.M - 3:30 P.M (Mon-Fri)
	3:30 P.M - 6:30 P.M (Mon-Fri)
Contact Hours	12 hours/week
Calendar	Diploma Course commences in March & June. Certificate Course commences in March & June.
Course content	Theory and practical classes. Lectures by guest faculty and local designer. Workshops, field-trips, fashion shows. Internship with leading designers of the city and Government Organisations.
Fees	Contact College office

Course Coordinator:
Dr. A. Nongsteng
Assistant Professor, Economics Department

CERTIFICATE AND DIPLOMA COURSE IN KHASI TRADITIONAL MUSIC

Career - oriented Certificate Course in Khasi Traditional Music was introduced in the year 2011 by the College in collaboration with the Lady Keane College Alumni Association. The Course has now been upgraded to a Diploma Course.
This job-oriented course will introduce the students to a basic understanding of Khasi Traditional Music and will train them to develop their vocational skill.

ELIGIBILITY
Class X passed

Duration	Certificate Course: 6 Months
	Diploma Course: 12 Months
Timings	12:00 Noon - 2:00 P.M (Mon-Sat) 3:00 P.M - 5:00 P.M. (Mon-Sat)
Course Content	Classroom teaching and Practical Exposure to Live performances.
Fees	Contact College office

Course Coordinator:
Mr. A. Snaitang
Associate Professor, Khasi Department

MUSHROOM CULTIVATION TRAINING PROGRAMME

The production of edible and medicinal mushrooms utilizing raw material e.g. paddy straw, cotton wastes, coffee waste, water hyacinth, saw dust, sugar cane, wild grasses and various categories of refuse containing lignocellulosic wastes, could readily be adopted. The potential of mushroom farming in generating new employment opportunities is another positive element emanating from mushroom farming ventures.

ELIGIBILITY
Students pursuing their Under Graduate Course in Lady Keane College

Duration	1 Week
Course Content	Theory and Practical
Fees	Contact College office

Course Coordinator:
Mr. K. H. M. Pala
Associate Professor & Head, Botany Department

CERTIFICATE COURSE IN ENGLISH FOR TOURISM

This Certificate Course focuses on teaching participants how to develop their English language and communication skills as well as tourism-related vocabulary necessary in the students' daily inter-cultural encounters.

ELIGIBILITY
Students pursuing their Under Graduate Course in Lady Keane College.

Duration	3 Months
Timings (3 days/week)	11:00 A.M-12:00 Noon / 3:30 P.M-4:30 P.M
(Timings are flexible and may be changed to accommodate students)	
Course content	Classroom teaching & Practical sessions
Fees	Contact College office

Course Coordinator:
Ms. S. Syngkon
Assistant Professor, Department of English

COURSE ON SPOKEN ENGLISH

This Course is designed to enhance the communication skills of students, especially those coming from a rural background to face interviews effectively.
This Course was introduced in 2012.

ELIGIBILITY
Students pursuing their Under Graduate Course in Lady Keane College

Duration	3 months—June to September
Course content	Classroom teaching and practical sessions
Fees	Contact College office

Co-ordinator:
Ms. B. Nongkhlaw
Lecturer, Department of English

VOCATIONAL COURSES AS PER NEP 2020

1.Agriculture Based
i.Mushroom Cultivation
ii.Floriculture and Landscaping
iii.Organic Farming

2.Computer Related
i.Desktop Publishing (DTP)
ii.Web-Designing

3.Food and Beverage
i.Baking and Confectionary
ii.Enology (Wine making)
iii.Food Processing
iv.Food and Beverage Services

4.Beautician
i.Beauty and Spa

5.Music
i.Vocal
ii.Guitar
iii.Traditional Music

6.Fashion Designing
i.Tailoring
ii.Knitting
iii.Embroidery
iv.Fashion and accessories
Designing

7.Photography

HOSTEL ACCOMMODATION
[For day section female students only, not for morning section students]

The College provides hostel accommodation for out station female students including International students. Accommodation will be given only for Day Section and not for Morning Section students. The minimum requirement for admission into the Hostel for Both Degree & Higher Secondary Students are:

50% marks aggregate for ST students of Meghalaya
60% marks aggregate for others

Students are to contact the College Principal for getting admission into the College hostel after getting admission into the College.

Boarders should report to the Hostel as per the date notified in the notice board.
A Fine of Rs.500/- per day will be charged for late admission.

A student who is allotted a hostel seat must consistently be sincere in her studies, attendance of classes and lectures, and, be disciplined in conduct. She must abide by the Rules and Regulations of the Hostel and Institution. Any behaviour to the contrary will result in a warning, fine or/and expulsion.

All boarders should strictly abide by the Rules and Regulations of the Hostel.

Expulsion from the Hostel would mean expulsion from the College and vice versa

HOSTEL FEE

FEE STRUCTURE FOR HOSTEL CATEGORY 1

PARTICULARS	AMOUNT
ADMISSION FEE	700
RE-ADMISSION FEE	350
ANNUAL FEES	
MEDICAL	500
EQUIPMENT	600
CO-CURRICULAR	500
HOSTEL MAINTENANCE	600
BUILDING FUND	600
TOTAL	2800
MONTHLY FEES	
SEAT RENT	450
ESTABLISHMENT	600
LIGHT & WATER	700
EXTRA CURRICULAR	300
TOTAL	2050
MESS FEE	
MONTHLY	3000
TOTAL MONTHLY FEE	*4750*

FEE STRUCTURE FOR HOSTEL CATEGORY 2

PARTICULARS	AMOUNT
ADMISSION FEE	1200
RE-ADMISSION FEE	500
ANNUAL FEES	
MEDICAL	500
EQUIPMENT	600
CO-CURRICULAR	500
HOSTEL MAINTENANCE	600
BUILDING FUND	800
TOTAL	3000
MONTHLY FEES	
SEAT RENT	1500
ESTABLISHMENT	600
LIGHT & WATER	1900
EXTRA CURRICULAR	350
TOTAL	4350
MESS FEE	
MONTHLY	3000
TOTAL MONTHLY FEE	*7050*

Fees once paid will not be refunded

SPORTS

The Institution has a well aerated and covered Sports Complex with a gallery/balcony of about 1,000 seats.

Admission under sports quota is given to students with proficiency in Sports and Games at the State and National Level and to those who have represented their school at the Zonal Level and secured First or Second position (Winner or Runners-up).

The admission form should be accompanied by attested photocopies of all sports certificates obtained during the last three years and cuttings from newspapers / magazines, if any.

LIBRARY

The College has a Central Library and several departmental libraries. The Central Library is partially Computerized and Internet facility is provided to students. NLIST Programme is implemented for providing access to e-Resources.

The Library is open from 8 am to 7 pm.

As part of educational innovations the College has a museum showcasing the heritage of the Tribes of Meghalaya. The museum showcases the attire, jewellery, musical instruments, pottery, tools and implements, models of traditional homes and photographs depicting the evolutionary development of the area. The museum also has a gallery which displays Souvenirs of Lady Keane College.

SUPPORT SERVICES AND FACILITIES

- Students participation in various competitions in the country.
- Conducting coaching classes for competitive examinations.
- Exposure of students to other institutions of higher learning/corporate/business, etc.
- Legal Care and Support Services
- Photocopying and Printing services are available in the College Premises.
- Medical Care Unit.
- Gymnasium (Physical Fitness Training).
- Indoor Sports Complex (Basketball, Badminton, Tennis Court).
- Canteen and safe drinking water.
- Security and Self Defence.
- Physical Fitness and Yoga.
- Canara Bank Branch with ATM facilities.

ENVIRONMENT CONSCIOUSNESS AND SUSTAINABILITY

Maintaining a sustainable environment is a priority at Lady Keane College Campus, Lady Keane College expresses its commitment to sustainability in many ways. The college has adopted many green technologies and concepts like solar heaters and lighting, rain water harvesting, recycling systems, waste segregation, waste management and composting, stopping the burning of waste to reduce air pollution, reduce the use of plastic items in the college campus, conservation and increase of the college greenery through tree plantation drives and many other activities to increase awareness on the need to protect the environment.

CO-CURRICULAR AND EXTENSION ACTIVITIES

The College is equipped with facilities to enable the students to take part in activities leading to the overall development of the society. Students are encouraged to participate in various Sports, Social and Cultural activities held within and outside the State.

YOUTH RED CROSS

The Youth Red Cross is organised in the College with one teacher appointed as Programme Officer. The main aims and objectives of the Youth Red Cross is to inculcate in the students the ideal and practice of service especially in relation to the care of their own health and that of others, to understand and accept civic responsibility, friendly helpfulness towards other children and to disseminate the Red Cross Movement.

NATIONAL CADET CORPS (NCC)

The NCC Unit in the College is one of the most vibrant units in the State. Cadets from the College have, on many occasions, participated in various activities at the National level and won a number of Awards. Several of them had been selected to represent the country in various International Meets held abroad.

RANGERS

The Rangers Unit of the College meets the needs of the students and enables them to adjust easily to the challenges of the present day life and contributes to the positive development of the society in which they live. Service to others is a Basic concept of the Guide movement. Several of them had been selected to represent the College at the National Level.

PARA-LEGAL VOLUNTEERS

The Legal Care and Support Centre of the college aims to reach out to the marginalised and vulnerable sections of society, to spread legal awareness among students and the community at large and to assist in facilitating access to justice. The centre has been partnering with the Meghalaya State Legal Services in its various activities for the spread of legal aid and awareness to the Community. These activities comprised of Mass Door to Door Campaigns and Street Plays held in various parts of the state with the objective of enabling the volunteers to reach out to individual households and the community, to spread legal awareness on the availability of free legal aid and services to the people.

NSS

The National Service Scheme (NSS) was introduced in 1969 with the primary objective of developing the personality and character of the student youth through voluntary community service. 'Education through Service' is the purpose of the NSS. The ideological orientation of the NSS is inspired by the ideals of Mahatma Gandhi. Very appropriately, the motto of NSS is "NOT ME, BUT YOU". An NSS volunteer places the 'community' before 'self'. The primary goal of the NSS is "Education through Community Service and Community Service through Education" and the overall objective of NSS is the development of students' personality through Community Service.

CONDUCT OF STUDENTS

ATTENDANCE

1. Only Students with 75% or higher attendance will be allowed to appear in the Final Examination.
2. Any student who is irregular in attendance without permission or fails to join classes on the first day of classes after a vacation or holiday of a one-week duration, disciplinary action will be taken
3. A student who is absent for three consecutive days is required to fill in the Leave of Absence form obtained from the Department concerned. This will be verified by the Head of Departments and submitted to the Principal/Vice Principal
4. For the first time defaulter, the student's name, class and roll number will be put up on the notice board as a warning.
5. Disciplinary action will be taken in case of continued absence even after the warning has been issued. Parents/Guardian of the defaulting student will be informed.
6. Failure to abide by the above will result in expulsion from the college.

CONDUCT

- A Student must be polite, courteous and respectful towards others.

- Must not distract others in the classroom in any way.

- Is expected to be co-operative with all members of the staff.

- Is to take responsibility for the actions and accept the consequences that may arise thereof.

DISCIPLINE

- A Student must always wear his/her Identity Card within the campus.

- Must attend all classes regularly and sit for all tests/examinations conducted during the academic session and submit assignments on time.

- Is expected to participate in various academic, cultural, curricular, co-curricular and extension activities organised by the College.

- Practice of any unfair means during Examinations will lead to immediate expulsion from the College. Re-admission will not be entertained.

- A Student must not litter the campus/classroom or damage any College property.

- Use of intoxicants, consumption of tobacco, illegal substances or drugs without medical prescription are prohibited within the College campus.

- Use of mobile phones in the College building, especially classrooms and examination halls is not allowed.

The College can impose a fine or expel any student who violates the College Rules and Regulations.

ANTI RAGGING

In compliance with the directives of the Hon'ble Supreme Court of India, dated May 16, 2007 in SLP No (s) 24295 of 2006 University of Kerala vs. Council, Principals', Colleges, Kerala & Others (with SLP(C) No. 2429699/ 2004 & W.P. (Crl) No. 173/2006 and SLP(C) No. 14356/2005) and the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, the College has formed the an Anti-Ragging Committee, Cell and Squad for overseeing the implementation of the provisions of the verdict with immediate effect.

ANTI RAGGING COMMITTEE

Chairperson: Principal
Convener: Vice Principal Degree Section
Member: Vice Principal Higher Secondary Section
Member: Hostel Warden
Member: Police Representative
Member: Civil Administration Representative
Member: Local Media Representative
North East Network (NGO Representative)
President and Secretary, Parents Teachers Association
College Faculty Members
Students representative from Freshers and Seniors
Non Teaching Staff Members

Whoever directly or indirectly commits, participates in abets or instigates ragging within or outside of the College shall be suspended, expelled or rusticated from the Institution and shall also be liable to a fine which may extend to Rs. 10,000/-

The punishment may also include cancellation of admission, suspension from attending classes, withholding / withdrawing fellowship / scholarship & other financial benefits and withholding of results.

The final decision shall be taken by the Anti Ragging Cell of the College.

The students as well as their parents, at the time of admission to the Institute, will be required to furnish an undertaking that the students will not indulge in any form of ragging.

ANNEXURE 'A'
ORDINANCE OC-8
ON THE UNDERGRADUATE PROGRAMMES IN ARTS, SCIENCE, HOME SCIENCE, COMMERCE, AND PROFESSIONAL COURSES, 2023
[Under Section 26 1) (b) of the NEHU Act, 1973]

1.	Title	These ordinances shall be called the NEHU Ordinance OC-8 on the Undergraduate Programmes in Arts, Science, Home Science, Commerce, and Professional Courses, 2023 [Under Section 26 1) (b) of the NEHU Act, 1973]
2.	Definitions	In this Ordinance, and in all Regulations made hereunder, unless the context otherwise requires: (1) "University" means North-Eastern Hill University (NEHU); (2) "Academic Council" means the Academic Council of the University; (3) "Ordinances/Regulations" means ordinances/regulations of the University; (4) Programme" means a series of the courses of study leading to a Bachelor's degree or undergraduate Certificate/Diploma, (5) "Discipline" means a branch of knowledge; (6) "Subject" means a branch of discipline; (7) "Course" means one of the papers which comprise a specified programme of study, (8) "Core Courses" means courses/papers which comprise a specified programme of study (9) "Major Courses" means courses/papers of main focus or in-depth study of a major subject. (10) "Minor Courses" means core courses offered by subjects as interdisciplinary/open courses to specific subjects (11) "Multidisciplinary Courses" means a combination of courses/papers of more than two subjects within a broad category of disciplines; (12) "Vocational Education and Training Courses" means minor courses that form an integral part of the UG programmes to impart job oriented skills, (13) "Skill Enhancement Courses" means courses/papers on practical skills, hands-on training, soft skills, and such, to enhance the student's employability; (14) "Ability Enhancement Courses" means courses/papers on major Indian language and English language; (15) "Value Added Courses" means courses/papers on understanding India, environmental science, digital and technological solution, health and wellness, yoga education, sports, constitutional values, fundamental rights and duties, and such; (16) Internship/Apprenticeship Course" means an induction course requiring a student to participate in a professional activity offered by government or recognized private/firms/labs/organizations; (17) "Professional Courses" means professional courses other than those regulated under OC-17; (18) "Credit' means a unit by which the course work is measured in terms of the number of hours of instructions required per week or semester. One credit is equivalent to one hour of teaching or two hours of practical work per week, (19) ''Grade Point" means a numerical value of a letter grade on the 10-point grading scale; (20) "Credit Point" means the product of the grade point and the number of credits corresponding to a letter grade for a specific course; (21) "Semester Grade Point Average (SGPA)" means the ratio of the sum of the credit points secured by a student in all courses and the total number of credits in all courses over a semester, (22) "Cumulative Grade Point Average (CGPA)" means the ratio of the total credit points secured by a student in all courses and the sum of the total credits over all the semesters of a programme;

2.	Definitions	(23) "Academic Bank of Credits "means an academic service mechanism as a digital or online entity established by the UGC and adopted by the University to facilitate students to become its academic account holders; (24) "Academic Year" means two semesters of a minimum of 180 teaching days excluding examination days; (25) "Semester" means an academic semester of at least 90 teaching days excluding examination days• (26) "Exit Point" means the termination of an academic year of a UG programme when a student is given an option to leave that programme; (27) "Entry Point" means an admission of an exit student to a programme; (28) "Student" means a person admitted to, and pursuing , a specified programme; (29) "Candidate" means an applicant for admission to a programme/examination of the University; (30) "Massive Open Online Courses (MOOCs)" means such online courses which are developed through SWAYAM Platform, Ministry of Education, Government of India; (31) "Study Webs of Active Learning for Young Aspiring Minds (SWAYAM)" means the national online course platform designed for offering online courses to achieve the three cardinal principles of India's Education Policy: access, equity, and quality.
3.	Programmes	(a)There shall be three or four-year undergraduate programmes in different disciplines. (b)The three-year undergraduate programmes shall be leading to a Bachelor's degree in single major or multidisciplinary programme. (c)The four-year undergraduate programmes shall be leading to a Bachelor's degree (Honours) or a Bachelor's degree (Honours with Research). (d)The infrastructure requirements, including faculty members, shall be as laid down in relevant Ordinances and Regulations. For a 4-year undergraduate programme in Honours with Research there shall be at least two permanent faculty members who are recognized as PhD supervisors.
4.	Programme Duration	The duration of the undergraduate programmes shall be three or four years evenly spread over six or eight semesters, respectively, with exit and re-entry options.
5.	Eligibility and Criteria for Admission	(a) A candidate must obtain a Senior Secondary School Leaving Certificate or Higher Secondary Certificate on successful completion of Grade 12 examination or any other equivalent examination from any recognized Board of Secondary Education. (b) Admission process shall be based on marks/scores in the Common University Entrance Test (CUET) conducted by the National Testing Agency (NTA), or any other authorized agency approved by the University (c) Admission to the second, third, and fourth-academic year of a programme shall be given to those candidates exiting the programme after the first, second, and third-academic year, respectively. Admission criteria shall be as notified by the concerned College/Higher Education Institution. Students securing at least 75% marks in aggregate on completion of the third academic year shall be eligible for a 4-year Bachelor's degree programme in Honours with Research. Students securing less than 75% shall be eligible for undertaking Honours only.

6.	Cred-it-Course Structure by Academic Year-cum-Exit Poin	(a) First Academic Year (2 Semesters - 40 credits): Major Courses (8 credits), Minor Courses (8 credits), Multidisciplinary Courses (6 credits), Ability Enhancement Courses (6 credits), Skill Enhancement Courses (6 credits), and Value Added Courses (6 credits). Students exiting the programme shall be awarded an undergraduate (UG) Certificate on successful completion of one internship/vocational/apprenticeship/community and service/field-based learning or minor project of 4 credits (120 credit hours) in addition to 40 credits. An exit student who has successfully completed 40 credits may apply for fresh admission to the second year within a period of three years. (b) Second Academic Year (2+2 Semesters - 80 credits): Major Courses (32 credits), Minor Courses (8 credits), Multidisciplinary Courses (9 credits), Ability Enhancement Courses (8 credits), Skill Enhancement Courses (9 credits), Value Added Courses (6 credits), and Vocational Education and Training (Minor Courses - 8 credits). Students exiting the programme shall be awarded a UG Diploma on successful completion of one internship/vocational/apprenticeship/community and service/field-based learning or minor project of 4 credits (120 credit hours) in addition to 80 credits. An exit student who has successfully completed 80 credits may apply for fresh admission to the third year within a period of three years. (c) Third Academic Year (2+2+2 Semesters - 120 credits): Major Courses (60 credits), Minor Courses (12 credits), Multidisciplinary Courses (9 credits), Ability Enhancement Courses (8 credits), Skill Enhancement Courses (9 credits), Value Added Courses (6 credits), Vocational Education and Training (Minor Courses - 12 credits), and Internship, Apprenticeship, and such (4 credits). Core courses shall be substituted for the major and minor courses in a multidisciplinary programme. (d) Fourth Academic Year (2+2+2+2 Semesters - 160 credits): Major Courses (80 credits), Minor Courses (20 credits), Multidisciplinary Courses (9 credits), Ability Enhancement Courses (8 credits), Skill Enhancement Courses (9 credits), Value Added Courses (6 credits), Vocational Education and Training (Minor Courses - 12 credits) Internship, Apprenticeship, and such (4 credits), Research Project/Dissertation or 3 Additional Courses (12 credits). Notwithstanding contained in this Clause, the curriculum and credit framework shall be laid down in RC-12, 2023.
7.	Online Learning Courses	(a)A student may earn up to 40% of credits in each academic year from MOOCs through SWAYAM excluding vocational, internship, and practicum. Credits to be earned through MOOCs shall be as prescribed under relevant Regulations on Online Learning Courses through SWAYAM.
8.	Semester Duration and Number of Credits	(a)Each academic year shall have two semesters, and each semester shall have at least 90 working days excluding examination days An academic semester shall have courses with 2 to 4 credits, and the total number of credits in each semester shall be from 20 to 24 credits.
9.	Credits and Contact Hours	One credit shall be assigned for 15 contact hours of teaching for theory and 30 contact hours for practical or lab work, project work, field-based leaning, community engagement, tutorials, internship and such.

10.	Award of Certificate/ Diploma/ Degrees	Students shall be awarded Certificate, Diploma and Degrees as detailed below: (a)A student opting to exit after completion of the first academic year (two semesters) shall be awarded a UG Certificate, provided s/he has completed 40 credits with at least 5.0 grade points on the 10-point grading scale in each course and semester. The UG Certificate shall be issued only on production of a certificate from a recognized entity that the student has also completed one internship/vocational/apprenticeship/community and service/field-based learning/minor project of 4 credits (120 credit hours) within a maximum period of three years from the date of admission. (b)A student opting to exit after completion of the second academic year (four semesters) being built on the one-year UG programme shall be awarded a UG Diploma, provided s/he has completed 80 credits with at least 5.0 grade points on the 10-point grading scale as per the minimum credit requirements in each course and semester of the two-academic years. The UG Diploma Certificate shall be issued only on production of a certificate from a recognized entity that the student has also completed one internship/vocational/apprenticeship/community and service/field-based learning/minor project of 4 credits (120 credit hours) within a maximum period of three years from the date of admission. (c)In order to qualify for a 3-year Bachelor's degree in a Major Subject being built on the two-year UG programme, a student shall be required to complete 120 credits with at least 5.0 grade points on the 10-point grading scale as per the minimum credit requirements in each course and semester of three-academic years. Students opting for a 3-year Bachelor's degree in a multidisciplinary programme shall have the option to choose core courses from three subjects specified under RC-12, 2023. A student shall be awarded a 3-year Bachelor's degree in a multidisciplinary programme, provided s/he has successfully completed 120 credits with at least 72 credits from core courses of the three subjects with equal distribution of credits. (e) In order to qualify for a 4-year Bachelor's degree (Honours) in a major subject being built on the three-year Bachelor's degree, a student shall be required to complete 160 credits with at least 5.0 grade points on the 10-point grading scale as per the minimum credit requirements in each course and semester of four-academic years [Clause 6(d) above] A student completing 160 credits with at least 5.0 grade points on the 10-point grading scale, including research project/dissertation of 12 credits, shall be awarded a 4-year Bachelor's degree (Honours with Research).
11.	Examination and Evaluation	(a)There shall be an examination at the end of each semester as per the Semester Calendar for the UG programmes. (b)The schedule of end-semester examinations and the pattern of continuous assessment and evaluation shall be laid down in the relevant Regulations. (c)Evaluation of each course/paper shall be based on the student's performance in the Continuous Assessment and the End-Semester Examination, (d)Each course shall carry maximum marks/credits as may be prescribed by the University. For the purposes of determining the marks/credits obtained by a student in any course/paper, the credit weightage assigned to the Continuous Assessment and the End-Semester Examination shall be 1: 3. (e)The end-semester results shall be placed before the Vice-Chancellor for approval after they have been moderated by the Moderation Board laid down in the relevant Regulations. Candidates shall be eligible to move on to the next semester without waiting for the results of End Semester Examination(s) or without fulfilling the credit requirements.
12.	Improvement and Revaluation	(a)Students securing a grade point of 6.0 or below may be allowed to repeat/improve upon a paper/course within a maximum period of six years for the 3-year Bachelor's degree and seven years for the 4-year Bachelor's degree. (b)A student shall be allowed to repeat a failed paper and clear that paper within a maximum period of fourteen, twelve, eight, and four semesters for the fourth, third, second, and first-year programmes, respectively, beyond which the student shall be required to seek fresh admission. Provided that in exceptional circumstances, like maternity leave/serious illness, a student shall be granted two more semesters, beyond which the student shall be required to seek fresh admission.

13.	Grade Cards, Letter Grades and Grade Points	(a)The Semester Grade Point Average (SGPA) shall be calculated only for those students who have passed all the credit papers/courses of a given semester. SGPA may be calculated as follows: $$SGPA = \frac{\sum_{i=1}^{n}(C_i \times GP_i)}{C_i}$$ where Cl is the number of credits assigned to a paper/course, GPI is the grade point scored in that paper and n is the total number of credit papers in a particular semester. (b)On successful completion of the programme, the Cumulative Grade Point Average (CGPA) may be calculated as follows. $$CGPA = \frac{\sum_{i=1}^{N}(C_i \times GP_i)}{\sum_{i=1}^{N} C_i}$$ where N is the total number of credit courses for the programme. (c)The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts. (d)The letter grade and grade point shall be as follows: <table><tr><th>Letter Grade</th><th>Grade Point</th><th>% Marks Range</th><th>Description</th></tr><tr><td>o</td><td>10</td><td>90 to 100</td><td>Outstanding</td></tr><tr><td></td><td>9</td><td>80 to < 90</td><td>Excellent</td></tr><tr><td></td><td>8</td><td>70 to < 80</td><td>Very Good</td></tr><tr><td></td><td>7</td><td>60 to < 70</td><td>Good</td></tr><tr><td></td><td>6</td><td>50 to < 60</td><td>Average</td></tr><tr><td></td><td>5</td><td>40 to < 50</td><td>Pass</td></tr><tr><td></td><td>4</td><td>Below 40</td><td>Fail</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> (e)A student securing less than 5 0 grade points on the 10-point grading scale shall be declared unsuccessful/fail. (f)After the results of a semester are declared, Grade Cards shall be issued to each student, which contains the list of papers, codes, grades, grade points, marks obtained, and such. The credits earned by a student in the End-Semester Examinations shall be deposited in the Academic Bank of Credits (ABC). The validity of credits earned will be up to a maximum period of seven years or as prescribed under the ABC.
14.	Commencement and Application	This Ordinance shall be effective from the academic session as notified by the university and shall cover all undergraduate courses/programmes within the jurisdiction of the University Except as specifically provided herein, other provisions under the relevant Regulations (viz., RC-9, RC-IO and RC-18) shall remain in full force and effect. If provisions of this Ordinance conflict in any way with the provisions of the relevant Regulations, the provisions herein shall supersede those of the relevant Regulations.
14.	Removal of Difficulties	Notwithstanding anything contained in this Ordinance, any difficulty arising in interpretation of or giving effect to, any provision of this Ordinance shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final.

ANNEXURE 'B'
REGULATION RC-12
ON COURSE STRUCTURE AND SUBJECT COMBINATION FOR UNDERGRADUATE DEGREE PROGRAMMES IN ARTS, SCIENCE, HOME SCIENCE, COMMERCE, AND PROFESSIONAL COURSES, 2023
[Under Ordinance OC-8, 2023]

Title	1.	These regulations shall be called the NEHU Regulation RC-12 on Course Structure and Subject Combination for Undergraduate Degree Programmes in Arts, Science, Home Science, Commerce, and Professional Courses, 2023 [Under Ordinance OC-8, 20231
Courses and Coding Structure	2.	There shall be a series of courses/papers which comprise a specified programme of study. The courses shall be coded according to learning outcomes, level of difficulty, and academic rigour, as given below: 100-199: Foundation or Introductory Courses shall be required to gain the basic knowledge and understanding of the subjects that are prerequisite for courses in the major subject or discipline of interest. These courses shall focus on foundational theories, perspectives, concepts, principles, methods and procedures with a view to acquainting students with conceptual understanding and critical thinking as a broad basis for taking up more advanced courses. 200-299: Intermediate Level Courses including subject-specific courses shall be to meet the credit requirements for minor or major areas of learning. These courses shall also be part of a major subject that can be prerequisite for major courses of advanced level. 300-399: Higher-Level Courses shall be required for the award of a degree in a major discipline or subject 400-499: Advanced Courses shall include lecture courses with practicum, seminar based courses, research methodology, advanced laboratory experiments, software training, research projects, and such,
Syllabi	3.	The course titles and the contents therein, along with the credit distribution, shall be as laid down in the respective syllabi approved by the Academic Council on the recommendation of the concerned Board of Studies.

		(a) The broad categories of course structure and minimum credit requirements for the 3-year and 4-year undergraduate (UG) Programmes shall be as given in Table 1. Table 1: Broad category of courses and credit distribution:

Curricular Structure and Credit Distribution

4.

(a) The broad categories of course structure and minimum credit requirements for the 3-year and 4-year undergraduate (UG) Programmes shall be as given in Table 1.
Table 1: Broad category of courses and credit distribution:

No.	Broad Category of Courses	Credits Per Course	Minimum Credit Requirement	
			3-year UG	4-year UG
1	Major/Core Course	4	60 (15 papers)	80 (20 papers)
2	Minor/Core Course	4	12 (3 papers)	20 5 papers)
3	Vocational Education & Training (Minor)	4	12 (3 papers)	12 (3 apers)
4	Multidisciplinary Course (MDC)	3	9 (3 papers)	9 (3 papers)
5	Ability Enhancement Courses (AEC)	3/2	8 (3 papers)	8 (3 papers)
6	Skill Enhancement Courses (SEC)	3	9 (3 papers)	9 3 apers)
7	Value Added Courses (VAC)	3	6 (2 papers)	6 (2 papers)
8	Internship/Apprenticeship/etcetera	4	4 (1 paper)	4 (l paper)
9	Research Project/Dissertation/Advanced Courses	12		12
			120 Credits	160 Credits

Students opting to exit the programme after the first/second academic year shall be awarded a UG Certificate/Diploma on production of a certificate from a recognized entity that they have also completed one internship/ vocational/apprenticeship/community and service/field-based learning/minor project of 4 credits (120 credit hours) within a maximum period of three years from the date of admission.

(b)An academic semester shall have courses with 2 to 4 credits, and the total number of credits in each semester shall be from 20 to 24 credits.

(c)A student may earn up to 40% of credits in each academic year from MOOCs through SWAYAM, excluding vocational, internship, and practicum.

Curricular Components	5.	a)	The curricular framework shall be comprised of (i) Major/Core Course, (ii) Minor/Core Course, (iii) Vocational Education & Training (Minor), (iv) Multidisciplinary Course (MDC), (v) Ability Enhancement Courses (AEC), (vi) Skill Enhancement Courses (SEC), (vii) Value Added Courses (VAC), and (viii) Internship/Apprenticeship/etcetera, (ix) Research Project/Dissertation/ Advanced Courses.
		1)	Major Courses shall be courses/papers of main focus or in-depth study of a major subject — subject specific courses. Students shall be required to pass major courses of 60 credits for a 3-year Bachelor's degree, and 80 credits for a 4-year Bachelor's degree.
		2)	Minor Courses shall be major/core courses offered by the concerned subjects as interdisciplinary/open courses to specific subjects or a combination of cognate subjects, e.g., a major course in Sociology may be a minor course in Anthropology or vice versa. Minor courses shall be intended to help a student gain a broader understanding beyond the major discipline. Students must pass minor courses of 12 credits and 20 credits of their choices to qualify for the 3-year and 4- year Bachelor's degrees, respectively (choice of subject combination specified in Clause 7).
		3)	Multidisciplinary Courses (MDC) shall be introductory-level courses/papers concerning more than two disciplines under any broad category of disciplines, namely, (l) Natural and Physical Sciences, (2) Mathematics, Statistics, and Computer Applications, (3) Library, Information, and Media Sciences, (4) Commerce and Management, and (5) Humanities and Social Sciences. A multidisciplinary course relating to any of the above categories of disciplines shall be intended to broaden the intellectual experience and conceptual understanding of the students within and beyond that category of disciplines. For example, a course on "Introductory Life Sciences" may be helpful not only to students of Natural and Physical Sciences, but also to students of Humanities and Social Sciences, etc. Similarly, courses on "Mathematics in Daily Life" (concerned with Natural and Physical Sciences) and "Culture and Society" (concerned with Humanities and Social Sciences) may be helpful to students across disciplines or categories of disciplines. Students shall be qualified for the 3-year and 4-year Bachelor's degrees on successful completion of 9-Credit MDC of their choices.
		4)	Ability Enhancement Courses (AEC) shall be aimed at achieving competency in a modern Indian language (MIL) and in the English language with special emphasis on language and communication skills, including critical reading and academic writing skills, understanding of the structure and complexity of the language/literature related to chosen MIL and English language. Students shall be qualified for the 3-year and 4-year Bachelor's degrees on successful completion of 8-Credit AEC of their choices.
		5)	Skill Enhancement Courses (SEC) shall be aimed at imparting practical skills, hands-on-training, soft skills, and such, to enhance the employability of students, keeping in view the students' needs and available institutional resources Students shall be required to pass 9-Credit SEC of their choices to qualify for the 3-year and 4-year Bachelor's degrees.
		6)	Value-Added Courses (VAC) shall be to acquaint the students with the knowledge and understanding of environmental science, digital and technological solution, health and wellness, yoga education, sports, contemporary India inclusive of constitutional values, fundamental rights and duties, history, culture, etc. Students shall be required to pass 140 of 3 credits and 3-Credit VAC of their choices (VAC-190 to 199) to qualify for the 3-year and 4-year Bachelor's degrees

Curricular Components	5.	7) Vocational-Education and Training Courses (VTC) shall be Minor Courses that form an integral part of the UG programmes to impart skills along with theory and practical. Students shall be qualified for the 3-year and 4-year Bachelor's degrees on successful completion of 12-Credit VTC of their choices. 8) Internship shall be a course requiring a student to participate in a professional activity or actual life experience with an entity external to the educational institution, such as local firms, industry, training labs, government or private organizations, and such, identified by the Colleges and approved by the Academic Council. Students shall be required to successfully complete an internship/apprenticeship/community engagement and service/field-based learning or minor project of 4 credits to get a UG Certificate/Diploma and a Bachelor's degree.

Semester Course Structure and Credit Distribution	6.	(content below)

a) The semester-course structure and credit distribution shall be as provided in the following Tables (2-9):

Table 2: SEMESTER 1

Courses Code	Course Title	Credits
SUB- 100*	Two Major/Minor/Core Courses with four credits each	8
MDC - 110/111/112/113/114/115/.../119	As ap roved by the Academic Council	3
AEC - 120/121/.../129	MIL/Alternative English/Other Eight Courses, if any, as approved by the Academic Council	3
SEC- 130/131/132/.../139	As approved by the Academic Council	3
VAC - 140	Environmental Studies	3
		20

*Two Courses of SUB-100 shall be from two cognate subjects, e.g., SOC-100 and ANT-100. Supposing SOC- 100 is a major course, ANT-100 will be a minor course or vice versa.

Table 3: SEMESTER 2

Course Code	Course Title	Credits
SUB-150	Two Major/Minor/Core Courses with four credits each	8
MDC- 160/161/162/163/164/….../169	As approved by the Academic Council	3
AEC-170/171/……/179	Communicative Second MIL (must different from MIL AEC120)/ Communicative English/Other Eight Courses, if any, as approved by the Academic Council	3
SEC-180/181/182/…. /189	As approved by the Academic Council	3
VAC-190/191/192/…./199	As approved by the Academic Council	3
		20

*Two Courses of SUB-150 shall be from two cognate subjects, e.g., SOC-150 and ANT-150. Supposing SOC-150 is a major course, ANT-150 will be a minor course or vice versa.

[A student exiting the programme on successful completion of 40 credit courses of two semesters shall be awarded a UG Certificate only on production of a certificate from a recognized entity showing that s/he has also completed one internship/vocational/apprenticeship/community and service/field-based learning/minor project of 4 credits]

	Semester Course Structure and Credit Distribution	6.

Table 4: SEMESTER 3

Course Code	Course Title	Credits
SUB-200	Major/Core course	4
SUB-201	Major/Core course	4
MDC-210/211/212/213/214/…./219	As approved by the Academic Council	3
AEC-220/221/…./229	Critical Reading/ Academic Writing Skills/Other Eight Courses, If any, as approved by the Academic Council	2
SEC-230/231/232/. . . /239	As approved by the Academic Council	3
VTC-240/…./249	As approved by the Academic Council	4
		20

Table 5: SEMESTER 4

Course Code	Course Title	Credits
SUB-250	Major/Core course	4
SUB-251	Major/Core course	4
SUB-252	Major/Core course	4
SUB-253	Major/Core course	4
VTC-260/. ./269	Vocational Education and Training Course (Minor Course)/Other Nine Courses, if any, as approved by the Academic Council	4
		20

A student exiting the programme on successful completion of 80 credit courses of four semesters shall be awarded a UG Diploma only on production of a certificate from a recognized entity showing that s/he has also completed one internship/vocational/apprenticeship/community and service/field-based learning/minor project of 4 credits.

Table 6: SEMESTER 5

Course Code	Course Title	Credits
SUB-300	Major/Core Course	4
SUB-301	Major/Core Course	4
SUB-302	Two Major/Minor/Core Courses with four credits each	8
SUB-303	Internship/Apprenticeship/Community engagement and service/field-based learning or minor project	4
		20

Two Courses of SUB-302 shall be from two subjects, e.g., SOC-302 and ANT -302. Supposing SOC-302 is a major course, ANT-302 will be a minor course or vice versa,

Semester Course Structure and Credit Distribution

6.

Table 7: SEMESTER 6

Course Code	Course Title	Credits
SUB-350	Major/Core Course	
SUB-351	Major/Core Course	4
SUB-352	Major/Core Course	4
SUB-353	Major/Core Course	4
VTC-360/. . ./369	Vocational Education and Training Course (Minor Course)/Other Nine Courses, if any, as approved by the Academic Council	4
		20

Table 8: SEMESTER 7

Course Code	Course Title	Credits
SUB-400	Research Methodology and Proposal Writing	4
SUB-401	Major Course	4
SUB-402	Major Course	4
SUB-403	Major Course	4
SUB-404	Minor Course	4
		20

Table 9: SEMESTER 8

Course Code	Course Title	Credits
SUB-450	Major Course (For both Honours & Honours with Research)	4
SUB-451	Minor Course (For both Honours & Honours with Research)	4
SUB-452	Research Project/Dissertation (For Honours with Research only)	12
SUB-453	Major Course/Advanced Course (For Honours only)	4
SUB -454	Major Course/Advanced Course (For Honours only)	4
SUB-455	Major Course/Advanced Course (For Honours only)	4
		20

SUB-452 shall be a course for students choosing a 4-year UG degree (Honours with Research).
SUB-453 & SUB-454 shall be practical courses for subjects with practical components.
SUB-453, SUB-454 & SUB-455 shall be advanced courses for students choosing a 4-year UG degree (Honours)

Semester Course Structure and Credit Distribution	6.	b) A student shall be allowed to change minor courses to major courses or vice versa in the third semester only. Preference shall be given to those students who have no backlogs in the first and second semesters. c) A student shall be awarded a 3-year Bachelor's degree in single major if s/he has completed 120 credits with at least grade points on the 10-point grading scale as per the minimum credit requirements in each course and semester of three-academic years (OC-8, 2023). d) A student shall be awarded a 3-year Bachelor's degree in a multidisciplinary programme, provided s/he has successfully completed 120 credits with at least 72 credits from core courses of three subjects, as specified under Clause 7 below, with equal credit distribution. e) A student securing at least 75% marks in aggregate on completion of the third-academic years shall be eligible for undertaking Honours with Research of a 4-year Bachelor's degree programme. Students securing less than 75% marks in aggregate shall be eligible for joining Honours only. f) The Colleges/Departments offering a 4-year Bachelor's degree (Honours with Research) shall be required to have the basic infrastructure, such as the library, access to journals, computer lab & software, laboratory facilities to conduct experimental research works, and at least two permanent faculty members who are recognized as PhD supervisors as per the University rules. g) A student shall be awarded a 4-year Bachelor's degree (Honours) in a major subject, provided s/he has completed 160 credits with at least 5.0 grade points on the 10-point grading scale as per the minimum credit requirements each course and semester of four-academic years. A student completing 160 credits with at least 5.0 grade points on the 10-point grading scale, including Research project/Dissertation of 12 credits, shall be awarded a 4-year Bachelor's degree (Honours with Research)

Eligibility for Subject Combination	7.	Students opting for a 3-year Bachelor's degree in a multidisciplinary Programme shall have the option to choose core courses offered by a major subject and any other two cognate subjects as per the subject-combination groups, wherever permissible, as given in Table 10 below:

Chemistry, Physics, Mathematics	Nepali, English, Education
Chemistry, Botany, Zoology	Nepali, History, Political Science
Physics, Mathematics, Electronics	Khasi, English, Education
Physics, Mathematics, Statistics	Khasi, History, Political Science
Statistics, Computer Science, Mathematics	Garo, English, Education
Geology, Physics, Mathematics	Garo, History, Political Science
Geology, Chemistry, Mathematics	Mizo, English, Education
Geography, Anthropology (BA), History	Mizo, History, Political Science
Geography, Economics, History	Education, History, Political Science
Biochemistry, Chemistry, Zoology	Education, Economics, Sociology
Biochemistry, Chemistry, Botany	History, Economics, Political Science
Biotechnology, Chemistry, Botany	History, EL-Language, Political Science
Biotechnology, Chemistry, Zoology	Philosophy, English, Political Science
Microbiology, Chemistry, Botany	Philosophy, Economics, History
Microbiology, Chemistry, Clinical Nutrition	Political Science, EL-Language, Geography
Clinical Nutrition & Diets Chemistry, Zoology	Political Science, History, Economics

Eligibility for Subject Combination	7.	Clinical Nutrition & Diet, Chemistry, Botany	Economics (BA), Political Science, History
		Anthropology (BA), Sociology, Education	Economics (BA) Political Science, Sociology
		Anthropology (BSc), Zoology, Botany	Sociology, Economics, Political Science
		Environmental Science, Botany, Zoology	Sociology, Education, History
		Environmental Science, Chemistry, Botany	Economics (BSc), Mathematics, Statistics
		English, Education, History	Economics (BSc), Geography, Computer Science
		English, Philosophy, History	Botany, Chemistry, Microbiology
		Linguistics, English, EL-Language	Zoology, Chemistry, Microbiology
		Linguistics, English, Anthropology (BA)	Fishery Science, Chemistry, Anthropology (BSc)
		Hindi, English, Education	Fishery Science, Chemistry, Zoology
		Hindi, History, Political Science	Home Science, Clinical Nutrition & Diet, Anthropology (BSc)
		Bengali, English, Education	Nepali, English, Education
		Bengali, History, Political Science	Nepali, History, Political Science
		Assamese, History, Political Science	
		Assamese, English, Education	
Credits/Contact Hours	8.	a) Each academic year shall have two semesters, and each semester shall have at least 90 working days excluding examination days or 15 weeks (i.e., 6 working days per week). b) One credit shall be assigned for 15 contact hours of teaching for theory and 30 contact hours for practical or lab work, project work, field-based leaning, community engagement, tutorials, internship, and such. [Explanation: 1 credit = 15 hours for lecture and 30 hours for practicum 4 credits = 4 x 15 = 60 hours for lecture, and = 4 x 30= 120 hours for practicum For a course of 4 credits, 1 week = 4 credit hours for lectures and 8 credit hours for practicum 15 weeks = 4 x 15 = 60 credit hours for lecture, and 8 x 15 = 120 credit hours for practicum] Note: Calculation of workload in terms of hours varies according to number of weeks, days, credits, and contact hours, etc. For example, in the case of 5 working days per week, a course of 4 credits is equivalent to 90 credit hours for lecture, and 180 credit hours for practicum. (c) Every student shall be required to attend at least 75% of the Lectures /Tutorials/ Seminars and Practicals (if any, for each course/paper separately in theory and practical).	
Commence-ment and Application	9.	This Regulation shall be effective from the academic session as notified by the University pursuant to OC-8, 2023, and shall cover all undergraduate courses/programmes within the jurisdiction of the University.	
Removal of Difficulties	10.	Notwithstanding anything contained in this Regulation, any difficulty arising in interpretation of or giving effect to, any provision of this Regulation shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final	

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