

## A Welcome Note

Dear Applicant,

With education increasingly becoming the primary determinant of overall development in the emerging knowledge economy, the most important decisions you have to make are regarding the kind of education you want, the course you will pursue and institution from which you will complete that course. This is where we come in.....

St. Dominic helps and fosters young minds to evolve into educated and liberated human beings. Be assured that should you be admitted, it will be our endeavour and commitment to guide and help you in realizing your potential to the fullest.

While we welcome you to the college, your admission will be determined by your academic performance in your previous course of studies. Nevertheless, you take with you the best wishes of us all here.

R. Z. Street

(Administrator)

## A PROFILE OF THE COLLEGE

St. Dominic's College is an exclusive Private College situated in the pleasant Hills of Shillong. The institution was established in 1995 to offer the youth, who aspire to intellectual and moral excellence an opportunity to strive for their attainment in an academic and disciplined environment and thereafter make worthwhile contribution towards the upliftment and improvement of society.

The College conducts courses in Arts, Science and Commerce streams for classes XI, XII and Degree in B.A. The institution so far has an impressive academic performance.

St. Dominic's College endeavours to achieve academic excellence and discipline and instill in the minds of students a love for decency, decorum, honesty and integrity and a love for learning.

## MISSION AND VISION OF THE FOUNDERS

### **Mission**

God is especially revealed in the human person, "created in the image and likeness of God". The objective of true education is to assist in the fullest possible development of the God-given talents of each individual person as a member of the human community.

## **Way of Life**

Since the truly human is found in relationship with other, students, teachers and all members of the educational community are encouraged to treat each other with understanding and respect. Good manners are expected, and all are required to help maintain an atmosphere where members of the College can live and work together in a spirit of understanding and kindness.

## **Spiritual Life**

Every aspect of the educational process should lead, ultimately, to worship of God and reverence for His Creation. Every attempt is made to develop those values which are able to resist the material secularism of modern life. Worship and reverence are expressed in personal prayer and appropriate forms of community worship.

## **Cultural Life**

Opportunities are provided—through course work and through co—curricular activities—for students to come to an appreciation of the creative dimensions in human beings, especially in aesthetics, music and literature.

## **College and Life**

While respecting the integrity of academic disciplines, education is also concerned with preparation for life, which is itself a preparation for eternal life. Students are encouraged to find ways to make use of their formation and knowledge in the service of others for the praise and service of God.

All students of the College are required to comport themselves in accord with these ideals.

## **EDUCATIONAL GOALS AND OBJECTIVES**

- ❖ To provide comprehensive and quality education in academic and disciplined environment
- ❖ To mould intellectually competent, and socially productive persons.
- ❖ To help and motivate students to discover and tap their fullest potential.
- ❖ To inculcate knowledge and skill so that the products of the College find themselves prepared/ equipped for employment.

## **ADMISSION**

The College is co—educational.

The placing of a student as a pupil at St. Dominic’s College implies a full acceptance of the Rules and Regulations of the College.

Applications for admission, on prescribed forms, will be accepted immediately after the announcement of the M.B.O.S.E. HSLC result. Each application must be accompanied by:

- i) An attested copy of the mark sheet of the examination passed.
- ii) A recent passport size photograph of the student.

**When a student is admitted, the Admission Form must be accompanied by:**

- i) A testimonial copy of character from the Head of the school last attended.
- ii) An attested copy of the mark sheet of the last examination passed.
- iii) Two further passport size photographs of the student.
- iv) An ORIGINAL Transfer certificate from the School last attended.

An ORIGINAL Migration certificate, for those students coming from Boards other than Meghalaya or Mizoram is to be handed over to the office not later than one month from the date of admission.

The Original Mark Sheet must be produced at the time of admission. The Original Mark Sheet is not to be handed in to the Office under any circumstances.

The College reserves the right to refuse an application for admission without assigning any reason for the same.

When admission is granted, all fees must be paid and the admission form must be deposited at the College Office within the stipulated period, otherwise the admission will stand cancelled. Application forms not accompanied by all the required documents will not be accepted.

## **COURSES OF STUDY**

The college conducts in Arts, Science and Commerce. The duration of the Higher Secondary Course is Two Years. Examinations are conducted every year by the University. First Year students will move on the Second Year after the First Year results by the University. Those students who fail in one or more subjects in the First Year will have to clear them at the next Examination of the University along with their Second Year Papers.

After completion of the First Year, students who wish to carry on in the College for their Second Year Course will have to Register their names for the same with the office on the prescribed forms that will be available for the purpose.

**Subjects offered in XI and XII Arts:**

English, Alternative English/MIL, Environmental Studies (EVS) are compulsory subjects, in addition any four selective subjects are to be chosen from the following.

- i) Political Science
- ii) History
- iii) Economics
- iv) Education
- v) Geography/ Philosophy
- vi) Computer Application

MIL - Khasi, Mizo, Hindi, Nepali.

N.B

Class XII Arts (Morning and Day Shifts)

Morning Shift- 7: 50 am to 10: 30am

Day Shift- 9: 50 am to 1: 50 pm

**Subjects offered in XI and XII Science:**

English, Alternative English, Environmental Studies (EVS) are compulsory subjects, in addition any four subjects are to be chosen from the following.

- i) Physics
- ii) Chemistry
- iii) Biology
- iv) Maths/ Geography
- v) Computer Application

MIL - Khasi, Mizo, Hindi, Nepali.

To select Mathematics a candidate must have secured at least 50% in both Maths and Science in SSLC Examination.

### **Subjects offered in XI and XII Commerce:**

English, Alternative English, Environmental Studies (EVS) are compulsory subjects, in addition the following subjects are to be taken.

- i) Business Studies
  - ii) Accountancy
  - iii) Economics
  - iv) Computer Application
- MIL - Khasi, Mizo, Hindi, Nepali.

### **For B.A. Pass and Honours:**

Apart from compulsory subjects a student can choose a combination of any 3 Elective subjects as per the group given below.

<b><u>Class</u></b>	<b><u>Compulsory Subject</u></b>
1 <sup>st</sup> Year	English for Pass and Honours course (Except English Honours) Elective English.
2 <sup>nd</sup> Year Honours)	English, MIL/ Alt. English for Pass and Honours course (Except English & Khasi
3 <sup>rd</sup> Year	Man and Environment for Pass & Honours course.  Alt—English subject is compulsory for the Pass Course.

In addition, the following three subjects are to be chosen.

- i) Political Science
- ii) History
- iii) Education
- iv) Sociology
- v) Economics/ Philosophy

N.B

To take Honours course a candidate must obtain a minimum of 50% aggregate and at least 50% in the selective subjects in the HSSLC Examinations.

B.A. 1<sup>st</sup> Year (Pass Course)

Morning Shift- 7: 50 am to 10: 30 am

Fees for class XI and XII Arts.

A. Admission Fee.....	Rs. 1,000.00
B. Tuition Fee (Per month) 500X12.....	Rs. 6,000.00
C. College fee (Per month)80X12.....	Rs. 960.00
D. College Exam Fee.....	Rs. 1,000.00
E. Library Fee.....	Rs. 500.00
F. Co—Curricular Fees.....	Rs. 500.00
G. Development Fee.....	Rs. 1,000.00
H. Maintenance Fee.....	Rs. 1,000.00
I. Building Fund.....	<u>Rs. 1,000.00</u>
Total Session Fee.....	Rs. 12, 960.00

## Laboratory: -

A. Particular Fees (Per month).....	Rs. 80.00
B. Laboratory Expenses.....	Rs. 500.00
C. Computer Application Per month).....	Rs. 250.00
D. Laboratory Expenses.....	Rs.1,000.00

The fee is to be paid in two installments. The first installment of Rs.8,000/- is to be paid at the time of admission and the second installment of Rs.4,960/- before the 10<sup>th</sup> of September.

The above fee does not include M.B.O.S.E. Examination fees.

Fees for Class XI and XII Commerce

A. Admission Fee.....	Rs. 1,000.00
B. Tuition Fee (Per month)550X12.....	Rs. 6,600.00
C. College Fees (Per month)80X12.....	Rs. 960.00
D. College Exam.....	Rs. 1,000.00
E. Library Fees.....	Rs. 500.00
F. Co—Curricular Fee.....	Rs. 600.00
G. Development Fees.....	Rs. 1,000.00
H. Maintenance Fees.....	Rs. 1,000.00
I. Building Fund.....	<u>Rs. 1,000.00</u>
Total Session Fee.....	Rs.13, 660.00

## Computer Application:-

A. Laboratory Fees (Per month).....	Rs. 300.00
B. Laboratory Expendable (Per Year).....	Rs. 1,000.00

The fee is to be paid in two installments. The first installment of Rs.10, 000/- is to be paid at the time of admission and the second installment of Rs.3,660/- before the 10<sup>th</sup> of September.

The above fee does not include M.B.O.S.E. Examination fees.

### Fees for Class XI and XII Science

A. Admission Fee.....	Rs. 1,000.00
B. Tuition Fee (Per month)550X12.....	Rs. 6,600.00
C. College Fee (Per month)100X12.....	Rs. 1,200.00
D. College Exam Fee.....	Rs. 1,000.00
E. Library Fee.....	Rs. 500.00
F. Co—Curricular Fee.....	Rs. 500.00
G. Development Fee.....	Rs. 1,000.00
H. Maintenance Fee.....	Rs. 1,000.00
I. Building Fund.....	<u>Rs. 1,000.00</u>
Total Session Fees.....	Rs. 13, 800.00

Computer Application: -

A. Laboratory Fee (Per month).....	Rs. 300.00
B. Laboratory Expendables (Per year).....	Rs. 1000.00

Laboratory Fees: -

A. Practical Fees (Per subject/ Per month).....	Rs. 100.00
B. Laboratory Expenses (Per year/ Per subject).....	Rs. 300.00

The fee is to be paid in two installments. The first installment of Rs. 10,000/- is to be paid at the time of admission and the second installment of Rs. 3, 800/- before the 10<sup>th</sup> of September.

The above fee does not include M.B.O.S.E. Examination fees.

### B.A. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year

A. Admission Fee.....	Rs. 1,000.00
B. Tuition Fee (Pass Course) 400X12.....	Rs. 4,800.00
C. Tuition Fee (Honours)500X12.....	Rs. 6,000.00
D. College Fee 80X12.....	Rs. 960.00
E. College Exam Fee.....	Rs. 600.00
F. Extra Co—Curricular Fee.....	Rs. 600.00
G. Library Fee.....	Rs. 500.00
H. Development Fee.....	Rs. 1,000.00
I. Maintenance Fee.....	Rs. 1,000.00

J. Building Fund Fee.....Rs.1,000.00

Geography Laboratory Fee: -

A. Practical General (Per month).....Rs. 100.00

B. Practical Honours (Per month).....Rs.150.00

C. Laboratory Expenses (One year)(General).....Rs. 500.00

D. Laboratory Expenses (One year)(Honours).....Rs.800.00

Total Pass Course .....Rs.11, 460/-

Pass Course 1<sup>st</sup> installment is .....Rs. 8,000/-

Pass Course 2<sup>nd</sup> installment is.....Rs. 3,460/-

Total Honours.....Rs. 12,660/-

Honours 1<sup>st</sup> installment is.....Rs. 8,000/-

Honours 2<sup>nd</sup> installment is.....Rs. 4,660/-

The above fee does not include N.E.H.U. Examination fees.

## EXAMINATIONS

The College conducts regular tests during the term. These tests are conducted with the view to making sure that the students are ready for their Public Examinations. Report Cards are given out after the tests. The marks obtained in these tests are taken into consideration at the time of Selection for the Public Examination.

## ATTENDANCE

A minimum of 75% attendance is required if a student is to be sent up for the Public Examination. A student having less than the required percentage of attendance is liable to be debarred from these Examinations. Parents are earnestly requested to help us by checking with the College Office from time to time regarding the attendance of the children.

Any student who is absent for Two Weeks without prior permission will have his/ her name removed from the register.

## DRESS CODE

All students must conform to the following dress code requirements:

1. Torn clothing is not allowed.



2. No head gear (i.e. hats, caps, skullcaps, scarves, bandanas) are to be worn in college unless approved by the authorities for a special occasion, program or unless there is a medical justification.
3. No sunglasses are to be worn unless there is a medical justification.
4. Heavy, full length outerwear, such as “dusters and trench coats” are prohibited.
5. Dangling chains will not be permitted. This includes chains attached to wallets, footwear and backpacks.
6. Visible body piercing jewellery/accessories is prohibited.
7. No tattoos.
8. Semi-formal / formal footwear is to be worn. Hawaii / Bathroom slippers/House slippers, Flip-flops, Steel Boots are not allowed.
9. T-shirts / jackets, etc., when worn, should not have abusive or other objectionable language / pictures printed on them.
10. Boys must wear full length trousers. Baggies, low-rise or loose- fit pants are not permitted. All pants shall be worn at the waist. No visible draw strings are allowed on pants. Pockets of pants, skirts must be the standard front pockets.
11. Boy’s shirts / T-shirts must either be half-sleeved or full sleeved.
12. Girls blouses should be sleeved fall well below the waistline, be modestly cut and not transparent.
13. Girls may not wear half or mid-length pants.
14. Girls’ dresses/ skirts must be of length which maintains modesty. Short, skirts skorts and jumpers/ dresses must be no shorter than three inches above the knee. Slits on garments can be no more than 3 inches above the knee.

## **GENERAL NORMS**

1. Dress and general appearance of the students must be in good taste.
2. Smoking, drinking, eating / consuming tobacco, talab, khaini- kwai; using of mobile phones or eve-teasing in any form is strictly prohibited in the college and any student indulging in any such activity will be suitably punished. Possession of marker pens/indelible ink is prohibited.
3. Communal harmony is to be preserved and fostered by word and deed.
4. Students are NOT to change from one stream to another during the academic year. Change of subjects will not be allowed once ONE MONTH OF CLASS has been completed.
5. Students wishing to take a transfer certificate during the year have to clear all College dues up to the end of the Academic Year.
6. Fees once paid will not be refunded.
7. Each student must have College Identity Card which may be purchased from the College Office for Rs.100/-. The Identity Card is to be brought to the College everyday. ONLY ONE DUPLICATE Identity Card may be applied for during the course (two years). This will only be

issued after the student satisfies the College authorities that the original has been lost. The cost of a duplicate Identity Card will be Rs. 100/-.

8. Students must read the Notice Board everyday. Ignorance of any notification, such as tests, examinations, special classes etc., will not be accepted as an excuse for not performing a required activity.

9. Students shall maintain perfect silence in class rooms and should not loiter in the corridors or speak loudly near other class rooms, library and office premises.

10. Disciplinary action will be taken against any student who causes damage to college property or defaces the walls, classrooms and toilets. Desks and benches must not be taken outside the class rooms. Intentional damages will have to be paid in full with a fine.

11. Students should abide by the rules, conduct and discipline inside the college. "Ragging" is strictly prohibited. Infractions of good conduct and behavior will lead to suspension/expulsion of the student from the college.

12. No Society or Association can be formed by students in the college without the permission of the Principal nor shall any person be invited to address a meeting in the college premises without the prior permission of the Principal.

13. No Posters / Banners / Notice / Pamphlets etc will be placed / pasted/ distributed without prior permission of the Principal.

## **LIBRARY**

Students are encouraged to use the Library not only for borrowing books but also for doing reference work.

Students have to deposit Rs. 500/- as Caution Money for the Library. The money will be returned at the end of the two year course after deducting fines and charges for loss of books and late returning of books.

Refund of Caution Deposit will only be made on production of the Caution Deposit Receipt.

Caution Deposit will be refunded ONLY on Completion of the Higher Secondary Course or when a student takes his / her transfer certificate.

Each student will be issued a Library Card which will have a record of the books borrowed. These cards will be issued at the beginning of the course on producing the College Identity Card duly signed by the Principal, and the Caution Deposit Receipt.

Students will be allowed a maximum number of FOUR BOOKS at a given time from the Library. A book may be kept by a student for a maximum of 15 days only, after which it will

be returned to the Library. If a student fails to return the books on the appointed day, a fine of Rs. 20 per day per book will be charged.

### **ADMISSION TO HOSTEL**

St. Dominic's College also has Hostel facility. Separate application forms are available for boarders. Those wishing to apply for a hostel seat may collect the forms and submit immediately after admission into the office. At the time of admission, the applicant should be accompanied by his/her parents or the local guardian.