

MAWSYNRAM BORDER AREA COLLEGE
MAWSYNRAM- 793113



HANDBOOK
2019

Introduction

MAWSYNRAM BORDER AREA COLLEGE, MAWSYNRAM, is the lone college located in Mawsynram Border Range of Meghalaya, skirting Bangladesh. This educational institution was founded in 1997 by some well-meaning, public spirited individuals to bring the college education within the reach of a common man.

Till the year 1996, the range as a whole was denied access to college education, for there was no Degree College either Government or Private. The students had to go to Shillong to pursue higher studies. But majority of the students belong to poor economic background and thus remain deprived of acquiring higher education.

On 27th September 1997 the College was formally inaugurated wherein the Foundation Stone was laid by the then Hon'ble PWD Minister Shri. J. D. Pohrmen in a plot of land donated by the Mawsynram Village Dorbar. The approximate area of land is 22,000 sq. Meters.

About the Founder and Late Chairman

Late Shri. Shrolenson Marbaniang was the leading founder and Chairman of the College Governing Body from 1997 to 2004. His sudden demise in the helicopter crash was a great loss to the College (His Soul may rest in peace). Shri. Marbaniang was the Chief Donor to the College Fund, and personally attended to the supervision of the college affairs of the college and a deep concern for its well-being, without whom it would have been impossible to achieve the present status of the institution.

Brief Profile about the Life of Late Shrolenson Marbaniang, popularly known as Bah Shro, a renowned business tycoon, philanthropist and a devoted social worker of Meghalaya is really a tale of rags to riches. His life, in fact and deed, is a glowing example for emulation by present generation of youngsters, in all sense of the term.

Born in April 1937 at the then obscure and remote Mawsynram village in present day East Khasi Hills District of Meghalaya, he had a very humble beginning. With very little primary education he had to jump headlong in the struggle for existence at the early age of 13 on the sudden and premature death of his elder brother who was the sole bread-earner of the family. With insignificant capital but immense energy, dedication and faith in himself he surged ahead in business initially by small strides. His soft-spoken and amiable disposition, mild nature and obliging approach had endeared him to all with whom he came into contact. His hard labour, determination, foresight, gifted wisdom and intelligence coupled with a high sense of discipline and integrity soon accelerated his pace of advancement in business sphere and earned him a name and fame of his own.

Hailing from a traditional clan religion, at the age of forty he embraced Christianity and turned into a devout Christian with all faith reposed on the Lord Jesus Christ.

The business circle of Shillong witnessed his rapid growth and shortly realized his capacity for entrepreneurship which placed him in one of the top-most positions of entrepreneurship. His activities as a Class- I Contractor of repute and distinction besides in other fields showed him executing many prestigious development activities particularly in the field of construction in this part of the country. The Third Secretariat Building of Meghalaya, Shillong; First Phase of Jawaharlal Nehru Sports Complex; Don Bosco Sports Stadium, Shillong; major construction like Headquarter Building and in Stages III& IV of Hydro Electric Project at Kyrdemkulai under Meghalaya State Electricity Board; Supermarket at Tura; Social Science Complex of NEHU; major constructions in IIT, Guwahati; office building of DGP, Meghalaya; Air-Traffic Control Tower for Airport at Tura and construction of Power House (3 x 135 MW) Dikrong Power House in Arunachal Pradesh under NEEPCO, NEHU Kendriya Vidyalaya School Complex are some of the prestigious construction works which bear the stamp of his superb management skill and capability.

His rise in material sphere did not lead to his severing ties with his moorings. He contributed immensely to the development of educational facilities at college level at Mawsynram and himself bore all expenses of its running. He also brought up many primary Schools in various villages particularly in the border areas of Meghalaya. Thus, he left his mark also as a social worker imbued with the spirit of bringing hope and light amongst the downtrodden brethren of the State.

He was a devout Christian and paid much of his time, energy and resources in activities associated with various churches including construction of building of such churches. His ecumenical spirit became evident in his association with numerous Christian organizations in the region, especially with the YMCA. He was an active member of the Shillong YMCA and played a significant role in participation, encouragement for inter-church relations and in promoting its vocational and professional activities among the youths.

The Mawsynram Border Area College, Mawsynram owes its debt to (L) Mr. Shrolenson Marbaniang, philanthropist and a visionary whose vision and mission witnessed the rise of a much esteemed Border Area College. While amidst a flurry of activities and achievements, his life came to an end in a tragic chopper crash near Kyrdemkulai on the 22nd of September, 2004 while on his way back from New Delhi in his zealous endeavour to secure help and support from the Government of India for the college at Mawsynram set up by him in his efforts to spread the light of education amongst the struggling and poor tribal populace of the border areas of Mawsynram more particularly in the Mawsynram area.

That His Excellency Shri M Dighe, the Governor of Meghalaya by a letter recognized with deep admiration the unique and multifaceted contribution of Late Bah Shro in the developments of the State was by no means an act of exaggeration but a well-deserved certificate. His rare industrial and economic wisdom and successful management had also earned him prestigious National Citizens Award in self-made entrepreneurship conferred by the Government of India in the year 2001

Mr, Marbaniang was a self-made man and a rare institution in him. Given his productive business and trade in Shillong, he should have confined himself to the luxury and comfort in a well-established residence in the city. But this great nobleman whose burden was with the rural

folk, the underprivileged and poor sections of the Khasi society in the South Western border that falls under the Mawsynram, Mawkyrwat and Langrin constituencies was always struggling hard how to find tangible ways that could facilitate their progress in the fast developing world.

Though he is no more; but he shall be remembered for long as a beacon of light to foster goodwill amongst various communities of the State and as a unique person, a visionary, a capable and dynamic person and a friend of the needy, toiling and suffering ones of the State and for the Mawsynram border area in particular.

The Bible says, "God testifying of his gifts; and through it he being dead still speak". Heb. 11.4

Vision

The vision of Mawsynram Border Area College appears in its motto that is, "KNOWLEDGE IS LIGHT" which means to embrace education to enlighten all sections and groups of the community.

Mission

The mission of Mawsynram Border Area College is derived from its vision. The college seek to be the place where search for knowledge complements a sense of responsibility to the life of the community. Mawsynram Border area College students uphold the human values of mutual regard and respect for everyone. It is the mission of the College to form men and women of faith, scholarship, leadership and service in the tradition.

1. To provide higher education for the disadvantaged groups who are denied access to higher education.
2. To provide equal opportunity to all the students to avail themselves of the educational facilities and participate in socio-economic growth in the area.
3. To encourage and promote moral, secular, scientific and nation building values so that the students should respect, protect and nurture the rich composite culture of the country and to teach of its constituents units.
4. Exposing the students to academic knowledge which would enhance their self-judgment and social mobility.
5. To create awareness, concern and care for environment by gearing various collegiate activities and sustainable environmental practices encompassing the state's land, water, flora and fauna.

Focussed area:

>Intellectual Development

The development of the mind, the gathering of information in the different subjects of study, digesting this information and putting it into a practical frame of mind will be a major part of the education here. Let the aim of study be not just to successfully reproduce in an examination what the students have learnt, but to cultivate the art of thinking for themselves, of thinking analytically and critically and expressing themselves clearly.

Do not limit them to the class material but go deeper into the subject by regular study and wider reading. Do not limit them to the bare minimum. At the same time extend their mental

horizons by getting a working knowledge. Learning requires regular work. A time table is required to help them study and to keep on top of the material covered in class.

>Physical Development

It is important that the students develop their physical powers along with the intellectual, especially during their formative years. In keeping with its high tradition in sports, Mawsynram Border Area College has always encouraged games and sports during College Week organised by the college. If the total person has to grow, he/she also needs to give importance to the development of the body through games and athletics. It is on the playground that students develop a sense of team spirit, honesty, co-operation, fair play and the good habits of health and hygiene.

>Spiritual Development

Mawsynram Border Area College also gives great importance to spiritual formation and character development. Ultimately a person is the sum of his or her spiritual and moral values, and this aspect of their education, they will carry with them all their days to the ends of the earth.

The College respects all faiths, and students are expected to have a basic knowledge of their faith. They are expected to examine their religious feelings and beliefs with a view to deepening the basic and fundamental orientation towards God and establishing a relationship with their religious and practices. It is equally important that one grows in knowledge of other religions and in appreciation of them.

Campus information:

Mawsynram Border Area College, Mawsynram, the only under-graduate college in the Border area particularly in Mawsynram, Shella and Langrin constituencies of Meghalaya adjoining Bangladesh has completed 20 years of its existence in 2017. Its presence has contributed to strengthening of the public education system in the state. In tune with its motto 'Knowledge is Light', the college aims at providing qualitative and affordable education and pursuit for excellence with simultaneous endeavour to sustain and ensure continuous improvement in the quality of its educational training and learning. While taking care of the students community in general and that of weaker sections in particular, it is also unwaveringly devoted to empowering women by evolving elsewhere in the region and country alike.

In 1972, the state of Meghalaya was created with Shillong as its capital, and with the establishment of the North Eastern Hill University (NEHU), the Higher Education (particularly at the post-graduate level) got the much desired boots. The Mawsynram Border Area College was accorded temporary affiliation by the North Eastern Hill University with effect from August 1998. At present the College offers Undergraduate course in Arts Stream. The present student strength is about 400. The College also caters to teaching the class XI class XII courses under Meghalaya Board of School Education, and a separate Section for Higher Secondary education has been set up in the year 2015. The College has the capacity to admit around 250 students in the Higher Secondary section. Thus the College is rendering s creditable service to the local

population by offering affordable education both in Degree level along with higher secondary level that results in substantial increase in work load of the teachers.

Another initiative introduced by the College has been the formation of the Parents-Teachers Association which aims to improve its relation with its stakeholders, i.e. the parents.

One unique feature of Mawsynram Border Area College is that it is an institution that lays strong emphasis on catering to the educational needs of the underprivileged students. There are many students working as part time employees in the government and private sector. The College also admits students who do not have very bright academic records or whose performances in the last qualifying examinations are well below the general average performance. This is a unique feature of the College as most of the students belong to very poor academic background and the vast majority of the students are first-generation graduates. However with the dedication and commitment of the teaching faculty, these students have always performed better and have graduated from the College.

Mawsynram Border Area College also caters strongly to the higher educational needs of the youth of the border region irrespective of their religious affiliations or ethnic backgrounds. The College can proudly be proclaimed as the cultural canvas of the border range of Meghalaya and for many of the students, particularly when the multi-cultural dances and folk songs are exhibited by them in the different programs and activities conducted by the college. While academic excellence is given the maximum attention, it is also a very significant endeavour of the College to promote culture. The uniqueness of one's identity is respected as well.

The college has a campus of 22,000Sq.Metres with boundary wall, boundary fencing.

1. Building Complex

The college complex comprises the Administrative cum Arts Block, Boys Hostel, Girls Hostel, Canteen and a few Staff quarters.

2. Library

The college library has a rich stock of books, journals, magazines and newspapers. A wide range of Encyclopaedia and Advanced books of knowledge provide a ready reference to Library users. The Library provides Xerox facilities at a concessional rate

3. Laboratory

At present the college has a Geography laboratory which is equipped with sophisticated instruments to enable the students to carry out practical at honours level.

4. Hostel

A 24 seater Girls' hostel and a 24 seater Boys' hostel caters to the residential needs of both outstation boys and girls students. Hostel admission notice is issued a few days after the

commencement of classes for the new session. Hostel seats are allotted on priority basis to students from interior villages.

Campus Ethos:

The ethos of a campus is based on a happy blending of variety of things such as attitudes, language, cheerfulness, personal conduct, processes and products. In the college campus, friendship and peaceful relaxation have a place while dissatisfaction and cynical attitudes are considered counter-productive. The College constitute an academic fraternity devoted to serious curricular and non-curricular work, creativity and productivity both at the individual and corporate level is encouraged.

Co-Education:

Mawsynram Border Area College is an institute offering co-ed. The purpose of introducing co-ed during the post-School period is to provide healthy emotional growth and mutual respect, while the intellect is trained in secular knowledge.

Leadership Training and Students Council:

The College apart from imparting education, also train students to motivate them for good leadership. Hence, a student's council and office-Bearer are elected by the students. All students are members of the student's Union (MBACSU), a body which governs itself by electing their own office-bearers. The students union works hand-in-hand with the college authority. The Union helps in organising of different functions and activities as well as helping out in the welfare of the students.

The Following norms are laid down which must be strictly observed while contesting for the election of student's council and office-Bearers.

1. A candidate must have a good academic and disciplinary record (detailed rules will be formulated by the Election Commission)
2. No candidate can profess affiliation to any political party or receive monetary or other support.
3. Election should be carried out through fair play and create no enmity among students or classes.
4. After the election all students must co-operate with the elected Office – Bearers in the discharge of Council Duties.

Departments and Teaching Faculties

<i>Sl.No</i>	<i>NAME</i>	<i>DESIGNATION</i>	<i>DEPARTMENT</i>
	<i>Dr.S. BASU</i>	<i>Principal</i>	<i>Chemistry</i>
<i>1.</i>	<i>Pynshngainlang Bang</i>	<i>Asst.Professor(HOD)</i>	<i>Political Science</i>
<i>2.</i>	<i>RishalinKharshandi</i>	<i>Asst. Professor</i>	<i>Political Science</i>
<i>3.</i>	<i>WellcomestarLyngdoh</i>	<i>Asst. Professor</i>	<i>Political Science</i>

4.	<i>BanishaMarbaniang</i>	<i>Asst. Professor</i>	<i>Political Science</i>
5.	<i>EldamoraNongkhlaw</i>	<i>Asst.Professor(HOD)</i>	<i>Education</i>
6.	<i>DaphiralinMyrthong</i>	<i>Asst. Professor</i>	<i>Education</i>
7.	<i>RikyntiLaiingHoojon</i>	<i>Asst. Professor</i>	<i>Education</i>
8.	<i>LilyincreasefulL.Nonglait</i>	<i>Asst. Professor</i>	<i>Education</i>
9.	<i>Meris Mary Sohsten</i>	<i>Asst.Professor(HOD)</i>	<i>Khasi</i>
10.	<i>Emida N. Blah</i>	<i>Asst. Professor</i>	<i>Khasi</i>
11.	<i>KitboklangIawrod</i>	<i>Asst. Professor</i>	<i>Khasi</i>
12.	<i>Glorious Diengdoh</i>	<i>Asst. Professor</i>	<i>Khasi</i>
13.	<i>NangtyngshainHoojon</i>	<i>Asst.Professor(HOD)</i>	<i>History</i>
14.	<i>SandrewMukhim</i>	<i>Asst. Professor</i>	<i>History</i>
15.	<i>PhyrnaiborsingNongrem</i>	<i>Asst. Professor</i>	<i>History</i>
16.	<i>BadaNandahSyiem</i>	<i>Asst. Professor</i>	<i>History</i>
17.	<i>BunbyntaSyiemiong</i>	<i>Asst.Professor(HOD)</i>	<i>Economics</i>
18.	<i>ProstarLyngdoh</i>	<i>Asst. Professor</i>	<i>Economics</i>
19.	<i>JulienaNongsiej</i>	<i>Asst. Professor</i>	<i>Economics</i>
20.	<i>DawanJalong</i>	<i>Asst. Professor</i>	<i>Economics</i>
21.	<i>Fighter Marbaniang</i>	<i>Asst.Professor(HOD)</i>	<i>Geography</i>
22.	<i>Dr.Kashyap Kumar</i>	<i>Asst. Professor</i>	<i>Geography</i>
23.	<i>HabalawanphaijingkmenSyiemlieh</i>	<i>Asst. Professor</i>	<i>Geography</i>
24.	<i>Baiaroihun War Shymbin</i>	<i>Asst. Professor</i>	<i>Geography</i>
25.	<i>RisahlangKharbuki</i>	<i>Asst.Professor(HOD)</i>	<i>English</i>
26.	<i>AziniaK.Nongbri</i>	<i>Asst. Professor</i>	<i>English</i>
27.	<i>BanrihunRyntathiang</i>	<i>Asst. Professor</i>	<i>English</i>
28.	<i>MerynishaKharchandy</i>	<i>Asst. Professor</i>	<i>English</i>
29.	<i>BarilinWahlang</i>	<i>Asst. Professor</i>	<i>English</i>

Non-Teaching Staff

<i>Sl.No</i>	<i>Name</i>	<i>Designation</i>
1.	<i>Deity Kharakor</i>	<i>Librarian</i>
2.	<i>WanteiKshiar</i>	<i>Asst. Librarian</i>
3.	<i>FastingsonMarbaniang</i>	<i>Accountant cum Clerk</i>
4.	<i>Winter Syiemlieh</i>	<i>Asst. Clerk Cum DEO</i>
5.	<i>Firstborn Marpna</i>	<i>Peon</i>
6.	<i>HamarMarbaniang</i>	<i>Chowkidar</i>
7.	<i>DalinsaMarpna</i>	<i>Cleaner</i>

Steering Committee:

The Steering Committee has been constituted to assign various responsibilities and duties to its concern members to take charge of different departmental activities. Furthermore, other Committees under it have been formed with the objective to cover and enhance in order to meet the basic requirement of assessment.

I. Members of the Steering Committee:

1. Principal
2. Coordinator (Steering Committee)
In charge of Governance, Leadership and Management
3. Ms. Baiaroihun War Shymbin In charge of Reserch Consultancy and Extension.
4. Kitboklang Iawrod In charge of Institutional Value and best Practices.
5. Ms. Daphiralin Myrthong In charge of Teaching Learning and Evaluation.
6. Ms. Eldamora Nongkhlaw In charge of curricular Aspect.
7. Mr. Welcomestar Lyngdoh In charge of Infrastructure and Learning Resources.
8. Ms Nangtyngshain Hoojon

The following members shall assist the NAAC Steering Committee.

1. Ms. B. Wahlang
2. Mr. Phyrnaiborsing Nongrem
3. Habalawanphaijngkmen Syiemlieh. In charge Students support and progression

II. Members of the Academic Committee:

- | | |
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| <ol style="list-style-type: none"> 1. Chairman 2. Coordinator 3. Ms. Eldamora Nongkhlaw 4. Ms. Meris Sohsten 5. Mr. Fighter Marbaniang 6. Ms. Bunbynta Syiemiong 7. Ms. Nangtyngshain Hoojon 8. Me. Risahlang Khrabuki 9. Mr. Pynshngainlang Bang | <p>Principal (Convener)
(Steering Committee)</p> <ul style="list-style-type: none"> - Head Department of Education. - Head Department of Khasi. - Head Department of Geography. - Head Department of Economics. - Head Department of History. - Head Department of English. - Head Department of Political Science. |
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Objectives:

- Admission Procedure.
- Academic Calendar, Teacher Diary and Time Table.
- Maintenance of academic Record (e.g. Result, Enrolment etc)
- Felicitation/Award Presentation to meritorious Enrolment etc).
- To ensure uniformly functioning of various Departments.
- To promote improvement and ensure maintenance of academic standards.

III. Library Advisory Committee:

Members.

1. Principal.
2. Coordinator (Steering Committee)
3. **Ms. Deity Kharakor (Convener)**
4. Ms. Eldamora Nongkhlaw
5. Risahlang Kharbuki.
6. Meris Sohsten.
7. Ms. Nangtyngshain Hoojon.
8. Mr. Wantei Kupar Kshiar.

9. Ms. Bunbynta Syiemiong.

Objectives.

- Procuring books.
- Indexing and Cataloguing books.
- Indenting and developing infrastructure.
- Maintenance and Display of Journal, Magazines, News Paper etc.
- Computerisation and software applicability.
- Installation of Computers with Internet.
- Prompt and efficient facility to students and faculty.
- Keeping record register of visitors in the Library.

IV. Examination Committee.

Members.

1. Principal
2. Coordinator (Steering Committee)
3. **Mr. Fighter Marbaniang (Convener)**
4. Ms. Meris Sohsten.
5. Ms. Risahlang Kharbuki.
6. Ms. Nangtyngshain Hoojon.
7. Ms. Eldamora Nongkhlaw
8. Dr. K.K. Kumar.

Objectives.

- Seat allotment plan implementation.
- Arrangement for Teacher's Invigilation Duty.
- To ensure honesty, discipline and fairness during examination.
- To avoid any malpractice during examination.
- Any other matters related to examination.
- To look into the internal assessment.

V. Editorial Board.

Members.

1. Principal.
2. Coordinator (Steering Committee)
3. **Mr. Kitboklang Iawrod. (Convener)**
4. Ms. Baiaroihun War Shymbin.
5. Ms. Habalawanphaijingkmen Syiemlieh
6. Ms. Eldamora Nongkhlaw.
7. Ms. B. Wahlang.
8. Ms. Glorious Diengdoh.
9. Ms. Risahlanglang Kharbuki.

Objectives

- To encourage and create interest among students communities to participate and contribute through their write-ups and articles.
- To act as a ready team of potential reviewer with an active interest in the success of any publication.
- To add credibility to any write-ups and articles.
- To ensure timely publishing of the annual college magazine.

VI. Hostel Advisory Committee.

Members:

1. Principal
2. Coordinator (Sterring Committee)
3. **Mr. Kitboklang Iawrod** **Convener.**
4. Mr. Phyrnaibording Nongrem.
5. H.Syiemlieh. **Warden**
6. Daphiralin Myrthong.
7. Ms. Deity Kharakor.
8. Mr. Wantei Kupar Kshiar.

Objectives

- Act as a bridge between the administration, caterers, hostel authorities on one side and the students on the other.
- Facilitate the addressing of issues that the students have and communicate the same to the concerned authorities.
- Keep a check on the daily issues regarding the hostel infrastructure, the housekeeping issues etc.
- Maintaining and observing strict discipline.

VII. Sports Committee.

Members:

1. Principal
2. Coordinator (Sterring committee)
3. **Mr. Phyrnaiborsing Nongrem** **Convener.**
4. Mr. Fighter Marbaniang
5. Mr. Kitboklang Iawrod
6. Dawan Jalong.

Objectives.

- Record a student's participation in different events.

- To organise and conduct sports activities like College Week and other related matter to sports etc.
- Maintenance of Stock Register and proper utilisation of Sports material.
- Any other matter related to health and creation.

VIII. Students Council

Members:

1. Principal.
2. Coordinator (Steering Committee)
3. Ms. Emida Blah.
4. Mr. Sandrew Mukhim
5. **Ms. Meris Mary Sohsten.** **Convener.**
7. Mr. Kitboklang Iawrod.

Objectives.

- To understand the student and promote them.
- Ensuring convenience Facilities for student-common room, washroom etc.
- To sort out and prepare Health Care Facilities for Students.
- Conduct election of Students Union and class Representatives.
- Chalk out programme of college week.
- Annual Fresher's meet.
- Farewell meet/annual Parting Social.
- Teacher's day celebration.
- Coordinate with Alumni and parents.
- Prepare and collect feedback from students. alumni and parents.

IX. PWDs Cell.

Members:

1. Principal.
2. Coordinator (Steering Committee)
3. **Mr. Sandrew Mukhim** **Convener.**
4. Mr. Proster Lyngdoh
5. Ms. Julienna Nongsiej.
6. Dr. K. Kumar.

Objectives

- To promote diversity and inclusive practice in the campus and provide the PwDs with adequate facilities and opportunities.
- To raise awareness regarding issues pertaining to the Pwds.
- To act as a counselling-cum-guidance centre for PwDs, with regard to academic, financial and other matters.
- To extend support to the PwDs to overcome problems and barriers emanating from discrimination at any level within its mandate.
- To organised seminar/symposia/workshop/conferences/exhibitions from time to time on issues concerning the PwDs.
- To organised sports and cultural events for PwDs.
- To maintain records for PwDs.

X. Gender Equality and Monitoring Cell.

Members:

1. Principal
2. Coordinator (Steering Committee)
2. **Ms. Baiaroihun Shymbin** **Convener.**
3. Ms. Eldamora Nongkhlaw
4. Mr. Wantei Kshiar
5. Ms. Daphiralin Myrthong.
7. Ms. Risahlang Kharbuki.

Objectives.

- To sensitise students about gender issues, to promote gender equality and justice and to educate students to fight gender discrimination in all walk of life.
- To develop the self-confidence of women and to make the campus a gender friendly space.
- To conduct awareness programmes, workshop and seminars on gender issue.

XI. Finance Committee.

1. **Mrs. C.F. Sawkmie** **(Secretary Governing Body)**
2. Principal
3. Coordinator (steering committee)
4. **Mr. Proster Lyngdoh** **Convener.**
5. Mr. Wellcomestar Lyngdoh
6. Ms. D. Kharakor.
7. Mr. Fasting Marbaniang.

Objectives.

- Developing comprehensive fee structure for students.
- Keep up to date record of admission fee and other procedures.

- Procuring and disbursing Scholarships.
- Maintenance of Salary Registers, Cash Book, etc.
- Mobilising fund from the government and non-government agencies for the development of the college and education.
- In the event of the receipt of Grants-in-aid from the Government the college shall furnished to the Government the utilisation certificate for the same.

XII. Cultural and Festival Club.

Members.

1. Principal
2. Coorinator (Steering committee)
3. **Mr. Kitboklang Iawrod Convener.**
4. Mr. Fighter Marbaniang.
5. Mr. Phyrnaiborsing Nongrem
6. Glorious Diengdoh.

Objectives.

- To plan and schedule cultural events for the academic year and maintain records of all cultural activities.
- To prepare diverse cultural activities in any function organised by the college.
- To promote college Theme song.
- To participate in such events invited by other organisation, bodies, etc.
- To bring limelight to the hidden talent of the students.
- Any other matter.

XIII. Information and Career Guidance Cell

Members:

1. Principal
2. Coordinator (Steering committee)
4. **Ms. Banisha Marbaniang. Convener**
5. Ms.Hanalawanphaijingmen Syiemlieh.
6. Dr. K. Kumar.

Objectives.

- To organise various career orientated and skill development programmes in collaboration with various organisation.
- To ensure that the students receive advice, guidance and support for building their career.
- To motivate the students to pursue Higher Education in their respective fields.
- To guide the students about upcoming carrer oppurtunities.

- To guide the students about various job selecting processes including competitive exam and interview tips.
- To organise seminars, workshop and guest lecturers to provide platform for the students to interact with professionals from various organisations.

XIV. Co-curricular Packages Committee.

Members

1. Principal.
2. Coordinator (Steering Committee)
3. **Ms. Risahlang Khrabuki** **Convener.** **(Programme Officer NSS)**
4. Mr. Wellcomestar Lyngdoh.
5. Ms. Nangtyngshain Hoojon.
6. Ms. Meris Mary Sohsten.
7. Ms. Daphiralin Myrthong
8. Mr. Kitboklang Iawrod.
9. Member form the Adopted Village.

Objectives.

- To aid and advise the following:
- NSS, NCC, RRC, YRC.
- Any other matter related to extension service.

XV. College Campus Development Committee.

Members.

1. Principal.
2. Coordinator Steering Committee.
3. **Mr. Wellcomestar Lyngdoh** **Convener.**
4. Fasting Marbaniang.
5. Dr. K. Kumar.
6. Mr. Wantei Kubar Kshiar.

Objectives.

- Land acquisition.
- Infrastructural development.
- Beautification.
- Renovation.
- Maintenance of budget and expenditure of infrastructural equipment.

XVI. Research & Publication Committee.

Members:

1. Principal

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| 2. | Coordinator | Steering Committee. |
| 3. | B. War Shymbin. | Convener. |
| 4. | Dr. K. Kumar. | |
| 5. | H. Syiemlieh | |
| 6. | Deity Kharakor. | |

Objectives.

- To motivate the students and teachers for research.
- To motivate the teachers for M.Phil., PhD and encourage them to undergo training and refresher course organised by the university from time to time.
- Keeping records of the teachers research programmes, training and financial support.
- Searching ways and means to get financial support for teachers from different agencies and organisations to enable them to pursue higher studies.
- Encourage the institution to publish own journal whether monthly, quarterly or annually.

XVII. Grievances Redressal Cell.

Members.

- | | | |
|----|---------------------------|--|
| 1. | Principal. | |
| 2. | Coordinator | Steering Committee (Convener) |
| 3. | Ms. Meris Mary Sohsten. | |
| 4. | Ms. Nangtyngshain Hoojon. | |
| 5. | Ms. Eldamora Nongkhaw. | |
| 6. | Dr. K. Kumar. | |

Objectives.

- To conduct awareness programme to prevent Ragging.
- To Create a platform where students can point out their problems, regarding academic and non-academic matters.
- Take necessary steps for improvement in the light of grievances.
- To address and sort out solution the written (Complaint Box) as well as verbal of the students.

XVIII. Internal Complaint Committee.

Members:

- | | | |
|----|---|-----------------|
| 1. | Ms. Baiaroihun War Shymbin | Convener |
| 2. | Ms. Eldamora Nongkhaw. | |
| 3. | Ms. Meris Mary Sohsten. | |
| 4. | Mr. Wantei Kupar Kshiar. | |
| 5. | Mr. Fastingson Marbaniang. | |
| 6. | Ms. Risahlang Kharbuki. | |
| 7. | Dr. B. Lyndem (Former Chairperson Meghalaya State Women Commission and Former Director College Development Council N.E.H.U. Shillong) | |

Objectives.

- To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act).
- To develop and implement a policy against Sexual harassment of Women as per UGC guidelines and in tandem with changing Government Regulation from time to time.
- To ensure safe and secure environment for women and girls' students at workplace.

The Principal and the coordinator shall be the members of all committees except **Internal Complaint Committee.**

XIX. Eco Club.

Members.

1. Principal.
2. Coordinator.
3. **Mr. Dawanmon Jalong. Convener.**
4. Ms. Risha Kharshandi
5. Mr. Wellcomestar Lyngdoh.
6. Ms. Barilin Wahlang.
7. Ms. Habalawanphaijingkmen Syiemlieh.

Objectives.

- To create awareness of biodiversity conservation and local environmental issues among staffs and students.
- To create a 'Clean and Green consciousness' among students and staff through various innovative methods.
- Maintenance of public places both within and outside the college campus.
- Organised tree plantation programmes, environmental awareness programme and celebrate various environmental days.
- To adopt good practices like gifting potted plant rather than flower wrapped in polythene.
- Grow Kitchen Gardens within the college campus/staff quarters/hostels, maintain vermin composing pits and construct rain water harvesting at a micro level.

XX. Anti-ragging Cell

Members.

1. Principal
2. Coordinator.
3. **Mr. Wantei Kupar Kshiar. Convener.**
4. Ms. Banri Ryntathiang.
5. Ms. Bada Syiem Nandah.
6. Mr. Sandrew Mukhim.

Objectives.

- Formation of Anti-ragging Squad.
- Ensure free ragging campus.
- To establish the discipline in the campus among students.
- To engage in checking places like hostels, canteen classrooms and other places.
- To design strategies and action plan for curbing the menace of ragging in the college.
- Function as per government guidelines and regulations.

Rules of Discipline

- *All bonafide students of the college must carry their College Identity Cards with them and they have to produce the same on demand by teacher's/principal or College authority.*
- *Every student is required to attend Lectures/Tutorial/Practical except for a good reason for which due leave should be obtained from the principal. A minimum of 75% attendance is required to be eligible to appear in University Examinations.*
- *Attendance in all college Test/Examination is compulsory.*
- *Students shall maintain perfect silence in class rooms and should not loiter or speak loudly near other class rooms, Library or Office premises.*
- *Misconduct or misbehaviour of any kind towards a teacher, or an employee of the College or to any fellow students in the College will be viewed seriously and strong action against such students will be taken by the college authority.*
- *Smoking, drinking or even teasing in any form is strictly prohibited in the college and any student indulge in any such activity will be suitably punished.*

- *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.*
- *No Posters/Banners/Notice/Pamphlets etc., be placed/ pasted/distributed without prior permission of the Principal.*
- *Parents/Guardians are requested to contact the Principal regularly regarding Attendance and Progress of their ward (s)*
- *Ragging is considered a serious offence. Students are strictly forbidden from harassing their fellow students. If any activity of ragging is found, the college authority will take action against the culprits. Punishment for ragging may be even up to dismissal from college.*
- *Students are not allowed to use Mobile Phones inside the classroom they must be switched off. Students are strictly prohibited to bring Mobile Phones inside the Examination Hall.*
- *Socialising within the college premises, outside the classroom is encouraged to the extent that students sit together to enliven the College atmosphere and learn new things from peer discussions. It is however strongly inadvisable to hangout at all times around the campus while neglecting classroom attendance.*
- *In order to explore and develop the potentials of students, the College provides a stage by conducting various students' activities. These activities are deemed useful in building the personality of students. All students are therefore encouraged to actively participate in these programmes in whatever capacity they are capable of.*
- *It is regarded as the responsibility of all the students to protect and maintain the security of the college properties, facilities and the campus. The College strives to uphold cleanliness as it is considered a prerequisite to a wholesome working and learning environment. Reckless littering and destructive behaviour will be regarded as disrespect of the college and will not be tolerated.*
- *Students have to deposit caution money for the Library. Each student will be issued a library card upon producing the college identity card and the caution deposit receipt. Students will be issued a maximum number of 3 books at a given time. Books may be kept for 10 days after which a fine of Rs.2 Per day per book will be charged. The Library provides Xerox facilities at a Concessional rate.*

EXTRA CURRICULAR ACTIVITIES

I. STUDENTS' UNION

All students are members of the Students' Union (MBACSU), a body which governs itself by electing their own office bearers. The Student Union works hand in hand with the College authority. The Union helps in organising of different functions and activities as well as helping out in the welfare of the students.

2. NATIONAL SERVICE SCHEMES (NSS)

The NSS unit of the college has long been actively engaged in community services to the localities surrounding the campus and even spread its good work as far as the neighbouring villages and towns outside Mawsynram. The NSS instils in the student volunteers a sense of social responsibility among many others benefits through social works like planting of trees, cleanliness drive, sanitation and various other awareness programmes. The NSS works under the guidance and supervision of Programme Officers appointed from the faculty.

3. NATIONAL CADET CORPS (NCC)

The College offers to join NCC to both girls and boys. The NCC plays an important role in making the students disciplined and patriotic. They develop in them qualities of patriotism, service and effective leadership. The NCC works under the Guidance and supervision of CTO (Care Taker Officers) appointed from the faculty.

4. CULTURAL CLUB

With a view to preserving the diversities of cultures exist in the College and cultivating the very importance of respecting and upholding one's own cultural heritage the cultural club has been established in the college. The Club has been actively involved in various cultural activities. Students perform folk dances and songs in various functions in and outside the college.

Rules of the Library.

- The Library will be open from 9.00 am to 5.00 pm on all working days.
- Absolute silence and seriousness should be maintained by students in the library.
- Every student should have a library card to borrow books.
- Students who fail to return the book within 7 days will be fined Rs 5 for each day beyond the due date excluding Sunday and holidays.
- The student must pay for any book lost, damaged or defaced. Loss of pages, mutilation and any other damage found on their return will be charged.

- Loss of a borrowed book from the Library must be reported to the Librarian immediately.
- Strict silence should be observed in and the reading room.
- The College offers photocopying facilities for the staff and students in the Library.

Hostel Rules.

- The Hostel is a 'home away from home'. Therefore hostellers should maintain a cordial and healthy relationship with all the inmates.
- Students should abide by the decision of the hostel warden with respect to enforcement of the hostel rules failing which strict disciplinary action may be taken.
- Students should follow the general timetable fixed for the Hostel.
- Students must keep their rooms neat and clean. They should keep their belonging in proper order.
- Students should sleep only in their own allotted rooms.
- Students are accountable for their belonging. The hostel authorities will not be responsible for any loss of cash or other valuable from the room.
- Students should keep their room locked when they leave the hostel.
- Save water and electricity. Use them as per requirement only.
- Allotment of Rooms is at the discretion of the warden. Students should refrain from defacing walls and furniture with drawing and writings.
- The hostel warden has the right to check the room at any time for maintaining order in the hostel.
- Students cannot bring outsiders into the hostel. Guest may allowed on prior written permission from the warden.
- Consumption of alcohol, smoking, and use of drugs and other intoxicants in the hostel and its premises are strictly prohibited. Anyone found violating the rule will be subject to serious disciplinary action.
- Hosteller desiring to go out of the campus shall obtain permission from the warden before going out and register their where about in the movement register.
- Admission to the hostel is on an annual basis and may not be renewed for lak of compliance with the hostel discipline. Serious breach of hostel discipline will invite dismissal from the hostel.
- Prayer moments in the hostel shall be respected by all.

- Financial commitments of the hostel shall be met on time and failure to do so will invite dismissal.

Attendance and Leave Requirement.

- Students should attend all the Classes/Lectures in the academic schedule.
- Minimum of 75% attendance is required for students to be eligible to appear for the university end semester examinations.
- Attendance is taken in every class. Each teachers maintains a separate attendance register for each course/subject within the semester. Marks will be allotted as per attendance for each of the courses as part of the internal assessment.
- Punctuality is an core ingredient of discipline. Attendance will not be given to late comers.
- Teachers are to report the names of irregular students to the Head of Departments. Initially the matter will be handled at the department level and subsequently if required by the principal.
- A leave application should be submitted to the principal by a student taking leave and thereof to be ratified by the principal.
- A student who is unable to attend class for three consecutive working days because of serious illness is required to furnish a medical certificate.
- The leave form must be endorsed and signed by the Parent/Guardian/Hostel Warden.
- Only in exceptional class where students represent the college in Inter-Collegiate events with prior permission of the Principal, attendance will be given to such students. Students going for practices during classes' hour for a college function can get attendance only with a clear directive from the Principal.

Examination Rules.

- Internal Assessment test is held at the college prior to the end semester university examination.
- Students are required to bring their Identity Card and admit card when they appear for the examinations. No Students will be allowed to write the examination without their Identity Card.
- Students should keep all their belonging outside the examination hall. Invigilators are not responsible for the loss of any of their belonging.

- Absolute silence should be maintained in the examination hall.
- Students are prohibited from bringing digital and electronic organisers, books or portions of book, manuscripts, or paper of any description into examination halls. Students can carry only what is permitted as per requirement of the examination hall, not being permitted to appear for the subsequent papers, and or being debarred for a period of one year.
- It is strictly prohibited to share examination paraphernalia with others in the examination.
- Tearing out pages or parts of answer booklets provided for examination is strictly prohibited and is punishable.
- Rough work and calculations must be done in the space provided in the answer booklet only.
- Ensure that answers bear the correct question number in the answer booklet.
- Any communication with other verbally or non-verbally in the examination hall will be treated as a punishable malpractice.
- A Student caught using unfair means for any of the subject during interval assessment will be marked Zero for the entire subject in the evening examinations.
- Students can leave the examination hall only during the last 30 minutes of the examination time.
- If students require assistance from the invigilator or need supplementary material for writing, the attention of the invigilator can be drawn by raising a hand without distracting others.
- Question papers should carry only the registered number and name.
- Students must sign the attendance sheet during every examination.

Internal Assessment/Term Examination

- Is held in the college.....
- At the end of each semester, there shall be an examination as per semester Academic Calendar.
- Evaluation of each course shall be on the basis of performance through continuous assessment at the end semester examination. The weightage assigned to the continuous assessment and the end semester examination shall be in the ratio 1:3

➤ The pattern and schedule of continuous assessment and evaluation thereof shall be laid in the relevant Regulation.

Internal Assessment Examination	Total 25 Marks
1. Test	15
2. Assignment	10

Fee structure

Sl.NO	PARTICULARS	I st& II Semester	III rd& IV Semester	V & VI Semester
1	Admission Fee	1000	1000	1000
2	Tuition Fee	700x12 = 8,400	700x12 = 8,400	700x12 = 8,400
3	Enrolment Fee	600	600	600
4.	Registration Fee Once for three years	200		
5.	Affiliation Fee	200	200	200
6.	Internal Examination Fee	600	600	600
7.	College Development Fund	1000	1000	1000
8.	Library Fee	1000	1000	1000
9.	Identity Card	150	150	150
10	Students & Teachers' Welfare Fund	50	50	50
11.	Study Tour Fee	500	500	500
12.	Students' Union Fund	150	150	150
13.	Alumni Fund	100	100	100
14.	Magazine Fund	150	150	150
15.	Games and Sports Fund	400	400	400
16.	Practical Fee	300	300	300
	Total Fee without practical	14,500	14,300	14,300
	Total Fee With Practical	14,800	14,600	14,600

Conclusion

Quality assurance and furtherance of academic programmes are the prime driving force of the College. Despite the resource crunch, the College continuously endeavours to strengthen its academic and co-curricular programmes so as to live up to expectations of the local community and the students. The College is contemplating to introduce new subjects and new courses in the near future. In this regard, it has been felt that the College must get its recognition from appropriate academic statutory bodies which will add further to its credibility.