



St. Anthony's College,
Shillong

**ADMISSION
POLICY**



A Profile of the College:..... 3

General Admission Policy: 5

Admission policy - Publicity 5

General student intake policy 7

Exceptional student intake policy (Academic) 8

Exceptional student intake policy (Sports) 9

Admission Policy for differently abled 9

Admission Policy (Foreign students) 9

Admission policy for disadvantageded students 9

Fees structure policy 10

Policy for fees refund: 10

Admission Procedure for Under Graduate Courses:..... 12

ENTRANCE TESTS (Under Graduate Courses)..... 12

Selection of Candidates after Entrance Tests:..... 15

Admission Procedure after clearing Entrance Tests: 16

ENTRANCE TESTS (Post Graduate Courses):..... 16

Selection of candidates after Entrance Tests: 18

PROCEDURE FOR ONLINE APPLICATION 19

PROCEDURE FOR OFFLINE APPLICATION 20



About St. Anthony's College:

A Profile of the College:

St. Anthony's College, Shillong, is an educational institution of the Catholic Church, belonging to and managed by the Salesians of Don Bosco Educational Society (registered under the Societies Registration Act of 1890: No SR/SAC-227/91 of 1991).

The College is named after St. Anthony of Padua (1195-1231), one of the most popular of all the Christian saints. Born in Lisbon, Portugal, in 1195, he first entered religious life as an Augustinian monk and later joined the Franciscan Friars. It was as a preacher and teacher of theology that Anthony became famous throughout Italy. Thousands flocked to listen to his open-air sermons, and his visits had the impact of a spiritual revival. His sermons integrated a message of spiritual uplift with a bold challenge to the social vices of the day, especially greed and the practice of usury. It was said that men gave up gambling and drinking at the sound of his melodious voice; criminals were reformed; feuding enemies were reconciled. For these effects, quite apart from the miracles that adorn his legend, Anthony earned his reputation as the "Wonder Worker" and "Friend of the Poor". Weary from his exhausting mission, Anthony died on June 13, 1231, at the age of thirty-six. He was buried in Padua, the city where he had spent the last years of his life. It is a measure of his popularity that Anthony's canonization followed only one year after his death. In 1946 Pope Pius XII declared him also a Doctor of the Church as tribute to his intellectual and spiritual stature.

True to its motto, "Ever More Better Ever", St. Anthony's College has striven, since its inception, to turn the youth of North East India into leaders of their own society: politicians, bureaucrats, businessmen, judges, lawyers, engineers, churchmen...

Starting from very humble origins in 1934, the College has grown into a multi-faceted, multifaculty institution. Successively affiliated to Calcutta University, Gauhati University and North-Eastern Hill University, St Anthony's pre-eminence in the field of higher education in North-East India has been underlined by repeated offers of the autonomous status by the University Grants Commission.

With a staff strength of over 260 (Teaching and Support Staff), the College offers traditional courses in Arts, Science and Commerce streams — thirty at the undergraduate level with twenty eight options for Honours. It caters to over 3000 students. With students from over a hundred different ethnic communities and international students on its rolls, it is a microcosm of the North-East and a vibrantly alive experiment of national integration at its best.

From 1985, the College has decisively taken a new direction in its emphasis by enthusiastically launching out into a number of professional courses that should go a long way in developing skilled and knowledgeable manpower in the region as well as creating avenues for self-employment. In 2005, the College introduced a new stream – Performing Arts. In the same year, the College reached a new milestone, when it became the first College in Meghalaya to offer a Post Graduate Degree Course.

The College has evolved into an active hub engaged in a number of extension activities emerging out of its academic programmes. The Fishery Science Department, apart from maintaining a demonstration fish farm of 24 ponds, has also been instrumental in helping to set up and support a number of fishery projects in the villages. The Botany and Biotechnology Departments have several state-of-the-art tissue culture research projects from the Department of Biotechnology (Government of India) related to the conservation and multiplication of orchids.

The layout, the greenery, the trees and the lawns of the College campus instill in every Anthonian a feeling for nature and the environment. The Department of Computer Science



was the first to introduce computer education at the College level in the North-East. It still plays a pioneering role in promoting computer-based employment generating ventures in collaboration with the Ministry of Information Technology (Government of India), the North-Eastern Council and the Government of Meghalaya. Research is a way of life for the Staff of the College. Currently there are several research projects going on sponsored by a variety of agencies: University Grants Commission, Government of India (DBT, DST), North-Eastern Council, Government of Meghalaya, etc.

The Student Development Services Department (SDS) (for career guidance, personal counselling, coaching for entrance examinations, placement and employment information services, etc.) is an innovative venture of the College to position its students right at the heart of its life and activity. A Placement Cell has also been established under the SDS with a full-time placement officer.

In addition to the Under Graduate and Post Graduate programs, the college also has PhD programs conducted in the areas of Bio-technology, Chemistry, Computer Science and Fishery Sciences.

In keeping with the technological advances of the time, the college has pioneered many skill based global certifications; these include industry certified courses from ORACLE, CISCO, RED HAT, SAP, TALLY, ERP, etc.

Mission Statement:

"To mould intellectually competent, morally upright, socially committed and spiritually inspired persons capable of building a more human social order within the context of the nation's plurality of religions and diversity of cultures"

Guided by the religious and educational philosophy of St. John Bosco, and born of the vision of a Don Bosco Father, Fr. Joseph Bacchiarello, St. Anthony's College was founded in 1934 with the avowed mission of 'bringing college education within the reach of common man and woman'. Ever since, the College has been nurtured by the Salesians of Don Bosco to be in the vanguard of higher education in North-East India.

We emphasize life-oriented and value-based teaching and nurture a culture of solidarity. The educators and the educated join hands to mould intellectually competent, morally upright, socially committed and spiritually inspired persons capable of building a more human social order within the context of the nation's plurality of religions and diversity of cultures.

We aim to equip our students for life, making them not only job-seekers, but also job-creators. Hence, in keeping with the developments in educational strategies worldwide, we have pioneered courses in application-oriented subjects to answer to the needs of the community that we serve and to give our graduates a competitive edge in the employment market.

Teaching, for us here at the College, is a lifetime commitment, a passion, a vocation and a profession, rather than a job. Our Teachers are continually engaged in equipping themselves so as to stay abreast of the latest developments in their own fields.



Striving for excellence is our way of life. Our motto tells it all "Ever More Better Ever".

Vision:

"Providing holistic and quality education within the reach of all"

General Admission Policy:

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

Formation of Admission Committee – The institution forms an admission committee whose members include faculty from various programmes. The sports-in-charge of various disciplines are part of this admission committee. The other committee members include a few members from the support staff and the entire management of the college.

Tenure of the members of the admission committee – Each member of the admission committee serves for a minimum of three years.

Formation of entrance examination committee – The institution forms an entrance examination committee whose members include faculty from specific programmes where screening of candidates require the conduct of an entrance test/ aptitude test /personal interview. The other committee members include a few members from the support staff and the management team of the college.

Tenure of the members of the admission committee – Each member of the entrance examination committee serves for a minimum of three years.

Admission policy – Publicity:

- The announcements for admission to various programmes offered by the college starts from the middle of the month of March.
- Admission Announcement for admission to various programmes of study is published in the College Website (www.anthonys.ac.in), various social media platforms and various newspapers of Meghalaya and other NE states.
- **List of programmes available for admission:**

PROGRAMMES OF STUDY	
UNDERGRADUATE PROGRAMMES	
Programme Name	Honours
Bachelor of Commerce	Accounting and Finance
	Management
	Marketing
	Banking and Insurance
Bachelor of Business	Finance



Administration	Human Resource
	Marketing
Bachelor of Arts	English
	Economics
	History
	Philosophy
	Political Science
	Khasi
	Statistics
	Mathematics
	Mass Communication and Video Production
	Media Technologies
Bachelor of Science	Botany
	Chemistry
	Mathematics
	Physics
	Statistics
	Zoology
	Biochemistry
	Biotechnology
	Computer Science
	Fishery Science
Geology	
Bachelor of Music	Music
POSTGRADUATE PROGRAMMES	
Master of Science	Biotechnology
Master of Computer Applications	MCA
Master of Arts	Education
	Political Science
Postgraduate Diploma in Computer Applications	PGDCA
DIPLOMA AND CERTIFICATE COURSES	
CISCO Certified Network Associate (CCNA)	
TALLY	
Certificate Courses in Computer Applications	
DTP Courses	
Diploma on Hospitality Management	



General student intake policy:

Admission to various programmes and courses is taken on a merit cum first-come-first-serve basis after the applications are reviewed by a board set up for the purpose and / or a personal interview/apptitude test.

- List of programmes available for admission

PROGRAMMES OF STUDY			
UNDERGRADUATE PROGRAMMES			
Programme Name	Honours	Intake	Minimum Requirement
Bachelor of Commerce	Accounting and Finance	As per University Norms/DHTE	Passed XII Commerce
	Management		
	Marketing		
	Banking and Insurance		
Bachelor of Business Administration	Finance	As per University Norms/DHTE	Passed XII Commerce/Arts/Science/Vocational
	Human Resource		
	Marketing		
Bachelor of Arts	English	As per University Norms/DHTE	Passed XII Arts/Science/Commerce
	Economics		
	History		
	Philosophy		
	Political Science		
	Khasi		
	Statistics		
	Mathematics		
	Mass Communication and Video Production		
	Media Technologies		
Bachelor of Science	Botany	As per University Norms/DHTE	Passed XII Science
	Chemistry		
	Mathematics		
	Physics		
	Statistics		
	Zoology		
	Biochemistry		
	Biotechnology		
	Computer Science		
	Fishery Science		
	Geology		
Bachelor of Music	Music		Passed XII Commerce/Arts/Science/Vocational



POST GRADUATE PROGRAMMES			
Master of Science	Biotechnology	As per University Norms	Passed UG in Life Science (Biotechnology, Biochemistry, Zoology, Botany, etc)
Master of Computer Applications	MCA	As per University Norms/ AICTE Norms	Passed UG with Maths (Passed) in Class XII
Master of Arts	Education	As per University Norms/ DHTE	Passed UG in Education
	Political Science		Passed UG in Political Science
PostGraduate Diploma in Computer Applications	PGDCA		Passed UG in any Honours
DIPLOMA AND CERTIFICATE COURSES			
CISCO Certified Network Associate (CCNA)	30	Passed Class XII	
TALLY	30 per batch	Open to All Streams	
Certificate Courses in Computer Applications	30 per batch		
DTP Courses	30 per batch		
Diploma on Hospitality Management	30 per batch		

- The College is desirous of maintaining a 60-40 ratio of boys to girls in its undergraduate admission. This is not applicable for the post graduate programmes and certificate programmes.
- It is the policy of the College to promote diversity and inclusiveness.
- The College follows the existing reservation policy of the State government.
- The management reserves the right to grant or deny admission.

Exceptional student intake policy (Academic):

- Student who obtained a top 10 ranks in the qualifying examinations conducted by the Meghalaya Board of School Education (MBOSE) for the specific academic year will be given direct admission provided they satisfy the requirements as specified in the college prospectus.
- Students of Meghalaya passing from CBSE and ISC will also be given direct admission depending on the spot admission criteria which is announced immediately after the class XII results for the academic year are declared, provided they satisfy the requirements as specified in the college prospectus.



Exceptional student intake policy (Sports):

- Outstanding sportspersons who have made distinction at the State, National and International Levels will be accorded special consideration for admission to various programmes provided they satisfy the requirements as specified in the college prospectus. In such cases, prospective candidates must submit the relevant documents supporting their claims.
- In addition, the student should prove that they actually played at the State, National and International Levels especially for team sports (e.g. football, basketball, cricket, etc.)
- Students admitted through this policy are required to submit an undertaking whereby they agree to represent the college for the particular sports discipline on the basis of which they were admitted.

Admission Policy for differently abled

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

Admission Policy (Foreign students)

- Students passing Class XII Examinations from Foreign Boards and/or from other equivalent Examination Boards must first obtain an Eligibility Letter from the competent authority for the purpose of admissions to all First Year Degree Courses.
- The eligibility norms are outlined in the notes that follow the programme structure for each stream given in the Current College Prospectus.
- The college also considers admission for students coming through the Indian Council of Cultural Relations/or other National or international agencies or as part of the MOUS signed) provided they satisfy the requirements as specified in the college prospectus.
- Confirmation of admission will be based on production of the original documents to the Admission Office for verification from NEHU.

Admission policy for disadvantaged students

B.A. Pass Course (Evening Course)-A Flag Ship Programme of the SACSAA

The St. Anthony's College Shillong Alumni Association (SACSAA) and the College Management after careful deliberations decided to start a **B.A. Honours Programme in Philosophy and Khasi** as an Evening Section for special category students. The programme is meant for economically challenged students and those



who have not scored enough marks. The aim of this programme is to give these students access to higher education which may help them make a career for themselves.

A moderate course fee of Rs 5000/- per year is charged, which would be reimbursed in case the student passes the final exam of the University and has a required minimum attendance percentage.

B.Com Evening Course:

The St. Anthony's College Shillong Alumni Association (SACSAA) and the College Management after careful deliberations also have started a **B.Com Programme** as an Evening Section for special category students. The programme is meant for economically challenged students and those who have not scored enough marks. The aim of this programme is to give these students access to higher education which may help them make a career for themselves.

A moderate course fee of Rs 5000/- per year is charged, which would be reimbursed in case the student passes the final exam of the University and has a required minimum attendance percentage.

Fees structure policy

Academic fee for each year can be paid in two instalments as per the schedule given in the prospectus.

The fees of students from SAARC Countries will be like those of Indians. For others it will be double.

For the convenience, in the Prospectus there is a table that shows the fees payable by the students in two instalments:

Note : the fees payable are liable to change from year to year.

****Must refer to the College Prospectus for the particular year**

Policy for fees refund:

Sr No	Percentage of Refund of Aggregate fees	Point of time when notice of withdrawal of admission is served to the College
1	100% **	15 days before the formally-notified last date of admission
2	80% **	Not more than 15 days after the formally-notified last date of admission
3	50% **	More than 15 days but less than 30 days after formally-notified last date of admission
4	0% **	More than 30 days after formally - notified last date of admission

**in all modes of refunds - under all cases- a processing amount of 10% of the total fee paid is non-refundable.



- For the Bachelor in Business Administration (BBA), Bachelor in Mass Communication & Video Production (MCVP), Bachelor in Media Technologies, Bachelor in Music and Bachelor in English (BA English) Courses, the students come from all 3 Streams (Arts, Science & Commerce). An Aptitude Test/Interview for these courses may be conducted for admission purposes.
- For the Bachelor in Science (Biotechnology), the students come from **1** Stream (Science). An Aptitude Test/Interview for these courses may be conducted for admission purposes.
- For the Master in Computer Applications (MCA), the students come from any Faculties provided that they have taken Mathematics as one of their papers at the XII/Graduate Level. An Aptitude Test/Interview for this course will be conducted for admission purposes.
- For the Master in Biotechnology (MSc. Biotechnology), the students come from any of the Life Sciences. An Aptitude Test/Interview for this course will be conducted for admission purposes.
- For the Master in Education (MA. Education), the students come from who have Education or Sociology at the UnderGraduate Level. An Aptitude Test/Interview for this course will be conducted for admission purposes.
- For the Postgraduate Diploma in Computer Applications (PGDCA), the students come from any Faculties. An Aptitude Test/Interview for this course will be conducted for admission purposes.
- For Certificate Courses:

Course Name	Eligibility Criteria	Mode of Selection
CCNA	Class XII Passed with Basic Computer Knowledge	Aptitude test/Interview
6 Months Diploma Course in Hospitality	Class XII Passed	Aptitude test/Interview
DTP	Open to All	First Come First Serve
Certificate course in Computer Applications	Open to all	First Come First Serve
TALLY ERP 9	Class XII Passed(for non-Anthonians)	First Come First Serve



Admission Procedure for Under Graduate Courses and Post Graduate Courses:

Refer to the College Prospectus

1. Important Documents required:

- a. The following are the documents required **to submit/attach** with the application form for **Undergraduate Courses**:
 - Self-Attested Class X Marksheet
 - Self-Attested Class XII Marksheet
 - Self-Attested Class X Admit Card
 - Self-Attested Class XII Admit Card
 - Passport Photo
 - Additional certificates (if any)
 - Caste/Tribe/ Community certificate if applicable
 -
- b. The following are the documents required **to submit/attach** with the application form for **Postgraduate Courses**:
 - Self-Attested Class X Marksheet
 - Self-Attested Class XII Marksheet
 - Self-Attested Class X Admit Card
 - Self-Attested Class XII Admit Card
 - Degree Marksheets (all semesters)
 - Passport Photo
 - Additional certificates (if any)

ENTRANCE TESTS (Under Graduate Courses)

Programmes for Which Tests Are Held:

Entrance Tests will be conducted for the following Professional Graduate Degree Programmes: *Biotechnology, Business Administration, Mass Communication & Video Production, Media Technologies and Music* and Graduate Degree Programme: *English*

- A candidate may write the Entrance Test for any number of subjects.
- Please ensure from the eligibility criteria given for each subject in the prospectus that you are eligible to take a particular course.

Get Application Forms for Entrance Test:

- Application forms are available from the College Office no.5 on payment of ₹350.
- Application forms may also be requested by post. A Demand Draft of ₹350 drawn in favour of *The Principal, St. Anthony's College*, payable at Shillong must accompany such requests.
- The application form may also be downloaded from our website *www.anthonys.ac.in*. Such forms must be submitted together with the application fee of ₹350.
- A person desirous of appearing for more than one Subject will be required to pay an



additional fee of ₹100 for each extra subject at the time of submitting the form.

- Candidates requesting application form through post and those submitting downloaded application forms must enclose a label (a paper of 5 cm x 10 cm) with their name and address written clearly on it.
- **The college will not be responsible for any postal delays.**

Documents Required:

- This application form should be submitted together with the following:
 - A self- attested copy of Class X marksheet. Candidates who have already passed Class XII (or equivalent) examination should also submit self-attested copy of that marksheet.
 - Recent self-attested passport size photographs (one to be affixed in the application form in the space provided and one for each subject applied for).

Admit Cards for Entrance Tests:

- Those who submit the filled in applications forms in the college office will be given admit card(s) immediately.
- Admit cards and prospectus for forms applied for received by post later than the dates of Entrance Tests will be given to candidates on the dates of the test/s, 30 minutes before the commencement. Such candidates must bring postal receipts/any other supporting documents to verify that their forms had been dispatched/sent to the Institution.

Testing Pattern

- **B.Sc. (Biotechnology):**
 - The test will be of 60 minutes duration.
 - Students will be tested in the areas of Biology, Chemistry and Physics taught at the Higher Secondary level and Mathematics taught at the Secondary Level.
 - The test has two sections:
 - Section A will have 40 Multiple Choice type questions.
 - Section B will have 20 Fill in the Blanks type questions.
 - The weightage given in both sections, to the respective subject areas, will be in the ration 5:3:1:1.
 - Negative marks will be awarded to incorrect answers.
- **B.A. (English):**
 - The test will be of 60 minutes duration.
 - All candidates must have completed their +12 level preferably with Alternative English as one of the subjects.
 - The qualifying mark for admission to the English Honours Course is fixed at 60% in English with an aggregate of 50%.
 - Candidates will have to appear for an Entrance Test only if they have fulfilled the above criteria.
 - The Entrance Test would comprise items of English Grammar and Composition along with some basic knowledge of the nature and structure of English Literature.
- **B.B.A. (Bachelor of Business Administration):**
 - The test will be of 60 minutes duration.
 - The test has five sections:
 - Logical Reasoning- This section will test the logical and analytical skills of the candidate.
 - Numerical Ability: Mathematics upto the level of Class X.
 - English Usage and Comprehension.



- Data Interpretation and Sufficiency.
- General Knowledge of Current Affairs.
- **B.A. (Mass Communication and Video Production):**
 - The test will be of 2 hours duration.
 - Students will be tested in the areas of :
 - Writing Skills, Audio & Visual Comprehension in the area of Electronic Media.
 - A special focus in Grammar and Syntax Structuring.
 - General Knowledge in the areas of Current Affairs, Art and Culture, Film and Literature.
- **B.A. (Media Technologies):**
 - The test will be of 2 hours duration.
 - Students will be tested in the areas of :
 - Writing Skills, Audio & Visual Comprehension in the area of Print Journalism, Audio Production and Photography.
 - A special focus in Grammar and Syntax Structuring.
 - General Knowledge in the areas of Current Affairs, Art and Culture, Film and Literature.
- **B.A. (Music):**
 - The test will be an aptitude test.
 - Students will be tested in the areas of :
 - Sense of Tonality.
 - Acquaintance with Indian style of singing.
 - Fluency in playing instruments such as keyboard, guitar, etc. A graded certificate will be an advantage.
 - General Awareness about Music, Musicians (Indian and Western), Music of North East India.
- Question papers of past years can be downloaded from our site www.anthonys.ac.in. Changes in the pattern may be expected.
- Those appearing for the Entrance Test for Mass Communication & Video Production and Media Technologies should bring along with them essential stationeries like pencils, scissors, crayons/sketch pens, rulers, erasers, etc...



Dates for the Entrance Tests:

Two days after declaration of Class XII Arts Results of MBOSE	Media Technologies (10.00 - 12. 00 noon)	Mass Communication and Video Production (1.30 - 3.30 pm)
On the Day of Declaration of Class XII Science Results of MBOSE	Biotechnology (1:00 pm - 2:00 pm)	

- The **Aptitude Test for Music** will be conducted **ONE day after declaration of Class XII Arts Results of MBOSE** from 10.00 am – 4.00 pm,
- Test for **BBA** will be held **ONE day** after declaration of **Class XII Commerce Results of MBOSE from 10:00 am – 11:00 am.**
- **ONE DAY** after declaration of MBOSE Class XII Arts Results from 1:00pm– 2:00pm

Selection of Candidates after Entrance Tests:

B.Sc. (Biotechnology):

Candidates will be short-listed based on their performance in their Entrance Test. To be eligible for admission, candidates need to have an aggregate of 60% in their Higher Secondary Examinations.

B.A. (English):

Candidates will be short-listed based on their performance in their Entrance Test. There will be an interface with the department for the short listed candidates the next day after the Entrance Test.

B.B.A. (Bachelor of Business Administration):

Successful candidates must qualify in each of the sections. To be eligible for admission, the Candidate must be successful at the Entrance Test and secure a minimum aggregate of 55% at the qualifying Higher Secondary Examination. This is open for Arts/Commerce/Science students.

B.A. (Mass Communication & Video Production):

Candidates will be short-listed based on their performance in the Entrance Test and only shortlisted candidates will be called for the interface. To be eligible for admission, the Candidate needs to have an aggregate of 55% in their Higher Secondary Examination. This is open for Arts/Commerce/Science students.

B.A. (Media Technologies):

Candidates will be short-listed based on their performance in the Entrance Test and only shortlisted candidates will be called for the interface. To be eligible for



admission, the Candidate needs to have an aggregate of 55% in their Higher Secondary Examination. This is open for Arts/Commerce/Science students.

B.A. (Music):

Candidates will be short-listed based on their performance in the Aptitude Test and Interview. To be eligible for admission, the Candidate needs to have an aggregate of 55% in their Higher Secondary Examination. This is open for Arts/Commerce/Science students.

Admission Procedure after clearing Entrance Tests:

The **Test Roll Numbers** of those shortlisted for admission on the basis of the entrance test will be published on the college notice boards and on our College website (www.anthonys.ac.in). The final admission will be done on a first come, first served basis, after the marksheets (Original or Downloaded) of the Class XII examinations of the Meghalaya Board of School Education are available, provided the eligibility criteria as laid down in the prospectus are fulfilled.

Shortlisted students from other boards and streams whose Class XII results are declared later will also be considered for admission provided they report not later than 2 days after the result declaration of their respective board examinations along with their marksheets (Original or Downloaded).

ENTRANCE TESTS (Post Graduate Courses):

Courses for Which Tests Are Held:

Entrance Tests will be conducted for the following Post Graduate Degree Programmes: *M.Sc. (Biotechnology)*, *M.C.A (Master of Computer Applications)*, *P.G.D.C.A. (Post Graduate Diploma in Computer Applications)*, *M.A. (Political Science)* and *M.A. (Education)*.

- Please ensure from the eligibility criteria given for each subject in the prospectus that you are eligible to take a particular course.

Get Application Forms for Entrance Test:

- Application forms are available from the College Offices on a payment of Rs.400.
- Application forms may also be requested for by post. A DD of Rs.400 drawn in favour of The Principal, St. Anthony's College, payable at Shillong must accompany such requests.
- Applications can also be done on-line through <http://admission.anthonys.ac.in/>
- Candidates requesting application form through post and those submitting downloaded application forms must enclose a label (a paper of 5 cm x 10 cm) with their name and address written clearly on it.
- A person desirous of appearing for more than one Subject will be required to pay an additional fee of Rs.100.00 for the extra subject at the time of submitting the form.



- The college will not be responsible for any postal delays.
- Admit cards/ prospectus for downloaded forms received by post, the last date of submission of application forms, will be given to the candidate 30 minutes before commencement on the date of the entrance test.

Documents Required:

This application form should be submitted together with the following:

- A self-attested copy of Class X, XII marksheets. For those in their final year/semester, submit all photo-copied marksheets of previous years/semesters. Candidates who have already passed their Degree Examination should submit self-attested copy of all marksheets/s.
- Recent, self-attested, passport size photographs (one to be affixed in the application form in the space provided and one for each subject to be submitted separately, along with the application form).

Admit Cards for Entrance Tests:

- Those who submit the filled in applications forms in the college office will be given admit card(s) immediately.
- Admit cards and prospectus for forms applied for received by post later than the dates of Entrance Tests will be given to candidates on the dates of the test/s, 30 minutes before the commencement. Such candidates must bring postal receipts/any other supporting documents to verify that their forms had been dispatched/sent to the Institution.

Testing Pattern:

- **M.Sc. (Biotechnology):**
 - The test will be of 60 minutes duration.
 - Students will be tested in the areas of Biochemistry, Cell and Molecular Biology, Genetics, Microbiology, Immunology, Basic Zoology and Botany, taught at the B.Sc. Level and Chemistry taught at the Higher Secondary Level.
 - The test will have two sections:
 - Section A will have 40 multiple choice type questions.
 - Section B will have 20 fill-in-the blanks type of questions.
 - Negative marks will be awarded to incorrect answers.
- **M.C.A. (Master of Computer Applications):**
 - The test will be of 2 hours duration.
 - The test will follow the objective and/or descriptive pattern of testing. There will be three sections that the candidates will have to answer:
 - Logical and Numerical Aptitude.
 - Basic Mathematical Aptitude
 - Mathematics (of Class XII standard) or Computer Science/Applications (of Degree standard). The candidates will have option for answering either the Mathematics or Computer Science/Application under this section.
- **M.A. (Political Science):**
 - The test will be of 90 minutes duration.
 - The test will follow the objective and/or semi-descriptive pattern of testing.
 - Areas to be covered: Under Graduate Syllabus of Political Science Honours.



- **M.A. (Education):**
 - The test will be of 90 minutes duration.
 - The test will follow the objective and/or semi-descriptive pattern of testing.
 - Areas to be covered: Under Graduate Syllabus of Education Honours.
- For details on testing pattern for each subject, please refer to the Prospectus. Question papers of past years are available at our site www.anthonys.ac.in. Changes in the pattern may be expected.

TEST CENTRE: ST.ANTHONY'S COLLEGE, SHILLONG

Selection of candidates after Entrance Tests:

M.Sc. (Biotechnology):

Candidates shortlisted based on their performance in the Written Test will be called for Personal Interview. The final merit list of candidates will be prepared based on the marks obtained in the Written Test and Interview.

M.C.A. (Master of Computer Applications):

Candidates shortlisted based on their performance in the Written Test will be called for Personal Interview. The final merit list of candidates will be prepared based on the marks obtained in the Written Test, Interview and Degree Examination. Aggregate marks secured in Written Test and Interview will have 70% weightage and the Degree Marks will have 30% weightage.

M. A. (Political Science):

Candidates shortlisted based on their performance in the Written Test will be called for Personal Interview. The final merit list of candidates will be prepared based on the marks obtained in the Written Test, Interview and Degree Examination.

M. A. (Education):

Candidates shortlisted based on their performance in the Written Test will be called for Personal Interview. The final merit list of candidates will be prepared based on the marks obtained in the Written Test, Interview and Degree Examination.

P.G.D.C.A. (Post Graduate Diploma in Computer Applications):

Admission will be decided on a first-come-first-serve basis and an Interview to determine aptitude of the Candidate.

**Admission Procedure after clearing Entrance Tests:**

- The Test Roll Numbers of those shortlisted for Personal Interview on the basis of the Entrance Test will be published on the college notice boards and on the college website www.anthonys.ac.in.
- Personal interviews of those shortlisted will be held on the **dates to be announced** at St. Anthony's College Campus, Shillong.
- Please ensure that you satisfy the eligibility criteria as laid out in the Prospectus.

APPLICATION FOR ADMISSION PROCESS

PROCEDURE FOR ONLINE APPLICATION

Applications can be done on-line to all Under Graduate and Post Graduate courses. Applicants are requested follow the directives given below to make the process easy.

- First time applicants are requested to sign up on the "Application Portal" to create a login name.
- After the sign up, the login ID and password are sent to the registered mobile number and E-mail. Use these details to login to the application portal and fill in all the relevant information.
- While filling in the online form, kindly ensure that you have entered relevant data in fields marked mandatory.
- For every course applied, the applicant will be provided with a Unique Application ID (UID). This UID is used for all application related references.
- Admission to some courses are based on a Selection Process via Entrance Examination or/and Personal Interview and for other courses, admissions are on first-come-first served basis at the college, provided all the eligibility criteria are met.
- For non-entrance based courses, an applicant can apply only for one course at a time and each course applied for will have a separate UID.
- For entrance based courses, an applicant may apply for more than one using the same UID.
- An amount of Rs.350.00 per course will be payable for application to a non-entrance based under Graduate (UG) Course, Rs. 450.00 for an entrance based UG course and Rs. 450 per course will be payable for application to Post Graduate (PG) Course. An additional amount of Rs. 100.00 will be charged against every extra course applied for.
- Every Entrance based course applied for, the applicant will need to send an additional passport size photo along with the documents.
- The payment to the above amount specified may be done by online method (Credit Card, Debit Card, Net Banking etc.,) or by attaching a DD for the required amount drawn in favour of Principal, St. Anthony's College payable at Shillong.
- The UID and the DD No/Online Transaction ID is to be legibly written after printing out the online filled in application form.
- The following documents in hard copy are to be posted to the address given below:
 - Print out of the online filled in Application form



- Demand Draft/Online Transaction Receipt
- Attested copies of Supporting Documents (Class X Mark Sheet, Admit Card, Class XII (if available))

Principal

St. Anthony's College,
Shillong - 793 001
Meghalaya. India.

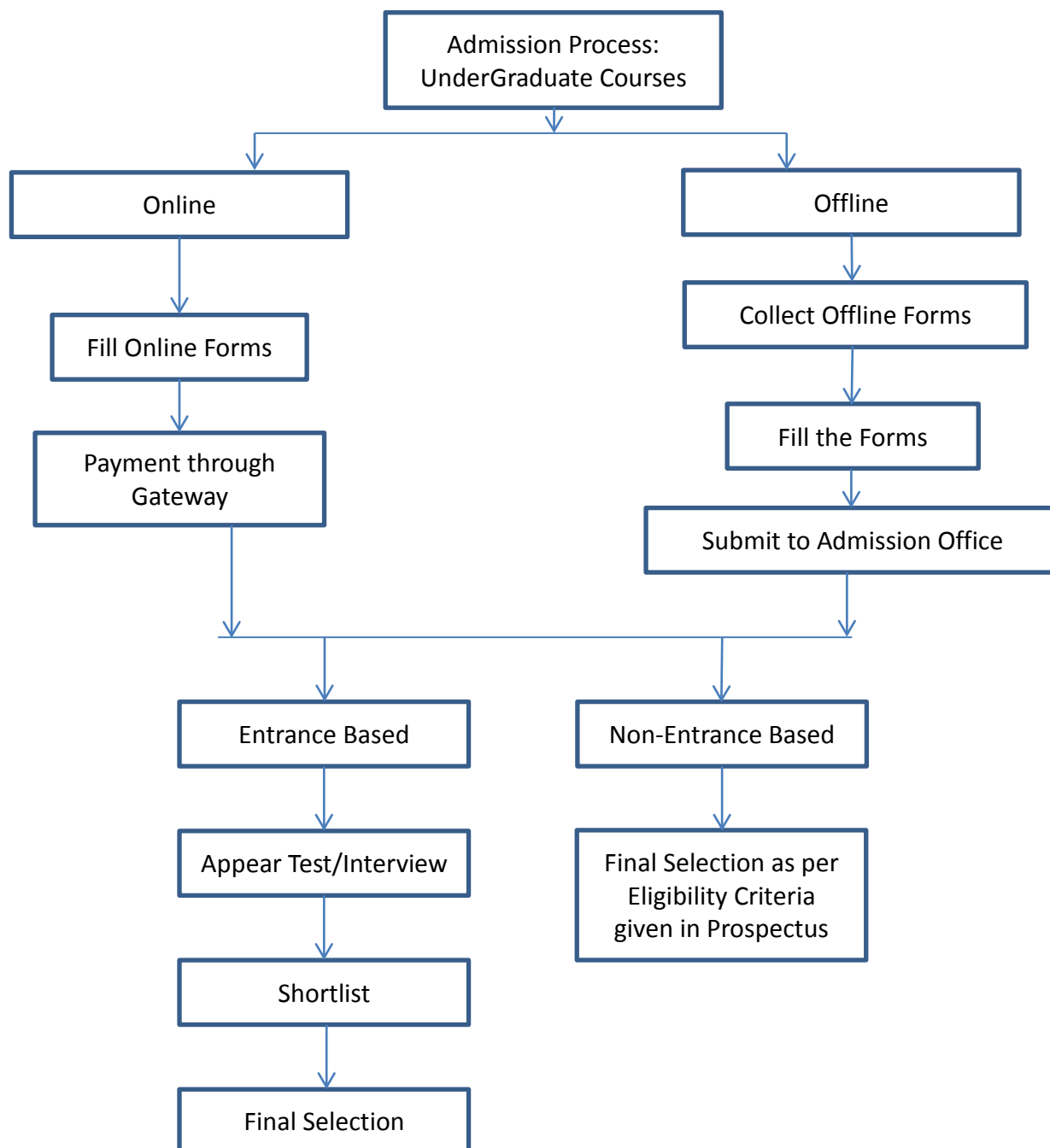
- On receiving and having verified the above documents, the office will send you a hard copy of the Prospectus and further admission/entrance exam details.
- Once the hard copy of the prospectus and application form is received, the applicant has to report to the College as per the Admission/Selection date(s) notified with supporting documents.
- Internet Mark sheets are also allowed for admission provisionally.
- Date of admission to UG Course is from the date of declaration of MBOSE (Meghalaya Board Of Secondary Education) result for the respective stream.

PROCEDURE FOR OFFLINE APPLICATION

- Candidates have to buy the Forms from the Admission Office at the College.
- Duly-filled in forms should be submitted along all necessary documents as mentioned in the Current College Prospectus.
- For non-entrance based courses and entrance-based courses, an applicant can apply for any number of courses for which they are eligible.
- Every Entrance based course applied for, the applicant will need to submit a recent passport size photo along with the documents.
- For Entrance-based Courses, the students after being shortlisted will have to report to the Admission Office according to the instructions given at that time.
- For Non-Entrance based courses, the students who have been selected will have to report to the Admission Office and complete the process within 24 hours excluding Holidays.
- Internet Mark sheets are also allowed for admission provisionally.
- Date of admission to UG Course is from the date of declaration of MBOSE (Meghalaya Board Of Secondary Education) result for the respective stream.

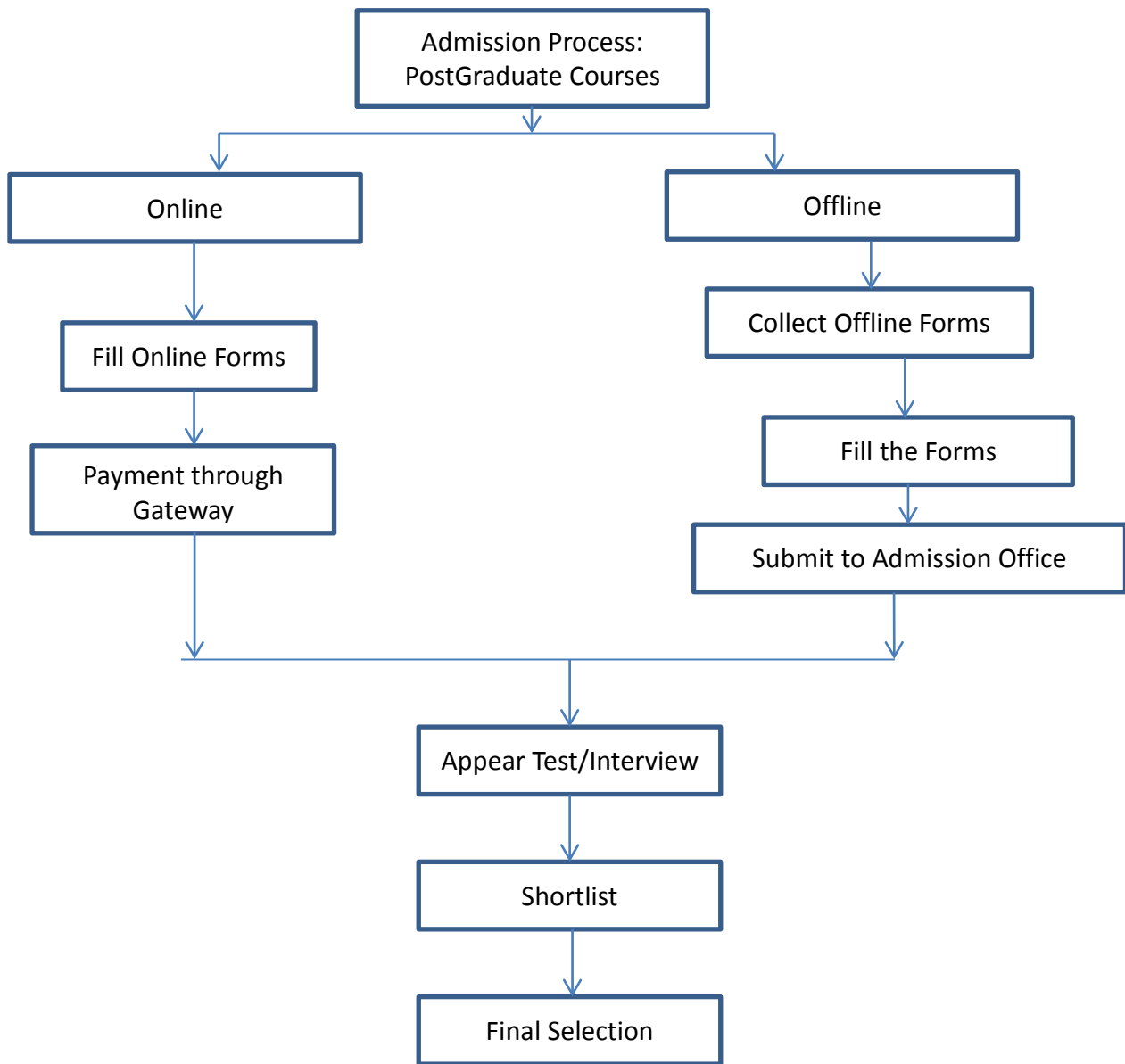


FLOWCHART FOR ADMISSION OF UNDERGRADUATE COURSES





FLOWCHART FOR ADMISSION OF POSTGRADUATE COURSES





Compiled by: Core Team, Admission Committee, St. Anthony's College, Shillong

Policy Approved on: Date-

Policy Revised on: Date-



Grade "A" NAAC Re-Accredited (Cycle 3)
College with Potential for Excellence (awarded by UGC)

ST ANTHONY'S COLLEGE

SHILLONG 793 001

MEGHALAYA - INDIA

Phones : (0364) 2222558 2223558

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E-mail: principal@anthonys.ac.in

albertlongly@gmail.com

website: www.anthonys.ac.in

Principal

Dated 24/02/2022

MINUTES OF THE ADMISSION COMMITTEE MEETING HELD ON 23rd FEBRUARY, 2022

VENUE: VALUE EDUCATION CLASSROOM

TIME: 11:00 AM

The meeting was chaired by Rev.Br.Dr.Albert.L.Dkhar, the Principal of the College.

The members present are as follows:

1. Rev.Br.Dr.Albert.L.Dkhar, Principal
2. Rev.Fr.Dr.Joby Joseph, Rector
3. Rev.Fr. Gervasius Nongkseh, Vice Principal
4. Rev.Fr.Ritonbor Kharkongor, Warden, Stephen Hall.
5. Prof. Aibankit.L.Warjri, Coordinator, Admission Committee and Teaching Faculty
6. Prof. Albert.Kharbhuli, Teaching Faculty
7. Prof. Lydia.Bang, Teaching Faculty
8. Prof. Medari.J.Tham, Teaching Faculty
9. Prof. Wannarisuk Nongbsap, Teaching Faculty
10. Prof. Jacob.L.Shylla, Teaching Faculty
11. Prof. Batipshisha Nongbri, Teaching Faculty
12. Omprakash Yadav, System Administrator and ERP in-charge
13. Peter Lyngdoh, Office Staff
14. Prof. Kesterlee.L.Syiemiong, Teaching Faculty

Proceedings of the Meeting:

1. The meeting started with an opening prayer for guidance and deliberation for the smooth conduct of the meeting by Rev.Fr.Dr.Joby Joseph, Rector of the College.
2. Then the Principal handed over the meeting to Rev.Fr.Dr.Joby Joseph and Prof. Aibankit.L.Wajri to start the proceedings of the meeting. The first point of discussion is with regards to the Publicity of Admissions 2022. It was brought to the notice of the members present that the Teacher-in-Charge for the preparation and advertising the publicity of Admissions 2022 is assigned to Prof. Rajani Chhetri and her team. Rev.Br.Principal had put a suggestion to continue using the medium of Social Media for publicising of Admissions 2022. It was further suggested to mobilise the assistance of DRs and ADRs to provide support in promoting the publicity of Admissions 2022. It was also suggested to use the YouTube channels of the local media houses for publicity of Admissions 2022.

It was also suggested to keep a record of the evidences of Publicity of Admissions 2022 in the Principal's Office for easy and future references.

3. The next point of discussion is on the Corrections in the College Prospectus for which certain corrections are identified by Prof. N.C.Bharali who was given charge to read through a copy of the Prospectus prior to the conduct of the meeting and his findings has been handed to Fr.Gervasius Nongkseh for the necessary editing of the Prospectus. Other requirements for correction in the College Prospectus are:

- a. To remove the notification of Conduct of Entrance/Aptitude Test for other professional UG courses with the exception of Music, MCVP and Media Technologies.
- b. To include a notification of reservation of 10% seats for the Management for Each Course Offered for and to also include the same in the Admission Policy Document of the College.

It was also suggested of including Education as an Allied Subject in other Arts Honours Subject for which a committee will be formed to look into the feasibility and possibility of such inclusion. The committee members are as follows:


- i) Rev.Br.Dr.Albert.L.Dkhar, Principal
- ii) Rev.Fr. Gervasius Nongkseh, Vice Principal
- iii) Prof. Toba.Lamare, Head of Department, Education (UG)

iv) Prof. Syntiew Manik Syiemlieh, Teaching Faculty

v) Peter Lyngdoh, Office Staff

4. The next point of discussion is with regards to the PWD candidates wherein it was resolved that in the Admission Policy Document of the College there is a need to mention the reservation of seats percentage of such category of candidates and also to mention the requirements of providing the Certificate of PWD keeping in mind the provisions of Government of Meghalaya when such candidates apply for admissions in the College.
5. The next point of discussion is with regards to the mode of Admissions for which all of the members agreed to continue with Online Application of Admissions by the Candidates with a small provision of accepting Offline Applications for exceptional cases. Such applications however are to be fed into the ERP for easier screening of such candidates along with Online Applications. It was also decided that screening of candidates for admissions will begin only when the Meghalaya Board of School Education (MBOSE) Class XII Results are announced and screening of applications of candidates of other State and Central Education Boards shall be done on the same day as that of MBOSE.
6. The next point of discussion is with regards to candidates applying for B.Com Courses wherein it was decided that on the ERP whenever a candidate select a particular Shift, the timing of the classes of such Shift will be displayed. Furthermore, it was suggested that to restrict the requests of Change of Shift for candidates applying and admitted for B.Com Courses.
7. The next point of discussion is with regards to the date of publicising call for applying by candidates for different courses for Admissions 2022 and opening of online application wherein it was decided as follows:
 - a. Date of Publicity of Admissions 2022: Within a Week of this Meeting.
 - b. Date of Opening Applications through ERP: 2nd week of March.
8. The meeting then ended with a concluding prayer by Prof. Aibankit.L. Warjri.




Rev. Dr. Br. Albert L. Dikhar,
Principal

Principal
St. Anthony's College
Shillong - 793001
Meghalaya, India