



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.

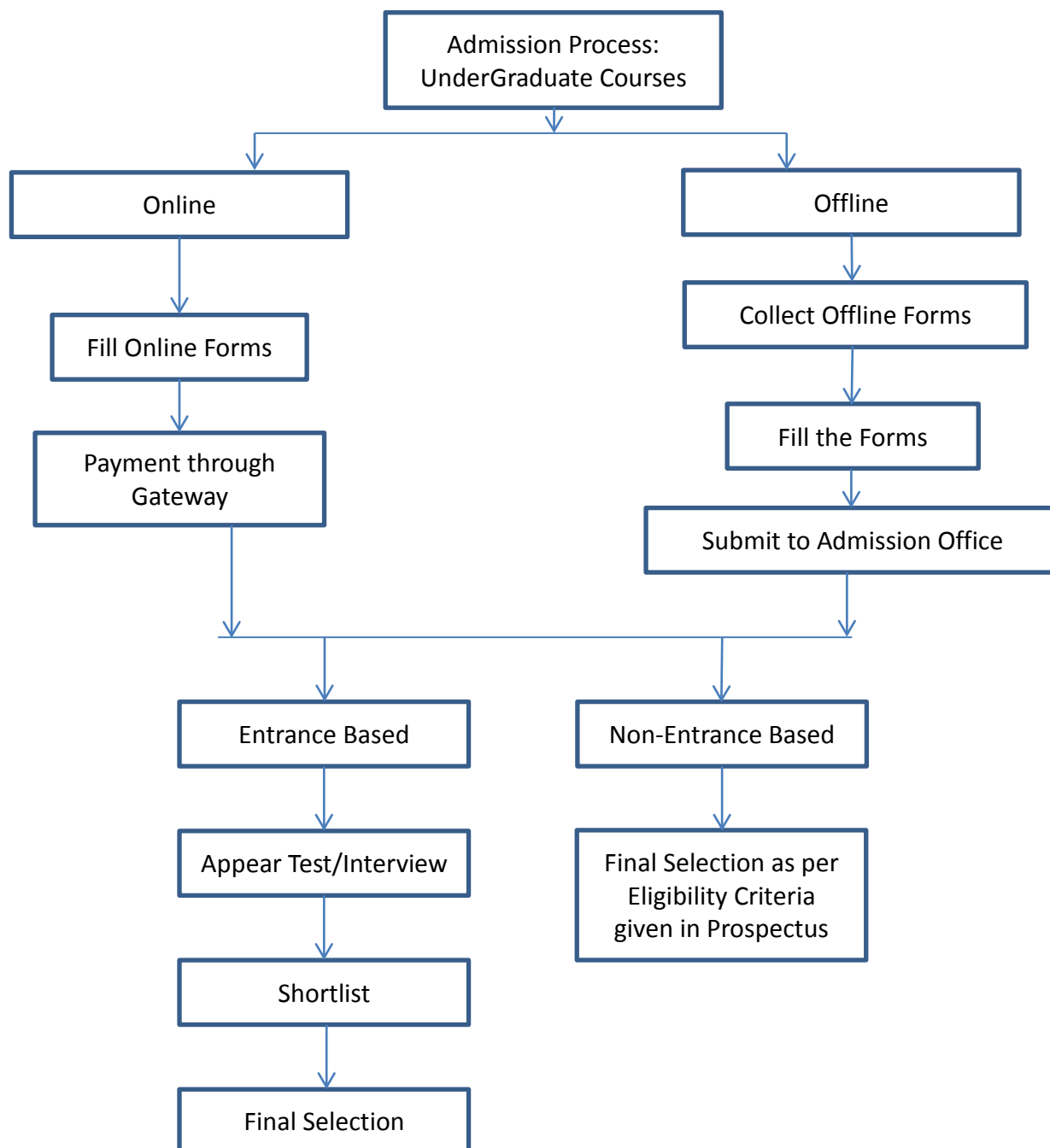
- On receiving and having verified the above documents, the office will send you a hard copy of the Prospectus and further admission/entrance exam details.
- Once the hard copy of the prospectus and application form is received, the applicant has to report to the College as per the Admission/Selection 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.

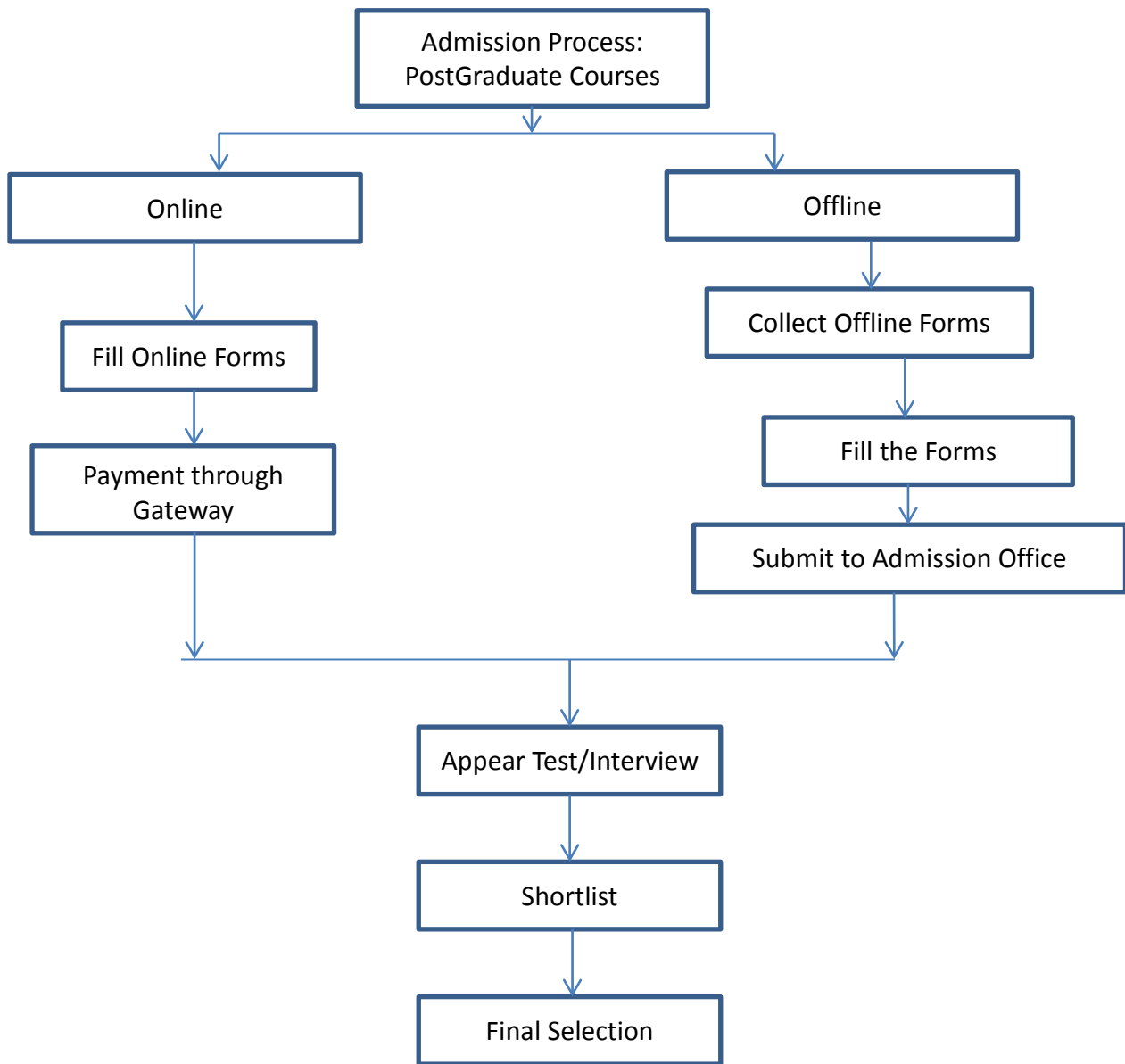


FLOWCHART FOR ADMISSION OF UNDERGRADUATE COURSES





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-



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.

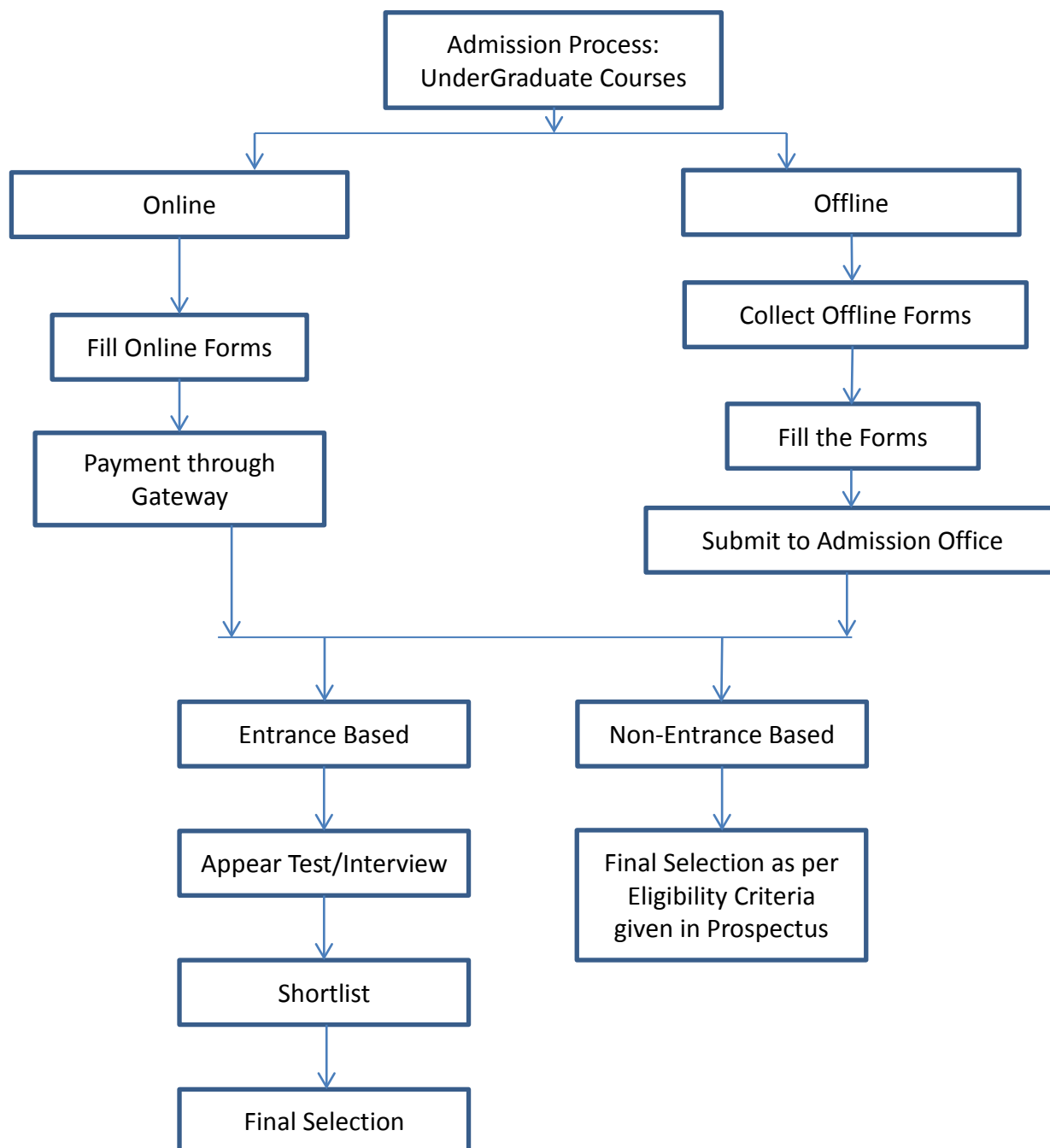
- On receiving and having verified the above documents, the office will send you a hard copy of the Prospectus and further admission/entrance exam details.
- Once the hard copy of the prospectus and application form is received, the applicant has to report to the College as per the Admission/Selection 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.

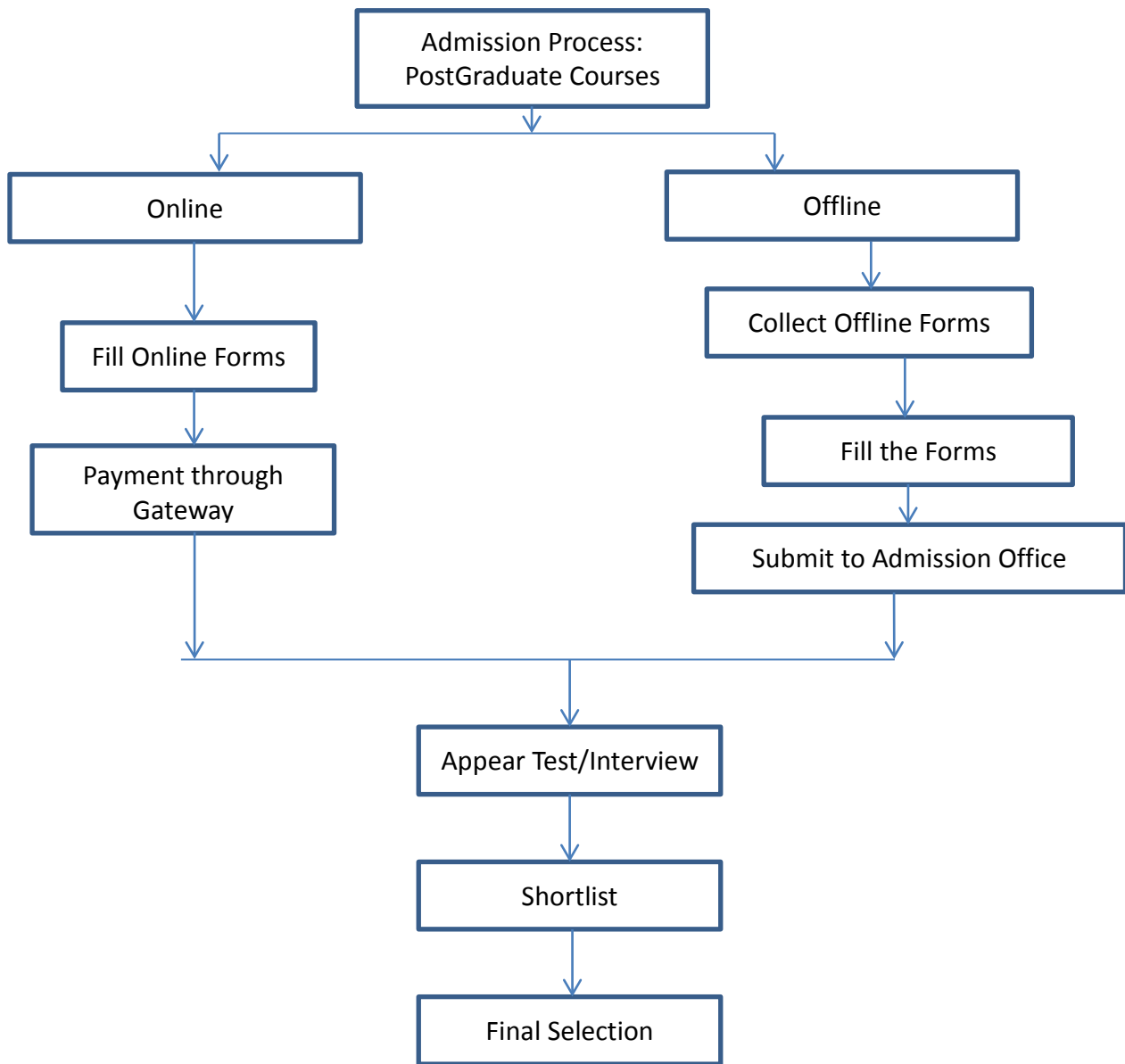


FLOWCHART FOR ADMISSION OF UNDERGRADUATE COURSES





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-

Canteen Committee Policy and Standard Operating Procedure (SOP)



St. Anthony's College, Shillong

1.1 Objectives:

- (a) To provide healthy and nutritious food to the students and staff of the college at an affordable price.
- (b) To maintain high standards of hygiene, ensure cleanliness, not only in the serving area but also in the kitchen and the drains outside the canteen.
- (c) To properly dispose of edible and non-edible waste.

1.2 Purpose:

To set a procedure for providing a timely and adequate canteen facility with consistency on quality and cleanliness.

1.3.1 Canteen Committee:

- (a) The canteen committee shall be the sole authority for control and administration of the canteen.
- (b) Members of the Canteen Committee shall be chosen biennially.
- (c) The canteen committee shall co-ordinate or discuss various issues related to canteen management.
- (d) The canteen committee members need to supervise cleanliness, the menu and the decorum of the students in the canteen.
- (e) The canteen committee shall be responsible for approving contracts with vendors. To take the decision to renew and/or cancel existing contracts.
- (f) The composition of the canteen committee:
 - (i) Chairman: Principal
 - (ii) Vice Chairman: Vice - Principal
 - (iii) Co-Ordinator: Elected Faculty member
 - (iv) Assistant Co-Ordinator: Elected Faculty Member
 - (v) Members: 3 from Faculty Members
3 from non-teaching staff

1.3.2 Responsibility of the Chairman:

- (a) To preside over the meeting of the Canteen Committee.
- (b) To execute the decision of the Canteen Committee.
- (c) To sign contracts with vendors on behalf of the canteen committee

1.3.3 Responsibility of the Co-Ordinator:

- (a) Shall call a meeting of the canteen committee in consultation with the chairman.
- (b) Maintain a record of the minutes of the meeting.
- (c) To monitor the cleanliness and hygiene of the canteens from time to time.

1.4.1 Vendor:

Vendor is a person or group who has signed a contract with the College to manage and operate one of the canteens in the college premises.

1.4.2 Responsibility of the Vendor(s):

- (a) To ensure cleanliness, not only in the serving area but also in the kitchen and the drains outside the canteen.
- (b) The dining tables are to be cleared by removing the used cups and plates so as to keep away the flies.
- (c) No leftover food or cold food are to be served.
- (d) Cold drinks are to be served cold and tea must be steamy hot.
- (e) No intoxicated items are to be sold in the canteen.

1.5 Hygiene Training:

The canteen committee may from time to time conduct hygiene training to vendors who operate the canteen in the college.

1.6 Students'/Staff's Suggestion and Complaints:

- (a) The Student/Staff of the College shall be allowed to give Suggestions or complaints regarding the College Canteen.
- (b) The suggestions and complaints received shall be recorded in the Suggestion and Complaints Register.
- (c) The Suggestions and complaints shall be addressed immediately by the concerned vendors/ canteen Co-Ordinator.
- (d) The canteen Co-Ordinator shall review the Suggestions and Complaints Register at specified intervals.

1.7 Amendment:

The Policy and SOP may be amended or modified through a deliberation of the canteen committee members as and when required.

POLICY FOR THE COUNSELLING CELL

1. Introduction:

St. Anthony's College, Shillong is committed to promoting the overall well-being of its students and recognizes the significance of mental health in academic and personal growth. This Counseling Policy Document outlines the guidelines and procedures for the establishment and functioning of the Counseling Cell at the college.

2. Mission and Objectives:

The Counseling Cell at St. Anthony's College aims to create a supportive and confidential environment where students can seek professional guidance and assistance for their emotional, psychological, and personal concerns. The objectives of the Counseling Cell are as follows:

- a. To provide confidential and non-judgmental counseling services to students in need.
- b. To facilitate the emotional and psychological growth of students.
- c. To address issues that may hinder students' academic progress or overall well-being.
- d. To promote mental health awareness and destigmatize seeking help for mental health concerns.
- e. To enhance students' coping skills and resilience in facing life's challenges.

3. Composition of the Counseling Cell:

The Counseling Cell will consist of qualified and licensed mental health professional(s) who have experience in dealing with college students' concerns. The composition may include:

- a. *Chief Counselor:* A senior mental health professional responsible for overseeing the functioning of the Counseling Cell and coordinating counseling activities.
- b. *Assistant Counselors:* Trained counselors who conduct individual and group counseling sessions.
- c. *Counselors on Call:* These may be visiting members not from the college community, but who can be contacted and assistance availed.

4. Services Provided:

The Counseling Cell will offer the following services to students:

- a. *Individual Counseling:* Confidential one-on-one counseling sessions to address personal, emotional, or academic concerns.
- b. *Group Counseling:* Counseling sessions conducted in a group setting to provide peer support and foster shared experiences.
- c. *Crisis Intervention:* Immediate assistance and support for students facing acute mental health crises.

d. Workshops and Seminars: Organizing mental health awareness workshops, stress management seminars, and self-care sessions.

e. Referral Services: Providing appropriate referrals to external mental health professionals or organizations for specialized support.

5. Confidentiality:

The Counseling Cell ensures strict confidentiality of all information shared by students during counseling sessions. Information will not be disclosed to anyone, including college authorities and faculty, without the student's explicit consent, except in cases where there may be a risk of harm to the student or others.

6. Accessibility:

The Counseling Cell will strive to ensure accessibility to counseling services for all students. Efforts will be made to accommodate the needs of students with disabilities or those unable to visit the campus by offering online counseling options.

7. Awareness and Outreach:

The Counseling Cell will actively engage in mental health awareness and outreach programs. This may include:

- a. Conducting awareness campaigns to promote mental health and reduce stigma.
- b. Collaborating with various college departments to address mental health in the academic context.
- c. Providing resources and information related to mental health and well-being.

8. Collaboration and Coordination:

The Counseling Cell will collaborate with other college departments, such as student affairs, academic advisors, and health services, to provide holistic support to students.

9. Evaluation and Continuous Improvement:

The Counseling Cell will regularly evaluate its services and effectiveness through student feedback, assessments, and outcome measurements. Feedback will be used to improve services continually. Proper records of visitors will be maintained for professional reasons.

10. Policy Review:

This Counseling Policy Document will be reviewed periodically to ensure its relevance and effectiveness in meeting the evolving needs of the college community.

11. Conclusion:

St. Anthony's College, Shillong is committed to providing a nurturing and supportive environment for its students, and the establishment of the Counseling Cell aligns with this commitment. By adhering to the guidelines outlined in this policy, the college endeavors to promote the mental health and well-being of its students, contributing to their overall academic and personal growth.



ST ANTHONY'S COLLEGE
CULTURAL COMMITTEE POLICY

CULTURAL COMMITTEE POLICY

1. INTRODUCTION

At St Anthony's College we believe in educating and working towards building a student's overall development. Besides imparting skills which will make our student's employable it is also important that students embrace their cultural identities so that they will have a sense of belonging. The Cultural Committee of St Anthony's College is set up with a core objective of striving to Identify and nourish the hidden potential in students and give them a platform to showcase it. The cultural committee steers towards allowing students to take pride in their culture within the umbrella of the national culture.

2. OBJECTIVES

Cultural Committee is responsible for keeping the spirits alive on the campus by organizing a multi cultural activities round the year so that students will leave the college respect and appreciation of India's diverse cultures. More importantly they will leave with good and happy memories.

3. FUNCTIONS OF THE COMMITTEE

- To facilitate the participation of students in inter college cultural festivals and competitions.
- To Celebrate Cultural days. These celebrations will be decided by the committee at the commencement of each academic year.
- While deciding on the celebrations, activities and events to be conducted for the year, care must be taken that these will not interfere with the academics of the students.
- To create the environment of fun and frolic.

4. COMMITTEE MEMBERS

Sl No	Name	Designation
1	Dr. Br. Albert Lomgley Dkhar	Principal/Chairman
2	Fr. Gervasius Nongkseh	Vice Principal/ Vice Chariman
3	Dr. Fr. Joby Joseph	Rector
4	Dr Cherry Kor Dor Kharshiing	Coordinator
5	Ms Balapynkmen Shadap	Asst. Coordinator
6	Dr Sarah M.B. Kharbuli	Member
7	Ms. Violet Synrem	Member
8	Ms Gracel W. Syiemiong	Member
9	Dr. Budshaphrang Lyngdoh	Member
10	Ms. Rosemary Ishorari	Member
11	Mr wencil B.K.Khylllep	Member
12	Dr. kanta Kaveri Das	Member
13	Ms. Daphilatngen Kharmujai	Member
14	Mr. Alban D. Marbaniang	Member
15	Mr Albert Nongrum	Member
16	Mr Gregorius Kharumnuid	Member

5. ROLES AND RESPONSIBILITIES

5.1. Roles of Chairman

- The Chairman will formulate and approved yearly plan of activities.
- The Chairman will delegate and segregate various events and activities amongst the members
- The Chairman will communicate the execution plan and exhibit end to end control of the approved activities and events.
- The Chairman will call for a Committee meeting at least once a year and as and when necessary.
- If there is an internal conflict within the committee, the final decision will be taken by the chairman.

5.2. Roles of the Coordinator

- The Coordinator will communicate with the Chairman on all matters of the committee.
- The Coordinator will convene regular meetings of the committee.
- The Coordinator will oversee active participation of all its members in planning, organizing and execution of the approved activities.
- Together with the Asst. Coordinator, the Coordinator will draft the yearly activities and propose the same in subsequent meetings and device mechanism to accurately document the same. a) Calendar of Cultural events and subsequent approval from the Principal.
- Together with the Asst. Coordinator, the Coordinator will prepare Budget proposal and submit the same for approval from the Principal.
- Together with the Asst. Coordinator, the Coordinator will Budget utilization report.
- The Coordinator will facilitate accurate reporting of the

5.3. Roles of the Asst. Coordinator

- The Asst Coordinator will function as a Coordinator in the absence of the Coordinator and will assist the Coordinator for a smooth conduct of planning and execution of all the activities of the committee.

5.4. Roles of members.

- Constructively and creatively participate in planning, organizing, executing and controlling of all the events and activities as decided and assigned and allotted in the committee.
- Strictly adhere by the instructions of the Coordinator and the Chairman.
- Coordinates the activities of various student and staff.
- Extend unconditional cooperation in upholding the objectives of the committee.

Endowment, Students Welfare and PWD Assistance Committee Policy

Introduction

Don Bosco Institutions and their services benefits thousands of young people all over the world. St. Anthony's College, Shillong is one of the innumerable Don Bosco institutions that dot the world's map. Guided and inspired by the religious vision and educational philosophy of Saint John Bosco, popularly known as Don Bosco, St. Anthony's College, Shillong strives to provide quality education to young people with a special focus on those who are economically and socially disadvantaged. The management and staff consider their tasks in the college a sacred mission, a lifetime commitment, a passion and a vocation to serve the youth. Students enjoy respect and freedom to grow as honest citizens and mature persons. Together, the educative community comprising the management, staff, students and parents continue to strive to realize the Motto of the College: "Ever More Better Ever".

Objectives

The main purpose of the policy is to provide a framework for attending to student's welfare needs individually and collectively by creating an environment where one can live, work and learn together in peace and harmony. Through this policy the college seeks to provide an environment where students' can experience free intellectual enquiry, freedom to express themselves and to feel that their rights and responsibilities are respected and their needs are met.

The objective of the policy aims at addressing student's needs and behavioral issues in the College by promoting an equitable quality learning environment in which students are able to perform to the best of their ability. Creating an environment of self-discipline where students are expected to have a self-commitment to treat staff and fellow students with courtesy, respect and care. Any act of indiscipline, insubordination and interference in administration will be deemed unacceptable. Thus the management and the staff encourage students to adhere to the highest standards of behavioural and discourage all forms of misconduct.

Code of Conduct

St. Anthony's College has formulated an institute code of conduct and the detail account of the same is provided to students in the College Handbook. The code of conduct concerning areas are as follows:

- Integrity
- God-Orientation
- Dress code
- Substance abuse
- Use of mobile phones
- Spirit of Family
- Anti-Ragging
- Community Service

- Discipline
- Skill Acquisition
- Respect for Property
- Parents-Institution Linkage

The college also maintains a strict Common Minimum Decency; details are provided in the College Handbook.

To curb any form of ragging, the institute has formulated strict rules and regulation as per the UGC Regulations on Curbing of Ragging (*for details see College Handbook*)

General Guidelines

In-order to guide students on what they should do, what they should not do and how they should do as students of Anthonian family, Generals Guidelines and Rules for students were formulated which included wearing of identity cards in the college campus throughout the academic schedule, to carry identity cards when they represent the college for any function outside, students should surrender their identity cards when they complete their course of study, etc. Prohibitions of certain acts and conducts have also been spelled out such as students are strictly prohibited to indulge in any act of anti-national, anti-social, communal and political activities in the campus and in the hostels as well, circulation of notices, leaflets, pamphlets and any exhibition of banners, flag, flex without the permission of the Principal are strictly prohibited. Details of these guidelines and rules is provided in the College Handbook.

Student's Representation

The College also provides the opportunity for students to participate as representatives of Departments or Class, an association, cells, clubs, etc. A student Department Representative and Class Representative are elected respectively from respective Departments and their duty is to represent the Department to the College Association. Besides, students are also nominated as member of IQAC, Grievance Redressal Cell, National Cadet Corps Coordination Committee, Rangers and Rovers Coordination Committee etc.

Counselling and Career Guidance

Students may experience problems in coping with issues in their personal lives and in the environment where they live and learn, to deal with such problems, the institute provides best counselling through the Counselling Cell. The objectives of the Counselling Cell is to help students to use problem-solving skills more effectively or to develop new or better coping skills.

In-order to provide career guidance for students, the college forms the Students Development Services cell. This cell provides a career guidance for all students and help them to prepare for their progression to employment or to higher education coursed.

Accomodation

For accommodation, the College runs hostel for boys and girls. The hostels have limited seats, so seats are given out on first come first served basis but preference is given to students who are from faraway places and from remote areas.

Personality Development

The College provides students with the opportunities for overall personality development through participation in co-curricular activities. The College has the following co-curricular packages:

- NSS
- NCC
- Cyber Club
- Minnova Club
- Jesus Youth
- Anthonian Youth Club
- Anthonian Cosmic Gazers
- SACMUN
- Sound under Rhythm
- Media Club
- Debate Club
- Electoral Literacy Club
- English Theatre Club
- Commerce Club
- Botanic Club
- Anthonian Chess Guild
- Dance Club
- Cambridge University Certification Test

All students are encouraged to joined any of the above group/club.

Besides, the institution realizes that there have been a rising number of mental and associated problems among students which affected them both mentally and physically. So in order to help students to cope and adapt to the environment and to overcome the pressure, the institute organizes different academic and non-academic activities from time to time. Awareness programs such as lectures, seminars and workshop are organized as part of sensitizing students on the seriousness of mental health problem and other related issues.

PWD Welfare

St. Anthony's College ensures equality, freedom, justice and dignity of all individuals and implicitly mandates an inclusive society for all, including persons with disabilities. The college commits to provide all possible facilities to differently abled persons so that all different abled

are able to participate fully in the academic, intellectual, social and cultural of the college and society.

The objective is to undertake a task of sensitizing the academic community including staff and students as well as the general public to the problems and strengths of the differently abled. To make a total environments secure, accessible and friendly for the different abled by providing necessary infrastructures and academic support for the different abled.

SoPs

- Students are to wear their College identity card in the campus
- Students should carry and wear their College identity card when they represent the college for any function
- Students should surrender their identity card when they complete their course of study
- Students are not allowed to use their mobile phones inside the campus
- Consumption of narcotic drugs, tobacco, alcohol or any other prohibited substance inside the campus is strictly prohibited
- Students should not leave the campus during the academic hours without the permission of the Principal
- Students are to maintain the etiquette required of campus life avoiding vulgar and profane language
- No students shall exhibit banners, flags, flex board etc. inside the campus without the permission of the Principal
- Students should attend all the hours of classes/lectures in the academic schedule
- Students should participate and take part in programmes and activities organized by the college or by their respective department
- Students should attain a minimum of 75% of attendance, failing which they will not be allowed to sit for university exams
- A student taking leave should submit the leave application to be ratified by the Principal
- Students should be punctual for their classes
- Students should join at least one of the Co-curricular packages (clubs/cell)

Contents

1.	Definitions of the Concept of Equal Opportunity	2
2.	Context in which the Equality Opportunity Cell Operates on Campus.....	3
3.	Equality Opportunity Cell (EOC), St. Anthony's College.....	4
4.	Scope for internal Networking for efficient implementation of measures	4
5.	Statement of Jurisdiction of the EOC, SAC.....	4
6.	Defining Terms	5
7.	Aims and Objectives.....	8
8.	Functions.....	8
9.	Operational/ Complaint Mechanisms or Procedures	9
10.	Reporting.....	10
11.	Violation of Policy.....	10
12.	Initiating an Investigation.....	11
13.	Informal Process.....	11
14.	Formal Process	12
15.	Resolution	13
16.	Remedies.....	13
17.	Sanctions	14
18.	Right to Appeal.....	14
19.	Review and Monitoring of Policy	15
20.	Policy for addressing matters concerning PWDs	16
21.	Institutional Policies for People with Disabilities	16
22.	Amendment of the Policy Document and Guidelines.....	19

Equal Opportunity Cell

St. Anthony's College
Shillong, Meghalaya, India

Preamble

The Equal Opportunity Cell was established by St. Anthony's College in 2022 as one of its many initiatives to provide the best quality service, environment and resources that will encourage, enhance and empower its stakeholders to achieve their personal and professional goals in life.

1. Definitions of the Concept of Equal Opportunity

In a context marked by diversity, policy or policies based on concepts of equal opportunity or equality of opportunities become very crucial in mitigating possible conflicts, tensions and frictions that could and do arise from the prevalence of inequality, especially when there is potential for inequality to be exploited for the personal and/or professional benefits of those who are in authority or access to authority against those who are in a weaker position exacerbated by difference and/or uniqueness of status due to certain personal and/or social qualities such as race, gender, sex, religion and so on that renders the target of the act of exploitation helpless and under duress. This is where robust policy/policies on equal opportunity can play a very meaningful role to prevent, address and resolve any incidents of discrimination and harassment.

The *Cambridge Dictionary* defines equal opportunity as “the principle of treating all people the same, and not being influenced by a person's sex, race, religion, etc.” It defines equal opportunities as “the idea that men and women, people of different races, religions, etc. should all be treated fairly and have the same opportunities, especially relating to employment.” The *dictionary.com* defines equal opportunity as “the aggregation of policies and practices in employment and other areas that do not discriminate against persons on the basis of race, color (sic), age, sex, national

origin, religion, or mental or physical disability.” *Britannica.com* defines equal opportunity (in political theory) as “the idea that people ought to be able to compete on equal terms, or on a “level playing field,” for advantaged offices and positions.” *Collinsdictionary.com* defines equal opportunity as “the policy of giving everyone the same opportunities for employment, pay, and promotion, without discriminating against particular groups.” According to the *lawinsider.com* equal opportunities is a concept that can be defined as “the prevention, elimination or regulation of discrimination between persons on the grounds of sex or marital status, or racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions such as religious beliefs or political opinions.”

A common thread runs through these definitions given by several dictionaries and websites. The concept of equal opportunity is one that describes and/or advocates a situation where individuals are given an equal or level playing field that enables them to apply for jobs or admissions to academic programmes purely on the basis of their qualifications, competencies and skills (as highlighted by OxfordReference.com) without being discriminated on grounds or basis of caste, creed, race, ethnicity, gender and gender orientation, religious beliefs or absence of, disability and beliefs. The Equal Opportunity Cell of St. Anthony’s College, Shillong, EOC-SAC henceforth, subscribes to this general concept of equal opportunity and endeavours to uphold the dignity and right of every individual in the college who falls under the category of a disadvantaged group by ensuring that the individual is given the opportunity to obtain assistance, resources, access and openings that the college has to offer within the limited context of an educational institution.

2. Context in which the Equality Opportunity Cell Operates on Campus

St. Anthony’s College is an institution with over 4500 students, over 180 faculty members and more than 60 staff members. Over 95 tribes of the north-eastern region are represented by the strong and vibrant student community. Students from various religious beliefs and social categories study at the college. The teaching and non-teaching staff members represent people from different religious communities, social backgrounds and academic qualifications and professional training.

The Anthonian Community is truly diverse and while there are students and staff members who are from different strata and backgrounds incidents of discrimination and exploitation have not been reported till date.

It shall be the goal and objectives of the EOC-SAC to ensure that such incidents do not occur and in the unfortunate event that they occur, prompt and appropriate actions are taken to resolve them in a humane, amicable and mutually dignifying manner.

3. Equality Opportunity Cell (EOC), St. Anthony's College

The EOC-SAC shall have a minimum of five members to which members could be co-opted should the need arises in consultation with the management and receiving the agreement of the EOC-SAC members.

Chief Patron: Rev. Br. Dr. Albert L. Dkhar, Principal

Coordinator: Dr. (Mrs) Charlene May Swer, Faculty, Department of Economics

Members:

- Ms. Arlene Kharnongrum, Faculty, Department of Value Education
- Mr. Jacob L. Shylla, Faculty, Department of English
- Mr. Brightstar Well Marbaniang, Faculty, Department of Political Science

4. Scope for internal Networking for efficient implementation of measures

The EOC-SAC intends to network closely with the following committees and cells of the college, besides the Office of the Principal, to ensure that the EOC policies and measures are implemented efficiently, appropriately and promptly on campus:

- Internal Quality Assurance Cell
- Grievance Cell
- Women (and Anti-Harassment) Cell

5. Statement of Jurisdiction of the EOC, SAC

The EOC-SAC chooses to clearly delineate its jurisdiction or areas of operation due to the vastness of the concept of equal opportunity and the immense potential to apply it to

various and numberless contexts, incidents, issues and people groups so that by limiting itself consciously and explicitly to a few directly relevant aspects it can function effectively and adequately as a cell established in the context of an educational institution.

The EOC-SAC will address matters and issues concerning only the following population or people groups who are directly connected to and under the supervision and maintenance of St. Anthony's College, Shillong.

1. Faculty members (all categories – UGC, State, College and Guest)
2. Staff (Non-teaching and Support)
3. Students

Furthermore, with regard to these people groups, the EOC-SAC clearly states that only those people groups that fall under the category of a disadvantaged group will be provided with assistance and whose issues will be addressed as per the policy of the cell as enumerated here in this document and any enclosed documents certified as being directly part of the EOC-SAC policy document.

6. Defining Terms

The following terms and phrases have been defined in order to guide the process of addressing matters and issues related to claims of discrimination and/or harassment in the campus.

- i. “Disadvantaged group” means a group of persons who find themselves disadvantaged or lacking in opportunities for reasons beyond their control or suffer from impaired ability to make good existing opportunities to access rights and entitlements available under law or schemes of the government.
- ii. “Discrimination” means any distinction, exclusion or restriction made on the basis of sex, caste, language, religion, disability, descent, place of birth, residence, race or any other parameter which results in less favourable treatment which is unjustified or has the effect of impairing or nullifying the recognition, enjoyment or exercise of equality of opportunity, but does not include affirmative action for fulfilment of constitutional obligations towards

Scheduled Castes, Scheduled Tribes, backward classes, women and children.

- iii. “Diversity” means differences between individuals or groups of people in age, cultural background, disability, ethnicity, family responsibilities, gender, language, marital status, religious belief and sexual orientation; diversity may also include other ways in which people are different, such as learning, life experience, work experience and socio-economic background.
- iv. “Employee” means any person employed by the College.
- v. “Parties” means complainant or victim and respondent of the College.
- vi. “Student” means a person enrolled in, or seeking to be enrolled in one or more programs offered by College.
- vii. “Workplace” means any place where a person attends for the purpose of carrying out any functions in relation to his or her employment. In the College context, this includes all work-related activities on campus as well as off campus if the activities are directly related to an employee's employment.
- viii. “Victimisation” means any form of detriment directed at a person for alleging, making or participating in, supporting or resolving a complaint of discrimination, sexual harassment or victimisation; or directed at a person associated with a person who alleges, makes or participates in, supports or resolves a complaint of discrimination, sexual harassment or victimization.
- ix. “Bullying” is repeated, unreasonable behaviour directed toward an employee or student, or a group of employees or students by employee/s or student/s that creates a risk to health and safety.
- x. "Person with disability" means a person suffering from any of the following disabilities:
 - a. ‘Locomotor Disability’ means disability of the bones, joints or muscles

- leading to substantial restriction of the movement of the limbs
- b. 'Cerebral Palsy' means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development;
- xi. 'Leprosy cured person' means any person who has been cured of leprosy but is suffering from loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity; manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
- a. extreme physical deformity as well as advanced age which prevents him from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;
- xii. 'Blindness' refers to a condition where a person suffers from any of the following conditions, namely:
- a. total absence of sight; or visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
- b. Limitation of the field of vision subtending an angle of 20 degrees or worse;
- c. 'Person with low vision' means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with an appropriate assistive device;
- xiii. 'Hearing impairment' means loss of sixty decibels or more in the better ear in the conversational range of frequencies;
- xiv. 'Mental illness' means any mental disorder other than mental retardation;
- xv. 'Mental retardation' means a condition of arrested or incomplete development of the mind of a person which is especially characterised by sub-normality of intelligence.

7. Aims and Objectives

To oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling with respect to academic and professional matters within the campus to enhance the quality of life amongst the diverse people groups on the campus. (It may be noted that the following functions have been adapted from the UGC EOC Policy.)

8. Functions

- i. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- ii. To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- iii. To create a socially congenial atmosphere for academic interaction and the growth of healthy interpersonal relationships among students coming from various social backgrounds.
- iv. To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as the aspirations of the marginalized communities.
- v. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- vi. To look into the grievances of the weaker section of society and suggest an amicable solutions to their problems.
- vii. To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.

- viii. To prepare barrier-free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
- ix. To mobilize resources to assist students of disadvantaged groups.
- x. To organize periodic meetings to monitor the progress of different schemes.
- xi. To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments, (teaching and non-teaching posts) and to improve their performances.
- xii. To sensitize the college on the problems of SC/ST and other disadvantaged groups.

9. Operational/ Complaint Mechanisms or Procedures

The EOC has to fulfill its mandate of maintaining social harmony among various sections of the College. Whenever any case of social discrimination is brought before the EOC, it is thoroughly investigated and examined and suitable action is recommended. Addressing issues related to any social discrimination faced by students or employees at any level is among the principal objectives of the EOC.

The College encourages any person who feels he or she has been discriminated against or harassed to promptly report the incident to the EOC. Any member of the College who observes discrimination or harassment of another person on campus, in connection with a College program or activity, or in a manner that creates a hostile environment for students or employees of College should report the conduct to the EOC. No student or employee of College should assume that an official of the College knows about a particular discriminatory or harassing situation.

An employee or student who believes that he or she has experienced unlawful discrimination, discriminatory harassment, bullying or victimisation may make a complaint. Discrimination, discriminatory harassment, sexual harassment,

bullying or victimisation may be regarded as serious misconduct or misconduct (employee) or general misconduct (students) and may result in disciplinary action.

10. Reporting

Any administrator, faculty member, or other people in a position of authority who receives a complaint of discrimination or harassment must fully report the information or complaint to the EOC promptly. A complaint or report of discrimination or harassment made to any administrator, faculty member or other people in a position of authority generally obligates the College to investigate the incident and take appropriate steps to address the situation. The responsibility to investigate rests with the EOC and not with the employee who receives the complaint or report. Failure to promptly report may constitute a violation of the EOC Policy.

11. Violation of Policy

I. Standard of Proof

Investigative findings under this Policy will be made using the preponderance of the evidence standard (i.e., “more likely than not”). This standard requires that the information supporting an alleged violation be more convincing than the information in opposition to it.

II. Interim Protective Measures

The Principal or his/her designee or EOC coordinator may impose interim protective measures before the outcome of an investigation if failure to take the interim measures would constitute a threat to the safety and well-being of the complainant or other employees or students of the College. Imposing interim protective measures does not indicate that a violation of this Policy has occurred.

These interim measures may include but are not limited to:

- a. Issuance of a “no contact” directive;

- b. Restrictions or bars to entering certain College property;
- c. Changes to academic or employment arrangements, schedules or supervision;
- d. Interim suspension; and
- e. Other measures designed to promote the safety and well-being of the parties.

In imposing interim measures, the EOC coordinator will attempt to minimize the burden on both the alleged victim and respondent. Any party may appeal interim measures in writing to the Principal within two working days of the party's receipt of the notification of the restriction. All interim protective measures will remain in effect during the appeal and thereafter unless modified by the EOC coordinator or Principal or overturned by the Principal.

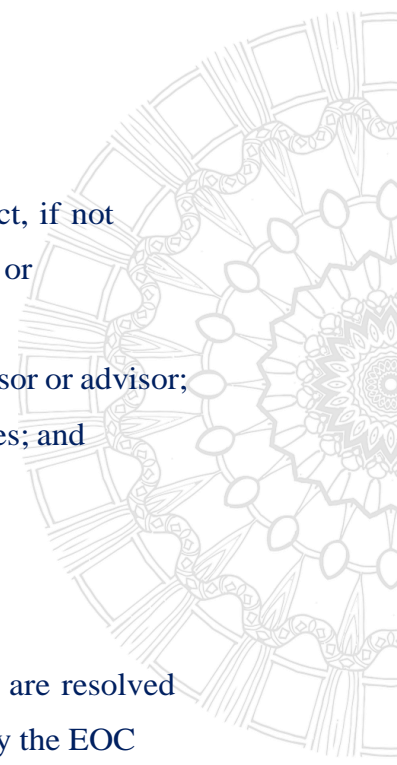
12. Initiating an Investigation

- i. As part of any investigative process, the investigator will:
 - a. Provide a copy of this Policy to the complainant;
 - b. Determine whether the complaint falls under the Policy or not;
 - c. Inform the respondent of the complaint brought against him/her and provide a copy of this Policy.

13. Informal Process

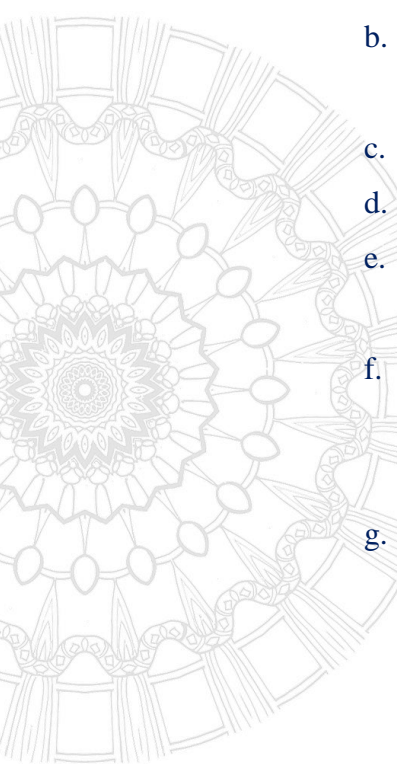
The informal process is an opportunity to bring resolution to a complaint through awareness, education, and/or a facilitated discussion. Informal resolution may be appropriate if the complainant, respondent and EOC coordinator or his or her designee all agree.

During an informal process, fact-finding occurs to the extent necessary to resolve the conflict and protect the interest of the parties and the College, but the EOC coordinator or his or her designee does not decide whether the Policy has been violated. The complainant or respondent always has the option to end the informal process and request a formal process.

- 
- i. Informal resolutions may include, but are not limited to:
 - a. Training;
 - b. Changes to work or academic arrangements;
 - c. Informal discussion with a person whose conduct, if not stopped, could rise to the level of discrimination or harassment;
 - d. Advisory discussion with the respondent's professor or advisor;
 - e. "No contact" directive to one or more of the parties; and
 - f. Suspension.

14. Formal Process

All complaints that are not resolved through the informal process are resolved through a formal process involving a full investigation conducted by the EOC coordinator or his/her designees.

- 
- i. As part of the formal process, the investigator will:
 - a. Inform complainant, the alleged victim, and respondent of their right to be interviewed and provide evidence;
 - b. Obtain information and evidence, including the identity of any witnesses, from the complainant and the respondent;
 - c. Attempt to obtain information from the identified witnesses;
 - d. Collect and maintain appropriate documentation;
 - e. Disclose appropriate information to others only on a need-to-know basis consistent with state and central law; and
 - f. Keep the appropriate administrators/faculty informed of the status of the complaint and investigation, and seek input from them as appropriate when implementing any resolution or discipline.
 - g. Interviews with the investigator constitute the hearing.

15. Resolution

The amount of time needed to conduct an investigation will depend in part on the nature of the allegation(s) and the evidence to be investigated (e.g., the scope of the allegations, the time frame and the number of events implicated by or relevant to the complaint, the number or availability of witnesses involved and the volume of documents). Within 60 working days of receipt of the complaint, the EOC coordinator or his/her designee will provide notice of the outcome of the investigation or will advise the parties of the additional estimated amount of time needed for the investigation. Upon conclusion, EOC coordinator or his/her designee will notify the complainant and respondent, in writing, of the results of the investigation. The written decision will be disclosed only to the complainant, respondent, and College officials as appropriate to determine and enforce any remedial actions, discipline or sanctions, and to prepare for any appeals. The EOC coordinator will follow up as appropriate to ensure that remedial action is effective. Complainants are encouraged to report any reoccurrences of conduct that were found to violate this Policy, as well as to report any retaliation for the complaint or related investigation. Remedial and preventative measures may be imposed by the EOC coordinator even in the absence of a violation of this Policy if the conduct is found to occur that may, if not addressed, rise to the level of a violation. Any unprofessional conduct or inappropriate behaviour found during the course of the investigation that is not covered by the Policy will be addressed by the Management with the individual/office/department concerned.

16. Remedies

Where discrimination or harassment in violation of this Policy is determined to have occurred, the College will take timely action to remedy the effects. Potential remedies for the complainant or victim include, but are not limited to:

- a. Extensions of time to re-do or complete academic work without an academic or financial penalty;
- b. Changes to academic or employment arrangements, schedules or supervision that minimize the burden on the complainant or victim;

- c. Referral to medical, counselling, and academic support services;
- d. Training/re-training on this Policy and other relevant topics for individuals or groups implicated in the discrimination or harassment; and
- e. Other measures designed to repair the negative impact of discrimination or harassment.

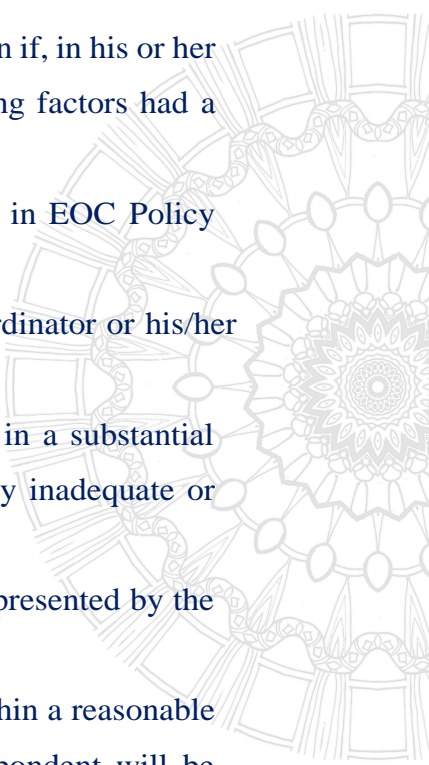
17. Sanctions (implementation of the sanctions will rest with the Management in consultation with the IQAC and EOC-SAC)

If a violation of this Policy is found, the level of disciplinary action and type or scope of sanctions will depend on the severity and nature of the discrimination or harassment, the weight of the evidence, and the need to maintain a safe and respectful environment.

- i. Available sanctions include, but are not limited to:
 - a. Mandatory training or counselling;
 - b. “No Contact” directive;
 - c. Restriction or bar to entering certain College property or attending College events;
 - d. Written warning;
 - e. Transcript notation;
 - f. Probation;
 - g. Suspension; and
 - h. Expulsion or termination.

18. Right to Appeal

All parties shall have the right to appeal the outcome of the formal process and decision to the College Principal pursuant to this Policy. The Principal must receive a written appeal within ten (10) working days after the receipt of the written notification of the decision being appealed. The Principal or his/her designee may receive additional information if he/she believes such information would aid in the appeal.

- 
- i. The Principal may overturn or modify a finding or sanction if, in his or her reasonable discretion, he or she finds any of the following factors had a material impact on the finding or sanction:
 - a. Material failure to comply with applicable procedures in EOC Policy or to conduct a reasonably thorough investigation;
 - b. Partiality, bias, or conflict of interest by the EOC Coordinator or his/her designee;
 - c. Findings, if not overturned or modified, would result in a substantial injustice to a party or parties, including a substantially inadequate or excessive sanction; or
 - d. New evidence that was not reasonably available to be presented by the parties during the course of the investigation.

A decision by the Principal or his/her designee will be made within a reasonable time and the EOC Coordinator, the complainant, and the respondent will be notified in writing of the decision on the appeal. During the time of appeal and review, disciplinary action or sanction or remedial/preventative measures, if any, taken as a result of the original complaint may be implemented and enforced. Upon the request of the appealing party, the Principal may, at his or her discretion, temporarily suspend the imposition of the disciplinary action, sanction, or remedial/preventative measures while the appeal is pending.

If an appeal is not filed within the appeal period, the findings become final and are not subject to any review.

19. Review and Monitoring of Policy

The College may make changes to this policy and procedures from time to time to improve the effectiveness of its operation.

In this regard, any employee or student who wishes to make any comments about this Policy may forward their suggestions to the EOC.

20. Policy for addressing matters concerning PWDs

The document containing the Preamble, definitions of terms, and guidelines to address matters arising therefrom with regard to PWDs is attached herewith to this EOC-SAC document. It may be noted that the current document included here in this EOC-SAC policy document is taken from the institutional policy of the college for disability. The EOC-SAC is satisfied that the institutional policy of the college for disability is relevant and adequate for addressing any issues arising out of discrimination against PWDs.

21. Institutional Policies for People with Disabilities

In keeping with the long-established tradition of the country with regards to people with disabilities, St. Anthony's College has assumed upon itself the responsibility to introduce, plan and execute certain policies for the welfare of students and people with disabilities who are enrolled in any of the academic programmes that the college offers currently or will offer in the future or may find employment in its offices.

These policies draw from Article 41 of the Indian Constitution and the various Acts that the country has passed over the years on disabilities such as the PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES, PROTECTION OF RIGHTS AND FULL PARTICIPATION) ACT, 1995 and THE RIGHTS OF PERSONS WITH DISABILITIES

ACT, 2016 as well as the Meghalaya State Policy for the Empowerment of Persons with Disabilities (MSPEPD) amongst others.

The policies are by no means comprehensive. They are indicative of initiatives, efforts, measures, and activities that the College could adopt from time to time to ensure the welfare of people with disabilities. The main aspects of the policies are as follows.

“Disability” is defined as a substantial degree of physical impairment or impairment due to the loss of sight, hearing, and speech that prevents an individual from functioning independently. Any disability being considered should have been of at least twelve months in duration or the rest of the person's life depending on whether the disability is

congenital or due to accidents or the long-term effect of a severe form of illness. In this regard, the United Nations Convention on the Rights of Persons with Disabilities may be invoked as a definition that is complete and reliable as a frame of reference which defines disability as “a long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder a person’s full and effective participation in society on an equal basis with others” (UNCRPD).

Further, in keeping with the relevant laws and acts, people (including students) with disabilities claiming any form of disability should have the mandatory Disability Certificate and Unique Disability Identity Card (UDID) which are issued by the relevant competent authorities to such persons after proper investigation and tests have been done to ascertain the type and nature of disabilities that they may possess.

The College through its policies, efforts, and initiatives will strive to ensure the following aspects for the welfare of students or persons with disabilities as defined above either studying or serving at the institution.

Availability of services and facilities which, in the context of the college, can be defined as allowing students/persons with disabilities to study or to gain employment in the college.

Accessibility to services, facilities, and resources that the college makes available to its stakeholders.

Affordability of the services, facilities, and resources that the college offers to its stakeholders.

Empowerment concerning students or people with disability can be understood as the efforts and initiatives of the college as an educational institution to provide them with the necessary assistive gadgets, services, guidance, and facilities that enable them to study at the college and complete their education to the best of their abilities.

Equity is defined as the making available assistance to a person or student with disabilities that is required by him or her according to his/her disability to enable him or her to function at par with other persons or students.

To achieve the above aspects for the welfare of students and persons with disabilities, the college shall ensure that the following practices are observed wholeheartedly, in principle and the letter, throughout its various academic and administrative functions and activities.

1. Make all its academic programmes and courses available to students and persons with disabilities as long as they show heart and ability in pursuing the selected programme or course of study.
2. Allow people with disabilities to apply for any vacancies that may open up in the future in any of its academic departments or administrative offices should they have the necessary qualifications.
3. Remove barriers in environments and infrastructures of the college to enable students and people with disability to freely access the facilities and resources of the college independently or with minimal assistance from others.
4. Consider a fee structure that is encouraging and supportive of students with disabilities to provide them with access to quality education and training at the college.
5. Install and introduce relevant state-of-art assistive tools and gadgets to enable students and people with disabilities to access classroom lessons and interactions, facilities, library resources, and other resources conveniently.
6. Train and appoint faculties and staff accordingly to assist students and people with disabilities on campus.
7. Prevent and prohibit any form of discrimination against and harassment of students and employees with disabilities.

8. Work towards the healthy and positive integration of students and employees with disabilities on campus.

22. Amendment of the Policy Document and Guidelines

The Policy Document and Guidelines can be amended in case there is a need to add or delete features or elements included in it. A two-third majority decision of all the members of present and voting will be required to affect the process of amendment. This must be approved by the relevant authorities and bodies of St. Anthony's College, Shillong under which the EOC-SAC operates.

End of Document.

Policy of the Ethics Committee of St. Anthony's College, Shillong

Composition and Membership

The Ethics Committee of St Anthony's College is constituted by the Principal as Chairman, the Vice-Principal as Vice-Chairman and other members drawn from the management and the faculty members. All members from the faculty are to be drawn from among the permanent staff of the College. A Co-ordinator and an Assistant Co-ordinator are appointed from among the faculty members. The total number of members should not exceed 10 (ten). All members are appointed by the management.

The duration of membership shall be for 3 years. A member can be replaced in the event of death or long-term non-availability, retirement, resignation or for any action not commensurate with the responsibilities related to the Ethics Committee. A member may be relieved from his/her responsibilities on grounds of poor health or any other genuine reason rendering him/her incapable of continuing as member.

The Committee shall meet at least twice in a year. The quorum is fixed at 50% of the total strength of the Committee. All decisions taken in meetings are subject to final approval by the College management.

The Chairman will convene and conduct all meetings of the Ethics Committee. If for reasons beyond control, the Chairman is not available, the Vice-Chairman will conduct the meeting. The Co-ordinator is responsible for maintaining the records and communicating with all concerned. In the event of the Co-ordinator being unable to discharge this responsibility due to unavoidable circumstances, the responsibility may be delegated to the Assistant Co-ordinator.

Role of the Committee

Matters concerning the adherence to ethical guidelines in conducting research involving animal models and human participants are dealt with by the Institutional Ethics Committee (IEC). Other ethical issues come within the ambit of the Ethics Committee.

The role of the Ethics Committee is to take up matters concerning ethical issues in the College. When its attention is drawn to such issues, the Committee will deliberate on them and make recommendations to the management.

The Ethics Committee seeks to discourage and check plagiarism in research. With new changes in the field of higher education, research activity will be an established practice in the institution in the near future. It will be the endeavour of the committee to acquire and utilise anti-plagiarism tools to check plagiarism in research.

Integrity in examinations and writing assignments is also sought to be promoted by the Committee. Malpractices during examinations are viewed seriously and disciplinary action is usually recommended against erring students. The use of AI chatbots in composing written

content for the purpose of writing assignments is not encouraged. Measures to check this unethical practice are being explored.

The Committee seeks to encourage teachers, non-teaching staff, students and members of the management to adhere to a responsible pattern of conduct and demeanour expected of them by the community. They are expected to manage their private affairs in a manner consistent with the dignity of the profession.

The teachers are expected to refrain from practising nepotism or any other act of giving undue favour to students on any ground. They are also not expected to indulge in discrimination against students on any ground.

Green Initiative and Waste Management Committee
Policy Document



St. Anthony's College, Shillong

GREEN CAMPUS:

A Green Campus is a place where environment friendly practices and education combine to promote sustainable and eco-friendly practices in any institution. This initiative was formulated to offer the institution and its stake-holders the opportunity to take the leading role in redefining its environmental culture. As environmental sustainability is becoming an increasingly important issue therefore the role of higher educational institutions in relation to environmental sustainability is more prevalent.

The increasing human foot print poses great environmental challenges which will continue to grow over time if proper initiative for checks is not taken. An unprecedented effort is required to reduce the adverse effects that human activities have on the ecosystem. Inclusion of all approaches to problem solving will be necessary in bring a meaningful change.

So as part of the Corporate Social Responsibility of Higher Educational Institutions to ensure contribution towards the reduction of global warming through Carbon Footprint reduction measures a Green Initiative Committee was formed.

VISION AND MISSION STATEMENT OF THE INSTITUTE

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

St. Anthony's College emphasize in life-oriented and value-based teaching to 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 human social order within the context of the nation's plurality of religions and diversity of cultures. Striving for excellence is our way of life. Our motto tells it all "**Ever More, Better Ever**".

COMPOSITION OF THE GREEN INITIATIVE AND WASTE MANAGEMENT COMMITTEE:

- Principal of the College: Chairman
- Vice Principal of the College: Vice Chairman
- Faculty Representatives nominated by Institute: Co-Ordinator, Assistant Co-Ordinator and Member of the Committee.

OBJECTIVES:

The Green Campus Initiative involve the establishment of a viable Green Initiative and Waste Management, within the organizational structure of the Institute. Hence, to give this initiative more clarity and authenticity, a policy document is now being roll out with the strategies, plans and other allied tasks for an Ecofriendly campus.

In the strive to make an eco-friendly campus, the institute will have to do away with wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program.

The following are the objectives of the Green Initiative and Waste Management:

- To protect and conserve ecological-biological systems and resources within the campus.
- To continuously improve the efficient and judicious use of all resources, including energy and water, and to reduce consumption and the amount of waste produced, recovering and recycling waste where possible, to meet the needs and aspirations of the present and future generations.
- To integrate environmental concerns into policies, plans and programmes for social development and outreach activities.
- To work with all stakeholders and the local community to raise awareness and seek the adoption of environmental good practice.
- To make the campus plastic free zone.
- To conduct environmental and energy audits from time to time.
- To minimize the use of paper in administrative work by implementing E-governance.

INITIATIVES

- Green Environment and Clean Campus
- Waste Management
- Water Conservation and Management
- Paperless operating procedure
- Energy Use and Conservation
- Ambient Air Quality Check
- Minimize the use of Single-use Plastics in the Campus
- Green Audit and Energy Audit

Green Environment and Clean Campus:

Several Quotes related to the importance of clean and green environment are to be displayed on campus as awareness for all stake holders. A gardener and full-time adequate support staff are to be appointed for the maintenance of cleanliness to achieve a litter free clean and Green Campus.

Waste Management:

Waste Management in colleges and universities is important in achieving a higher level of environmental performance. Recycling and reusing contributes to the conservation of natural resources, saving energy and helping to protect the environment. Segregation of waste are to be done at the source by installing separate bins for bio-degradable and non-biodegradable waste. The segregated waste will then be placed in segregating dumps which will then be collected by the municipal authorities to be transported to the municipal dumping ground, animal waste from laboratories will be treated with 10% sodium hypochlorite before handing them to the municipality for disposal or to be buried.

Water Conservation and Management:

Awareness on the importance of water conservation and its management is to be made from time to time so as to create a sense of responsibility among the stake-holders.

Paperless operating procedure:

Convert documents and other papers into digital form which will make documentation and information sharing easier, wherever possible automation and digitization are to be introduced which will help to minimize usage of paper. E-communication and use of public address systems will reduce usage of paper in notices and circulars. Introduction of "Learning Management System" wherein references, notes, syllabus, question banks, study material is stored and shared on the e-platform, avoiding massive usage of paper.

Energy Use and Conservation:

Use of LED bulbs and installations of solar lights within the campus in order to reduce energy consumption.

Ambient Air Quality Check:

Ambient air quality of the campus is to be tested yearly so as to maintain a healthy campus with parameters within the prescribed limits of National Ambient Air Quality Standards (NAAQS).

Minimize the use of Single-use Plastics in the Campus:

The use and selling of single-use plastics like packaged drinking water should be minimize. Students and staffs will be encouraged to bring their own water bottles to the campus. The college also has Reverse Osmosis drinking water installed in campus where they can refill. This will help the load of plastic wastes in the environment.

Green Audit and Energy Audit:

Committed to create "an environment of educational excellence" and to adopt a system for environmental conservation and sustainability. The College will conduct Green Audit and Energy Audit every year or as and when required to identify, quantify, describe and priorities a framework of Environment Sustainability in compliance with the applicable regulations, policies and standards. The audit will have to be conducted by a registered external agency.

LIBRARY POLICY AND GUIDELINES

ST. ANTHONY'S COLLEGE, SHILLONG

1. ABOUT

The *St. Anthony's College, Shillong, Library* resources, facilities and services, fulfil the information needs of the college community, the scholarly world, and the locals in general. It has a dual mission of providing access to information while ensuring the required standard in the preservation of the collections available in the library, and its other resources. To this end, the Library ensures an easy access of its services, to all concerned members, while implementing optimum standards in ensuring the efficient maintenance of its resources and facilities.

2. LIST OF RESOURCES IN THE LIBRARY

The Library has the following number of *books, printed journals, e-journals, e-books, magazines, encyclopaedia, and newspapers and rare collections.*

Books	Printed Journals	E-Journals	E-Books	Magazines	Encyclopaedia	Newspapers (local & national)
42,875	26	4	500+	28	26	8
Rare Collection of Palm-leaf manuscripts					41 Numbers	

3. WI-FI, INTERNET AND THE USE OF COMPUTER FACILITIES

The library is Wi-Fi enabled and has a Computer Lab, equipped with internet connection for the use of the students and faculty of the college. The set-up is meant solely for study and research purposes. The **Internet User Guidelines**, framed by the Library Committee, are intended to ensure that the downloading and viewing of the material concerned, adheres to the said purposes alone, so as to enable optimum opportunity for all beneficiaries to access the said services accordingly, as and when required.

4. WRITING DESK SERVICES

The Library Writing Desk has been set up to provide assistance to the students of the college, in minor thesis work and writing of term papers. It also provides students with input and assistance with research methodologies that can be used for their said assignments.

5. RESEARCH FACILITY

The St. Anthony's College Library makes it a priority to support research scholars. Upon producing a valid ID card and a letter of recommendation from their said supervisors, the scholars concerned can avail of a convenient work station and access to the resources available, including its internet services.

6. LIBRARY INTERNSHIP POLICY

The library also provides a system of Internship. The *Library Internship Policy* and terms of eligibility are as follows:

- **Policy Statement:**

To establish a framework to guide interns in comprehending library management systems and the administrative work involved.

- **Purpose:**

To provide interns with a hands-on environment for understanding concepts and practices taught; and develop the required competence for the said field.

- **Objectives:**

- To provide opportunities to link the academic theory of Library Sciences to the practical work involved, by providing a supervised hands-on internship setting.
- Enabling interns, gain leadership skills and develop good working-relationships within a team, thereby inculcating in them an understanding of a productive work environment.
- The internship is also intended to help interns demonstrate an ability to perform certain jobs, and discover skills in themselves, that might have been unknown to them.
- To provide interns with a working knowledge of various job processes and/or duties.
- As interns learn to work with the various library resources, it helps them identify, gain clarity and/or confirmation of the professional paths that they can pursue, in the said field, thereby contributing to their future career goals.
- While keeping track of the requirements of the internship, an intern can also advocate their own learning systems and processes.
- To develop an awareness of their own strengths, weaknesses, values and interests to help them better align both their personal and professional growth.

- **Eligibility:**

Prospective professional interns must have a Masters in Library & Information Sciences or an equivalent qualification.

- **Target Set for the Intern:**

The work-hours for interns are normally set between 9.00 am to 4.00 pm. They are given duties at various divisions of the Library (reading room, stack area, acquisition division, etc.), on a rotation basis. A set target is designed for each intern. 75% of their total working hours are expected to be dedicated in reaching the set target, while 25% of the remaining hours are spent in accomplishing other tasks, in different sections/divisions of the library, and for any unforeseen, urgent duties within the library, that could benefit with the assistance of the interns concerned. These are allocated, when required, by the library coordinators.

7. LIBRARY USAGE AWARDS TO STUDENTS

The College has instituted an award for maximum usage of the library and its resources. A total of two awards will be given- One to a student from the undergraduate section, and one from the postgraduate section. The following rules will be adhered to, in relation to identifying the winners of the said awards:

- The Award will either be in cash/books or other incentives as decided by the college library committee.
- The award will be given on an annual basis.
- In order to qualify for the same: access to library resources, time spent in the library (through Log books) and use of online journals/e-books will be considered.
- Time spent in the computer section, for online browsing in general, will not be considered as time spent, in accessing the library resources.
- A student qualifying for the award, if found wanting in aspects related to discipline and conduct in the college in general, will be disqualified from receiving the award.
- The decision of the library committee with regards to the library awards is considered as the final decision.

8. POLICY FOR ADMISSION TO THE LIBRARY

CATEGORY	REQUIREMENT	ACCESS
STUDENT	Valid ID CARD	Full access
FACULTY	Valid ID CARD	Full access
ALUMNI	Registered members only	Reference Section only.
FULL MEMBER	Deposit of Rs.2000/-(refundable)	Full access

RESEARCH SCHOLAR	Valid ID CARD	Reference Section only
VISITOR	Permission of the Librarian	Reference Section only

9. POLICY FOR THE BORROWING/LOANING OF BOOKS

To avail of the services of loaning and borrowing of books, a valid *College Identity Card*, with an RFID tag installed in it, has to be produced. Only upon verifying the same, shall the said member, be allowed to access the library and borrow the required books from the section that allows for the same.

10. LIBRARY RULES

Library Services	Requirements for SAC Students, Faculty, Staff, and Affiliates
Library Catalogue and Resource Discovery	<p>Accessible to all users for searching resources in the library.</p> <p>Access to the library's licensed electronic resources including databases, e-journals, and e-books requires a login OPAC, connected through LAN</p>
Use of INFLIBNET, JSTOR, Delcon, JGATE, including access to SAC Library electronic resources, including databases, e-journals, and e-books whether on-campus or off-campus	Requires logging in, with the User ID & Password
Scanning; Printing; and Copying Services	<p>The library allows for the scanning of printed material. A USB flash drive can be used for saving of the scanned documents, or the said data can be emailed to the said user's email account, upon request.</p> <p>For printing and copying services, one needs to visit the reprography section of the library.</p> <p>The cost concerned for scanning, printing and copying is determined by the library committee, and is subject to change from time to time.</p>
Accessing library collections	A valid College ID Card is required for both students and staff, and they must be either currently enrolled,

Library Services	Requirements for SAC Students, Faculty, Staff, and Affiliates
	<p>or employed in the college for access to these collections of resources. The ID Cards are non-transferrable to other persons.</p> <p>Members with an overdue of a sum of Rs.500/- or more due to late returns/losses or damages incurred by them, to the library resources and services concerned, will not be allowed to access the said collections, till the overdue is either fully or partially paid off.</p>
Online booking of material and renewals	Available upon requests made to the librarian.
In-person renewal of library items	<p>A valid College ID Card is required for both students and staff, and they must be either currently enrolled or employed in the college. The ID Cards are non-transferrable to other persons.</p> <p>Borrowed books maybe renewed if no one else has requested to borrow the said books, upon their return on the stipulated date, and if the borrower owes the library an amount less than Rs.50/- towards any incurred anomalies by the borrower.</p>
Non-circulating collections	<i>Non-circulating collections</i> including reference materials, closed stack collections, and many other such journal collections are meant for use only in the library.
Placing a recall request for items checked out to other borrowers	<p>Only items checked out for six weeks or longer may be recalled, if asked to be borrowed by someone else. In order to do this, a valid ID Card with access is needed.</p>
Retrieve from Shelf Service for items with <i>available status</i> in Library Catalogue	A valid ID Card will be required.
SAC Publications, Research and Translation Centre	The SAC Library is open to all researchers including those who are not members of other institutions affiliated to SAC. Access to this set of collections is

Library Services	Requirements for SAC Students, Faculty, Staff, and Affiliates
	on-site only, in the library’s reading room. Those not from the college, will need to register for a User Account first.

11. POLICY INAPPLICABLE FOR THE FOLLOWING

Individuals no longer enrolled as students, or employed with St. Anthony’s College, Shillong, will not be able to access the services and facilities available in the library, as described in this policy. However, exceptions may be made to Researchers and prominent Alumni of the College.

12. POLICY FOR BORROWING, RENEWING AND RETURNING OF BOOKS

- **Loan Periods**

Items	Faculty and Staff	SAC PG Students	SAC Undergraduate Students	
Books	1 year (subject to recall after 2 weeks)- 8 Books	15 days (subject to recall after 2 weeks)-5 books	15 days (subject to recall after 2 weeks)-3 books	
Unbound journals		Varies in special circumstances, but is usually meant for library use only		
Bound journals published 2 or more times per year		Varies in special circumstances, but is usually meant for access within the library only.		
Reference Books	Not for borrowing/circulation. But can be borrowed only under special circumstances for a maximum period of 2 weeks	Cannot be borrowed but can be accessed within the library only.	Cannot be borrowed but can be accessed within the library only.	Cannot be borrowed but can be accessed within the library only.
Course Reserves	-	Each item can be borrowed for a specific period of 7 days only. No renewals are allowed.	Each item can be borrowed for a specific period of 7 days only. No renewals are allowed.	-

- In order to borrow books, the college students, faculty and staff, present their *College ID Card*, while others specified present their *St. Anthony's College Library Borrower Card*.
- Upon borrowing books, it is the responsibility of the member concerned to return or renew the said items on or before the due date, to avoid overdue charges.
- The items are to be returned at the library service desk.
- For any other issues related to the library, not mentioned within this policy, the library service desk can be approached with the concerned inquiries.

- **Renewals**

Active members of the library with no overdue charges or other lapses, as per mentioned in this policy, may renew the borrowed material, that they have in their possession. This has to be done by the

due date concerned, upon which, their loan period will be extended. The SAC Library service desk, has to be approached for getting the needful done. Items recalled, or requested by another user or if declared as lost, cannot be renewed.

Tentative period of time for renewals is as mentioned below:

Items	Faculty, Staff, Affiliates	SAC PG/Undergraduate Students and Reciprocal Borrowers
Books	2 renewals	2 renewals
Unbound journals	If item in circulation, no renewal.	
Bound journals published 2 or more times per year		

13. FINES, FEES, AND CHARGES FOR LOST BOOKS

Items	Declared Lost in the following circumstances	Maximum Charge Per Item
Books	30 days overdue	Item replacement cost (varies as per item concerned); plus existing cost of the item and overdue fine.
Unbound journals	30 days overdue	Item replacement cost (varies as per item concerned); plus Rs.200/- and overdue fine.
Bound journals published 2 or more times per year	30 days overdue	Item replacement cost

- **Fines:**

Patrons are expected to return borrowed items by their due dates. Thereafter, an overdue fine of Rs. 5/- is charged per day, per material concerned. If any of the said material is part of the *Course Reserves* category, these are fined at the rate of Rs. 50/- per day.

- **Recalls**

If a book/material has been borrowed for 2 weeks or longer, they are eligible for immediate recall by other borrowers. After the first recall notice has been issued, a time period of 7 days is allowed for the items to be returned. These items can no longer be renewed.

Besides the points mentioned here, the library service desk can be approached at anytime for more information about Fines, Fees, and Lost Item Replacement Charges, including charges for damaged material.

14. BOOKS OR MATERIAL NOT FOUND ON THE SHELVES

The member/patron concerned can avail of one of the services as mentioned in this policy, if books, materials are not found in their stipulated places. However, they are first advised to seek assistance at the library's service desk, in case said material is actually available in another section or has just been returned.

15. RESPONSIBILITY OF PATRONS

Patrons are responsible for all material borrowed by them. Besides adhering to due dates, they are expected to take responsibility for liabilities incurred due to loss, theft, or damage of the said material, when in their possession.

16. SUSPENSION OF PRIVILEGES

If patrons/members have accumulated a number of charges due to late returns/losses or damages incurred by them, they shall no longer be permitted to borrow anymore material, until their said charges are cleared.

17. LOST OR DAMAGED LIBRARY ITEMS

When purchasing materials, the Library determines their appropriateness according to the collection development policy, chooses correct editions, and appropriate bindings, and satisfies all licensing requirements. Hence, patrons are responsible for replacement of lost or damaged material.

18. PERSONAL BELONGINGS

The Library assumes no responsibility for personal belongings of concerned members/patrons left within the library premises. However, if any such belongings are found, it will be placed for sometime at a service desk and then given to the desk at the reception. Thus, individuals seeking personal belongings lost in the library, should contact the Reception Desk.

19. LIBRARY PRIVACY POLICY AND PROCEDURES

The Library protects the privacy of those who use the library. The staff at the library are not to disclose the registration information about borrowers, their requests for information and materials, and their concerned transactions. Any information required about a said patron/member will have to be collected from the College Office.

- **Information considered as private includes:**

- A patron's name (or whether an individual is or has been a registered borrower)
- A patron's physical address
- A patron's telephone number
- A patron's e-mail address
- A patron's library circulation record and its contents (including Course Reserves and Inter-library loan transactions)

20. LIBRARY STAFF MAY HOWEVER USE THE INFORMATION CONCERNED TO DO THE FOLLOWING:

- Provide the due date for return of a particular item (without disclosing who currently has it)
- Recall any checked-out item (without disclosing who currently has it)
- For academic purpose within the college or with agencies if the college so finds it important and mandatory.

21. COLLECTION DEVELOPMENT:

A *collection development policy* is a framework for describing library collections and establishing a formal set of guidelines for developing and supporting collections. The purpose of this *collection development policy* is to provide guidance to the library and other faculty responsible for the selection, acquisition, evaluation, and maintenance of the library material concerned.

- **Goals**

The collection supports the curriculum and programs, as defined by the College.

- **Selection Responsibility**

Overall responsibility for the selection, development, and maintenance of the collection, rests with the faculty of the various departments, and is overseen by the Library Committee.

- **Selection Guidelines for all resources**

To meet the stated goals, the library will provide access to representative materials, in all areas of knowledge, focusing on subject areas related to, and in support of the College's academic curriculum. A *standard collection development criterion* will be applied to all formats consistently. The considered criterion may include:

- Need
- Demand
- A variety of academic levels, to serve a wide range of interests and abilities.
- Opposing sides of controversial issues to aid students with critical thinking.
- Strength of present holdings in the same or similar subject areas.
- Suitability of format to content and compatibility with college-owned equipment.
- Authoritativeness of the author, or reputation of the publisher.
- Usage statistics of similar items.
- Availability of funding.
- Its value over the years.

- **Other Considerations**

- Duplicate copies of the material concerned are purchased, or accepted as gifts, only under special circumstances determined by demand, usage, reference, or reserve statistics.
- While the need for retrospective items is recognized for some fields of study, the emphasis is on purchasing current items, with perceived long-term worth.
- Lost and stolen material will be replaced, if available and deemed to be pertinent, as funds allow. If the original material is no longer available, it may be replaced by other relevant material on the same topic.

- **Selection Priorities**

- The current curriculum needs; subjects that require constant updating; and areas in need of development, hold top priority in selecting the said library resources
- Annual publications and reference books come next in the order of priority.
- Subject areas, the content of which do not undergo change constantly and material not related to the curriculum, hold a lesser priority.

- **Periodicals**

Periodical subscriptions require and receive substantially more consideration, than the purchase of a single monograph. This is due to the annual encumbrances of subscription costs. The library is committed to funding subscriptions in electronic formats, as and when available, without compromising on the standards set for electronic resources.

- **Electronic Resources**

Electronic resources refer to library material, requiring Internet Technology to gain access. Among these, the priority is given to the following resources:

- Resources that support the college curriculum.
- Complete texts.
- Resources offering low-cost thresholds and consortium pricing.
- Resources that offer IP authentication rather than having to use a username and password.
- Resources that provide remote access and offer unlimited simultaneous users to access these, at a reasonable cost.
- Resources that offer free technical support and training when required.
- Resources providing statistical reports, using regulated standards.
- Resources that provide perpetual archival access to information that has already been paid for even if the subscription is cancelled by either parties concerned.

- **Newspapers**

The library subscribes to local and select state newspapers, as well as a selection of national newspapers.

- **Collection Development Budget**

The Library Committee sets a budget for the library on an annual basis. The library then holds the responsibility to allocate the said budget, in the development of material for each individual academic department, and program of the college. These allocations, per department, may be adjusted upon consultation between the department, and the library committee depending on the budget available.

22. LIBRARY COMMITTEE

The Library committee of the College is a body constituted by the Governing Board of the college to look into the general administration of the library. It holds the responsibility of ensuring an efficient functioning of the library, and the formulation and execution of short-term and long-term plans of the library. The members of the said committee are expected to work in close tandem with the librarian and the other staff of the library as per the policy specified here and in keeping with the rules of the parent institute. The committee is revamped as and when required.

23. GENERAL LIBRARY RULES/CODE OF CONDUCT

- Upon entering the library, one is expected to submit the **IDENTITY CARD**, and **RECORD THEIR ENTRY** using the **biometric device** installed at the Library Reception Desk.
- **Members and Patrons intending to use the library resources are not to bring with them other personal books, bags, files, diaries, or question banks**, except for the borrowed items concerned that need to be returned to the library. All personal belongings need to be deposited at the Reception Desk. One is, however, allowed to bring in plain sheets of paper and pens.
- **Exchange of library books** among patrons and members for any reasons concerned is strictly not encouraged.
- It is the responsibility of the one who borrows a book, to personally return them and to ensure that no damage is caused to the books concerned.
- Books from the *Reference Section* are for consultation only and are not meant for lending.
- Current or back issues of Journals/periodicals/ magazines etc., which have been bound and preserved are also meant only for reference and not given on loan.
- Books lost, defaced or damaged in any way will have to be replaced by the borrower.
- No book shall be retained by the students, during the university exams and winter vacations.
- The library is a silent zone, and all who enter are required to maintain the protocol concerned, for the benefit of all, using the library. There are special rooms attached to the library for group discussions/study/research and these may used when needed.

- Anyone seen marking, defacing or damaging library materials are expected to replace the same with its' latest edition along with a fine of Rs.1000/- only.
- In specific circumstances, when any suspicious activity is observed, the Library committee/staff reserves the right to request the said member(s)/Patron(s) to agree to be searched in person and among the belongings that they hold with them, at the moment. This shall be done in accordance to the necessary protocol expected, in the event of any such exceptional circumstances.
- Books/Articles maybe searched by logging into the college intranet.
- Students are permitted to borrow only TWO BOOKS at a time.
- All members are to carefully read the rules concerned, with regards to return, renewal and the overdue charges incurred for borrowed library books.
- **Visitors other than member/patrons are not allowed in the library without permission** from the librarian/management.
- Library rules and regulations are subject to review and change by the library committee.

24. GRIEVANCES

All matters of grievances regarding matters considering to the library is to be settled within the policy and rules applicable to the library. If any matter is considered beyond it, the aggrieved may approach the grievance cell of the college.

25. AMMENDMENTS

The library committee may make amendment or additions to the above policy, if the same is felt necessary and important.



Br. (Dr). Albert Longley Dkhar
Principal

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

INTERNAL QUALITY ASSURANCE CELL

ST. ANTHONY'S COLLEGE, SHILLONG

MENTORING **POLICY**

Mentoring system has established a well structured 'Three Tier Mentoring System'. At the bottom level faculty of the department, then the information from the mentor will flow to the HEAD OF THE DEPARTMENT. THE heads of the department will compile the reports of the mentor and will send the report to the mentoring committee for necessary action.

Each faculty of the Dept will be allotted as mentor to a specific number of students depending on the enrollment of the student in respective department. In our system, mentors perform the following functions:

- i. Mentors organize class-wise meeting of mentees at the beginning of the semester.
- ii. Individual mentoring sessions are conducted twice in a semester.
- iii. Mentors monitor the academic progress of the mentees and give them counselling on personal matters.
- iv. They promote the use of e-resources in the library.
- v. They motivate the students to enroll in certificate courses and online courses offered by NPTEL and MOOC.
- vi. They also motivate them to participate in co-curricular and extracurricular activities.
- vii. They maintain a brief record of mentor-mentee discussions.
- viii. They advise the mentees to take suitable topics for their year-end projects based on SWOC analysis of mentees.
- ix. If any administrative or higher-level action is required, intimate the HoD.

The role of heads of the departments in the mentoring system.

- i. HoDs meet all the mentors in the beginning of the semester and give them necessary instructions in the first department meeting itself.
- ii. Review the activities of mentors and advise them whenever the situation demands it.
- iii. Inform the parents, on issues like continuous absenteeism or behavioral changes,
- iv. Seek the intervention of respective committees, if required.
- v. Keep the Mentoring Committee informed and updated.

Mentoring Committee that evaluates the mentoring activity in each department. It acts as a tool to streamline and monitor the mentoring activity in various departments. On the basis of feedback from mentors and heads of departments, Mentoring Committee organises various seminars and workshops. Mentoring Committee also insists the departments to include the themes suggested by the mentors while organising the programmes.

Mission Statement

Mentoring committee will ensure that all the students receive care and guidance in matters pertaining to personal development, academics and career. The Student mentoring Policy has been drafted with the objective of helping students in overcoming learning difficulties, physical and emotional disturbances which is very essential to achieve their cherished goals.

Execution Procedure:

The Departmental **heads** nominates a mentor/class teacher for each class.

- This selection will be made keeping in view the academic, career and the personal needs of that particular class or group.
- Each teacher will be allotted with specific no of students to facilitate a one-to-one interaction and they have to provide constant support, encouragement and guidance throughout that academic year.
- The Departmental mentor should maintain a record of their respective students with personal details, academic progress, attendance, achievements, financial Status, health conditions, behaviour in the class room, behaviour with peers, aptitude, hobbies, and career objectives
- It is the responsibility of the mentors to create awareness about the various facilities, Bridge Course, programmes, Value added Courses, Scholarships and schemes available in the college.
- The Departmental mentors ensure that students receive attention and guidance in case of learning difficulties and other academic challenges. They direct their wards to get the right information and advice with the help of other teachers.
- Financial constraints of the students if any are immediately brought to the notice of the Management so that their wards can be offered the required assistance.
- Separate Counselling sessions are planned for students with special needs and also for those students who pass through a testing phase of their life at that time.
- Students with remarkable achievements in sports and fine arts at +2 level are identified and encouraged to pursue their interests with the help of the Administration, Physical director and Cultural Committee.
- Departmental members advise the Administration in upgrading the infrastructural facilities according to the needs of the students.

Outcome:

- o Tracking of student performance on a regular basis.
- o Improvement in the performance of slow learners.
- o Channelization of the energies of Advanced learners
- o Encouragement is offered to pursue interest in sports and games.
- o Interest is generated among students for an active participation in the institutional activities.
- o Optimum utilization of the available infrastructure
- o Preferred solutions to check the various physical and emotional disturbances faced by the students
- o Help to students in achieving their goals.
- o Better bonding between students and teachers.

St. Anthony's College

Policy on Discipline

Introduction:

The education system aims to develop good human beings capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper, and creative imagination, with sound ethical moorings and values. Inspired by the teachings of Our Lord Jesus Christ and guided by the educational philosophy of St. John Bosco, St. Anthony's College envisions well-formed youngsters who are honest persons and good citizens.

Despite this, discipline poses a significant problem in every educational institution with a large, diversity in student population. Discipline comprises a set of complex and interrelated issues that deserve careful examination and reasonable recommendations.

Therefore, an excellent educational institution is one in which every student, among other things, feels welcomed, cared for, and safe. A safe environment exists when discipline is strongly imposed and monitored to prevent misconduct and misbehavior.

In this context, it is, therefore, imperative for the college to have a zero-tolerance policy on behaviors and actions that have the potential to inflict harm and injury or create an unsafe environment. It is equally essential for the college to play a vital role in addressing disciplinary issues of students, such as bullying, hate speech, crime, rape, alcohol, substance abuse, etc. The college must take a unified and broad-based approach when dealing with students' discipline, considering the importance of human values and dignity.

Hence, guidance and supervision of the students by the teachers is very important and is strongly recommended. The guidance and supervision mechanisms should be based on the moral principles of upholding freedom, preventing misconduct, and promoting social harmony.

The code of conduct and standard operating procedures should be laid down and continuously reviewed in matters of relevance and effectiveness. The action plan should incorporate the mechanisms of guidance, supervision, and procedures.

Aim:

The policy aims to encourage a positive attitude and behavior on the college campus to develop educated and skillful youths with a solid inclination to integrity, honesty, and care for fellow citizens.

Scope:

The Policy applies to all the students, faculty, staff, and the management of St. Anthony's College.

Action Plan:

1. Guidance Mechanism:

- i. Faculty and student leaders must actively and positively embrace their responsibility to encourage the building of moral and ethical values on the college campus.
- ii. Faculty and student leaders must take responsibility for encouraging positive attitudes and positive behavior on the campus and discourage hateful, fearful, and destructive ones.

2. Code of Conduct:

A code of conduct should ensure a learning environment that is respectable, safe, free, fair, and conducive to advancing knowledge. Code violations are tantamount to misconduct and will lead to disciplinary procedures. The code should envisage the following:

- i. Integrity and honesty with an understanding of the requirements of legitimate academic work.
- ii. Cultivation of a healthy and God-oriented personality.
- iii. Appreciating others' privacy and valuing the safety of fellow students by avoiding behavior that harms, endangers, or intimidates others.
- iv. Avoiding harassing or bullying behavior by any means based on gender, caste, religion, sexual orientation, age, ability, race, and ethnic or national origin.
- v. Responsible use of the College resources.
- vi. Cooperation with College faculty and staff.

- vii. Respecting and adhering to the rules and regulations of the College.
- viii. Common minimum decency.
- ix. Promoting social harmony among all.
- x. Respecting the property of the College and of the staff and fellow students.
- xi. Respecting and adhering to the law of the land(city, state, and nation).
- xii. Respecting the disabled and the specially-abled people.
- xiii. Avoiding and discouraging the consumption of alcohol and tobacco.

3. Supervision Mechanism:

- i. The college should have a Discipline Committee to address all the essential discipline issues on campus.
- ii. Faculty members, hostel warden, librarian, and student leader may be given some authority to impose discipline on the college campus.
- iii. There should be a mechanism of disciplinary counseling as a response to student misconduct and misbehavior.
- iv. The college should organize regular seminars and programs to impact students' discipline positively. One such program could be on student behavior and how it is affected by language, culture, religious affiliations, etc.

4. Redressal Mechanism:

A. Actions of misconduct that may attract Disciplinary Procedure:

- i. Excessive absence from classes
- ii. Use of foul language on campus
- iii. Non-compliance with the dress code
- iv. Public display of affection
- v. Physical assault
- vi. Sexual assault
- vii. Bullying
- viii. Possession of tobacco, intoxicating drinks, and banned substances
- ix. Possession of harmful materials that may cause harm and injuries
- x. Possession of weapons and firearms

B. In the event of any alleged case of misconduct as listed in Section 4A above:

- i. A person alleged of committing an act of indiscipline is reported and produced before the Discipline Committee to explain his/ her case (verbal or in writing).
- ii. The Disciplinary Committee conducts an inquiry by eliciting information from the person and any witnesses who know the act or the incident.
- iii. Based on the investigation and findings of the Committee related to the severity and extent of the act, the Discipline Committee may recommend suitable punishment to be awarded by the Principal of the College.

C. Depending upon the severity and extent of the act, the following punishments are prescribed:

- i. Library time and/or community service.
- ii. Suspension.
- iii. Expulsion.

5. Standard Operating Procedures

- i. Students are advised to read and abide by the rules prescribed herewith.
- ii. Students must always display the highest moral and ethical standards.
- iii. Students must maintain the decorum of the college through decent and respectful behavior. Creating noise, using abusive language, fighting, and indulging in any unwanted behavior or activity in the college at all times are strictly prohibited.
- iv. Students must display their college identification cards at all times while on the college campus.
- v. Students must follow the college timetable religiously and must be punctual.
- vi. Students must maintain high professional conduct throughout the academic sessions.
- vii. Students must switch off their mobiles or cell phones at all times during college hours except when allowed.
- viii. Students should dedicate their time and attention to studies and other academic matters on college campuses.
- ix. Maintaining a safe and secure environment in the college is of immense importance. The college accords the highest priority to this vital aspect.
- x. The care and safety of the college property being used by students is their responsibility. Any damages caused by the students due to their negligence or deliberate act shall be repaired at the expense of the student responsible for the negligence.
- xi. The possession and use of weapons and substances of abuse, keeping of objectionable materials or pets, etc., are forbidden on the college campus.
- xii. Use of unfair means in the Internal, Sessional, and University Examinations is strictly prohibited, and will be liable for disciplinary action.

xii. Walls, furniture, models, equipment, specimens, charts, audio-visual teaching aids, notice boards, etc., shall not be defaced, mutilated, or damaged in any way or form.

xiv. Unauthorized banners, notices, and chalking on walls/furniture are strictly prohibited.

xv. Involvement in sectarian, ethnic, and other such activities is prohibited.

xvi. Political activities of all types are prohibited on the college campus.

xvii. **Additions from those that are already listed in the College Handbook**

POLICY DOCUMENT FOR THE FIRST AID and MEDICAL CELL

1. Introduction

This policy document outlines the guidelines and procedures for the First Aid and Medical Cell at St. Anthony's College, Shillong. The purpose of this policy is to ensure the health, safety, and well-being of students, faculty, and staff on campus by providing effective first aid and medical services. The First Aid and Medical Cell operate under the supervision of qualified nurse in campus and in consultation with medical experts.

2. Objectives

The objectives of the First Aid and Medical Cell are as follows:

- a. Provide immediate and appropriate first aid care to individuals in need on the campus.
- b. Offer comprehensive medical services, health assessments, and health education programs to promote a healthy campus community.
- c. Collaborate with other campus departments and external medical facilities to ensure efficient and well-coordinated medical care.
- d. Maintain accurate and confidential health records for individuals seeking medical assistance.
- e. Promote preventive measures, health awareness, and vaccination campaigns to reduce the risk of illness and enhance overall well-being.

3. First Aid Services

- a. *Trained Personnel:* The First Aid and Medical Cell shall have designated and adequately trained personnel to provide immediate first aid assistance during emergencies and minor injuries.
- b. *First Aid Kits:* First aid kits shall be strategically placed in a place in the medical room easily accessible and regularly inspected to ensure that all necessary supplies are available and within expiration dates.
- c. *First Aid Training:* Selected staff and student members shall undergo first aid training periodically to ensure they are well-prepared to handle emergencies and provide immediate assistance when needed.
- d. *Emergency Response:* The First Aid and Medical Cell shall work closely with the campus security and other relevant teams to provide timely and coordinated assistance during critical situations.

4. Medical Services

- a. *Medical Aid Room:* The Institution shall maintain a well-equipped medical emergency room staffed by a qualified medical Nurses. The medical aid room and the service at the college is only in case of emergency and cases that fall beyond their attention need to be referred to the nearby hospital.
- b. *Health Assessments:* The Medical Cell shall conduct periodic health assessments and screenings to identify potential health issues among students and staff.
- c. *Medical Emergencies:* The campus clinic shall be equipped to handle medical emergencies, and immediate care shall be provided to individuals in need. In case of severe medical emergencies, timely referrals to nearby medical facilities shall be arranged.
- d. *Counseling and Support:* The Medical Cell shall provide confidential counseling and support to students facing health-related challenges or personal issues that may affect their academic performance.

e. *Health Records*: Accurate and up-to-date health records of all individuals seeking medical assistance shall be maintained in compliance with applicable privacy regulations.

5. Health Education and Promotion

a. *Health Workshops*: The Medical Cell shall organize health workshops and seminars to promote health awareness, disease prevention, and healthy lifestyle choices either in campus or outside.

b. *Vaccination Campaigns*: The Medical Cell shall actively participate in vaccination campaigns, especially during disease outbreaks, to promote immunization and safeguard the health of the campus community.

c. *Collaborations*: The Medical Cell shall collaborate with other campus departments to organize health promotion events, health fairs, and wellness programs for the staff and students.

6. Training and Continuous Professional Development

a. *First Aid Training*: Regular first aid training sessions shall be conducted for designated staff members and selected student leaders to ensure they are proficient in providing immediate assistance during emergencies.

b. *Professional Development*: Medical Nurses and other healthcare professionals in the Medical Cell shall participate in continuous professional development activities to stay updated on the latest medical practices and advancements.

7. Reporting and Monitoring

a. *Incident Reports*: All first aid and medical interventions, as well as any medical emergencies, shall be documented in incident reports and maintained for future reference and analysis. If the case referred is serious, the same need to be informed to the parent/guardian of the subject.

b. *Continuous Evaluation*: The First Aid and Medical Cell's performance and effectiveness shall be continuously evaluated to identify areas for improvement and make necessary adjustments to enhance service quality.

8. Compliance and Review

a. *Compliance*: This policy shall comply with all relevant local and national healthcare regulations and *guidelines*.

b. *Regular Review*: The policy shall be reviewed periodically to ensure its relevance and effectiveness. Updates and revisions, if needed, shall be made to align with changing circumstances.

Conclusion:

The First Aid and Medical Cell policy aims to create a safe and healthy learning environment for all members of St. Anthony's College community. By following this policy, we prioritize the well-being of students, faculty, and staff and ensure that they receive appropriate and timely medical care and support when needed. This policy document shall be made accessible to all stakeholders within the institution.

Remedial Policy

The Remedial Classes Committee of St. Anthony's College, Shillong, in its meeting held on the 5th April 2023, deliberated on matters pertaining to students who require supplementary assistance with regard to their understanding of lessons. The committee resolved to develop a policy that will serve as guidelines for the conduct of remedial classes – stating the eligibility of learners, the role of the instructor, along with objectives and outcomes. Members of the committee have submitted their suggestions on the matter and after considering all recommendations, the final policy reads as follows:

1. The objective of the remedial classes is to provide slow learners with additional assistance in their understanding of subjects. This category of learners includes those with a perceptibly lower rate of comprehension, poorer communication abilities and weaker analytical capacity in comparison to their peers. The remedial classes shall equip such learners with supplemental lessons in order to qualify them for common examinations.
2. Faculty members of each department of the college are to identify slow learners from within their classrooms based on the learners' performance in the first month of the programme. It is advised that such identification be effectuated at the initial stage of the programme as lessons are expected to be fairly introductory and fundamental in nature. The methodology of this process is left to the discretion of the departments as a common method for all departments shall not prove equitable.
3. In selecting students for remedial classes, departments are to consider the students' attendance records and level of dedication. The regularity of the student often influences their performance in the classroom; overlooking this aspect may result in an inaccurate selection process.
4. The logistics of remedial classes shall be determined and approved by the faculty members of the departments. This shall include schedules, lesson plans, assessments, distribution of responsibilities, etc. All faculty members may take on the roles of instructors and teachers, or the Head of Department may appoint teachers (preferably members of faculty who are dispensed from other responsibilities) who will dedicate their service specially to remedial classes.
5. Departments may adopt a mentor-mentee model of teaching should the students require individual attention and special assistance.
6. In formulating the structure of remedial classes, departments shall seek to engage learners in activities, projects, MOOCs and co-curricular programmes of the

department and of the college. This is to instil in the learner a sense of fellowship, a spirit of participation and the like, which will complement the teaching-learning process.

7. At the conclusion of remedial classes, learners should be assessed on their understanding of what has been taught. This will verify whether the learner has received the help that they require and affirm their preparedness for common examinations.
8. It is encouraged that these remedial classes do not reproduce what a regular classroom would essentially discharge. Teachers are to only identify parts of the lessons that prove difficult for the learner to understand. On identifying the concept, unit, chapter, etc. the teacher shall give a lesson on it only.
9. The teaching of lessons in such remedial classes is to be highly in-depth and thorough. Teachers are to remain aware of the needs of the learner and their calibre. All practices within remedial classrooms must be carried out with patience, vigilance and control. Besides, teachers are encouraged to adopt creative techniques for more immersive and stimulated learning.
10. The remedial classes should also motivate students to appear for competitive examinations such as CUET/NET/JAM/Civil Services Examinations and similar examinations.
11. Departments may also introduce bridge courses within the ambit of remedial classes. Bridge courses may be conducted at the beginning of the UG or PG programme, whereby slow learners are oriented with the transition from their previous level of education to the programme they are enrolled in.
12. Teachers of remedial classes are to be remunerated as per the number of classes they take.
13. Departments are to maintain a specific register for remedial classes that shall contain the following:
 - a. Syllabus
 - b. List of teachers assigned
 - c. Students' attendance with date, time and signature
 - d. No. of class hours engaged
 - e. Signature of the teacher co-ordinator
 - f. Counter signature of the HOD

14. Students are not be coerced into attending remedial classes. Departments should solely focus on informing students about this provision and ensuring that they understand its voluntary nature.
15. The committee endeavours to achieve various outcomes from the remedial classes. The expected outcome of these classes includes improved academic performance, personalized teaching-learning process, enhanced confidence of the learner and higher success rates.

**St. Anthony's College,
Shillong**

Student Grievance Redressal Policy

In keeping with its vision of providing holistic and quality education within the reach of all, as enshrined in the ethos and educational system of Don Bosco, St. Anthony's College strives to provide a safe and conducive environment for learning and growth. Accordingly, the College has constituted the **Student Grievance Redressal Committee**, henceforth known as *SAC-SGRC*, with a mandate to facilitate redressal of complaints and resolution of issues encountered by the students of the college. The Committee has formulated this policy in line with the UGC Grievance Redressal Regulations. In all its endeavours, the *SAC-SGRC* will be guided by the principle of natural justice, laws of the land and the code of conduct of the College.

1. Objectives:

- i. To provide a framework within which appropriate mechanisms are in place to address grievances of students of the college.
- ii. To ensure timely and effective redressal of the stakeholders' grievances with a fair approach and conduct.

2. Composition:

The SAC-SGRC will consist of the following members:

Sl. No	Status	Designation
1	Principal	Chairman
2	Vice Principal	Vice Chairman
3	Rector	Member
4	Senior faculty	Coordinator
5	Senior faculty	Asst. Coordinator
6	Female teaching faculty - 2	Members
7	Male teaching faculty - 2	Members
8	Male non-teaching staff	Member
9	Female non-teaching staff	Member
10	Student Coordinator (Male)	Member
11	Student Coordinator (Female)	Member

3. Functions of the SAC-SGRC:

This committee has the mandate to deal with all grievances within the college campus, both academic as well as administrative, within the ambit of the general rules and regulations of the institution. Its main functions include the following:

- i. Formulating and reviewing grievance redressal mechanism, norms and guidelines.
- ii. Disseminating information pertaining to the Grievance Redressal Committee through the college website, college handbook and orientation programmes.
- iii. Encourage stakeholders to be acquainted with the rules, regulations and code of conduct of the Institution.
- iv. Endeavour to address grievances within the period of 10 (ten) days or earlier, depending on the gravity of the matter.
- v. Document the process of addressing particular grievances and maintain proper records of the same.
- vi. Present the grievance redressal report and recommendations to the Principal; a copy of the same may be provided to the aggrieved person (s), if required.
- vii. Make arrangements for psychological and emotional support to the aggrieved if they so desire.
- viii. Have meeting at least bi-annually or *as and when required*.
- ix. The *SAC-SGRC* shall adhere to the quorum in all its redressal meetings.

4. Scope:

The SAC-SGRC shall receive and redress the grievances on the following issues:

- i. All Academic matters pertaining to Teaching, Learning and Evaluation.
- ii. Admissions
- iii. Inclusiveness – related to caste, creed, gender, religion, language and ethnicity
- iv. Co-curricular and extension opportunities
- v. Scholarship
- vi. Documents and certificates
- vii. Access to facilities
- viii. Amenities and infrastructural resources

5. Mechanism of Redressal:

- i. An aggrieved person shall present his/her grievance in writing to the Grievance Redressal Committee.
- ii. The grievance may be submitted to any member of the Committee/Head of Department/Members of the Management or may be dropped in the Suggestion Boxes. Grievances aired through any other medium will not be taken note of by the Committee.
- iii. The SAC-SGRC is the parent body to receive all grievances. After perusal, if required, the SAC-SGRC may then forward the same to relevant Committees or Cells of the college, to deal with them according to their own procedures.
- iv. The Committee shall take up discussion on the grievances in its scheduled meeting.
- v. In case of grievances that require urgent attention, the coordinator and the chairman will convene a meeting of the Committee within 3 (three) days after the grievance is received.
- vi. In cases of individual grievances, the aggrieved person(s) will be informed of the decision taken by the Committee and the grievance shall be resolved. If he/she is not satisfied with the decision, the aggrieved can appeal to the Principal within 10 days.
- vii. In case follow-up is required, a special meeting may be convened.
- viii. The Committee shall have the power to call for witnesses and seek documents or information that is relevant to resolving the issues.
- ix. The SAC-SGRC shall also deal with generic feedback and suggestions within its scope.
- x. In cases of grievances against any of the Committee members, the member(s) concerned shall not be part of any meeting to redress such grievances.
- xi. In matters that require legal advice, the SAC-SGRC will seek assistance from the competent legal authority.
- xii. The secretary/coordinator of the committee shall document the proceedings of grievance redressal.

Media Policy and SOP 2023
St. Anthony's College, Shillong

Objective: St. Anthony's College Media Policy is a set of rules and guidelines applicable while sharing any kind of content related to college/ department on different media unit and social media platforms. This policy document shall guide its operations in best- and worst-case scenarios.

Which are the official media accounts?

The following are the different official social media platforms of the college,

Media Unit	Profile Name/ URL	Operated by
Zoom	NA	Fr. Joby Joseph
Youtube	https://www.youtube.com/@st.anthonyscollegeshillong3369	Fr. Joby Joseph
Instagram	stanthonyscollege.shillong	Dr. Rajani K Chhetri and Vancouver Shullai
Facebook	https://www.facebook.com/sacshillong	Dr. Rajani K Chhetri and Vancouver Shullai

The content of this policy will be applicable to any information sharing in any of these media units.

Who can post content?

Principal, St. Anthony's College shall appoint any faculty as a nodal officer; who have completed minimum three years of service in the college, is well acquainted with the Don Bosco philosophy and has the required creative and technical expertise to operate the above listed media units. Such appointees are the only authorized person to share any content related to the college/ department in its official media platforms.

Standard Operating Procedures:

1. The official media platforms should be strictly used to highlight the positive aspects and initiatives of the college and its departments.
2. The official media platform is not a space to share any personal information or engage in any sort of personal or non-official discussions.

3. The nodal officer should ensure that the different media and social media space of the college is welcoming, inviting and a safe place to its members to actively participate and engage in.
4. The nodal officer should use his/ her best judgment in posting material that is neither inappropriate nor harmful to the college, staff or the students.
5. The nodal officer should strictly prohibit social media conducts such as posting commentary, content or mages that are defamatory, pornographic, harassing or libelous to any individual or community at large.
6. The nodal officer should refrain from publishing any confidential or not public information.
7. The nodal officer should get appropriate permissions to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
8. It is also recommended that the nodal officer shall keep college social media accounts separate from personal accounts. The user name and password of the media units should never be shared with any other person under any circumstances and until the order of the principal.
9. Any kind of press, media attention or legal queries to any media post/ update/comment should not be handled on the personal level by the nodal officer but should immediately report to the core committee under the principal for further appropriate action.

Amendment: The Policy and SOP may be amended or modified through a deliberation of the principal, members of management, coordinators and the different members as and when required.

Enactment Clause:

These policy and guidelines shall become effective from

“I have read, understood and agreed to the contents of this document.”

Date_____ Principal (Name with Signature) _____

Date_____ Coordinator (Name with Signature) _____

Date_____ Member (Name with Signature) _____

Date_____ Member (Name with Signature) _____

Date_____ Member (Name with Signature) _____

Publications Policy and SOP 2023

St. Anthony's College, Shillong

Objective: St. Anthony's College publication policy is a set of rules and guidelines applicable while publishing any kind of content related to college/ department in its different publication units. This policy document shall aim to guide its operations in all scenarios.

Which are the major publication units?

The following are the different publication units of the college,

Publication Unit	Timeline	In charge
Newsletter	Biannual	Nodal officer
Magazine	Annual	Nodal officer
Departments/ Clubs Newsletter	-	HOD
Handbook	Annual	Nodal officer
Calendar	Annual	Nodal officer
Prospectus	Annual	Nodal Officer
Pamphlets/ Posters/ Leaflets	Need based	Departments
Conference/ Seminars brochures, booklets	Need based	Departments

*****All the above publications excluding conference/ seminars brochures, booklets are for internal circulation only.**

The content of this policy will be applicable to the operations of these publications.

Major Features of the different publication unit:

Newsletter: is titled as "*Anthonian Chronicles*" and to be published twice a year in the month of July and Feb. The *Anthonian Chronicles* is an assimilative report of all the major events and activities undertaken during the academic sessions by the different departments, clubs, student and faculty units. The *Anthonian Chronicles* also features the achievements and obituaries of its staff and students. *Anthonian Chronicles* is the official record book of the college.

<i>Anthonian Chronicles</i>	Release date	Event/ activities timeline
	15th July	Covering events/ activities from 1 st Feb- 15 th June of the same year.
	15th Feb	Covering events/ activities from 16 th June- 31 st January of the following year.

Magazine: is titled as “*The Mosaic*” and is published annually in the month of February, when the college reopens after the winter haul. *The Mosaic* is the creative space for the Anthonians to exhibit their creative, artistic and literary skills. *The Mosaic* may be general or thematised depending upon the demand and requirements such as a special year (e.g., Diamond Jubilee edition). *The Mosaic* needs to adhere to the originality of the content and strictly check issues related to plagiarism. The editor and the team may choose to further thematise the content and pages as per their creative discretion. *The Mosaic* content needs to be distinct, have the creative overtone and not overlap with that of *Anthonian Chronicles*.

<i>The Mosaic</i>	Release date
	February

Department/ Clubs Newsletter: Each department and the various clubs operating in the college is encouraged to publish a newsletter highlighting the major events/ activities at the end of each academic session (one each for odd and even semesters). This newsletter may be brief consisting of a few pages but comprehensive of the various activities organised by the department/ clubs. The departments are encouraged to experiment with layout and presentation and can choose a relevant title as per their preference. These newsletters may primarily serve the purpose of record keeping of the activities of the different departments/clubs.

Department/ Clubs Newsletter	Release dates
	Week 1 of the commencement of Odd Semester classes
	Week 1 of the commencement of Even Semester classes

Handbook: is titled as “*St. Anthony’s College Handbook*” is published annually and serves as a quick information guide on the various aspect of college such as mission, vision, Don Bosco, a quick glance of the college, the various committees, disciplinary rules, examination rules, library and computer lab guidelines, attendance and leave requirements, hostel rules, anti-ragging committees, grievance redressal forums, sports and co-curricular activities, academic calendar etc. It is a comprehensive document that is handed to the students and staff annually for a quick reference into Anthonian code, schedule of activities and way of life.

Calendar: to be released in December during the last staff meeting before the winter break. The calendar may be general or themed depending upon the demand and requirements such as a special year (e.gDiamond Jubilee edition). The expression of interest for the selection of themes may be circulated to the different departments/ clubs. The nodal officer and team have the freedom to decide on its type.

Calendar	Release date
	15 th December

Prospectus: is an annual document that helps the students while applying for admission into the college. It is to be released on or before 15th March. The prospectus contains information about the college, the details of the different departments, subject combinations, fees structure and the other additional courses, facilities available at the college.

Prospectus	Release date
	15 th March

Who operates the publication units?

Principal, St. Anthony's College shall appoint any faculty as nodal officers; who have completed minimum three years of service in the college, is well acquainted with the Don Bosco philosophy and has the required creative expertise to operate the above listed publication units. The principal may select more than one nodal officer and assign to the different publication units. Such appointees will work with a team of other faculty and students based on the requirements of the publication. The selection of the coordinator and nodal officers will be for a term of two years from the date of appointment which may be extended based on the performance and the need.

Standard Operating Procedures:

1. The selected nodal officers in consultation with the Principal can form their micro team of faculty and students to work on the different aspects of the publication as per the need and requirement.
2. The nodal officers should convene a regular meeting (minimum once a month) of their respective committees to discuss the matters related to publications and delegate the different duties accordingly. Minutes of such meetings are to be noted and communicated to the coordinator of the publications committee along with a regular progress report.
3. All major decisions especially with regard to postponements to be discussed in consultation with the coordinator of the publications committee.
4. The nodal officers are to ensure the content of the publications are in sync with the mission, vision of the college and its guiding philosophy.
5. The nodal officers are to ensure that certain information such as the mission, vision, profile of the college, logo needs to be consistent and incorporated as introductory pages in all the major publications.
6. **There needs to be an allocated annual budget to operate the activities of the publication committee.**
7. The nodal officers along with the committee members also need to organize regular capacity building, training programmes and workshops among the faculty and students of the different departments to encourage the art of writing, documenting, content management, plagiarism and copyright issues.
8. Nodal officers are to ensure originality of content and strictly avoid plagiarism.
9. The members working on the different publications' unit may be duly remunerated for their services as decided by the principal and team of management.

Amendment: The Policy and SOP may be amended or modified through a deliberation of the principal, members of management, coordinators and the different members as and when required.

Enactment Clause:

This policy and guidelines shall become effective from

“I have read, understood and agreed to the contents of this document.”

Date _____ Principal (Name with Signature) _____

Date _____ Coordinator (Name with Signature) _____

Date _____ Member (Name with Signature) _____

Date _____ Member (Name with Signature) _____

Date _____ Member (Name with Signature) _____

1. Introduction:

St. Anthony's College, Shillong, Meghalaya is an affiliated College of the North Eastern Hill University Shillong, Meghalaya and is governed in principle by the acts and ordinances of the affiliating University and State Government. The College follows a system of providing scholarships to students as per the financial assistance prescribed by the State and Central government agencies. These scholarships are conducted and managed by the College through a well-defined and robust mechanism. The College is committed to ensuring that the process of management and administration of the scholarships is effective and efficient. This Financial assistance policy is an important document for the Teaching Learning and Evaluation process adhered to by the institution. All the stakeholders are expected to read and understand the policy and take proactive steps for its effective implementation. The Scholarship policy is reviewed every year by a committee formed by Sponsoring agencies thereby intimating the same to the Principal for the purpose and any changes as and when felt necessary.

2. The purpose of this Scholarship policy is:

- to ensure smooth planning, management and efficient accessibility in the best interests of the students.
- to have a robust and streamlined mechanism for the benefit of the students.
- to ensure timely accessibility and submission for availability made for students.
- to have a transparent and effective mechanism to address any scholarship related grievances of the students.

3. The Schemes:

- a. Post matric Scholarships
 - i. Umbrella
 - ii. Minority
- b. NEC Stipend and Book Grant for professional courses only, namely, Biotechnology, Fishery Sciences, BBA, MCVP, Media Technology, Geology, M. Sc and MCA
- c. Book Grant for 1st Semesters who secured 60% and above in Class XII
- d. Border Area Scholarship- for those who reside in border areas only.
- e. Inspire –Those who got selected from the board.
- f. Construction Building- for those from rural areas selected from the Gram Sevak and received the grant from their respective Block.
- g. Ishan Uday Scheme- applicable for all through online process.
- h. Free Studentship Grant for higher income group.

STANDARD OPERATING PROCEDURES(SOP):

Depending upon the various schemes and grants from various agencies, the college, as notified by the agencies were publicized to the students. All schemes are to be applied online by the students after uploading their required documents. When completed, a notification is given to the college to verify the student's documents within the stipulated time, and the disbursement of the grants or scholarships were automatically credited to the respective

accounts of the students, the college having no access to it. The amount and total sum credited is not made known to the college.

SOCIAL OUTREACH - ST. ANTHONY'S COLLEGE.

There is an international consensus that institutions of higher education should engage more closely with the surrounding communities. There are three universal core functions of higher education: teaching and learning, research, and community engagement.

Engagement with the community can be conducted primarily through Social Outreach Programmes.

Outreach can be defined as the work (performed by welfare workers, volunteers, etc.) designed to assist and encourage disadvantaged community members.

Social Outreach for St. Anthony's College will be defined as the voluntary work performed by its students to assist and reach out to the disadvantaged and needy members of our society and community who reside in and around Shillong.

Therefore, the *St. Anthony's College Social Outreach Committee (SACSOC)* intends to organise community outreach programmes, both on- and off-campus, consisting of social awareness workshops, donation drives, and cleanliness drives, among other initiatives.

The purpose of such a programme is to sensitise and raise the students' awareness of the needs of the community, as well as how their assistance, skills, and knowledge can be utilised and disseminated to those in society who may not have or lack the same.

These opportunities will assist students in developing a sense of social responsibility and sensitivity. Students can gain a deeper understanding of individual leadership, systemic change, and social responsibility in the context of a local, national, and international multi-cultural society.

POLICY:

The *St. Anthony's College Social Outreach Committee (SACSOC)* will facilitate at least three social outreach programme for every academic year. The nature and character of such programmes will be in line with the pressing needs within a current context that plague the community and society at large.

The team will comprise of Teachers and students of the college who will be actively involved in the programmes being held.

This ongoing engagement is an integral part of the commitment of St. Anthony's College to evolve as a "College beyond Campus" and one that is alive to the critical social realities of our times and also ensure that it brings about a holistic development of the students which is in line with the vision of the College.

Outcome indicators

Students participating in outreach programmes will

1. Develop a sense of empathetic concern for their fellow society members. This will, in turn, help in their overall personal development.
2. Have a stronger sense of perceived behavioural control (the belief that one can affect change in one's life)
3. Develop a stronger sense of perceived behavioural control at the community level (the belief that one can affect change within one's community).
4. Be aware of the world around them (understanding how you are connected to others and how larger societal structures affect you).
5. Be equipped to take the right and necessary action to effect change within their surroundings.

The Policy may be amended as and when is required.

SOP FOR DISASTER MANAGEMENT
ST. ANTHONY'S COLLEGE
SHILLONG-1

CONTENT

- 1. INTRODUCTION**
- 2. GENERAL INFORMATION ABOUT THE COLLEGE**
- 3. HAZARD PROFILE OF THE COLLEGE**
- 4. PREPAREDNESS**
- 5. MITIGATION**
- 6. RESPONSE**
- 7. COLLEGE DISASTER MANAGEMENT COMMITTEE**
- 8. COLLEGE DISASTER MANAGEMENT TEAMS**
- 9. ROLES & RESPONSIBILITIES OF THE TEAMS**

INTRODUCTION

Meghalaya, a state in north-eastern India, is indeed located in a seismically active region and is considered a part of the earthquake-prone zone in the country. The region falls under Zone V, which is classified as the highest-risk zone for earthquakes in India according to the seismic zoning map of the Bureau of Indian Standards (BIS). Zone V indicates the highest level of seismic activity and the greatest potential for destructive earthquakes.

Meghalaya is located in a tectonically complex region where several geological fault lines intersect, resulting in significant seismic activity. The region is influenced by the interaction between the Indian Plate and the Eurasian Plate, which gives rise to the potential for earthquakes.

Historically, Meghalaya has experienced several notable earthquakes. One of the most significant earthquakes in the region occurred in 1897 in the vicinity of Shillong, the capital city of Meghalaya, resulting in widespread damage and loss of life. Since then, the region has witnessed various seismic events of varying magnitudes. It is important for individuals in earthquake-prone areas like Meghalaya to stay informed about seismic activity through official sources, be aware of evacuation routes and safe zones, and secure heavy furniture and objects that may pose a risk during an earthquake, and have emergency supplies readily available. Additionally, community-wide efforts in preparedness, response, and recovery are vital to minimizing the impact of earthquakes and ensuring the safety and well-being of the population.

Due to the high seismicity in Meghalaya, it is crucial for the local authorities, residents, and institutions to be prepared for earthquakes and implement appropriate measures for disaster management. This includes conducting regular risk assessments, developing and practicing response plans, ensuring building codes and regulations consider seismic resilience, and promoting awareness and education about earthquake preparedness and safety measures.

GENERAL INFORMATION ABOUT THE COLLEGE:

This is the first-ever Disaster Management Plan made for St. Anthony's College, Shillong, Meghalaya, India. The college is an educational institution of the Catholic Church, belonging to and managed by the Salesians of Don Bosco Educational Society (Registered under the society's act of 1890: No: 227/91 of 199). St. Anthony's college, Shillong is affiliated to North Eastern Hill University, starting from very humble origins in 1934, it has grown into a multi-faceted, multifaculty institution. The College has been reaccredited with "A" grade by NAAC in 2008 with CGPA of 3.60/4.0, making the college the highest graded in the East and North East of the Country. St. Anthony's has been recognized as one among the top colleges of the country. The College is also recognized as a College with Potential for Excellence (CPE), by UGC. The student population is around 5500 and the total strength of the teaching staff is around 200.

As the college is located in Meghalaya one of the most vulnerable cities in India, there is a huge need to have a disaster management plan at the college-level. While this institute does not have a notable history of disasters or emergency situations, the risk of several natural hazards and other human-induced hazards is always there in and around the college premises. Considering the current and future impacts of climate change, which often manifest in the form of extreme weather events, planning for disaster preparedness and response becomes an essential part of college administration and management.

CONCEPTUAL UNDERSTANDING.

A disaster is a serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts. The term 'Disaster Management' refers to the organization, planning and application of measures preparing for, responding to and recovering from disasters.

Considering the risk profile of the state, district and city, as well as other factors, the possible disasters or emergency situations occurring in and around the college premises

could range from a major fire outbreak to a high-intensity earthquake, and from the collapse of a building to a major stampede.

This College Disaster Management Plan aims to effectively prepare for, respond to and recover from unplanned events or incidents that can shut down or drastically hamper the operations of the institute, can cause physical damage to the buildings and/or assets, significant injury or death to students, college staff, visitors or the public. Conceptual Understanding Statement of Purpose the College Disaster Management Plan (hereinafter referred to as the "Plan") is to be implemented by the College Disaster Management Committee (chaired by the Principal of the college) with the help of different Disaster Management Teams which are described further in the plan.

DISASTER MANAGEMENT

Disaster management refers to the process of planning, organizing, coordinating, and implementing measures to prepare for, respond to, and recover from disasters or emergencies. It involves a range of activities aimed at minimizing the impact of disasters on human lives, property, and the environment.

The primary goal of disaster management is to save lives and reduce the suffering caused by natural or man-made disasters such as earthquakes, floods, hurricanes, wildfires, terrorist attacks, pandemics, and industrial accidents. It encompasses various phases:

1. Preparedness: This phase involves developing plans, strategies, and systems to enhance the readiness and capacity to respond to disasters. It includes activities like risk assessment, emergency planning, training and drills, creating early warning systems, stockpiling emergency supplies, and establishing communication networks.

2. Response: During this phase, immediate actions are taken to address the emergency and protect lives and property. It involves mobilizing emergency services, conducting search and rescue operations, providing medical assistance, evacuating affected populations, setting up temporary shelters, and ensuring public safety.

3. Recovery: Once the immediate crisis is over, the recovery phase focuses on restoring the affected community to normalcy. It includes activities like damage assessment, debris

removal, and infrastructure repair, psychological support for affected individuals, providing humanitarian aid, and facilitating the return of displaced people to their homes.

4 .Mitigation: Mitigation efforts aim to reduce the impact of future disasters. This involves implementing measures to minimize vulnerabilities, such as enforcing building codes, creating flood control systems, improving land-use planning, and promoting public awareness and education about disaster risks.

Implementation of the Plan

Effective disaster management requires collaboration and coordination among various stakeholders, including government agencies, emergency services, non-governmental organizations, community groups, and the general public. It relies on a combination of scientific knowledge, technological tools, and efficient communication systems to enable timely and coordinated responses to disasters. By implementing comprehensive disaster management strategies, societies can become more resilient and better equipped to handle the challenges posed by natural and human-induced disasters.

The objectives of this plan are:

1. To protect the lives and property of the college community in all types of potentially-disastrous events or emergency situations.

2. To timely restore the orderly functioning of the College after a disaster.

3. To coordinate decision-making and effective use of available manpower and resources at the time of a disaster or emergency situation.

4. To make disaster preparedness a regular practice and build the capacities of the College community for effective disaster response.

5. To establish coordination among various departments/units of the College, and also with State Disaster Management Authority (SDMA) Shillong, and various emergency services in the state.

The Plan should be reviewed and updated every year on any days between 1st to 15th of December.

SOP FOR THE COLLEGE:

The specific standard operating procedures (SOPs) for disaster management in a college may vary depending on the institution and its location. However, here are some common elements that could be included in an SOP for disaster management in a college setting:

- a) **Risk Assessment:** Conduct a thorough assessment of potential risks and hazards that the college may face, such as natural disasters (earthquakes, floods, and hurricanes), fire, medical emergencies, or security threats.

- b) **Emergency Response Team:** Establish an emergency response team comprising staff members who are trained in disaster management. Assign specific roles and responsibilities to team members, including incident commanders, communication coordinators, first aiders, and search and rescue personnel.

- c) **Emergency Communication:** Develop a robust communication system to disseminate timely information to staff, students, and relevant stakeholders during emergencies. This can include procedures for utilizing sirens, public address systems, text messages, emails, social media platforms, and designated emergency communication channels.

- d) **Evacuation Procedures:** Establish evacuation routes and assembly points for different buildings and areas within the college. Clearly communicate evacuation procedures to staff and students, including instructions for individuals with disabilities or special needs. Conduct regular evacuation drills to ensure preparedness and familiarize everyone with the evacuation routes.

- e) **First Aid and Medical Assistance:** Train designated staff members in first aid and CPR (Cardiopulmonary Resuscitation). Establish procedures for providing immediate medical assistance to injured individuals during emergencies. Maintain well-stocked first aid kits and ensure that emergency medical services can be contacted promptly.

- f) **Sheltering and Temporary Accommodation:** Identify suitable locations within the college premises for temporary shelter in case of prolonged emergencies or

evacuations. Establish procedures for setting up and managing temporary accommodation, including provisions for food, water, sanitation, and security.

- g) **Equipment and Resources:** Maintain an inventory of emergency equipment and resources, such as fire extinguishers, emergency lights, generators, communication devices, and medical supplies. Regularly inspect and test the equipment to ensure functionality.

- h) **Collaboration with Local Authorities:** Establish a working relationship with local emergency management agencies, such as fire departments, police departments, and medical services. Coordinate disaster response plans and share information to facilitate a coordinated response during emergencies.

- i) **Training and Awareness:** Conduct regular training sessions and awareness programs for staff and students on disaster preparedness, response procedures, and safety protocols. This includes educating the college community about potential risks, emergency contact information, and personal preparedness measures.

- j) **Documentation and Review:** Maintain records of incidents, drills, and responses for future reference and improvement. Regularly review and update the SOPs based on lessons learned, feedback, and changes in circumstances.

It's important to note that the specific SOPs should be tailored to the college's unique needs, considering its location, infrastructure, and resources. It is recommended to consult with local emergency management agencies and professionals in the field to ensure that the SOPs align with best practices and local regulations.

PREPAREDNESS

The term Preparedness may be defined as ‘the knowledge and capacities developed by the Institutions, community and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, near or current disasters. Preparedness is based on a sound analysis and understanding of disaster risks and good linkages with early warning systems. It

includes activities like Emergency Evacuation planning, stockpiling of equipment and supplies, constitution of the Disaster Management Committee and Disaster Management Teams, conducting relevant training courses and drills, creating mechanisms for early warning, etc. This will build the ability to quickly and appropriately respond when a disaster or an emergency situation occurs.

- a. Key Activities for Preparedness
- b. Guiding Note for Preparedness
- c. Constitution of College Disaster Management
- d. Committee and Teams
- e. Resource Inventory
- f. Capacity Building and Training
- g. Mechanism for alerting students and teachers during college timing.
- h. College map with evacuation plan
- i. Action plan for conducting Mock Drills
- j. Development of a checklist to identify the gaps.
- k. Steps for updating of DM Plan

A preparedness plan establishes arrangements in advance to enable timely, effective and appropriate responses to potential events or emerging situations that might threaten life or the infrastructure. In order to save lives and protect infrastructure and investments cost in the College, the college administration has to commit and start implementing college disaster management protocols and safety measures in line with the guidelines issued by DM Authorities.

Resource Inventory

A higher level of preparedness helps to minimize the loss of life, prevent injuries and reduce the economic losses. It is must to constitute the College Disaster Management Committee and its teams to ensure a better preparedness and response to disasters and emergency situations. The various teams constituted will comprise of members from among staff member and students. The teams will work under the overall supervision of College DM committee. During the preparedness phase, the identification of Teams would be done and their roles and responsibilities will be allocated. The enlisting of inventory is an essential part of preparedness. Listing out the available resources inside the Institute which can be used

during any situation for effective response. Such tools may range from stretchers, flashlights, hammers, spades, fire extinguishers, ropes, etc. This will help the institute's administration to find out the gaps between what is available and what is required.

The following actions should be taken to update the inventory list:

- Listing of resources available inside the Institute which could be used during any disaster situation for effective response.
- Identification and listing of resources outside the Institute within vicinity of one to five kilometres.
- Displaying the important telephone numbers in the Principal's room, notice boards as well as on a wall where everyone can read that information.
- Critical health problem record of staff and trainees also should be displayed on ID card with blood group along with updated contact details and alternate contact person.
- Disaster preparedness check-lists which help in a self-assessment on how prepared the College community is to deal with any hazard.

Capacity Building and Training Alarm System:

Capacity building and training of students and teachers is an important step to ensure safety of institution's community in a disaster situation. Every year appropriate number of students should be trained in various skills of disaster management. As a part of preparedness exercise, college needs to prepare an Emergency Kit. It is suggested that College establish a network with nearest hospital for help in case of emergency. The College Disaster Management Committee may prepare an Action plan for the training of teachers, non-teaching staff and students on Disaster Management including all the task force constituted and also organize refresher course. Annual calendar for conducting various preparedness activities along with plan to implement it. This will include the list of various awareness generation programs to be conducted by the college annually.

The College DM Committee can plan out the Annual calendar for conducting various preparedness activities along with plan to implement it. This will include a list of various awareness generation programs to be conducted by the college annually. Important days like the International Day for Disaster Risk Reduction (13th October) The important dates can be celebrated to generate awareness and build capacity among students. It is also important to involve community members and other

stakeholders (e.g. PTA, local government officials, NGOs working in the area, health workers) in the preparedness activities.

ALARM SYSTEM:

The alarm system enables college administration, students, staff and everyone else to take timely action to reduce their risks in advance of hazardous events. In institutions like colleges, the fire alarm and chain of speakers with the power back up can be used to issue alerts. It is also recommended to prepare floor wise evacuation plan and display it properly on each floor of the building. The evacuation plan may be discussed by the evacuation team with teachers and students to generate awareness to conduct mock drills.

Awareness Generation

Awareness generation/ sensitization is a part of preparedness measures aiming at sensitizing and educating all the stakeholders including students, teachers and officials/ parents, issues related to the safety of college. It is suggested that an annual calendar of the events may be prepared including various activities involving students/teachers etc. where experts from outside may be invited for giving their opinion on Institution safety issues. Some of the measures which could be undertaken by college management for creating awareness are as follows:

- Through posters, audio-visual clips, organizing debates, quizzes, sports activities, drawing competitions and rallies in the college.
- Through display of important information on notice boards including the Evacuation Plan. Mock drills are a way of listing of preparedness plan.

Mock Drills

It is one of the last steps of preparedness. The mock drills on earthquake, fire etc. must be conducted at periodic intervals preferably once in every six months and the deficiencies may be assessed for updating the plan. Detailed guidelines to conduct Mock-drills are provided in the plan.

Earthquake Drill

1. Practice drop, cover and hold,
2. Evacuate classrooms in less than one minute without falling and pushing.
3. Evacuate college in less than 4 minutes using different exits.

4. Lookout for the missing people.
5. Stay away from weak areas/structures.
6. Help those who need assistance (rescue of persons with special needs).

Fire Drill

1. Evacuation from classrooms
2. Ensure safe storage of inflammable liquids/ chemicals
3. Put off electricity and turn off LPG cylinder regulators.

Mitigation

The term Mitigation can be defined as the lessening or minimizing of the adverse impacts of a hazardous event. The adverse impacts of hazards often cannot be fully prevented, but their impact can be reduced to a great extent. Mitigation measures include structural and non-structural techniques. Structural technique focuses on Engineering methods, Constructions, retrofitting etc. On the other hand, Non-structural technique concentrates on improved environmental and social policies, public awareness etc.

Key Activities for Mitigation

List of Non-Structural Measures to be undertaken in the college:

- Clearing passages and stairways which are to be used as evacuation routes;
- Fixating of cupboards to the walls;
- In chemistry lab - the containers used for storing the chemical should be shatter proof;
- Securing computers in labs from falling;
- The availability of fire extinguisher in every room;
- Electric safety audit: checking of the electrical system by an electrician especially during winter;
- Fire safety audit: checking for possible sources of fire and identifying inflammable items within the college;
- WASH audit: Audit of purity of water supply and hygienic conditions in washrooms;

List of Structural Measures to be undertaken in the college:

- Rapid Visual Screening of Buildings for Potential Seismic Hazards;
- Repair and retrofitting of weak structures;
- Demolition of too weak and damage structures;

As a part of mitigation action, the College should also undertake periodic fire and electrical safety

checks by involving officials from the Electricity Board, Fire services etc. this safety audits should be more frequent during the Winter season because of the low temperature, the use of electricity is higher and the chances of short circuit too. Other measures like testing of purity of drinking water and hygiene conditions of washrooms in the college should also be undertaken.

Response

Response is 'Every action taken during or immediately after a disaster in order to save lives, reduce health impacts, and meet the basic needs of the people affected.' Disaster response is predominantly focused on immediate and short term needs. A proactive response will be based on an effective early warning systems and communication, and the preparedness level of established school management committees leading in the implementation of College Disaster Management Plan.

- Deployment of Evacuation, Search & Rescue and first aid teams
- Communication and alerting protocol
- Safe evacuation from the College area informing the concerned departments like fire department, District Administration, Home guards and police etc.
- Arrangement of Food, water, shelter, logistic and necessary medicines.
- Preparing, reviewing and updating (if required) the Standard Operating Procedure (SOP)

This section of plan is directly related with the Preparedness section of the Plan. Essentially, it means the more the efforts in preparedness, the more prepared it will be

for effective response the more efforts put in the preparedness, the more effective the response will be. Plan indicates the various roles and responsibilities of teachers, non-teaching staff and student's during disaster situation. The development of SOP at local or college level is must for a quick and efficient response. A standard operating procedure (SOP) is a pre decided set of instructions to follow during the time of emergency. The plan also mentions the steps to be followed in case of an earthquake, fire, flash flooding, or any emergency situation, like stampede or health problems faced by any students. The plan includes all the steps that need to be taken up by the college disaster management committee to ensure safe evacuation from the affected site.

Communication and alerting protocols are to support the disaster management teams to take quick decision on the ground to avoid miscommunication. The protocols help respondents to take decision about the alert mechanism which includes the assessment of the level of hazard at college and accordingly informing the concerned level of administration. Evacuation plans must provide for problems involved in students with mobility, visual and hearing impairments. The college disaster management committee have the responsibility to inform and give time to time updates to the concerned departments like fire department, District administration, Home guards, police, etc. The response should be a combined effort to save lives. In the assembly area, DM Committee needs to make arrangements to provide food, water, sheets, beds, medicines to the victims.

The Standard Operating Procedures (SOPs) mainly focusing on Disaster Response during different emergency situations are provided in the plan for an orderly and well-coordinated action in the aftermath of a disaster.

Recovery

Recovery is the process by which affected population are assisted in returning to their proper level of functioning after a disaster. The restoring or improving of economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected society, aligning with the principles of sustainable development, including build back better, to avoid or reduce future disaster risk is called Recovery. Recovery is a long term and continuous process.

- Construction and repairs of damaged buildings
- Providing Psycho-social support to students
- Reopening of college for Educational Continuity

Disasters have a widespread impact on the education institutions, which includes damage to the college building and infrastructure, and disruption of institutional and organizational structures, as well as individual health and wellbeing. Disaster disrupts college institute through:

- Damage to building & infrastructure;
- Use of building as temporary shelters;
- Deaths and injuries of students, staffs and visitors;
- Impact on Mental health of students and staffs;
- Damage to or loss of teaching and learning materials;
- Risk of outbreaks of diseases;

Combination of these factors interrupts functioning of the college over the short and long-time span. For these reasons, it is important to have College Disaster management plan that details how the college will protect its resources and return to normal activities. This planning should involve community members and other stakeholder's e.g.PTA, local government officials, college students,

Key Activities for Recovery:

NGOs present in the area and the health workers. After the disaster, coordinated efforts of different Stake holders working for the college can help to maximize resource mobilization and at the same time, have a more effective result. After any disaster, the extent of psycho-social and mental health problems is massive especially to the students. Psycho-social support in the context of disasters refers to comprehensive interventions aimed to address psycho-social problems arising in the aftermath of a disaster. These support help individuals to restore their mental well-being and social cohesion. Psycho-social support helps in reducing the level of stress that prevents adverse psychological consequences among disaster affected people. The recovery process should also promote the ministrations to build back better which includes improving the college construction design to withstand future hazards and focuses on more inclusive and resilient college

campus. It is also important to incorporate Disaster Risk Reduction education and life skills in core curriculum.

COLLEGE DISASTER MANAGEMENT COMMITTEE

The college DM committee should comprise of the following -

- CORE COMMITTEE
- MEMBERS

COLLEGE DISASTER MANAGEMENT TEAMS

The college DM committee should comprise of the following -

- Awareness generation team
- First aid team
- Search and rescue team
- Fire safety team
- Evacuation team
- Psychosocial support team
- Site security team
- Public relations team

ROLES & RESPONSIBILITIES OF THE TEAMS

GENERATION TEAM

The members of this team are expected to review and update the College Disaster Management Plan in accordance with the instructions received from the College Disaster Management committee. This team will also coordinate with the Disaster Management Authorities at state, district and city level to obtain relevant Information, Education and Communication (IEC) material on disaster preparedness. This team will also strive to involve the students in learning and sensitization activities preparedness-related activities such as the development of IEC materials and display that material in the classrooms. The objective of this team is promoting the knowledge and general awareness about disaster preparedness and to ensure that every individual in the college is aware of the steps to be followed before, during and after a disaster.

The Awareness Generation Team will also ensure that thematic capacity building and learning events are conducted in the college at least twice in a year, especially on **13th October** (International Day for Disaster Risk Reduction). Besides gathering the general training and awareness materials developed by the state and district disaster management authorities, the Awareness Generation Team will also endeavour to collect the following items:

- Emergency Evacuation Plan of the College
- Public Address System
- List of the Teaching & Non-Teaching Staff
- Class-wise List of Students
- Contact Details of nearby Emergency Services
- Videos, Posters & distributable IEC materials
- Multimedia Resources on Disaster Risk Management

Training Required

Key Roles of Awareness Generation Team

A thorough orientation on different aspects of Disaster Risk Management which can help in creating a culture of preparedness among the College community. Develop IEC materials posters, pamphlets, simple tips and plan for alternative media such as street plays on Dos and Don'ts about different types of disasters.

- Conduct awareness generation activities systematically in the whole Institute, targeting different blocks and staff.
- Conduct awareness generation activities in the college and neighbouring areas in coordination with the RWA representatives, the local police station and local NGOs.
- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.

- In case of other hazards, assist the Evacuation Team in evacuation of the Institution building.
- For a biological hazard (such as the COVID-19 pandemic or any other disease outbreak), assist the Warning Team in disseminating the required safety tip to the entire Institute.

After the Disaster

Disseminate information on Dos and Don'ts so that the situation doesn't worsen.

FIRST AID TEAM

The members of this team are expected to maintain and control the First-Aid Room of the school with all the required First-aid kits up-to date, to administer first aid and record all cases and treatments during the incident and to determine further assistance and refer to the nearest medical facility centre/hospital, etc. This Team is expected to know all the practical steps to administer First Aid for common types of injuries such as excessive bleeding due to amputations, impalements or choking, fractures, etc. during disasters and emergency situations.

- First aid kits for each block
- Health Cards containing information on Special medicines being regularly taken by any staff / employees.
- Emergency Cards containing information on medical resources (health facilities) in the area.
- A Training on Basic First Aid techniques and CPR (cardio-pulmonary resuscitation) through any credible NGO, Red Cross, and Civil Defence/Fire Services/ Ambulance or the Department of Health & Family Welfare.

Key Roles of First Aid Team

Before the disaster

- Make sure that first aid supplies are up to date and always complete
- Keep emergency cards and health cards up-to date
- Ensure annual training for all new members and refresher training for existing members.
- Be aware of special medical requirements of staff /employees and ensure that they keep some stock medication in the are kept in the premises and regularly updated.
- Participate in regular drills.

During the disaster

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.

After the disaster

- Administer first aid and record all cases and the types of first aid provided.
- Determine need for further medical assistance.
- Coordinate requests for assistance through the Administrator.
- Assign First Aid Team members to accompany Search and Rescue Teams during their search operations.

SEARCH & RESCUE TEAM

The members of the Search & Rescue Team are expected to collect the details on the number of students/ Staffs/ Teachers/ employees present in the school during the drill or actual incident. If anyone is reported to be missing, the team should quickly facilitate search and rescue by physically, visually and vocally checking every room and area in the college premises and safely carrying the victim to the First-Aid Team in case of injuries.

- A detailed map of the institute with different exits, stairs, doors, and windows clearly marked.
- information on number of staff and visitors
- information on number of employees
- Flashlights/Torches with spare batteries
- Master keys to the locks of all emergency exit doors
- Hard hats for personal safety
- Stretchers, ropes and ladders

Training Required

Key Roles of Search & Rescue Team

A Training through the Department of Home Guards and Civil Defense or the Fire Services in light Search and Rescue techniques.

- Make sure the needed supplies are available on site
- Make sure the team members stay updated with their training
- Any special response technique for special needs persons must be tested during drills.
- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.

- In case of other hazards, start search and rescue operations.
- According to pre-established pattern, check (visually, vocally, physically) every room in the building.
- Report location of injured to First Aid Team.
- Report location of other problems to the College

Disaster Management Committee.

- Look for obvious structural problems or significant structural damage as sweep is made through the building(s).
- Report any damage to the College Administration.
- Administration.

FIRE SAFETY TEAM

The Fire Safety Team is the primary team to alert the whole school for Safe Exit in case of emergency through warning signs and with the help of different colour flags, alarm bells etc. The Fire Safety Team should-

- Regularly practice the warning signs, including waving of flags or ringing alarm bells, etc.
- Regularly monitor and update on the potential hazard that the college can face and inform the college authorities.
- Maintain contact with all the other teams and with external stakeholders and keep them informed about the latest situation especially the Fire services.
- Be acquainted with the use of all the existing firefighting systems/extinguishers available in the college and should ensure that all the equipments are in working conditions.
- Confirm existence of fire and control it, if possible.
- Look for conditions that may cause further development of the fire and seek assistance from maintenance staffs for removal of such conditions.
- Ensure that electric main switches are turned off and the fire don't spread much until the local fire services control and douse off the fire completely.
- Fire Extinguishers for different classes of fires n Hard Hats, Gloves n Map of the college showing the location of all exits, doors and windows, electrical main switches and the fire extinguishers.

A Training on Basic Firefighting and Fire Safety Techniques through the Department of Fire Services or local Civil Defense or a credible NGOs in the field of Disaster Management.

Key Roles of Fire Safety Team

Before the disaster

- Make sure that the firefighting equipment (extinguishers, etc.) is in working order and that the staff has received training in its use.
- Ensure that all non-structural hazards that can be the cause of fire (i.e. Chemical Laboratories electrical switches, kitchens, etc.) are properly secured.

Coordinate with College Disaster Management Committee (CDMC) in ensuring that a fire safety assessment of the premises is conducted by Department of Fire Services and that the recommendations are implemented.

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.
- Safely create a barrier between the fire and other parts of the building where the fire may reach if left uncontrolled.

After the disaster

- Check for and confirm whether a live/active fire is left anywhere. Report the location of the same to College Administration and Site Security team.
- Control the fire, if possible (ensure personal safety first).
- Look for conditions that may cause a fire to develop and seek maintenance staff assistance in removal of condition.
- In case of electrical fire, turn off the electric main switches.

EVACUATION TEAM

The Evacuation Team is expected to be acquainted with all the exits routes and doors and to keep all the staffs and students informed about their nearest exits. It should also regularly check the exit routes and keep them clear of obstacles. The team should be prepared to provide assistance to the differently abled students for safe evacuation. The team should ensure the evacuation of all in an orderly manner and practice the drill regularly to ensure that the emergency assembly area is safe and accessible.

After a disaster, the Evacuation Team takes the Roll Call and report to the College Disaster Management Committee (CDMC) and the Search & Rescue Team.

Resources Required

- Evacuation Plan
- Information on number of employees
- Master keys
- Public Address System and Siren.

A Training on Evacuation Procedures through the Department of Fire Services or any credible organization in the field of Disaster Management.

Key Roles of The Evacuation Team

Before the disaster

- Check the exits
- Identify the open areas where staff members can assemble after evacuation in an emergency.
- Make sure there are no hazards present for evacuating to the designated area.
- Make sure that necessary supplies are accessible.
- Assist the College DM Committee in developing options in the event evacuation is required during inclement weather.
- Be prepared for special equipment needs for mobility-impaired visiting trainees and staff.
- Any special response procedure for special needs visiting trainees and staff must be tested during drills.
- Conduct regular drills in coordination with the other teams and practice the different evacuation procedures used in different hazards.
- These different procedures have to be disseminated to the entire staff and separate drills to be conducted for them.

During the disaster

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.
- In case of other hazards like fire, assist everyone in safely evacuating the building

After the disaster

- Ensure that emergency assembly area is accessible and safe.

- Determine if any additional assistance is required for evacuation.
- Take Roll Call and report to the College Disaster
- Management Committee (CDMC) and the Search & Rescue Team

PSYCHOSOCIAL SUPPORT TEAM

Disasters cause tremendous mental trauma to the survivors. Psychosocial Support Team provides psychological first aid and support to the affected community immediately after a disaster so as to reduce the stress and trauma of the affected people and facilitate speedy recovery.

Trained manpower for psycho-social and mental health services shall be mobilized and deputed for psycho-social first aid and transfer of critically ill persons to referral hospitals. A thorough orientation training program on 'Psychosocial Support in Disasters' should be organized by the college administration for this team.

- Conduct a three-day practical training program on Psychosocial Support
- Orientation of NSS/NCC and other voluntary organizations volunteers on Mental Health & Pscyhosocial Support (MHPSS)

Cover the following aspects:

- Psychological First Aid givers shall be sensitized to local, cultural, traditional and ethical values and practices.
- Made aware about 'Survivors experience'
- Normal abnormal reactions
- Psycho-social care techniques
- Self-care, etc.

During the disaster

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.
- Keep observing the people who appear to be in a state of shock or confusion.

After the disaster

- Provide Psychological First Aid immediately.
- Help affected people with basic needs.
- Ask for their well-being.
- Provide right information by coordinating with other teams.
- Rapport building with the survivors.
- Listen more than you speak.
- Don't force people to speak if they are not willing, observe closely.
- Don't make any false promises while trying to offer psycho-social support.
- Refer to specialized help, if required.
- Behave appropriately according to age and culture.
- Take care of yourself, take help if you feel disturbed after dealing with affected people.

SITE SECURITY TEAM

The Site Security Team is expected to work with the College Disaster Management Committee and the other teams to establish a release policy and should communicate the same with the parents. It has been observed in the past disasters that the security of the institution and its property is compromised in the chaos of a disaster. This team develops effective procedures on how the security of the property and the release of students will be handled during and after an emergency. This Team is also responsible for locking all the external gates/doors and secure the entire building premises, allowing only the Emergency Response Services and their functionaries into the building and facilitate them to reach their concerned spots.

Resources Required

- Map of the College Premises
- Evacuation Plan
- Master keys
- Signage to post and materials to control the movement of people in and around the college premises
- Identification badge or armbands

Training Required

- An orientation on the crucial aspects of Site Security with the help of an expert agency

Key Roles of Site Security Team

Before the disaster

- Work with the CDMC, PTA and the local Authorities to establish a release policy and communicate this policy to employees/staff.
- Develop procedures for the handling of release.

During the disaster

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.
- Keep observing the people who appear to be in a state of shock or confusion.

After the disaster

- Lock all the external gates and doors, and secure buildings. (Note: Be sure locked doors can be opened from inside to prevent entrapment).
- Station one team member at main gate/front door to deal with community/outside.
- Have that member route fire, police, rescue and medical to area of need.
- Release staff/visitors according to pre-arranged policy.
- Emergency Cards containing information on medical resources (health facilities) in the area.
- Take care of yourself, take help if you feel disturbed after dealing with affected people.

PUBLIC RELATIONS TEAM

The Public Relations Team is expected to hold media briefings in consultation with the College Disaster Management Committee on any matters pertaining to a disaster or emergency situation. The team should be well acquainted with all the present/media

policies. The team must keep in mind that only one member from the team would brief the media at one time in order to keep the clarity. This team should be in constant contact with all the local media personal for promoting disaster-related awareness in print as well as electronic media time to time.

Key Roles of Site Security Team

Before the disaster

- Conduct an annual orientation workshop for the PR team
- Establish channels of Communication and Social Networking
- Invite Media Personnel to cover drills and relevant events

During the disaster

- Follow the safety procedures and try to coordinate with all Disaster Management
- Teams to collect actual information about the disaster or emergency situation.

After the disaster

- In case of a major disaster, set-up a Media Desk with all the relevant information properly compiled.
- Keep issuing periodical bulletins through Press Clubs and Media Bureaus.
- Hold Media Briefings as and when necessary.

PLEASE NOTE:

CONTACT DETAILS OF COLLEGE STAFF YET TO BE INCLUDED.

SOP for St. Anthony's Day Celebration

Introduction:

Saint Anthony of Padua is known the world over as the “finder of lost articles”, the Patron Saint who is credited with many miracles involving lost people, lost things and lost spiritual goods. He died on June 13, 1231, and that is known as his feast day.

The Feast of St. Anthony is observed every year on June 13 to honor the life and work of St. Anthony of Padua, who accomplished many things during his short time in this world as a priest.

Standard Operating Procedure (SOPs) for St. Anthony's Day Celebration:

1. Pre-event Preparation:

- Create an organizing committee consisting of faculty, staff, and student representatives.
- Determine the event budget and secure necessary funding.
- Identify on the games/activities to be conducted on the day.
- Identify suitable venues for the different activities (Mass/prayer meeting, games, activities, felicitation, Jam session, etc.).
- Coordinate with the college administration for necessary permissions and approvals.
- Identify the prizes to be given for the games and activities depending on the budget.
- Develop a detailed event timeline and schedule.

2. Communication and Promotion:

- Create promotional materials (posters, banners,) to inform the college community about the event.
- Distribute event details through various communication channels (college website, email, notices).
- Encourage active participation and provide instructions on how to register for the games and events.

3. Holy Mass/Prayer Meeting

- Arrange for a suitable venue for the Mass/Prayer meeting, such as the college chapel or an outdoor area.

- Coordinate with the chaplain or a priest to conduct the Mass/ or Coordinate with Prayer Meeting Organizers
- Ensure the availability of necessary religious artifacts and arrange for appropriate decorations.
- Communicate the Mass/Prayer meeting schedule to the faculty, staff, and students well in advance.

4. Games and Events:

- Game/Event organizers will have to take care of the preparation and conduct of their respective game/event.
- Set up designated areas for each game/activity (treasure hunt, Rangoli, Basketball, fishing the items, etc).
- Prepare the necessary equipment, materials, and prizes for each game/activity.
- Assign volunteers or committee members to oversee each game/activity and ensure a smooth flow of participants.
- Arrange for appropriate refreshments and water stations for participants.

5. Jam Session:

- Set up a stage or performance area for the jam session.
- Coordinate with student performers or music clubs to arrange for live music or performances.
- Ensure the availability of necessary audiovisual equipment and lighting arrangements.
- Allocate sufficient time slots for different performers and entertainers.

6. Refreshment and Dinner:

- The respective committees will be responsible for all the arrangement and preparation of food items.
- Coordinate with student volunteers to arrange for distribution of food packets to the students.
- Assign committee members to oversee the preparation of staff dinner.

7. Invitation to Staff and Family Members:

- The committee will be responsible for the invitation to Staff and their family members.
- Prepare a list of teachers and staff members.

- Sent the formal invitation through the Principal with all the necessary information.

8. Safety and Security:

- Conduct a risk assessment of the event venues and activities.
- Ensure the availability of first aid kits and trained medical personnel on-site.
- Implement crowd management strategies to ensure a safe and orderly event.
- Communicate emergency protocols to the organizing committee, volunteers, and participants.

9. Photo Coverage and Documentation:

- Ensure a photo coverage of the whole event for proper documentation of the event.

10. Post-event Evaluation:

- Collect feedback from participants, volunteers, and staff to assess the success of the event.
- Conduct a financial reconciliation to track event expenses and ensure budget adherence.
- Evaluate the effectiveness of promotional strategies and identify areas for improvement.
- Document lessons learned and recommendations for future St. Anthony's Day celebrations.

Note: This SOP serves as a general guideline. It is important to customize the plan according to the specific requirements and resources available at the college.

.....

ST. ANTHONY'S COLLEGE, SHILLONG.
EK BHARAT SHRESTHA BHARAT (EBSB) CLUB

Ek Bharat Shrestha Bharat programme aims to enhance interaction & promote mutual understanding between people of different states/UTs through the concept of state/UT pairing. The states carry out activities to promote a sustained and structured cultural connect in the areas of language learning, culture, traditions & music, tourism & cuisine, sports and sharing of best practices, etc.

CONCEPT OF EBSB

The idea of a sustained and structured cultural connect between people of different regions was mooted by Prime Minister Shri Narendra Modi during the Rashtriya Ekta Divas held on 31st October, 2015, to commemorate the birth anniversary of Sardar Vallabhbhai Patel. Hon'ble Prime Minister propounded that cultural diversity is a joy that ought to be celebrated through mutual interaction & reciprocity between people of different States and UTs so that a common spirit of understanding resonates throughout the country. Every state and UT in the country would be paired with another state/UT for a time period, during which they would carry out a structured engagement with one another in the spheres of language, literature, cuisine, festivals, cultural events, tourism etc. For example, Andhra Pradesh is paired with Punjab for during this period, Punjabis would attempt to learn key words in Telugu, a few Telugu books would be translated into Punjabi & vice-versa, Andhraiters would hold food festivals offering Punjabi dishes, Punjabis would perform Andhra folk dances, while Andhraiters would perform Bhangra at staged events etc. This pattern of cultural adoption of the partner State/UT would be followed by all states and UTs.

OUR MISSION

The mission of Ek Bharat Shrestha Bharat is as follows:

1. To CELEBRATE the Unity in Diversity of our Nation and to maintain and strengthen the fabric of traditionally existing emotional bonds between the people of our country.
2. To PROMOTE the spirit of national integration through a deep and structured engagement between all Indian States and Union Territories through a year-long planned engagement between States.
3. To SHOWCASE the rich heritage and culture, customs and traditions of either State for enabling people to understand and appreciate the diversity that is India, thus fostering a sense of common identity.
4. TO ESTABLISH long-term engagements
5. TO CREATE an environment which promotes learning between States by sharing best practices and experiences.

OUR VISION

1. To celebrate the idea of India as a nation wherein different cultural units across varied geographies coalesce and interact with each other, this glorious manifestation of diverse languages, cuisine, music, dance, theatre, movies & films, handicrafts, sports, literature, festivals, painting, sculpture etc. Will enable people to imbibe the innate chord of binding and brotherhood.
2. To make our people aware about the seamless integral hull of the Modern Indian State spread across a vast landmass on whose firm foundations, the geo-political strength of the country is ensured to benefit one and all.
3. To impress upon people at large about the increasing inter-connectedness between the constituents of various cultures and traditions, which is so vital for the spirit of nation building.
4. To ease out the feeling of 'stranger in a strange land' among the people of different states, cultures and traditions living in various states of India.
5. To induce a sense of responsibility & ownership for the nation as a whole through these close cross-cultural interactions as it intends to build up the inter-dependence matrix unequivocally.
6. To celebrate the diversity as well as unity of the Nation at the same time.
7. To generate the vibrancies of understanding & appreciation. amongst the people and forge mutual bonding to securing an enriched value system of unity in the nation.

STANDARD OPERATING PROCEDURE (SOP) OF SAC EBSB CLUB

The revised guidelines have been aligned to NPE 2020. The new guidelines also clearly provide for integrating EBSB activities into the education process itself in accordance with NEP,2020.

(A) OBJECTIVE:

1. To celebrate the Unity in Diversity of our Nation by highlighting the uniqueness of Meghalaya and its culture.
2. To showcase the rich heritage, cultural, custom and traditions of Meghalaya for enabling people from other states to understand and appreciate the diversity that is India, thus fostering a sense of common identity.
3. To establish long term engagement between the college and paired institutions from other states.

(B) FACULTY MEMBERS OF EBSB 2023-24:

1. Irilang Lyngdoh Mawlong
2. Hemango Akshay Hiwale
3. Repa Synrem
4. Garland G Swett
5. Daniel Ebor Challam
6. Grace D Pyrtuh

(C) MEMBERSHIP FOR STUDENTS

Section 1: Application for membership to the Club is open to all UG and PG students of the college.

Section 2: Submission of application for membership to the Club does not guarantee membership.

Section 3: Membership is earned through a rigorous selection process.

Section 4: Membership to the Club is free of cost.

Section 5: Members will have voting powers during events and policy decisions.

Section 6: Any member can withdraw membership by giving in writing her/his intention of withdrawing membership to the faculty-in-charge.

Section 7: Any member who does not adhere to the rules and regulations of the Club or does anything against the general interest of the Club can be expelled from the Club and she/he has to forfeit their membership.

Section 8: Failure to attend 3 meetings/events consecutively will lead to an issue of notice regarding loss of membership. If rectification is not noticed in action, it will lead to loss of membership.

Section 9: Each student will be awarded a certificate at the end of each year for their active involvement in all activities of the club.

(D) QUORUM

1. Minimum of 50% student members are required
2. Decision should be taken in meetings.

(E) OFFICERS

Section 1: Faculty Co-ordinator and Assistant Co-ordinator

Section 1: President

Section 2: Vice-President

Section 4: Secretary

Section 5: Assistant Secretary

Section 6: Treasurer

Section 7: Assistant Treasurer

Section 8: Event Coordinators

Section 9: Technical Head

(F) APPLICATION PROCEDURES/ RECRUITMENT PROCESS

1. Application of recruitment to the Club will be called occasionally as and when required.

(G) ROLE AND RESPONSIBILITY OF EBSB MEMBERS

1. Ensure that at least 6-8 EBSB activities are undertaken at college level every year.
2. The committee can devise its own activities by ensuring that they fulfil the aims and objectives of EBSB programme.
3. Twinning of college with Paired state- Arunachal Pradesh and Uttar Pradesh.

4. Ensure proper planning and propagate different cultural activities amongst the student.
5. Interchange of cultural activities between paired states and partner colleges/institutions
6. Uploading of cultural mapping on Swayam EBSB page of the Ministry of Education, GOI by each state.
7. Ensure that all necessary guidelines or instructions are sent to students -in charge.
8. It is to be noted that all those activities are to be integrated with regular college activities without any for extra classes.
9. Recognition / certificates may be given to students for good Performance in EBSB activities.



St. Anthony's College

A DON BOSCO INSTITUTION

SPORTS POLICY AND GUIDELINES

Sport is an integral part of social development that needs to be encouraged. St Anthony's College, sports or any activity leading to physically active life style are considered important component of overall personality development. We encourage staff and students to participate in physical activities and sports, as we firmly believe in its benefits. Our aim is to produce young men and women who are physically active and who play with good sportsmanship and are competitive every time they step onto the field. We intend to teach our students to be committed to their team and take responsibility for their actions. In order to bring the awareness amongst the students we intend to draw a "College Sports Policy". The policy is binding to one and all of the Anthonian Community.

The main objective of the College Sports Policy is to include SPORTS as an important part of the overall curriculum offered by the college to its pupils.

1. THE OBJECTIVES OF THE COLLEGE SPORTS POLICY

- a. To motivate students to become part of the ongoing recreational and competitive sports programme.
- b. To inform the students about the benefits of being involved in an active lifestyle.
- c. To involve faculty members to assist Management in promoting, organizing and supervising the college Sports programme.
- d. To feature faculty member to monitor the students' presence in the activities conducted during sports hour.

2. THE ROLES AND THE RESPONSIBILITIES OF:

2.1. THE COLLEGE:

- a. The college will give priorities to Sports and shall consider it as an integral part of the college academic programme.

- b. The college shall make available necessary funds and infrastructure to implement the policy to its fullest.
- c. The college will encourage/invite talented sportsmen to join the college.
- d. The college will make provision in the college time table so as to involve students in competitive as well as recreational sports.
- e. The college shall take suitable action against faculty or students not abiding the Sports Policy.

2.2. THE FACULTIES:

- a. The teachers should take pride in associating themselves with sports activities and in motivating/promoting students to take part in sports.
- b. The teachers must make students aware about the sports policy of the college.
- c. The teachers must encourage students to be involved in the college sports programme.
- d. The teachers should not deter any student from participating in internal as well as external sports activities authorized by the college management.
- e. The teachers should not organize an extra lecture/tutorial/exam or any other related activities during the assigned time for sports activities or events.
- f. The teachers must be aware about the achievements of their students and must highlight the same during their interaction with each other, if possible in a classroom situation.
- i. The teachers must assign “duty leave” to the sportsmen on sports duties authorised by the college.
- j. Faculty member must provide a fair chance to the student to undergo and complete the academic work missed out by the student, while on “duty leave”.

2.4. THE STUDENTS:

The student should take pride in associating themselves with sports activities and in motivating / promoting fellow students to take part in sports.

2.5 DUTY LEAVE

Duty leave will be sanctioned by Department only for following purpose;

- a. Representing college at any authorised inter collegiate tournament or event or maximum two preparatory matches prior to competition.
- b. Representing Meghalaya State or India at any National or international tournament or training camp. However, the student will have to seek a prior permission.
- c. For members of students sports council required to conduct any internal sports programme however this facility will be available for not more than two days.
- d. Duty leave cannot be sanctioned to any students beyond the reasons mentioned above
- f. A faculty member must assign “duty leave” to the student qualifying the criteria laid down in above mentioned ordinance. Faculty member must provide a fair chance to the student to undergo and complete the academic work missed by the student, while on “duty leave”.

g. Student representing college at the Inter Collegiate sports tournament organised by North-Eastern Hill University or any other recognised institution and authorised by College, need not require prior permission and proof of participation.

2.6 Inter Departmental/Inter-University Sports Tournament:

The method of the various tournaments / competitions shall be decided by the Committee

a. All the departments shall inform the organizing department regarding their participation and shall submit the eligibility pro forma of the players before the commencement of the tournaments / competitions.

b. A lots of the tournaments / competitions will be drawn in presence of all team managers and organizing secretary. The detailed program shall be prepared by the organizing secretary.

c. The Sports Committee shall allocate the responsibility to conduct the tournament / competition to any of the department. The organizing department shall be responsible for its organization, supervision and conduct of the tournament / competition for this purpose. If required, the HoD of the organizing department shall appoint various committees. The President, Students' Representative Council shall be the organizing secretary. However, the overall responsibility of organizing the tournament / competition shall be of the Director of Students' Welfare and he/she may delegate his/her power to anyone to whom he/she deems fit wishes to. The organizing secretary shall draw the detailed program of the tournament / competition and send it to all participating departments under intimation to the Chairman, Sports Committee.

d. It shall be the duty of the organizing committee to ensure that all the rules and regulations laid down by the sports committee for the inter-departmental tournaments /competitions are fully observed and Game/tournament/competition is played fairly. In case, where a particular team has included ineligible player, as defined in the rules, the team shall be disqualified from the tournament after due verification. In case of the misconduct by any individual player(s) or a team as a whole, the organizing committee shall have power even to scratch the team/disqualify the individual player(s) from the tournament/competition. While doing so, whoever, the organizing committee shall strictly follow the procedure as laid down below:

(i) Both the teams under dispute are given full opportunities to explain their

respective points of view

(ii) The HoD the organizing department shall constitute committee of

(1) Organizing Secretary (2) Physical Instructor (3) One expert of the game.

(iii) The matter is reported immediately to the Chairman, Sports Committee for information and further action, if any.

e. The Organizing Secretary and Physical Instructor in consultation shall be empowered to select/appoint the competent referee/ official/judge for the tournament/competition.

f. It shall be duty of the Organizing Secretary to inform the Chairman, Sports Committee regarding the tournament/competition and submit the copy of eligibility pro forma and result of the tournament/competition and the list of the selected team of the university.

g. Each department shall be entitled to send only one team for each tournament/competition.

h. Rules and regulations for below mentioned sports and games will be as followed –

S. No.	Sports/Games*
1.	Chess
2.	Table Tennis
3.	Badminton
4.	Volleyball
5.	Basketball
6.	Kabaddi
7.	Cricket
8.	Weight Lifting
9.	Foot Ball
10.	Athletics

****Other sports may be added in future.***

(a) If less than three teams are participating in the team event tournament/competition, the same tournament/competition shall not be organized.

(b) Entry fees for participation will be decided by Sports Committee for inter-departmental Tournaments/competitions.

(c) Each college entering a tournament/competition shall supply necessary information Prescribed by the Sports Committee to the Organizing Secretary.

(d) Various Athletic events, both for men and women shall be played for Inter Departmental Athletic competitions.

2.7 The player's uniform for different games shall be as follows:

- a. The participating department shall submit eligibility list of the players as per the proforma send by the Director of Student's Welfare. Two copies of the same are to be submitted to the organizing department before the commencement of the tournament/competition.
- b. The organizing department shall communicate the result along with the name of winners and runners up team to the Chairman, Sports Committee on the next day and a copy shall be sent to all the colleges.
- c. If the match is not played due to any sound reasons like rain, it shall be played as per the rules of a particular game.
- d. Protest against the decision of referee/ umpire/judge or any other matter shall be lodged in writing within two hours of conclusion of the game/competition.
- e. The University shall arrange for the trophies either from its own funds or from donation and those shall be the property of the University. The trophies for the game which are not regularly played shall be kept in the custody of the Chairman, Sports Committee.

2.8

Sr No	Game	Uniform
1.	Table tennis, Badminton, Volleyball, Basketball kabaddi, Kho-kho, Foot ball	T Shirt/ Baniyan, Shorts/Lower
2.	Chess	T Shirt and Lower
3.	Cricket	Cap, Trouser and Shirt/T-Shirt
4.	Athletic, Weight Lifting	Baniyan, Shorts/Lower

The participating department shall submit eligibility list of the players as per the proforma send by the Director of Student's Welfare. Two copies of the same are to be submitted to the organizing department before the commencement of the tournament/competition.

- f. The organizing department shall communicate the result along with the name of winners and runners up team to the Chairman, Sports Committee on the next day and a copy shall be sent to all the colleges.
- g. If the match is not played due to any sound reasons like rain, it shall be played as per the rules of a particular game.
- h. Protest against the decision of referee/ umpire/judge or any other matter shall be lodged

in writing within two hours of conclusion of the game/competition.

2.9 IMPLEMENTATION

The responsibility of organising sports event will lie primarily with the Head of the Institution- The Principal along with the Student Welfare Committee, the Sports Officer, Teachers in charge and Student coordinators.



St. Anthony's College Website Policy

Introduction

Welcome to the official website of St. Anthony's College, Shillong which is under the domain name www.anthonys.ac.in. This website has been developed to disseminate information to the general public about the college. Though all efforts have been made to ensure the accuracy and correctness of the content on this website, the same should not be construed as a statement of law or used for any legal purposes. This website policy outlines the guidelines and terms of use for accessing and utilizing our website. By accessing and using the website, a user agrees to comply with the terms and conditions outlined below. Please read this policy carefully before using our website.

Copyright policy

All content contributed to the platforms of the college becomes the property of St. Anthony's College. Contributors must have appropriate rights and permissions for any content they submit, ensuring it does not infringe upon the rights of others. Material featured on the website may be reproduced free of charge after taking proper permission by sending a mail to the college administration. However, the material has to be reproduced accurately and not to be used in a derogatory manner or in a misleading context. Wherever the material is being published or issued to others, the source must be prominently acknowledged. However, the permission to reproduce this material shall not extend to any material which is identified as being copyright of a third party. Authorisation to reproduce such material must be obtained from the departments/copyright holders concerned. These terms and conditions shall be governed by and construed in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of India.

Hyper Linking Policy

External Links Present on the Website:

At many places in this website, you shall find links to other websites/portals. These links have been placed for your convenience. St. Anthony's College is not responsible for the contents and reliability of the linked websites and does not necessarily endorse the views expressed in them. Mere presence of the link or its listing on this website should not be assumed as endorsement of any kind. We cannot guarantee that these links will work all the time and we have no control over availability of linked pages.

Links to the college website by other websites/portals:

Prior permission is required before hyperlinks are directed from any website/portal to this site. Permission for the same, stating the nature of the content on the pages from where the link has to be given and the exact language of the Hyperlink should be obtained by sending a request at website@anthonys.ac.in

Privacy Policy

Our privacy practices concerning the collection, use, and disclosure of personal information are described in our separate Privacy Policy which is displayed on the website. By using our website, you acknowledge that you have read and understood the Privacy Policy and consent to the collection, use, and disclosure of your personal information as described therein.

Web Content Review Policy

The website committee and its members will have the responsibility for periodically reviewing the content of the website in respect of their respective domains and keep the information up-to-date. A proper work-flow should be followed before final updation of content on the website.

Content Archival Policy

Content Archival Mechanism is in place to ensure that all outdated announcements are removed from the website or moved to archive. This will help the website committee in ensuring that the expired contents are removed from the main website. The Archival System available on the Website will transfer the expired content in the archives section as soon as it reaches expiry date. Archived Data will be available with a search option to search data between two given dates.

Note: It is the responsibility of the Web administrator to put the expiry date while contributing the content wherever applicable.

Website Monitoring Policy

Under the Website Monitoring Policy, periodical monitoring is advised to address and fix the quality and compatibility issues around the following parameters:

- **Functionality:** All modules of the website are tested for their Functionality for their smooth working.
- **Performance:** All important pages of the website are tested for the download time.
- **Broken Links:** The website is thoroughly reviewed to rule out the presence of any broken links or errors.
- The Hosting Service Provider possesses state-of-the art multi-tier security infrastructure as well as devices such as firewall and intrusion prevention systems.

Moderation Responsibility:

- a. Designated moderators, appointed by the college, are responsible for reviewing and monitoring contributed content.
- b. Moderators should possess a clear understanding of the values of the college, guidelines, and moderation procedures.
- c. It is also the responsibility of the Heads of departments to moderate the content in their department's page and notify the website committee if there are any changes or updates to be made.

Content Review:

- a. Moderators should review content promptly to ensure compliance with the content contribution guidelines.
- b. They should assess the accuracy, quality, and appropriateness of the content.
- c. Moderators may request revisions, provide feedback, or reject content that does not meet the guidelines.

Approval Committee:

- a. A designated approval Committee, such as the Website committee, is responsible for approving content for publication.
- b. The approval authority should possess sufficient knowledge and authority to assess content suitability.

Approval Criteria:

- a. Content should align with the college's mission, values, branding, and communication strategy.
- b. The approval authority should ensure that all content meets the established guidelines before granting approval.

Timeliness:

The approval process should be completed in a reasonable timeframe to ensure content remains relevant.

Non-Compliance:

Non-compliance with this policy may result in disciplinary actions, including but not limited to warnings, temporary suspension of content contribution privileges, or other appropriate measures as per college policies and guidelines.

Website Content

Accuracy and Currency: We strive to ensure that the information provided on our website is accurate and up-to-date. However, we cannot guarantee the absolute accuracy, completeness, or currency of the content. The information provided on the website is subject to change without notice.

Errors and Omissions: While we make reasonable efforts to maintain the accuracy of the website's content, errors, omissions, or typographical errors may occur. We disclaim any responsibility for such errors or omissions.

Third-Party Content: Our website may contain links to external websites, resources, or content provided by third parties. We do not endorse or assume any responsibility for the accuracy, legality, or authenticity of such content. Accessing and utilizing third-party content is done at the own risk of the user.

Content Archival: The old and outdated contents of the website are to be removed periodically and archived.

Website Usage

Acceptable Use: The website is intended for lawful and appropriate use related to the activities of St. Anthony's College. You agree not to use the website for any unlawful, harmful, or inappropriate purposes, including but not limited to:

- Violating any applicable laws or regulations.
- Engaging in activities that may infringe upon the rights of others.
- Distributing, transmitting, or uploading malicious software, viruses, or any other harmful or disruptive code.
- Interfering with or disrupting the functioning of the website or its associated services.
- Engaging in unauthorised access or attempting to gain unauthorised access to restricted areas of the website.
- Engaging in any activity that may compromise the security or integrity of the website.

User Accounts: Certain sections or services of the website may require user registration. The onus of maintaining the confidentiality of the account credentials lies with the user/account holder and it is recommended that these credentials be solely used by the user alone and not shared with others.

Multimedia Policies

Images

Due to copyright laws, images on anthonys.ac.in must be original content or considered public domain (free from copyright). Publishing an image that you do not own could result in legal action. Keep it professional. Ensure images are reflective of an institution of higher education.

Include alt tags (for accessibility and search engine optimization). An alt tag is text associated with an image. It is not seen by the user, but is readable by search engines.

Directory Photos

The online directory includes official headshots of St. Anthony's faculty and staff. It is important that all images in the directory are recent (preferably within the past five years), high resolution and maintain a consistent look.

Graphics

Graphic content across anthonys.ac.in including graphics, advertisements, illustrations, infographics, or other artwork – must be properly formatted, and meet accessibility compliance. Graphic content that does not adhere to these policies is subject to removal from the website.

Third-Party Logos

Use of third-party logos on the college website must be approved by website committee and college administration.

Video

Videos uploaded to the college website or college social media platforms must follow college brand guidelines, be properly formatted, and meet accessibility compliance. Videos that do not adhere to these policies are subject to removal.

Videos uploaded to the college website or social media platforms are the sole responsibility of the video owner and should continue to be stored and backed up by the video owner. The college website committee is not liable for lost video files and is not responsible for long-term video storage.

Standard Operating Procedure (SOPs)

1. All pages/websites associated with this website should be approved, created and developed based on the templates provided by the college website committee
2. Major changes/revisions to the website related to design, structure and functionality should be approved by the website committee and the college administration.
3. All notices to be uploaded should be approved by the college administration.

4. Any photos, graphics or videos that needs to uploaded to the college website must follow the multi-media policy guidelines.
5. Reports of college/department activities or events should contain only relevant details which are: name of the event, participants, place/venue, date and prizes won if any.
6. Content should be accurate, up-to-date, and based on reliable sources. References, sources, and citations must be provided where necessary.
7. Contributors must ensure that they represent themselves accurately and disclose any conflicts of interest related to the content they provide.
8. Content should reflect the college's values, maintaining a professional and respectful tone.
9. Contributors should use inclusive language and avoid any form of discriminatory or offensive language.
10. Content is compiled and packaged with student orientation.
11. Clear and simple language has been used throughout the website.
12. The language is free from spelling and grammatical errors.
13. All information, which is of direct importance to the students, is accessible from the Homepage.
14. Content must comply with all applicable laws, regulations, and ethical standards.
15. Any sensitive or confidential information must not be shared without proper authorization.
16. Periodic review of content and removal of inaccurate and archiving of obsolete/old data
17. Monitoring of website performance like loading time, accessibility/compatibility across multiple device types
18. Monitoring and improvement of navigation among pages
19. Monitoring, analyzing and resolving security issues
20. Accessibility compliance
21. There is adequate contrast between text and background color.
22. Alternate text is provided for non-text elements (e.g. images).
23. There is adequate contrast between text and background color.
24. Web pages do not contain any content that flashes for more than three times in a second.
25. Website ranks in the first five results on major search engines when searched with relevant keywords.
26. It has been ensured that all stationery of the department as well as advertisements/public messages issued by the concerned Department prominently display the URL of the web site.

Disclaimer and Limitation of Liability

Website Use at Your Own Risk: Your use of the website is at your own risk. St. Anthony's College disclaims any warranties or representations, express or implied, regarding the accuracy, reliability, or availability of the website or its content.

Limitation of Liability: In no event shall St. Anthony's College or its affiliates be liable for any direct, indirect, incidental, special, or consequential damages arising out of or in connection with the use of the website or its content.

Modifications to the Policy: St. Anthony's College reserves the right to modify or update this website policy at any time without prior notice.

[end of policy]

THE LITERARY COMMITTEE

ST. ANTHONY'S COLLEGE, SHILLONG

The Literary Committee of St. Anthony's College, Shillong, was formed with a view to encourage students to participate in literary events and to hone and showcase their talents in the various events and competitions that would be organised under the aegis of this committee.

The Literary Committee shall be responsible for identifying talents and for sending students to represent the College in the various Inter- College events that will be held in the city as well as outside the state.

The Committee will also be responsible for organizing literary events as well as other events such as quiz, poster, painting, drawing, T-shirt, and Spelling Bee competitions in the college so as to ensure a holistic development of the students. The Committee shall therefore conduct regular meetings to plan the events and determine the date, the venue, the budget and other such modalities. The College authorities will be duly informed of the Committee's programs and events will be held only after obtaining their permission. As such the students and staff will be notified of any upcoming event so as to ensure maximum participation. Details of all events and of participating students will be duly recorded and a report shall be submitted to the AQAR Cell of the College.

No.	Name	Designation
1.	Dr. Br. Albert Longley Dkhar	Principal/ Chairman
2.	Fr. Gervasius Nongkseh	Vice Principal/ Vice Chairman
3.	Dr. Fr. Joby Lyngdoh	Rector
4.	Mr. Aveek Lyngdoh	Coordinator
5.	Mr. Wanpyllaitphar Khongsngi	Assistant Coordinator (i/c Story/ Poetry {English})
6.	Ms. Dorismelincy Byrsat	Member (i/c Story/ Poetry {Khasi})
7.	Dr. Filmecca Marbaniang	Member (i/c Story/ Poetry {Hindi})
8.	Ms. Grace Zirsangliani	Member (i/c Story/ Poetry {Mizo})
9.	Mr. Recordius	Member (i/c Debate)
10.	Mr. Banwanshaphrang Lyngdoh	Member (i/c Quiz)
11.	Mr. Vancouver G. L. Shullai	Member (i/c Elocution/ Extempore)
12.	Ms. Megdalayne Pyngrope	Member (i/c Painting/ Drawing)
13.	Ms. Aldonna Susngi	Member (i/c Poster)
14.	Mr. Freddie M. Majaw	Member (i/c T- Shirt)
15.	Ms. Anita Pde	Member (i/c Spelling Bee)



Constitution

(Anthonian Youth Club)

St. Anthony's College, Shillong

CONSTITUTION for ANTHONIAN YOUTH CLUB (AYC)

ARTICLE I NAME AND PURPOSE

- Sec. 1 This organization shall be known as the Anthonian Youth Club(AYC) of St. Anthony's College, Shillong.
- Sec. 2 The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of life building ideals as well as the furtherance of the professional development of the Students. Also, to appraise the condition of those under-privileged children of villages who are deprived of getting basic knowledge know-how.
- Sec. 3 The organization and operation of the Club shall be in accordance with the Constitution and Bylaws of the AYC.

ARTICLE II MEMBERSHIP

- Sec. 1 Membership shall be limited to **undergraduate** and **postgraduate** students of St. Anthony's College, Shillong only.
- Sec. 2 The membership shall consist of Student members of the Anthonian Youth Club (AYC).
- Sec. 3 Members need to fill up the Membership Form for joining the Club.
- Sec. 4 Members have to pay One Year Membership Fee while Joining the Club.
- Sec. 5 Membership for new members remains open for first week of every month.

ARTICLE III OFFICE BEARERS

- Sec. 1 The office bearers of the Club shall be a President, a Vice- President, a Secretary, a Ast. General Secretary, a Treasurer, a Documentary Secretary and a Publicity Secretary which will be assisted by Executive Council Members.
- Sec. 2 To be eligible for office, a candidate must be enrolled as an active member of the AYC.
- Sec. 3 The term of office shall be of one year only except the Treasurer which will be for two years.
- Sec. 4 Election of office bearers for the following year shall be held not later than the last meeting of each academic year.

ARTICLE IV EXECUTIVE COUNCIL

- Sec. 1 The management of the affairs of the Club shall be in the hands of the Executive Council, consisting of the duly elected members. The President of the Club shall be Chairman of the Executive Council.
- Sec. 2 The Executive Council shall be the governing body of the Club and shall transact all activities it deems advisable, including the filling of members in club, authorization of expenditures, etc.

ARTICLE V DUTIES OF OFFICE BEARERS

- Sec. 1 The Chairperson shall preside all meetings of the Club. He/she shall appoint all committees, subject to the approval of the Executive Council, and shall assume all other executive duties not otherwise delegated.
- Sec. 2 The Vice-President shall perform all functions of the President in the latter's absence or at his/her request.
- Sec. 3 The **Teachers-In-Charge** can use the **veto power** to change the decision taken by the office of the club as and when needed. The veto power gives the executive a central role in the execution process.
- Sec. 4 The General Secretary shall keep a record of all activities of the Club and shall report the same at the AYC Meetings, together with any special reports required by AYC, within a reasonable time after each meeting.
- Sec. 5 The Ast. General Secretary shall carry out all the duties in the absence of the General Secretary.
- Sec. 6 The Publicity Secretary shall carry on with all other communications necessary to the activities of the Club.
- Sec. 7 The Documentary Secretary shall maintain a record of all activities of the Club for Documentation Purposes.
- Sec. 8 The Treasurer shall receive all funds and make all payments of the Club as and when needed with the approval of the Executive Council, and shall keep records of all accounts of receipts and expenditures.
- Sec. 9 A complete annual report shall be submitted by the Chairman and the Treasurer at the last regular meeting of the year.

ARTICLE VI STANDING COMMITTEES

- Sec. 1 The following Standing Committees or their equivalent shall be appointed by the Chairman:
- a) Planning & Implementation Committee
 - b) Publicity Committee
 - c) Documentation Committee
 - d) Finance Committee
 - e) Cultural Committee
- Sec. 2 The Planning & Implementation Committee shall prepare the planning for all meetings and activities and shall be responsible for all arrangements and Implementation.
- Sec. 3 The Publicity Committee shall be responsible for proper advisement of each meeting.
- Sec. 4 The Documentation committee shall be responsible to collect the information of the target group. They are to make the report of the club targets which will be discussed at the club meetings.
- Sec. 5 The Finance Committee shall be responsible for the maintenance the proper records of money which comes from the contribution of the members as well as from other sources. They also will be looking after the expenses for the material needed for the club activities.

Sec. 6 The Cultural Committee shall be responsible for Cultural activities for any Events.

Sec. 7 In addition to the above standing committees, the Chairman may appoint other committees which he/she may deem necessary.

ARTICLE VII MEETINGS

Sec.1 Regular meetings will be held **Once in every month.**

Sec.2 Special meetings may be called as and when required.

ARTICLE VIII BY-LAWS AND AMENDMENTS

Sec.1 By-laws can be added to this constitution by a simple majority vote of the members at a regular meeting of Anthonian Youth Club.

Sec.2 This constitution takes precedence over any and all by-laws.

Sec.3 This constitution can be amended by a two-thirds vote of the entire membership and in The presence of Teachers-In-Charge at a regular meeting of Anthonian Youth Club.

Sec.4 Notification of such a motion must be made to members at least one meeting in advance of the one in which the actual vote is taken.

ARTICLE IX ELECTIONS AND REMOVAL

Sec.1 Nominations for all office bearers will be taken based on Nomination filed by Contestants.

Sec.2 Elections will be held at the second-to-last meeting of the Even semester.

Sec.3 Office Bearers/Council Members may be removed from office for failure to perform duties or for violation of membership clause.

Sec.4 If Office Bearers/Council Members remains absent from 2 activities of the Club (consecutively) will forfeit his/her Post.

NATIONAL CADET CORPS **ST. ANTHONY'S COLLEGE**

The National Cadets Corps (NCC) is a national organization which has helped in inculcation in the cadets a spirit of courage, confidence, self-reliance, selfless service, a feeling of patriotism, faith in oneself, power of thought and adjustment which are essential to make the youth disciplined and dutiful.

The formation of the **National Cadet Corps (NCC)** under the NCC Act, 1948 was a major milestone for the development of the student community. With its motto of "*Unity and Discipline*", the NCC has become instrumental in molding the character and imparting in our students a dynamic outlook during their school and college education.

The **youth** of the country is a **National asset** and its Development is a task of great Significance and importance. The **National Cadet Corps (NCC)** plays a Key Role in the Development of **youth** and **Nation Building**. The mission and vision of our NCC unit is to create awareness among the student community regarding its importance towards nation building. Besides, an NCC cadet is presented with a plethora of job opportunities in reputed government and public sector concerns. NCC fine tunes the personality of a person in total and mentally equips him to face the various challenges he/she may encounter in his/her life. _

The National Cadet Corps (NCC) has two units in St. Anthony's College, Shillong- the Senior Division Unit which is functioning under the 2 Meghalaya Battalion NCC Shillong and the Senior Wing unit under the 61 Meghalaya Girls Battalion NCC Shillong.

Aims of National Cadets Corps

1. To develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure and the ideals of self service amongst the youth of the country.
2. To create a human resource of organized, trained and motivated youth, to provide leadership in all walks of life and always available for the service of the nation.
3. To provide a suitable environment to motivate the youth to take up career in the Armed Forces.

Activities of NCC

The activities of NCC can be broadly divided into the following distinct categories:

1. Institutional Training
2. Social Service and Community Development (SSCD)
3. Youth Exchange Programme (YEP)
4. Adventure Training and Sports

NCC Camps

1. Combined Annual Training Camp (CATC)
2. Basic Leadership Camp (BLC)
3. Pre- Republic Day Camp (PRDC)
4. Advanced Leadership Camp (ALC)
5. National Integration Camp (NIC)
6. Army Attachment Camp (ATC)
7. Republic Day Camp (RDC)
8. Independence Day Camp (IDC)
9. Special National Integration Camp (SNIC)
10. Thal Sanik Camp (TSC)
11. Course at Himalayan Mountaineering Institute Darjeeling
12. Para Troops Camps
13. Social Service Camp (SSC).

Main Events

The main events of NCC in the college are as follows:

NCC Day: It is celebrated on the 4th Sunday of the month of November every year.

Republic Day Camp (RDC): This camp is held every year in the month of January from 5th January to 29th January at New Delhi. During the camp, the cadets participated in the Republic Day Parade and the Prime Minister's Rally.

Kargil Vijay Diwas - St. Anthony's College remembered the Martyrs and celebrated Kargil Vijay Diwas on 26th July every year at the College Campus in honour of **Capt. Keishing Clifford Nongrum (Maha Vir Chakra)**, who sacrificed his life in the Kargil War- 1999 for our great nation India.

Independence Day Camp (IDC): This camp is held every year at the national level in the month of August, Sports persons from all the NCC Directorates participate. The first NCC Games were held from 6th to 15 August 1997.

RULES AND REGULATIONS FOR JOINING NCC UNIT OF St. ANTHONY'S COLLEGE, SHILLONG

1. The students will register to the NCC unit on **their own will**.
2. The students have to qualify the **Physical test** and produce a **medical fitness certificate** before joining the NCC Unit of the College. Selection will be done at the college and the list of selected cadets will be displayed at the College Notice Board.

3. Once selected, **no students can leave** the activity during the three years under the normal circumstances. Any student leaving the activity after joining will be **penalized**.
4. All the cadets will **honestly and faithfully serve the country** and abide by the rules and regulations of the NCC.
5. All will do to the best of their ability and **attend all parades and camps** as required by the unit from time to time. **75% of the attendance is mandatory**.
6. **Parents/guardians** should be well informed before joining NCC or attending any camps.
7. **Students will have to report in NCC uniform failing which they will not be allowed to attend the class.**
8. **No cadet can keep any uniform item unless he continues the activity for consecutive three years.** Otherwise, he/she will attract **fine on non- return of uniforms**.
9. Membership in the welfare society and Nomination form will be valid only till such time; **cadet remains in the division or wing of the NCC. to which he/she has been enrolled.**
10. If a cadet does not return the **camp items within 5 days after returning from the camp, he/she will be charged fine Rs 10 per day** on completion of the due period. The fund collected will be used for NCC development.
11. No claim on **authorities for any compensation in the event of injury or death due to accidents during parades in the college , training camps, courses, traveling and during any other such N.C.C. events like Republic Day Camp (RDC), Combined Annual Camp(CATC) , Annual Training Camp (ATC), Thal Sainik Camp, or any other camps.**

Lt Garland Star Swett
Associate NCC Officer
Senior Division, NCC
St. Anthony's College
Shillong

Lt Dayomika R. Kharsyntiew
Associate NCC Officer
Senior Wing, NCC
St. Anthony's College
Shillong

ROVERS AND RANGERS

St. Anthony's College, Shillong

The Rovers and Rangers, SAC Unit, belonging to the Bharat Scouts & Guides is a voluntary, non-political, educational movement for young people of the college. It is open to all students of the college without distinction of origin, race, or creed, in accordance with the purpose, principles, and method conceived by the Founder of the Scouts and Guide Movement, Lord Baden Powell in 1907.

The Rovers and Rangers Unit was formed in the month of February of the year 2022. In the same year, the unit was registered with the Meghalaya Bharat Scouts and Guides. The universal motto of Rovers and Rangers. "Service Before Self", aligns with the Don Bosco spirit of service to the young. The members, therefore, ensure that in every venture of the unit, the spirit to share and contribute is never abandoned.

Being part of the Rovers and Rangers will help the student inculcate a value-based system and play a constructive role in building a better India. The unit engages students in outdoor activities, service projects, and personal development initiatives. Through these experiences, students discover the world beyond classrooms, gain confidence, develop leadership skills, acquire essential skills for success, and become responsible citizens.

Members of the unit also garner values, skills, and a sense of camaraderie. Through outdoor activities, service projects, and personal development initiatives, students broaden their horizons, build confidence, and develop their relationships with their peers as well as themselves. These experiences enable them to become responsible and active citizens, equipped with the necessary skills and values to contribute constructively to society.

Purpose

The purpose of the unit is alike to the worldwide movement – to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual as individuals, as responsible citizens and as members of the local, national and international communities.

General Objectives of Rovering and Rangering

1. Make scouting a way of life.
2. Become an active and participating citizen.
3. Improve skills, vocational and otherwise to be self-dependent & useful to others.
4. Emerge as a practical person who has respect for himself and for others and their experiences.
5. Realize that he/she has a responsibility in the development of his community and undertake community development projects individually and collectively.
6. Lead a refined religious life in service of man and God/ Dharma.
7. Select in future, the right partner for a life of full understanding & adjustment and lead a harmonious life.
8. Do his/her best to protect public property.
9. Prepare himself/herself to do his/her duty to the country & develop a love for universal brotherhood/sisterhood i.e. Peace and goodwill among human beings.
10. Develop a positive attitude to undertake considerable risk for others, making full use of his/her Rovering/Rangering skills and values.
11. Work for the upkeep of our national heritage & culture with a love for human values.
12. Promote & participate in developmental activities pertaining to National priorities like National Integration, Population Education, Conservation, Sanitation, etc.
13. Become a strategic leader who loves to grow with the group.
14. Have a fair understanding of world affairs in general.

Main Activities of Rovers and Rangers

1. Weekly Gathering of Rovers and Rangers
2. Ranger Meet. Rover Service and Exposure Camp
3. Adventure Programmes/Trekking Camps
4. Disaster Management & Preparedness
5. Community Development programmes
6. Vocational Courses
7. Youth Forums and Group Discussions.
8. Life Skill Development Programmes

Important Events

1. Foundation Day (7 November) - Foundation Day is celebrated across the country on November 7 to strengthen the image and visibility of the movement.
2. Investiture Ceremony (date not predetermined) - This is the official oath-taking ceremony of new rovers and rangers.
3. Republic Day Celebration (26 January) - This celebration is held at the college premises as well as the State headquarters of Bharat Scouts and Guides.
4. Kargil Vijay Diwas (26 July) - This is to commemorate and pay homage to the Martyrs in India's victory over Pakistan in the Kargil War. This event also honours Capt. Keishing Clifford Nongrum (Maha Vir Chakra) who sacrificed his life in the Kargil War Vijay Diwas.
5. Independence Day Celebration (15 August): This celebration is held at both the college level and the headquarters.

The Rules and Regulations of the Rovers and Rangers Unit exist in the Constitution of the unit attached on the following page.

Constitution of the Rangers and Rovers St. Anthony's College Unit, Shillong

Preamble

The Rangers and Rovers, SAC Unit, belonging to the Bharat Scouts & Guides is a voluntary, non-political, educational movement for young people of the college. It is open to all students of the college without distinction of origin, race or creed, in accordance with the purpose, principles and method conceived by the Founder of the Scouts and Guide Movement, Lord Baden Powell in 1907.

Name **Art. 1**

The Scouts & Guides of St. Anthony's College, Shillong, pertaining to its members being students of the undergraduate and postgraduate levels shall be called ***Rangers and Rovers, St. Anthony's College Unit***. This name may be concisely abridged as ***Rangers and Rovers, SAC Unit*** whenever required.

Purpose **Art. 2**

The purpose of the unit is alike with the worldwide movement – to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual as individuals, as responsible citizens and as members of the local, national and international communities.

Principles **Art. 2.1**

The Rangers and Rovers, SAC Unit, in concurrence with the Scout/Guide Movement, is based on the following principles:

Duty to God: Adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting there from.

Duty to others:

a) Loyalty to one's country in harmony with the promotion of local, national and international peace, understanding, cooperation.

b) Participation in the development of society with recognition and respect for the dignity of one's fellowmen and for the integrity of the natural world.

Duty to self: Responsibility for the development of oneself.

Membership **Art. 3**

Rangers and Rovers, SAC Unit welcomes the membership of all students of St. Anthony's College. Students will have to belong to any department of the college at the undergraduate or postgraduate levels; thereby students of other institutions are not permitted membership in the unit.

The unit shall not discriminate on basis of ethnicity, race, religion, national origin, sex, disabilities, or sexual orientation.

Strength **Art. 3.1**

The maximum number of members permitted in the unit is 48, whereby there will be an equal number of rangers and rovers – 24 members each.

Application **Art. 3.2**

Students who wish to become members shall apply at the beginning of a new academic year, if and when the officers of the unit release the call for membership.

Termination **Art. 3.3**

The membership of a ranger and rover will sustain for as long as they fulfil diligently the purpose of the movement while adhering to the basic principles.

Particular conduct of a ranger or rover adjudged by the officers of the unit and the College Administration as objectionable shall result in the termination of their membership in the unit.

Officers & Leaders **Art. 4**

Officers of Rangers and Rovers, SAC Unit shall be professors of the college appointed by the Principal of the college. The professors shall belong to any department of the college.

Officers shall remain in tenure for as long as the Principal sees them fit to take charge of the unit.

Leaders **Art. 4.1**

There shall be four (4) student leaders elected from among the members of the unit by the members themselves. Two (2) leaders shall be elected from among the rangers and two (2) shall be elected from among the rovers.

Election
of Leaders

Art. 4.1.1

The election of leaders shall be held at the beginning of each academic year, thereby, each leader serves a term of one academic year.

Date, venue and manner of election shall be announced by the officers of the unit at the beginning of a new academic year.

Procedure
of Election

Art. 4.1.2

The elections of the leaders will be conducted through the manner of a secret ballot.

Members present and voting will elect a two leaders each for rangers and rovers.

The leaders will be elected from among all members of the unit. No nomination shall be carried out unless the need for it arises.

Duties of
Officers

Art. 5

The Officers of the Rangers and Rovers, SAC Unit shall fulfil the following duties:

- a. Call, hold and preside executive meetings of the unit.
- b. Prepare an agenda for each meeting.
- c. Keep the Principal and MBSG Headquarter informed on all unit meetings and activities.
- d. Appoint student representatives whenever the need arises.
- e. Maintain records on activities, membership and all official transactions.
- f. Serve as the official spokesperson for the unit.
- g. Arrange for locations/venues of meetings and activities of the unit.

Duties of
Leaders

Art. 6

The Student Leaders of the Rangers and Rovers, SAC Unit, shall fulfil the following duties:

- a. Assist the Officers in all matters of the unit.
- b. Communicate the requirements of rangers and rovers to the Officers.
- c. Monitor the attendance of fellow rangers and rovers in activities and meetings.
- d. Maintain order when the Officers are not present.
- e. Inspect uniforms, scarves and overall behaviour of rangers and rovers.
- f. The leaders are, above all, specimens of ideal rangers and rovers – leading by example is paramount to the well-being of all members.

Meetings

Art. 7

Rangers and Rovers, SAC Unit, will meet at least once a week. The day of the week for meetings shall be Friday.

The meeting shall be called by the Officers via electronic communication. Leaders shall take the responsibility of ensuring that members receive the information well before time.

Quorum of the meeting shall be 65% of total members in the unit.

Special Meetings

Art. 7.1

Pertaining to al fresco nature of Scouts & Guides activities, special meetings in the manner of camps, outreach programmes, retreats, games and the like will be held time and again.

These special meetings will require the strict participation of every ranger and rover. The failure of which will result in appropriate penalties.

These special meetings will be announced and clarified by Officers on behalf of the Principal and/or the MBSG Headquarters.

Finances

Art. 8

Rangers and rovers shall not be required to pay any regular dues or membership fee.

The finances of the unit shall be handled by the College Administration.

This, however, shall not apply to personal expenses incurred in travel and outdoor activities.

Amendments

Art. 9

The amendment of this constitution shall only occur only on the occasion of:

- a. Advice from experts of the Scouts & Guides
- b. Advice from the Principal of the college.
- c. The identification of error from Officers.
- d. The identification of error from members.
- e. The identification of the need to improve and modify components by experts, Principal, Officers and members.

Procedure of
Amendment

Art. 9.1

The procedure for the amendment of the constitution shall be as follows:

- a. A written petition specifying modification and the need for it to be submitted to the principal.
- b. A meeting of all members shall henceforth be called to vote for the passing of the amendment.
- c. A majority of the members voting for the passing of the amendment shall result in the action to amend being treated as a necessity.
- d. The amendment of the constitution shall follow.



Profile of St. Anthony's College

St. Anthony's College, Shillong, is an educational institution belonging to and managed by the Salesians of Don Bosco. It is a government-aided, multi-disciplinary (Arts, Commerce, Business Administration, Performing Arts and Science), co-educational degree college affiliated to North Eastern Hill University. It was first accredited by NAAC in September 2000 with the highest grade of FIVE STARS. In 2008 the college was re-accredited with 'A' Grade (3.6/4 CGPA=90%) with the highest grade in the east and north East.

The College was also selected as a College with Potential for Excellence (CPE) by UGC.

*The **Salesians of Don Bosco**, an International Society founded by St John Bosco (1815-1888) in Italy, has more than 17,000 members who are known as Salesians of Don Bosco. They are in present more than 125 countries, and specialize in education and social service institutions for youth. Founded in 1934, St Anthony's College has the distinction being the first institution of higher learning established by the Salesians world-wide.*

Guided by the religious and educational philosophy of St John Bosco, St. Anthony's College was founded with the avowed mission of "bringing college education within reach of the common man and woman" and has been in the vanguard of higher education in Northeast India. True to its motto, "Ever More and Better Ever", St. Anthony's College has striven since its inception to turn the youth of Northeast India into leaders of the society -- politicians, bureaucrats, scientists, doctors, judges, lawyers, engineers, and so on. Today, on an average, about 500 students graduate each year from the college. In the little over 70 years of its existence, St Anthony's College has provided education for about 35,000 young women and men. They are the Alumni of St Anthony's College.

St Anthony's College believes in life-oriented and value-based teaching, and nurtures a culture of solidarity. The College has the vision of moulding 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. The Alumni of St Anthony's College bear testimony to this endeavour.

The Office bearers are as given below:

St. Anthony's College Shillong Alumni Association

Members of SACSAA Executive Council (2019-present)

Sl No	NAME	DESIGNATION
1.	Mr. Billy Domes	President
2.	Dr. R N Bhuyan	Vice President
3.	Mr. Kesterlee Syiemiong	Secretary
4.	Mr. Raju Paul	Joint Secretary
5.	Mr. Stevens G Giri	Treasurer
6.	Fr. Dr. Joby Joseph	Delegate

Constitution

Art. 1: The Association

The St Anthony's College, Shillong, Alumni Association (SACSAA) is made up of past students who have voluntarily organized themselves into an association attached to St Anthony's College, Shillong.

Art. 2: Aims of the Association

- a. The general aims of the Association are:
 - to keep in touch with and animate all former students so as to help them to preserve, develop and live the values of the Salesian education they received;
 - to uphold and promote the value and the rights of the human person and the family;
 - to work towards building up a social and political order based on justice, peace and harmony in keeping with Don Bosco's vision for the youth; and
 - maintaining a close contact with the Alma Mater, St. Anthony's College, by providing a 'feed-back' to it and collaborating in its growth and development.
- b. The Association aims at serving all former students, irrespective of whether they are registered or not. The Association will endeavour to keep alive the ties of fraternal friendship initiated by Don Bosco and continued through his Salesians.

Art 3: Enrolment and Membership

- a. To become a member of the Association, one should have passed from St Anthony's College, having completed a course of minimum one year duration.
- b. He/she has to submit a written application for membership to the Association secretary, together with the membership subscription. If the Association committee finds the application in order, the applicant is enrolled.
- c. There are two types of membership - annual and life. Life members shall receive a Life Membership Card.
- d. There could be sub-units of the St Anthony's College, Shillong Alumni Association in other parts of the world, with due approval of the parent body.

Art 4: Rights of Members

Registered members have the right to:

- a. Vote during meetings and elections of the Association.
- b. To receive the official news organ and other communications.
- c. Enjoy other facilities granted by the Association.

Art 5: Activities

Any activity of the Association is valid if it corresponds to the aims of the Association. The Association encourages its members to be active as a group and as individuals in any work or project in keeping with the objectives of the Association.

Art 6: Tasks of the Association

- a. To hold the Annual General Assembly (AGA).
- b. To hold periodic programmes for the on-going formation of the past students so that they, as individuals and groups, grow in their awareness of the obligations of being members of the Association. This, in concrete, would involve various activities like:
 - Study of the situation of the youth of the area, especially of those who are marginalized or neglected, with a view to addressing their most urgent needs.
 - Organizing programmes for developing leadership qualities in past students so that they become community leaders and agents of peace and harmony in society, promoters of justice, and defenders of human rights.
 - Organizing educational, social, cultural and spiritual activities for themselves and for the young people of the College / locality.

- Organizing programmes to develop in young people the sense of responsibility and concern for society.

Art 7: Annual General Assembly (AGA)

The Annual General Assembly is the Directive Organ of the Association. The AGA is held once a year, to which all past students are invited. However, only those who are registered and have paid the membership subscription may vote at the AGA.

Art 8: Tasks of the Annual General Assembly

- To pass resolutions on the activities of the Association.
- To approve the Annual Report and the Statement of Accounts.
- To elect the Committee members of the Association.
- To fix membership subscription.

Art 9: The Executive Committee

The Executive Committee is the executive organ of the Association. It consists of the Delegate, President, Vice-President, Secretary, Joint-Secretary, Treasurer and 6 other Executive members.

- The Committee may co-opt other past students, taking care to give a cosmopolitan character to the Executive Committee. Co-opted members have no right to vote and their number should always be less than that of the elected members.
- The quorum is one more than half of the elected members.
- The Committee meets once a month, and whenever the President deems it necessary.
- To foster the growth of the Association and create better relationship among past students, the monthly meetings of the Executive Committee may be followed by an informal meeting with all past students who are able to attend.

Art 10: The Delegate

- The Delegate is not an elected member. He is appointed by the Salesian Provincial of the Guwahati province. He takes the place of Don Bosco, as a spiritual animator and guide.
- He is directly responsible for the on-going formation of the past students.
- He carries out his work of animation through his interventions during the meetings and gatherings, through his communications, personal contacts, visits, etc.
- If he is not himself the Rector, he takes care to brief the Rector regularly regarding the plans and activities of the Association.
- As an animator and guide, he is present at all meetings and gatherings. Whenever he is unable to attend, he keeps himself informed of what takes place at the meetings.
- As a member of the Executive Committee, he takes full part in all its deliberations, decisions and activities. He ensures that everything is done in the spirit of Don Bosco.
- He acts as a link between the past students and the Salesian community.

Art 11: The Association President

- He represents the Association in all its dealings.
- He convenes the Annual General Assembly, the Association Committee meetings and all other meetings of the Association. He prepares the agenda for these meetings and presides over them.
- He keeps the Association Delegate informed of how things are in the Association and what happens in meetings which the Delegate is unable to attend.
- He ensures that all committee members carry out their duties diligently and in keeping with the regulations.
- After every major activity, he conducts an evaluation of it. Besides that, once in four months he makes an assessment of the overall performance of the Association (membership, finances, formation, deliberations carried out, etc).

Art 12: The Association Vice-President

- He takes the place of the President in his absence.
- He is present at all Committee meetings and assists the President in his duties.

Art 13: The Secretary

- He keeps up-to-date the list of the members and the list of all the past students of the institution.

- b. He prepares and sends out notices for meetings of the Executive Committee and of the AGA.
- c. He attends to the correspondence of the Association.
- d. He draws up the minutes of the meetings of the Committee and of the AGA and presents the same at the meetings.
- e. He prepares the chronicles and statistics of the Association and maintains the documentation pertaining to the Association.
- f. He looks after and preserves the archives of the Association, taking special care to file all correspondence and to keep them up-to-date.
- g. He keeps the President informed of all happenings in the Association and ensures that no decision is made or any correspondence goes out of the office without the President's knowledge and consent.
- h. On the completion of his tenure, he hands over all files and documentation regarding the Association to the incoming Secretary.

Art 14: The Joint Secretary

- a. He takes the place of the Secretary in his absence.
- b. He is present at all Committee meetings and assists the Secretary in his duties.
- c. He will assist the secretary in all matters pertaining to the Association.

Art 15: The Treasurer

- a. He receives subscriptions, donations and any other income, and accounts for the same.
- b. He prepares the internally audited Statement of Accounts to be approved by the AGA.
- c. He maintains the registers and books of accounts and carries out the administrative acts.
- d. He deposits the money of the Association in a Bank account in the name of the Association which is to be operated by two signatories (any two from among President, Secretary and Treasurer).
- e. On completion of his tenure, he hands over to the incoming treasurer all registers, books, cash and documents relating to finance.

Art 16: The Executive Members

The Executive members take part in the Committee meetings with full and equal rights as the other members. They may be assigned special tasks by the Executive Committee. Co-opted members will not have the right to vote.

Art 17: Election Rules

- a. Elections are held once in three years.
- b. The AGA elects the members of the Executive to their designated posts by simple majority. If no candidate gets simple majority in the first ballot, in the subsequent ballots the election will be restricted to the first 'n' number of candidates from the top together polling a minimum of 50% of the votes of those present.
- c. The election of the members of the Association Committee is the privilege of the registered members who have paid the subscription and are present at the General Assembly.
- d. Whether a member qualifies to vote in or contest an election is decided by the Electoral Commission (EC). The decision of the Commission in this regard is final and may not be questioned.
- e. Members desiring to contest election shall submit their nominations in writing, using the prescribed format, endorsed by two registered members of the Association, as per directives of the EC.

Art 18: Electoral Commission (EC)

- a. The EC consists of the Delegate, a nominee of the Executive Committee and an independent person who is not a member of the Association. The nominee shall not contest the election.
- b. The independent member is named by the outgoing Executive Committee.
- c. The Delegate presides over the EC.
- d. The EC is the final authority on all matters related to elections.
- e. The EC has a right to reject a member's nomination if, in its opinion, a candidate is found to be unsuitable. The decision of the electoral commission in this regard will be final and shall not be questioned.
- f. The EC shall record and file all correspondence and minutes of the nomination and election of candidates.
- g. Before the election, the EC will once again brief the members about the procedures.
- h. The EC shall announce the results of the election.

- i. The EC shall be constituted afresh at least 2 months before the election.

Art. 19: Vacancies

When the office of an Executive member becomes vacant, the AGA will elect another member.

Art 20: Discipline

- a. Any office bearer who does not attend three consecutive meetings shall cease to hold office.
- b. A past student will cease to be a member if, in the considered opinion of the Executive Committee, he/she is guilty of unbecoming behavior or any action harmful to the Association.

Art 21: Secretariat of the Association

The Association has its office in St Anthony's College.

Art 22: Newsletter of the Association

The Association is expected to publish a newsletter. Its periodicity is decided by the AGA.

Art 23: Association Emblem

The Association shall have an emblem approved by the AGA.

Art 24: Past Students' Motto

The motto of the Association: **"MAKE A DIFFERENCE"**.

Art. 25: Finances

The Association can receive subscriptions, donations and grants from individuals and organisations.

Art 26: Relationship with the Salesian Congregation

The identity of the Association springs from the recognition that each of its members is an ex-student of St Anthony's College, one of the many institutions run by the Salesians of Don Bosco internationally. Hence

- a. The members of the Association see in the Rector Major, the superior of the Salesians, the image of Don Bosco and they accept him as their guide. They look to the Salesians for an ongoing clear-cut and adequate spiritual guidance. They share in the mission of the Salesian Congregation and pledge themselves to be signs and bearers of God's love to all, especially to the young and to the poor.
- b. The Association acknowledges the Provincial of Guwahati Province and the Rector of St Anthony's College as the representatives of the Rector Major and the Salesian Congregation. They are, by right, members of the Executive Committee but, as a rule, they exercise that responsibility through a Salesian appointed to act as their Delegate.
- c. The basic working principle of the Association is that all deliberations are made with the concurrence of the Salesians according to the family spirit of the educative community, which is characteristic of the Association.

Art. 27: Adoption of the Constitutions

The constitutions of the Association will be approved by two-thirds of the members of the AGA present.

Art. 28: Amendments

Any amendment to the Constitution needs the approval of more than half the members of the AGA present and voting.

Facebook link of SACSAA: <https://www.facebook.com/sacsaa.st.antony.s.college>

St. Anthony's College
Centre for Entrepreneurship Innovation and Incubation
(SACCEII)

Policy and SOP

1. Name:

The name of the entrepreneurship cell was decided as **St. Anthony's College Centre for Entrepreneurship Innovation and Incubation** and hereinafter it may be referred to as SACCEII.

2. Logo:



3. A brief profile:

SACCEII is a unit of St. Anthony's College formed as a faculty- student's organization primarily dedicated to complement the entrepreneurial spirit in the young minds as well as provide a platform to tap the opportunities and nurture and develop an aspiring idea into a business venture. Its primary objective is to nurture the thinking processes to innovate, find solutions and motivate entrepreneurial ventures.

3. Objectives:

The core objective is to foster and facilitate innovation and entrepreneurship among the faculty and students through mentoring, training and financing. The thrust is on innovation and incubation so as to transform a seemingly simple and novel idea into a marketable product, and thus help an innovator of today to become an entrepreneur of tomorrow. Besides this core idea, SACCEII also has the following objectives:

1. To act as a core agency to implement the various entrepreneurship promotion activities at the institution.
2. To create awareness on entrepreneurship- the varied challenges and its role towards economic growth and development.
3. To encourage students through various awareness and capacity building programmes to take entrepreneurship as a preferred career choice.
4. To nurture innovation and inculcate problem-solving mindset through different thinking methodologies and collaborative and participatory engagement.
5. To connect the enthusiastic students' ideas/ innovations to different funding agencies and other important stakeholders.

6. To coordinate with different agencies (Government and Private) to implement various Entrepreneurship Promotion and Development Programmes.

4. **Organisational Structure- Members and roles:**

- I. **Patron:** SACCEII will be headed by the principal and will be the ultimate decision-making authority over all its affairs.
- II. **Advisors:** The centre may have 2- 4 advisors in its panel to guide and steer the centre towards its core objectives. The selection of advisory members may be carried out by principal and the management team. The term of advisory members may be of one year, which may be extended based on the need and requirement. It is not mandatory for the advisory members to attend all the meetings of the centre; however, the advisory members should preside over meetings of the centre when invited. The services of the advisory members shall be voluntary.
- III. **Coordinator:** The centre will have one coordinator and it may be selected from the faculty members in the college as decided by the principal and the team of management. The role of the coordinator will be to ensure smooth running of the centre and adherence to the planned activities as per the schedule. S/he will be the main agency of contact and coordinate among the different subunits of the centre. Besides, s/he will also maintain all meeting related details, conduct impact assessments and progress reports of the centre. S/he will have to spend about 3-4 hours each week to the activities of the centre. The coordinator should be creative, enterprising, have some basic understanding of entrepreneurship, innovation and incubation and should have research-based approach to problem solving. S/he needs to possess leadership abilities and ability to work with the different student teams. The remuneration for this role will be decided (and may change) based on the different projects that the centre may undertake from time to time. The selection of the coordinator will be for a term of one year from the date of selection, which may be extended based on the satisfactory performance and the need.
- IV. **Programme Head:** The centre will have one programme head and it may be selected from the faculty members in the college as decided by the principal and the team of management. The role of the programme head is to collaborate with the coordinator, ideate and develop programmes/ activities in sync with the objectives of the centre. The programme head should be creative, enterprising, have some basic understanding of entrepreneurship, innovation and incubation and should have research-based approach to problem solving. S/he needs to possess leadership abilities and ability to work with the different student teams. The Programme head also needs to conduct impact assessments of the different activities conducted by the centre. The programme head can also be acting in charge in absence of the coordinator. S/he will have to spend about 3-4 hours each week to the activities of the centre. The remuneration for this role will be decided (and may change) based on the different projects that the centre may undertake from time to time. The selection of the programme head will be for a term of one year from the date of selection, which may be extended based on the satisfactory performance and the need.

- V. **Technical Head:** The centre will have one technical head and it may be selected from the faculty members in the college as decided by the principal and the team of management. The role of the technical head is to collaborate with the coordinator, ideate and develop programmes/ activities in sync with the objectives of the centre. Besides this, the technical head will cater to all sort of technical requirements of the centre. S/he should facilitate technical knowledge among the students and the staff in the centre for its smooth operations. The technical head should have background in technical parameters such as computing and networking. S/he will have to spend about 3-4 hours each week to the activities of the centre. The remuneration for this role will be decided (and may change) based on the different projects that the centre may undertake from time to time. The selection of the technical head will be for a term of one year from the date of selection, which may be extended based on the satisfactory performance and the need.
- VI. **Finance Head:** The centre will have one finance head and it may be selected from the faculty members in the college as decided by the principal and the team of management. The role of the finance head is to collaborate with the coordinator, ideate and develop programmes/ activities in sync with the objectives of the centre and accordingly prepare budget estimates. The finance head will be the main signatory in dealing with the finance matters of the centre and will ensure record keeping of all the expenditures. S/he will have to spend about 3-4 hours each week to the activities of the centre. The remuneration for this role will be decided (and may change) based on the different projects that the centre may undertake from time to time. The selection of the finance head will be for a term of one year from the date of selection, which may be extended based on the satisfactory performance and the need.
- VII. **Documentation and Publicity Head:** The centre will have one documentation and publicity head and it may be selected from the faculty members in the college as decided by the principal and the team of management. The role of the documentation and publicity head is to collaborate with the coordinator, programme head with the different activities of the centre and maintain a detailed database of all its programme. S/he should also facilitate the publicity and documentation processes among the students and the staff in the centre. The documentation and publicity head should have some background in working with graphic designing and layout. S/he will have to spend about 3-4 hours each week to the activities of the centre. The remuneration for this role will be decided (and may change) based on the different projects that the centre may undertake from time to time. The selection of the documentation and publicity head will be for a term of one year from the date of selection, which may be extended based on the satisfactory performance and the need.
- VIII. **Student Volunteers (ANTHOPRENEURS):** The centre will have a team of 20-25 students to undertake the different activity of the centre. The student volunteers can be from any department of the college. Students of only current batches will be permitted as volunteers and once the student completes his/ her term in the college, their membership to SACCEII comes to an end. Students will be opted as members of the centre through an open application process and primarily based on their interest and willingness to be part of the centre. The students will be selected for a minimum term of one year and a maximum term of three years. Students belonging to both undergraduate and postgraduate courses are eligible to apply as volunteers. At the end

of their term each student shall be given an experience certificate equivalent to an internship programme.

Important Note: The coordinator, programme, technical, finance, documentation and publicity heads will act as mentors to the student volunteers and guide the student teams on different aspects of their roles in the centre and the experiences gained (such as programme or finance planning, documentation, budget etc). The coordinator, programme, technical, finance, documentation and publicity heads are to organise regular meetings with the student volunteers, assess their progress, address their challenges and motivate them towards meeting the desired objectives of the different programmes.

*****Besides the above listed members, the centre may also co-opt other members with specific expertise as advisors or short-term unit in charges based on different project requirements.**

5. Finance: The centre will be funded through the various collaborative programmes with the Government and private tie ups. It can also generate funds through sponsorships, workshops, short term courses and also organise fund raising activities at regular intervals.

6. Amendment: The Policy and SOP may be amended or modified through a deliberation of the Patron and the different members as and when required.

7. E-mail: The official email of the centre is sacceii@anthonys.ac.in and the coordinator, programme head and technical head will primarily operate this account.

8. Enactment Clause:

These Guidelines shall become effective from

"I have read, understood and agreed to the contents of this document."

Date _____ Patron (Name with Signature) _____

Date _____ Centre Coordinator (Name with Signature) _____

Date _____ Facilitator (Name with Signature) _____

Date _____ Facilitator (Name with Signature) _____

Date _____ Facilitator (Name with Signature) _____

Date _____ Facilitator (Name with Signature) _____

END
