



NAAC Accredited B Grade

LADY KEANE COLLEGE SHILLONG, MEGHALAYA

2022 DEGREE PROSPECTUS

- | BACHELOR OF ARTS
- | BACHELOR OF SCIENCE
- | BACHELOR OF COMPUTER APPLICATIONS
- | BACHELOR OF TOURISM & TRAVEL MANAGEMENT
- | SKILLED & ADD-ON COURSES
- | CAREER ORIENTED - CERTIFICATE & DIPLOMA COURSES
- | TRAINING PROGRAMMES

www.ladykeanecollege.edu.in

PIONEERING WOMEN'S EDUCATION & SOCIO-ECONOMIC TRANSFORMATION IN NORTH-EAST INDIA SINCE 1935

WELCOME TO LADY KEANE COLLEGE

A premier women's college with consistent academic performance, a large campus area, classrooms equipped with educational technologies and laboratories, is centrally located in the heart of Shillong city.

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

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

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



OUR MOTTO

Excellence with Integrity

OUR VISION

To make excellence a habit and integrity a way of life is the endeavour of the college. we also pursue to equip our students with the necessary skills to deal effectively with any situation which they may later encounter in this ever changing and complex world with wisdom, courage and compassion

OUR MISSION

To do whatever necessary and legitimate for the spread of liberal education in all branches among women irrespective of religion, caste, creed or nationality

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COST OF PROSPECTUS WITH FORM ₹350/-

AT A GLANCE

The candidate is advised to read the prospectus carefully before filling up the application form to ensure that no column is left blank.

In the event of rejection of the application form, no correspondence / request for reconsideration will be entertained

Subjects Offered

HUMANITIES	LANGUAGES	SCIENCES	PROFESSIONAL COURSES
ENGLISH	ENGLISH	PHYSICS	Bachelor of Tourism and Travel Management (4 Year Degree Course)
POLITICAL SCIENCE	KHASI	CHEMISTRY	
HISTORY	GARO	BIO-CHEMISTRY	
PHILOSOPHY	ASSAMESE	MATHEMATICS	
ECONOMICS	NEPALI	ZOOLOGY	Bachelor of Computer Applications (3 Year Degree Course)
SOCIOLOGY	HINDI	BOTANY	
EDUCATION	BENGALI		Bridge course on Mathematics for BCA
ENVIRONMENTAL STUDIES			

Students Intake

Arts		Science	
DEPARTMENT	NO OF STUDENTS		
BENGALI	10 + 10	Biochemistry	25
ECONOMICS	40 + 40	Botany	40
EDUCATION	40 + 40	Chemistry	40
ENGLISH	35 + 35	Maths	30
HISTORY	25 + 30	Physics	25
KHASI	40 + 40	Zoology	40
PHILOSOPHY	25 + 25	Professionssional Courses	
POLITICAL SCIENCE	50 + 50	BCA	30
SOCIOLOGY	50 + 50	BTTM	40
		Add-on Courses	
		Fashion Designing Certificate Course	30+30
		Fashion Designing Diploma Course	15+15

Incentives

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

Special Facilities

The College offers special facilities and admission opportunities for Differently Abled students with emphasis on quality counseling and assistance in job placements.



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PRINCIPAL'S MESSAGE



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

The College has a clear mission to do “whatever necessary and legitimate for the spread of liberal education in all branches among women irrespective of religion, caste, creed or nationality”. Besides BA, BSc, BCA, and BTTM we also offer short-term courses in Fashion Designing, Mushroom Cultivation, MS Office (computer), and some Languages. The process of adding some postgraduate courses in the near future has already begun.

With the implementation of the New Education Policy (NEP, 2020) by the Ministry of Human Resource Development, Government of India, higher education is currently undergoing rapid transformation. The role of the latter assumes greater significance in promoting human as well as societal well-being and in developing India as envisioned in its Constitution – a democratic, just, socially-conscious, cultured, and humane nation upholding liberty, equality, fraternity, and justice for all. It contributes towards sustainable livelihood, economic growth of the nation and the development of good, thoughtful and creative citizens. Holding its beacons of hope for a brighter future, higher education must therefore, encourage and ignite a spirit of curiosity, a scientific temper and a body of ethical values in our youth, across a range of disciplines – both traditional and vocational. Quality education must prepare the students for a meaningful life of "excellence with integrity", because that is what Lady Keane College is striving for.

D Khlor B Mukhim, BSc (Hons), M.Sc (Gold medalist), Ph.D
PRINCIPAL

LADY KEANE COLLEGE - A BRIEF HISTORY

Lady Keane College a pioneer in the field of women's education in the North- Eastern region of India, was established in the year 1935. With a legacy of eighty four years of eventful existence, the college has to its credit a record of very distinguished service rendered to the cause of upliftment and empowerment of women through the spread of liberal education. The institution today, in many ways, is synonymous with the socioeconomic transformation taking place in the region and beyond.


In 1935, a number of prominent citizens of Shillong convened a meeting and resolved to start an Intermediate College for girls. A managing committee was constituted with Shri A. Das as the Secretary. A bungalow called "Groveside" was acquired. The Bungalow housed the College for two years and was the nucleus of all the activities related to the acquisition of a permanent site for Lady Keane College. It was in the first meeting of the Managing Committee at the Groveside on the 23rd of May 1935 that a resolution was passed to open an Intermediate College for the next academic session commencing in July, 1935. Subsequently, the College was affiliated to the Calcutta University in 1938. In 1948, it came under the jurisdiction of the Gauhati University and the North Eastern Hill University in 1973.

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

The College offers four programmes of Degree Courses in Bachelor of Arts; Bachelor of Science; Bachelor of Tourism and Travel Management; Bachelor of Computer Applications. Certificate and Diploma Courses which are designed to give the students an edge in the job market are also offered at campus.

The College engages the students in various intellectual, physical and social exercises to promote quality education designed to mould and prepare them for the competitive 21st century life. Information and Communication Technology (ICT) lays a firm foundation for the Institution's curriculum and Remedial Classes, besides regular tutorials and classroom teachings, provide the learners with an easier accessibility to excellence. A team of highly qualified and dedicated staff has richly contributed to the success of the College, a claim that is validated by both the good results attained every year and the placement of a great body of the Alumni in prominent and prestigious positions in the society. This section is continuously reinventing itself through the initiation of new professional courses and more skill enrichment courses.

The College facilitates both academic and cultural exchange programmes with other institutions for faculty and students. Subsequent interactions on the cultural, academic and institutional levels have opened up



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

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

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

AIMS AND OBJECTIVES

The prime concern of the Institute is to develop patterns of teaching at the undergraduate level in all branches.

The other important objective of the Institute is to bring together in one place educational facilities of the highest order for the training of women in all the important branches of academic activities.

The educational principles adopted here are those which are best suited to the needs of the country and the state in particular.

Emphasis is laid on the active learning process and on the cultivation of scholarly habits and scientific methods.

The College strives to make the students aware of the different career opportunities available to them, which, if pursued, shall ensure them a better future. With this aim in view, emphasis has been laid on opening of Career Oriented Courses and coaching classes for Competitive Examinations. The Institute assists students who are to graduate at the end of the academic year in exploring placement opportunities through campus recruitment programmes.

In its pursuance of "Excellence with Integrity", the College offers Career and Moral Counselling to its students, from experienced Counsellors.

To address the various gender - based issues that are prevalent in our society today, the College has set-up, the Women's Cell and the Prevention of Sexual Harassment Cell under the guidance and supervision of the Equal Opportunity Centre. Self-defence and yoga classes are available for students interested in empowerment and physical fitness.

As a safety measure in the event of an occurrence of any natural disaster, the College has a Disaster Management Cell that trains & equips the students with basic survival skills and First Aid techniques.

The highest goal, however, of Lady Keane College is to empower the young woman of today - academically, physically and morally - to meet the challenges of the 21st century.

AWARDS AND RECOGNITION



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THE KEANEAN
STUDENT'S AWARD



Lady Keane College, Shillong

KEANEAN ARTS AND SCIENCE STUDENT AWARD

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

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

FOR HONOURS STUDENTS

Dr. R. S Syiem Award	For Highest Marks in Khasi
Thakurdas Memorial Award	For Highest Marks in History
Prof. Korbar Sing Award	For Highest Marks in Political Science
Dr. Shefali Vidyanta Award	For Highest Marks in Philosophy
Subrata Bhattacharjee Award	For Highest Marks in English
Usha Bhattacharya Memorial Award	For securing First Class in Philosophy

ALUMNI AWARDS

Dr. Ira Choudhury Award	For Highest Marks in Physics
Ms. Mandira Choudhury Award	For Highest Marks in Mathematics

ANNUAL AWARD

"BEST GRADUATE IN SCIENCE"
"BEST GRADUATE IN ARTS"

EXTENSION UNITS STUDENTS' AWARDS

For Best Student Volunteer

ADMISSIONS

The College is affiliated to the North-Eastern Hill University (NEHU) Shillong, and offers admissions for Undergraduate courses in Science and Arts Honours (refer page 11), Semester system (six semesters) leading to the award of Bachelor of Science (Honours) and Bachelor of Arts (Honours).

Professional courses leading to the award of Bachelor of Tourism and Travel Management - 8 semesters (refer page 23) and Bachelor of Computer Applications - 6 semesters (refer page 30).

ENROLLMENT:

- Students hailing from the seven states of North-Eastern India, other parts of India and foreign Countries.
- Students belonging to the ST/SC/OBC communities.
- Differently abled students.

PROCEDURE FOR ADMISSION

Application Form for admission along with one copy of the Prospectus shall be available from the College Office / Website - www.ladykeanecollege.edu.in. Each duly filled in Application Form is to be accompanied with the marksheet of the last Board / University Examination at the time of submission.

Marksheet downloaded from the respective university website is also provisionally acceptable

Students who wish to avail Hostel Accomodation should procure the form from the college office and submit the same to the Hostel Office after securing admission to the course opted. (Refer to page 45)

PROCEDURE TO APPLY

Duly filled in application form accompanied with photo copies of all attested testimonials is to be submitted in the office of the College on or before the last date of submission.

No application received thereafter shall be entertained on any ground whatsoever. The institute will not be responsible for any delay in receipt or loss of applications in postal transit.

Application Form must be accompanied with the following:

- Attested copy of Admit Card and Marksheet of the last Examination.
- Pass Certificate and testimonial of character from the Head of the Institution last attended.
- Two recent passport size photographs.
- A photo copy of either Scheduled Caste/Scheduled Tribe Certificate in case of those belonging to either category.

The name of the Honours subject chosen should be clearly indicated in the specified column.

Honours are offered for the Day and Morning Section students provided they have the minimum qualifying percentage.

Applicants may apply for either Day or Morning Section and the same is to be clearly indicated.

The Application Form is to be filled in legibly by the applicant. Forms which are incomplete or where the subject combinations are not properly mentioned are liable to be rejected. (The College authority reserves the right to refuse admission without assigning any reason).

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

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

No applicant should submit more than one application form. However, if of another application form becomes necessary for any reason, the words "Second Application" and Form No. of the earlier application form should be written in red ink on top of second application form. Failure to do so may entail rejection of both applications.

INSTRUCTIONS FOR PHOTOGRAPHS

- Two (2) recent passport size photographs are required.
- One photograph should be pasted (not stapled) on the Application Form.
- Another Photograph (for identity card) attested by a Gazetted Officer / Principal with a clear stamp is to be submitted along with the Application Form.

Applications not complying with these instructions will be rejected

PROCEDURE FOR SELECTION

Based on the result of the Board examination, applicants selected for admission into the Degree Courses (in order of merit will be displayed in the Notice Board).

In case of failure to pay the admission fees before the date and time specified, the seats of such applicants selected would stand forfeited.

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

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

- An attested copy of the Marksheet of last Board/University Examination.
- A testimonial of character from the Principal of the School last attended.
- Two recent Passport size photograph of the applicant.
- Original Transfer Certificate from the School last attended (if needed)
- A Scheduled Tribe/Scheduled Caste/Other Backward Caste Certificate (Where applicable)
- Migration Certificate (in Original) for those applicants who passed from Boards/ Universities other than Meghalaya Board of School Education

A student who wishes to discontinue her studies in the College will have to give her application to the Principal, indicating the reasons for the same.

COURSE OF STUDY

The College provides Undergraduate Courses in both Science and Arts Honours: Six Semesters course leading to the award of Bachelor of Science (Honours) and Bachelor of Arts (Honours) from North Eastern Hill University Shillong recognized by the University Grants Commission

UNDERGRADUATE SCIENCE

Bachelor of Science [Honours]:

Three academic years course (six semesters) leading to the award of Bachelor of Science [Honours] from North Eastern Hill University, Shillong.

The subjects offered are

PHYSICS	BIOCHEMISTRY
CHEMISTRY	BOTANY
MATHEMATICS	ZOOLOGY

UNDERGRADUATE ARTS

Bachelor of Arts [Honours]:

Three academic years course (six semesters) leading to the award of Bachelor of Arts [Honours] from North Eastern Hill University, Shillong.

The subjects taught are

ENGLISH	EDUCATION
MODERN INDIAN LANGUAGE/ALTERNATIVE ENGLISH	HISTORY
ELECTIVE LANGUAGES	PHILOSOPHY
ECONOMICS	POLITICAL SCIENCE
SOCIOLOGY	

REGISTRATION

A student shall be required to register her name with NORTH EASTERN HILL UNIVERSITY through the College immediately after the first year of admission. Once registered a student is required to complete the course within five years.

CHANGE OF SUBJECT COMBINATION

A subject once opted, cannot be changed. A student who desires to change the subject combination shall have to take fresh admission in the next academic session.

IMPROVEMENT FACILITY

A student can appear for improvement in any paper after passing the final year examination.

1. The Improvement facility of an Examination will be given to a desirous student after successful completion of the Honours Degree Course of Six Semesters on the recommendation of the College.
2. The facility for improvement will be extended to a student securing less than 45% marks in any papers.
3. No forfeiture condition shall be applied to the candidate.
4. In case of improvement in the marks, the students will be required to surrender their Original Mark Sheet and the improved Mark Sheet shall be retained by the student.
5. A student availing of the improvement facility shall not be eligible for ranking.

EXAMINATIONS

All final examinations will be conducted by The North Eastern Hill University at the end of each semester.

SUBJECTS AVAILABLE FOR STUDY - SCIENCE AND ARTS

[B.A. (Day & Morning)]

A. COMPULSORY

ENGLISH

MODERN INDIAN LANGUAGE / ALTERNATIVE ENGLISH

ENVIRONMENTAL STUDIES

A candidate of the Bachelor of Arts may opt for one of the following Modern Indian Languages (MIL)

(A) ASSAMESE	(D) HINDI
(B) BENGALI	(E) KHASI
(C) GARO	(F) NEPALI

B. HONOURS

A candidate may opt for the subjects mentioned below as honours in the undergraduate courses of the university

(A) BENGALI	(D) POLITICAL SCIENCE	(G) HISTORY
(B) KHASI	(E) PHILOSOPHY	(H) ECONOMICS
(C) ENGLISH	(F) EDUCATION	(I) SOCIOLOGY

[B.SC.]

A. COMPULSORY

ENGLISH

ENVIRONMENTAL STUDIES

B. HONOURS

A candidate may opt for the subjects mentioned below as honours in the undergraduate courses of the university

(A) CHEMISTRY	(D) BOTANY
(B) PHYSICS	(E) ZOOLOGY
(C) MATHEMATICS	(F) BIOCHEMISTRY

DISTRIBUTION OF PAPERS OVER SIX SEMESTERS IN UNDERGRADUATE ARTS/ SCIENCE ARE PROVIDED IN THE FOLLOWING TABLES:

SCIENCE

Subject/Paper	Semester						Total Marks
	I	II	III	IV	V	VI	
English	-	-	-	-	100	-	100
Environmental Studies	-	-	-	-	-	100	100
MIL	-	-	-	-	-	-	-
Elective 1	100	100	100	100	-	-	400
Elective 2	100	100	100	100	-	-	400
Elective (Hons)	100	100	100	100	200	200	800
Total Marks	300	300	300	300	300	300	1800

ARTS

Subject/Paper	Semester						Total Marks
	I	II	III	IV	V	VI	
English	-	-	-	100	100	-	200
Environmental Studies	-	-	-	-	-	100	100
MIL	-	-	-	100	-	-	100
Elective 1	100	100	100	-	-	-	300
Elective 2	100	100	100	-	-	-	300
Elective (Hons)	100	100	100	100	200	200	800
Total Marks	300	300	300	300	300	300	1800

SUBJECT COMBINATION - ELIGIBILITY

SCIENCE:

Honours	Elective group - A	Elective group - B
CHEMISTRY	PHYSICS, MATHEMATICS	BOTANY, ZOOLOGY
PHYSICS	MATHEMATICS, CHEMISTRY	-
MATHEMATICS	PHYSICS, CHEMISTRY	-
BIOCHEMISTRY	CHEMISTRY, ZOOLOGY	-
BOTANY	CHEMISTRY, ZOOLOGY	-
ZOOLOGY	CHEMISTRY, BOTANY	-

A student will have to choose One Honours and Two Elective subjects

ARTS:

Honours	Elective group - A	Elective group - B
ENGLISH	HISTORY, SOCIOLOGY, EDUCATION	HISTORY, PHILOSOPHY, EDUCATION
EDUCATION	HISTORY, POLITICAL SCIENCE, SOCIOLOGY, ELECTIVE LANGUAGE	
HISTORY	ECONOMICS, POLITICAL SCIENCE, SOCIOLOGY, EDUCATION	
PHILOSOPHY	ELECTIVE LANGUAGE, POLITICAL SCIENCE, HISTORY, EDUCATION	
POLITICAL SCIENCE	SOCIOLOGY, EDUCATION, HISTORY, ECONOMICS	
ECONOMICS	POLITICAL SCIENCE, HISTORY, SOCIOLOGY	
SOCIOLOGY	EDUCATION, HISTORY, ELECTIVE LANGUAGE	
KHASI	SOCIOLOGY, EDUCATION, HISTORY, POLITICAL SCIENCE	
BENGALI	SOCIOLOGY, EDUCATION, HISTORY, POLITICAL SCIENCE	

ELIGIBILITY FOR ADMISSION

ELIGIBILITY FOR ADMISSION

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

International students are required to obtain a minimum of 60% aggregate marks in the 10+2 level/equivalent examinations for admissions to B.Sc. / B.A subject to the approval of the University.

Admission test / Personal Interview will be conducted for applicants seeking admission.

EXAMINATION AND EVALUATION

Examination and Evaluation shall be conducted according to the Ordinances / Regulations of the North Eastern Hill University.

A student shall be declared successful with 'Honours' if she obtains minimum 30% marks in all compulsory papers, securing minimum 45% marks in the Elective Honours paper in aggregate (all Honours paper taken together from I to VI Semesters).

A student shall be declared successful with 'Simple pass' if she obtains minimum 30% marks in all compulsory papers, securing not less than 33% marks, but less than 45% marks in the Honours Paper in aggregate in all Elective Honours Paper taken together from I to VI Semesters.

ACADEMIC ACTIVITIES

The National Graduate Physics Examination Conducted by the Indian Association of Physics Teachers is held Annually in the College. The College also conducts coaching classes for entering into services, tutorial and remedial classes.

ASSESSMENT

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

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

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

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

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

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

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

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

FEES

DEGREE ARTS

SEMESTER I

ADMISSION FEE	500
TUITION FEE (@ 200 X 12 MONTHS)	2400
COLLEGE FEE	7000
SESSION FEE	5500
LIBRARY FEE	300
LIBRARY CAUTION FEE (REFUNDABLE)	500
IDENTITY CARD	150
COLLEGE EXAMINATION FEE	500
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
NEHU REGISTRATION FEE	200
MAGAZINE FEE	300
TOTAL	18000

SEMESTER II, IV, VI

COLLEGE EXAMINATION FEE	500
LIBRARY FEE	300
CENTRE FEE	500
NEHU ENROLMENT FEE	150
COLLEGE DEVELOPMENT FEE	2600
TOTAL	4050

SEMESTER III, V

COLLEGE EXAMINATION FEE	500
TUITION FEE (@ 200 X 12 MONTHS)	2400
COLLEGE FEE	7000
SESSION FEE	5500
LIBRARY FEE	300
COLLEGE EXAMINATION FEE	500
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
MAGAZINE FEE	300
TOTAL	16650

FEES

DEGREE SCIENCE

SEMESTER I

ADMISSION FEE	500
TUITION FEE (@ 200 X 12 MONTHS)	2400
COLLEGE FEE	7000
SESSION FEE	5500
LIBRARY FEE	300
LIBRARY CAUTION FEE (REFUNDABLE)	500
IDENTITY CARD	150
COLLEGE EXAMINATION FEE	500
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
NEHU REGISTRATION FEE	200
MAGAZINE FEE	300
LABORATORY FEE (@ 700 X 6 MONTHS)	4200
LABORATORY EXPENDABLES FEE	2000
TOTAL	24200

SEMESTER II, IV, VI

COLLEGE EXAMINATION FEE	500
LIBRARY FEE	300
CENTRE FEE	500
NEHU ENROLMENT FEE	150
COLLEGE DEVELOPMENT FEE	2600
LABORATORY FEE (@ 700 X 6 MONTHS)	4200
LABORATORY EXPENDABLES FEE	2000
TOTAL	10250

SEMESTER III, V

TUITION FEE (@ 200 X 12 MONTHS)	2400
COLLEGE FEE	7000
SESSION FEE	5500
LIBRARY FEE	300
COLLEGE EXAMINATION FEE	500
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
MAGAZINE FEE	300
LABORATORY FEE (@ 700 X 6 MONTHS)	4200
LABORATORY EXPENDABLES FEE	2000
TOTAL	22850

FOUR YEAR PROFESSIONAL COURSE

Bachelor in Tourism and Travel Management

The College offers a Four Year Professional Course in Bachelor of Tourism and Travel Management with an aim of enriching knowledge on the industry and equipping students with skills and tools in

- Hospitality and Tour operations
- Event Management
- Starting small business in Tourism
- Entrepreneurship Skills
- Foreign Languages
- Grooming through Personality Development

The Course is designed to provide maximum practical exposure through workshops, surveys, hands on training, field trips, local and national and industrial training. The course also highlights the different career opportunities in the industry for the students to join various sectors like Adventure Groups, Airlines, Hotels and Tour Operators. The course has eight semesters, i.e. four academic years and it may be completed in a maximum period of twelve semesters, i.e. six academic years from the date of admission.

Lady Keane College, Shillong, a pioneer institute in

women's education offers an undergraduate programme in Tourism and travel management to equip students with skillsets in various sectors such as tourism and hospitality education, tourism management, tour operation, airline management, travel administration, airline ticketing, personality skills and event management.

There are endless career opportunities in this industry and students who wants to pursue a degree in this field must have strong interpersonal and networking skills, hunger to learn new things and stay up-to-date with the latest news as well as socio-economic trends in the world.

After completing the course, students can avail job opportunities in both public and private sectors. Some of the job profiles in tourism and travel are: Tourism and Hospitality Academicians, Travel Agent, Travel Executive, Tourism Manager, Tourist Officer, Airline staff, Tourist guide, Transport Officer, Travel Consultant, Tour Operator, Travel Writer, Event Planner and Entrepreneurs.

DRESS CODE

Trousers	Blazer	Blouse	Shoes
Dark Blue	Dark Blue	Grey	Black

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

BACHELOR IN TOURISM AND TRAVEL MANAGEMENT

ADMISSION, ASSESSMENT AND ACADEMIC ACTIVITIES

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

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

3. Examination and Evaluation:

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

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

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

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

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

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

(vii) A student shall become eligible to appear in the end-semester of a paper after payment of the prescribed

examination fee and if she has fulfilled the attendance requirement.

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

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

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

5. Attendance: A student shall become eligible to appear in the end-semester/external examination of a paper if she has obtained 75% attendance in the paper.

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

7. National Fieldtrips: At the end of the Semester III, students will be taken for a National Trip to important tourism places in the country with emphasis on certain themes of tourism activities such as adventure, culture, eco-tourism, heritage, cuisine and others. Students will have to bear only 30% of the total cost incurred on accommodation, transportation and other activities at the destinations.

Bachelor of Tourism and Travel Management - Four years

Under Choice Based Credit System CBCS

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

Bachelor of Tourism and Travel Management - Four years

Under Choice Based Credit System CBCS

DISCIPLINE SPECIFIC CORE COURSES

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

DISCIPLINE CENTRIC ELECTIVE

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

ABILITY ENHANCEMENT COMPULSORY COURSES

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

SKILL ENHANCEMENT ELECTIVE COURSES

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

BTTM YEAR - I

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

BTTM YEAR - II

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

BTTM YEAR - III

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

BTTM YEAR - IV

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

FEES

BACHELOR IN TOURISM AND TRAVEL MANAGEMENT

SEMESTER I

ADMISSION FEE	500
TUITION FEE (@ 2000 X 6 MONTHS)	12000
COLLEGE FEE	7000
SESSION FEE	6500
LIBRARY FEE	300
LIBRARY CAUTION FEE (REFUNDABLE)	500
IDENTITY CARD	150
COLLEGE EXAMINATION FEE	600
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
NEHU REGISTRATION FEE	200
MAGAZINE FEE	300
HOSPITALITY FEE	1000
TOTAL	29700

Fees for field-trips, internships and other activities are not included in the Fees Structure of the Course. Students are to pay the concession amount before going for any field trips depending on the length of stays and activities to be taken by the department.

FEES

BACHELOR IN TOURISM AND TRAVEL MANAGEMENT

SEMESTER II, IV, VI, VIII

TUITION FEE (@ 2000 X 6 MONTHS)	12000
COLLEGE EXAMINATION FEE	600
LIBRARY FEE	300
CENTRE FEE	500
NEHU ENROLMENT FEE	150
COLLEGE DEVELOPMENT FEE	2600
HOSPITALITY FEE	1000
TOTAL	17150

SEMESTER III / V / VII

TUITION FEE (@ 2000 X 6 MONTHS)	12000
COLLEGE FEE	7000
SESSION FEE	6500
LIBRARY FEE	300
COLLEGE EXAMINATION FEE	600
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
MAGAZINE FEE	300
HOSPITALITY FEE	1000
TOTAL	28350

THREE YEAR DEGREE COURSE

Bachelor of Computer Applications

The College offers a Three-Year Professional Course Bachelor in Computer Applications (BCA) with an aim to provide deeper knowledge to the students in different areas of analytical skills, including analysis involved in computer systems and technology. The course also helps the students develop core competencies in computer applications thereby creating best professionals for the IT industry. The course has six semesters, i.e. three academic years and it may be completed in a maximum period of ten semesters, i.e. five academic years from the date of admission.

ELIGIBILITY CRITERIA FOR ADMISSION

Admission to the Bachelor of Computer Applications (BCA) is open to those applicants who has passed the 10+2 level or equivalent examination conducted by the Recognised Boards in any given stream(Commerce/Arts/Science)provided they secure a minimum of 50% marks in aggregate. Preference will be given to applicants having Mathematics/Computer Science as one of the subjects at 10+2 level.

DRESS CODE FOR BCA

Trousers	Blazer	Blouse	Shoes
Dark Blue	Dark Blue	White	Black

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

BRIDGE COURSE

The Department is offering a Mathematics Bridge Course in aid of students with no Mathematics background in order to enable them to manage the Degree Syllabus

DISTRIBUTION OF PAPERS:

Course Structure

Semester	Core Papers	Elective Paper
I	Mathematics – I, Digital Computer Fundamentals, Problem Solving and Programming in C	
II	Mathematics – II, Data Structure in C, Computer System Architecture	
III	Financial Accounting and Management, DBMS, Operating System and Introduction to LINUX	
IV	Software Engineering, Data Communication and Network, VB.net Programming	
V	English Object Oriented Programming Through Java	1. Internet & Web Technology using MYSQL and PHP Internet 2. Internet & Web Technologies using JSP
VI	Environmental Studies Project Work	1. Artificial Intelligence 2. Data Warehousing and Data Mining 3. Operations Research 4. Network Security 5. E-Commerce

**A student can choose one subject from each Elective Paper.
The course structure may change as per NEHU curriculum and guidelines.**

FEES

BACHELOR OF COMPUTER APPLICATIONS

SEMESTER I

ADMISSION FEE	500
TUITION FEE (@ 500 X 6 MONTHS)	3000
COLLEGE FEE	7000
SESSION FEE	5500
LIBRARY FEE	300
LIBRARY CAUTION FEE (REFUNDABLE)	500
IDENTITY CARD	150
COLLEGE EXAMINATION FEE	600
COLLEGE CENTRE FEE	500
NEHU ENROLMENT FEE	150
NEHU REGISTRATION FEE	200
MAGAZINE FEE	300
LABORATORY FEE (@ 700 X 6 MONTHS)	4200
LABORATORY EXPENDABLES FEE	2000
TOTAL	24900

SEMESTER II, IV, VI

TUITION FEE (@ 500 X 6 MONTHS)	3000
COLLEGE EXAMINATION FEE	600
LIBRARY FEE	300
CENTRE FEE	500
NEHU ENROLMENT FEE	150
COLLEGE DEVELOPMENT FEE	2600
LABORATORY FEE (@ 700 X 6 MONTHS)	4200
LABORATORY EXPENDABLES FEE	2000
TOTAL	13350

FEES

BACHELOR OF COMPUTER APPLICATIONS

SEMESTER III, V

TUITION FEE (@ 500 X 6 MONTHS)	3000
COLLEGE FEE	7000
Session Fee	5500
Library Fee	300
College Examination Fee	600
College Centre Fee	500
NEHU ENROLMENT FEE	150
MAGAZINE FEE	300
LABORATORY FEE (@ 700 X 6 MONTHS)	4200
LABORATORY EXPENDABLES FEE	2000
TOTAL	23550

CERTIFICATE AND DIPLOMA COURSES

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

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

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

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

CERTIFICATE & DIPLOMA COURSES AND TRAINING PROGRAMMES OFFERED

CERTIFICATE & DIPLOMA COURSES

TOURISM & TRAVEL MANAGEMENT

The Travel and Tourism Certificate Course was introduced in 2009 and was upgraded to a Diploma Course in 2012.

FOREIGN LANGUAGE

A Certificate of Proficiency (COP) emphasizing primarily on communicative competence in a Foreign Language, was introduced in the year 2015.

COMPUTER COURSES

A Certificate Course on Microsoft Office was introduced in the year 2010 to provide basic knowledge in computerised office work.

SPOKEN GARO, HINDI AND BENGALI

Short term courses on Spoken Garo, Hindi and Bengali was introduced in the year 2018.

FASHION DESIGNING

The Certificate Course in Fashion Designing was started in the year 2008. A Diploma & an Advanced Course is also being offered.

KHASI TRADITIONAL MUSIC

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

ENGLISH FOR TOURISM

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

CERTIFICATE COURSE IN PHYSICAL EDUCATION AND EMERGENCY MANAGEMENT

SPOKEN ENGLISH

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

HUMAN RIGHTS

This Course will introduce the students to a basic understanding of Human Rights and promote awareness on important issues and controversies. This Course will also educate the participants on the struggle for recognition against political, economic, social and cultural injustice in the formulation of state policies.

TRAINING PROGRAMMES

MUSHROOM CULTIVATION

SELF DEFENCE (KARATE)

YOGA AND PHYSICAL FITNESS

DIPLOMA AND CERTIFICATE COURSE IN TOURISM AND TRAVEL MANAGEMENT

The College offers a Certificate and Diploma course in Tourism and Travel Management with an aim to equip students with employable skills while simultaneously working towards a conventional degree. The programme has been designed to be market oriented incorporates classroom teaching, field trips. Industrial training, soft skills training with an eye on the industry.

ELIGIBILITY

All female students pursuing 10+2. B.A., B.Sc., B.Com and others from any college.

Duration	Certificate Course: 6 Months Diploma Course: 1 Year
Timings	3:30 P.M. - 5:30 P.M (Mon-Fri) 12:00 P.M – 2:00 P.M. (Sat)
Contact Hours	12 hours/week
Calendar	Courses commence July 2022 Industrial Training: November 2022 for Certificate course May 2023 for Diploma course Evaluation: December 2022 (Certificate Course ends) June 2023 (Diploma Course ends)
Course content	Classroom teaching, field trips, workshops, industrial training and special talks.

Course Coordinator:
Ms. M. Diengdoh,
Assistant Professor

CERTIFICATE COURSE IN MICROSOFT OFFICE

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

Capable information technology users
Information seekers, analyzers and evaluators
Problem solvers and decision makers
Informed and responsible citizens

ELIGIBILITY

All female students pursuing 10+2 or B.A., B.Sc., B.Com. Pursuing/passed from any College.

Duration	3 Months
Timings	3:00 P.M - 4:00 P.M. (Monday - Saturday)
(Timings are flexible and may be changed to accommodate students)	
Contact Hours	6 hours/week
Calendar	Course commences in June
Course content	Classroom teaching & Practicals
Fees	Rs. 1000/- (One Thousand only)

Course Coordinator:
Mr. M. Haque

CERTIFICATE & DIPLOMA COURSES IN FASHION DESIGNING

The short term Fashion Designing course provides the opportunity towards a degree of economic independence while still a student. After completion of the course, students will be in a position to earn, even while they learn.

The College offers both Certificate and Diploma in Fashion Designing. The certificate course is of 6 months duration, while the diploma course is 1 year. Students who have completed the 6 months certificate course from any institution can upgrade to the diploma course. Diploma will be awarded after completion of another 6 months.

Classes are held every day of the week except Sunday. Both courses are conducted in two batches each.

ELIGIBILITY

Female candidates, class X passed

Duration	Certificate Course: 6 Months
	Diploma Course: 1 Year
Timings	12:30 P.M - 3:30 P.M (Mon-Fri)
	3:30 P.M - 6:30 P.M (Mon-Fri)
Contact Hours	12 hours/week
Calendar	Diploma Course commences in March & June. Certificate Course commences in March & June.
Course content	Theory and practical classes. Lectures by guest faculty and local designer. Workshops, field-trips, fashion shows. Internship with leading designers of the city and Government Organisations.
Fees	Visit College Website/Contact College office for details

Course Coordinator:
Dr. A. Nongsteng

CERTIFICATE COURSE IN ENGLISH FOR TOURISM

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

ELIGIBILITY

All female students pursuing 10+2 or Graduate Degree pursuing/passed from any College.

Duration	3 Months
Timings (3 days/week)	11:00 A.M-12:00 Noon / 3:30 P.M-4:30 P.M
(Timings are flexible and may be changed to accommodate students)	
Contact Hours	3 hours/week
Calendar	Course commences in June
Course content	Classroom teaching & Practical sessions
Fees	Rs. 200/- (Two Hundred only)

Course Coordinator:
Ms. S. Syngkon

COURSE ON SPOKEN ENGLISH

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

This Course was introduced in 2012.

ELIGIBILITY

10+2 Passed or B.A / B.Sc. / B.Com passed / pursuing from any College.

Duration	3 months - June to September
Contact Hours	3 Days/week
Fees	Rs. 400/-

Co-ordinator:
Ms. B. Nongkhlaw

CERTIFICATE OF PROFICIENCY COURSE IN FOREIGN LANGUAGES

The Certificate of Proficiency (COP) Course in a foreign language - German/ French/ Spanish, is the first level course (Non-Intensive), in a Foreign Language and is designed in a simple learner-friendly syllabus, emphasizing primarily on communicative competence. This course is open to anyone with 10+2 qualification.

Duration	5 months
Calendar	Course commences in June
Timings	3:30 P.M - 5:30 P.M (Monday to Friday)
Fees	Rs. 1000/- per course

Co-ordinator:
Dr. C. Sawian

COURSE ON SPOKEN HINDI

This course has been implemented specially for the students' development and knowledge of the Hindi language.

ELIGIBILITY

Open to anyone who has a 10+2 qualification.

Course content: Vowels and Consonants, Grammar and Composition and Interaction in Hindi

Duration: 3 months (3 days/ week - 1 hour/ day)

Co-ordinator:
Dr. J. Dkhar

COURSE ON SPOKEN GARO

This Course is designed in a simple, learner friendly syllabus emphasizing primarily on communicative competence

ELIGIBILITY

Open to students of Lady Keane College with 10+2 qualification.

Timings	3:00 P.M. - 4:00 P.M. (3-4 classroom sessions in the whole course)
Contact Hours	3 hours/ week

Co-ordinator:
Dr. J. Dkhar

COURSE ON SPOKEN BENGALI

The curriculum is designed in an easy, interesting and informative manner in order to boost communication skills of non-Bengali students in particular.

ELIGIBILITY

Open to students of Lady Keane College with 10+2 qualification

Expectation from students:

80% attendance, good behavior, exercises in conversation

Assessment:

Two Internal Examinations – Written & Oral

Grades will be awarded on the basis of performance

Fees	Rs. 500/-
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Co-ordinator:
Dr J. Dkhar

FOR GARO & BENGALI

Duration: 3 months

Course content

- Introduction of vowels, consonants
- Words, pronunciations
- Grammar
- Use of tense
- Parts of speech
- Sentence construction
- Conversation
- Exercises

DIPLOMA COURSE IN KHASI TRADITIONAL MUSIC

Career - oriented Certificate Course in Khasi Traditional Music was introduced in the year 2011 by the College in collaboration with the Lady Keane College Alumni Association. The Course has now been upgraded to a Diploma Course.

This job-oriented course will introduce the students to a basic understanding of Khasi Traditional Music and will train them to develop their vocational skill.

ELIGIBILITY

All students of Lady Keane College

Duration	Diploma Course: 1 Year
Timings	12:00 Noon - 2:00 P.M 3:00 P.M - 5:00 P.M. (Mon-Sat)
Contact Hours	12 hours/week
Calendar	Diploma Course commences in March Certificate Course commences in June
Course Content	Classroom teaching and Practical Exposure to Live performances.
Fees	Contact College office for details

Course Coordinator:
Mr. A. Snaitang

CERTIFICATE COURSE IN PHYSICAL EDUCATION AND EMERGENCY MANAGEMENT

Physical education and emergency management is a subject that sets out to educate students through physical activities and training which enable the students to confidently manage emergency situations providing care for the ill or injured until medical aid arrives.

This course aims at developing awareness regarding the importance of physical fitness in individual and social life including life skills. It also aims to develop students' confidence and generic skills, especially those of collaboration, communication, creativity, critical thinking and aesthetic appreciation.

Duration of the course: 3 months

Contact hours: 60 hours

For more details, contact the College office.

Course Coordinator:

Ms. C. Majaw, Physical Education Teacher

CERTIFICATE COURSE IN HUMAN RIGHTS

ELIGIBILITY

All students pursuing undergraduate course (B.A/ B.Sc)

Duration	3 months. 4 classes of 1 Hour duration in a week
Course Content	Classroom lectures and field visits
Calendar	Course commences in June
Fees	Contact the College office

Course Coordinator:

Mr. N. Mahongnao

TRAINING PROGRAMMES

MUSHROOM CULTIVATION

Course Coordinator:
Mr. K.H.M. Pala

SELF DEFENCE (KARATE)

Course Coordinator:
Dr. R.J. Nongrum

YOGA AND PHYSICAL FITNESS

Course Coordinator:
Dr. J. Mishra

HOSTEL ACCOMMODATION

[FOR DAY SECTION STUDENTS ONLY, NOT FOR MORNING SECTION STUDENTS]

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

50% marks aggregate for ST students of Meghalaya

60% marks aggregate for others

Students are to contact the Hostel Office for getting admission into the College hostel after getting admission into the College

Boarders should report to the Hostel as per the date notified in the notice board.

A Fine of Rs.500/- per day will be charged for late admission.

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

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

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

HOSTEL

If the hosteler enters the Hostel after 15th of the month or leaves before 16th of the month, Mess charges will be charged 50%.

FEE STRUCTURE FOR HOSTEL CATEGORY 1

PARTICULARS	AMOUNT
ADMISSION FEE	700
RE-ADMISSION FEE	350
ANNUAL FEES	
MEDICAL	500
EQUIPMENT	600
CO-CURRICULAR	500
HOSTEL MAINTENANCE	600
BUILDING FUND	600
TOTAL	2800
MONTHLY FEES	
SEAT RENT	450
ESTABLISHMENT	600
LIGHT & WATER	700
EXTRA CURRICULAR	300
TOTAL	2050
MESS FEE MONTHLY	2700
TOTAL MONTHLY FEE	4750

FEE STRUCTURE FOR HOSTEL CATEGORY 2

PARTICULARS	AMOUNT
ADMISSION FEE	1200
RE-ADMISSION FEE	500
ANNUAL FEES	
MEDICAL	500
EQUIPMENT	600
CO-CURRICULAR	500
HOSTEL MAINTENANCE	600
BUILDING FUND	800
TOTAL	3000
MONTHLY FEES	
SEAT RENT	1500
ESTABLISHMENT	600
LIGHT & WATER	1900
EXTRA CURRICULAR	350
TOTAL	4350
MESS FEE MONTHLY	2700
TOTAL MONTHLY FEE	7050

Fees once paid will not be refunded

SPORTS

The Institution has an Indoor Sports Complex which houses Basket Ball, Volleyball, Badminton and Table Tennis court. The complex has a seating capacity of about 1000.

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

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

LIBRARY

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

The Library is open from 8 am to 7 pm.

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

SUPPORT SERVICES AND FACILITIES

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

ENVIRONMENT CONSCIOUSNESS AND SUSTAINABILITY

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

CO-CURRICULAR AND EXTENSION ACTIVITIES

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

YOUTH RED CROSS

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

NATIONAL CADET CORPS (NCC)

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

RANGERS

The Rangers Unit of the College meet the need of young women to adjust easily to the challenges for present day life and its contribution to the positive development of the society in which they live. Service to others is a Basic concept of the Guide movement. Several of them had been selected to represent the College at the National Level.

PARA-LEGAL VOLUNTEERS

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

CONDUCT OF STUDENTS

ATTENDANCE

Only students with 80% attendance will be allowed to appear in the Final Examination.

Any student who is irregular in attendance without permission or fails to join classes on the first day of classes after a vacation or holiday of a one-week duration, the following disciplinary action will be taken:

1. For the first time defaulter, the name, class and roll number will appear on the notice board as a warning.
2. Continued absence after the warning has been issued, a fine of Rs. 1000 will be imposed along with a compulsory submission of a leave-of-absence application letter.
3. The Student will have to secure a minimum of 60% in all internal tests and assignments
4. The attendance of the defaulting student will be closely monitored and any absence from any class must be informed to the Principal/Vice-Principal and the Heads of Department.
5. The Parents / Guardians of the defaulting student will be informed of the action taken.
6. Failure to abide by the above will result in expulsion from the College.

CONDUCT

- A Student must be polite, courteous and respectful towards the staff.
- must be in college uniform in the campus.
- must not distract others in the classroom in any way.
- is expected to be co-operative with all members of the staff.
- is to take responsibility for the actions and accept the consequences that may arise thereof.

DISCIPLINE

- A Student must always carry her College Identity Card and Handbook.
- Must attend all classes regularly and sit for all tests/examinations conducted during the academic session.
- Must maintain 80% attendance or be debarred from appearing for Selection/Internal/Final Examinations. A student who has been absent from classes for more than three consecutive days without intimation from her Parents/guardian will not be allowed to continue attending the classes, without permission from the College Authority.
- Is expected to participate in various academic, cultural, curricular, co-curricular and extension activities organised by the College.
- Practice of any unfair means during Examinations will lead to immediate expulsion from the College. Re-admission will not be entertained.
- A Student must not litter the campus/classroom or damage any College property.
- Use of intoxicants including drugs, chewing of betel nut and tobacco is prohibited within the College campus.
- Use of mobile phones in the College building especially classrooms and examination halls is not allowed.

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

ANTI RAGGING

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

ANTI RAGGING COMMITTEE

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

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

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

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

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



NAAC Accredited B Grade

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