



LADY KEANE COLLEGE

SHILLONG, MEGHALAYA

2022 HIGHER SECONDARY PROSPECTUS

- | 10+2 SCIENCE STREAM
- | 10+2 ARTS STREAM
- | CERTIFICATE AND DIPLOMA COURSES
- | TRAINING PROGRAMME

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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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

ARTS	SCIENCE
ENGLISH MODERN INDIAN LANGUAGES KHASI : BENGALI : HINDI : ASSAMESE : GARO : NEPALI ALTERNATIVE ENGLISH	
POLITICAL SCIENCE	PHYSICS
HISTORY	CHEMISTRY
PHILOSOPHY	BIOLOGY
ECONOMICS	MATHEMATICS
SOCIOLOGY	COMPUTER SCIENCE
EDUCATION	ENVIRONMENTAL EDUCATION
PSYCHOLOGY	
COMPUTER SCIENCE	
ENVIRONMENTAL EDUCATION	
ELECTIVE LANGUAGES KHASI : ENGLISH : BENGALI : HINDI	

Students Intake

DAY SECTION	
Class XI Arts	160
Class XI Science	150
MORNING SECTION	
Class XI Arts	160

Career / Skill Courses

Fashion Designing, English for Tourism, Computer Courses and Spoken Language Courses, Khasi Traditional Music, Self Defence.

PRINCIPAL'S MESSAGE



LADY KEANE COLLEGE, SHILLONG, established in 1935, is dedicated to the cause of upliftment and empowerment of women through the spread of liberal education. 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, our College was subsequently affiliated to Gauhati University and North-Eastern Hill University (NEHU). After 1996 when NEHU delinked all Pre-University classes, our Higher Secondary Section got transferred to the Meghalaya Board of School Education (MBOSE).

The College has delinked its Higher Secondary section in order to build in it a complete self-sufficient unit with highly qualified teachers. With popular demand, Sociology and Psychology have been made available for Class 11 onwards with an aim to give a broader choice on the various subjects offered. In a rapidly evolving world of knowledge, institutions of today are therefore, required to act and adapt fast to remain relevant. Our institution is also keeping abreast of the emerging developments brought about by the New Education Policy (NEP, 2020) at the national level.

To enrich the lives of students, the academic, cultural, and social aspects of education are being taken care of throughout the year, thus empowering the young women to grow into assertive, confident, and culturally sensitive critical thinkers, skilled communicators, exceptional learners and conscientious citizens.

Our institution also runs a number of skill enhancement and innovative programmes and invites agencies to assist with job placement for students after the completion of Class 12. Thanks to the all-round involvement of its faculty, staff and a focussed management which supports the diverse aspirations of an increasingly alert and active student community both within and outside its campus.

D Khlur 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 socio-economic 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 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 Board's curriculum and 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.

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.

A 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.

ADMISSIONS

Lady Keane College – Higher Secondary Section, offers admissions for Class XI in Science and Arts, under the Meghalaya Board of School Education (MBOSE).

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 internet is also provisionally acceptable

Students who wish to avail of Hostel Accomodation should procure and submit the form, to the Hostel Office at the time of submitting the form for admission to the College (Refer to page 26)

PROCEDURE FOR SELECTION

Based on the result of the Board examination, applicants selected for admission into the 10+2 Level (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.
- One 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.

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 ST/SC/OBC Certificate in case of those belonging to either category.
- The name of the subjects chosen should be clearly indicated in the specified column of the application form.

Applicants may apply for either Day or Morning Section and the same is to be clearly indicated in separate admission forms

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, she 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.

No applicant should submit more than one application form. However, if another application form becomes necessary for any reason, the words "Second Application" and the form number 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

- One (1) recent passport size photograph is required.
- One photograph should be pasted (not stapled) on the Application Form.
- Another Photograph (for identity card) in College uniform is to be submitted after admission to the College.

- Students securing an aggregate of 70% and above are to submit their application forms directly to the Vice Principal's office, Higher Secondary Section, for spot admission.
- For students passing from other institutions, the minimum criterion is First (1st) Division or 60% marks in aggregate.
- Final decision regarding all matters related to admission will be subject to change as and when needed according to the decision of the college authorities.

Applications not complying with these instructions will be rejected

COURSE OF STUDY

The College offers Higher Secondary or '+2' studies in both Science and Arts as per Meghalaya Board of School Education (MBOSE)

SHIFTS

DAY SECTION	
Class XI Arts	160
Class XI Science	150
MORNING SECTION	
Class XI Arts	160

ELIGIBILITY CRITERIA

Passed Secondary School Examinations/ICSE/CBSE or an Equivalent Examination of a recognised Board.

ARTS COURSE	DAY SHIFT	MORNING SHIFT
Meghalaya (S.T)	45%	40%
General (MBOSE)	60%	45%
Other Boards	65%	50%

SCIENCE COURSE	AGGREGATE	MATHS	SCIENCE
Meghalaya (S.T)	55%	65%	55%
General (MBOSE)	60%	65%	60%
Other Boards	65%	65%	65%

SUBJECTS OFFERED

ARTS	SCIENCE
ENGLISH MODERN INDIAN LANGUAGES KHASI : BENGALI : HINDI : ASSAMESE : GARO : NEPALI ALTERNATIVE ENGLISH	
POLITICAL SCIENCE	PHYSICS
HISTORY	CHEMISTRY
PHILOSOPHY	BIOLOGY
ECONOMICS	MATHEMATICS
SOCIOLOGY	COMPUTER SCIENCE
EDUCATION	ENVIRONMENTAL EDUCATION
PSYCHOLOGY	
COMPUTER SCIENCE	
ENVIRONMENTAL EDUCATION	
ELECTIVE LANGUAGES KHASI : ENGLISH : BENGALI : HINDI	

SUBJECT COMBINATION - SCIENCE

SCIENCE			
COMPULSORY SUBJECTS	GROUP	ELECTIVE SUBJECTS	ADDITIONAL SUBJECTS
ENGLISH	GR1	BIOLOGY, MODERN INDIAN LANGUAGE/ALTERNATIVE ENGLISH.	MATHEMATICS
PHYSICS	GR2	MATHEMATICS, MODERN INDIAN LANGUAGE/ALTERNATIVE ENGLISH.	BIOLOGY
CHEMISTRY	GR3	COMPUTER SCIENCE, MODERN INDIAN LANGUAGE/ALTERNATIVE ENGLISH.	MATHEMATICS
ENVIRONMENTAL EDUCATION	GR4	MATHEMATICS, MODERN INDIAN LANGUAGE/ALTERNATIVE ENGLISH.	COMPUTER SCIENCE

MODERN INDIAN LANGUAGES (MIL): KHASI, GARO, HINDI, BENGALI, ASSAMESE, NEPALI.

REGISTRATION

A student has to get herself registered in the Meghalaya Board Of School Education through the College office after admission into class XI.

ATTENDANCE

Regular attendance is compulsory.

Continuous absence for a period of one week/7 days require prior permission from the Principal / Vice Principal.

The same can be filled up in the College handbook under the column absence record.

SUBJECT COMBINATION - ARTS

ARTS			
COMPULSORY SUBJECTS	GROUP	ELECTIVE SUBJECTS	ADDITIONAL SUBJECTS
ENGLISH ENVIRONMENTAL EDUCATION	GR 1	ECONOMICS/ELECTIVE LANGUAGE, HISTORY/ PSYCHOLOGY, MODERN INDIAN LANGUAGE/ ALTERNATIVE ENGLISH, EDUCATION.	PHILOSOPHY/ SOCIOLOGY
	GR 2	ECONOMICS/ELECTIVE LANGUAGE, HISTORY/ PSYCHOLOGY, MODERN INDIAN LANGUAGE/ ALTERNATIVE ENGLISH, PHILOSOPHY/SOCIOLOGY.	EDUCATION
	GR 3	POLITICAL SCIENCE/COMPUTER SCIENCE, EDUCATION, MODERN INDIAN LANGUAGE/ ALTERNATIVE ENGLISH, ECONOMICS/ELECTIVE LANGUAGE	SOCIOLOGY/ PHILOSOPHY
	GR 4	POLITICAL SCIENCE/COMPUTER SCIENCE, EDUCATION, MODERN INDIAN LANGUAGE/ ALTERNATIVE ENGLISH, SOCIOLOGY/PHILOSOPHY	ECONOMICS/ ELECTIVE LANGUAGE
	GR 5	SOCIOLOGY/PHILOSOPHY, MODERN INDIAN LANGUAGE/ALTERNATIVE ENGLISH, EDUCATION, HISTORY/PSYCHOLOGY	POLITICAL SCIENCE/ COMPUTER SCIENCE
	GR 6	SOCIOLOGY/PHILOSOPHY, MODERN INDIAN LANGUAGE/ALTERNATIVE ENGLISH, EDUCATION, POLITICAL SCIENCE/COMPUTER SCIENCE	HISTORY/ PSYCHOLOGY
	GR 7	POLITICAL SCIENCE/COMPUTER SCIENCE, HISTORY/ PSYCHOLOGY, ECONOMICS/ELECTIVE LANGUAGE, EDUCATION.	MODERN INDIAN LANGUAGE/ ALTERNATIVE ENGLISH

MODERN INDIAN LANGUAGES (MIL): KHASI, GARO, HINDI, BENGALI, ASSAMESE, NEPALI.
ELECTIVE LANGUAGE: KHASI, ENGLISH, BENGALI, HINDI.

An applicant must secure 45%:

- In Mathematics in SSLC/ICSE/CBSE/ Equivalent Board to be eligible to opt for Economics
- In General English in SSLC/ICSE/CBSE/ Equivalent Board to be eligible to opt for Elective English

REGISTRATION

A student has to get herself registered in the Meghalaya Board Of School Education through the College office after admission into class XI.

ATTENDANCE

Regular attendance is compulsory.

Continuous absence for a period of one week/7 days require prior permission from the Principal / Vice Principal.

The same can be filled up in the College handbook under the column absence record.

ASSESSMENT

ASSESSMENT

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

TESTS

There will be class tests conducted by every department every month.

TERMINAL AND SELECTION TESTS

Terminal Test for class XI and Selection Test for class XII will be conducted before the end of the academic session.

PROMOTION TEST

Promotion test for Class XI will be conducted by the College in the month of February with Question Papers supplied by Meghalaya Board of School Education.

FINAL EXAMINATIONS

Final Examination for Class XII will be conducted by the Meghalaya Board of School Education in the month of February- March

Note: It is essential that the students should appear in the above tests.
Marks obtained in the Tests will be given weightage in the Selection Tests.

FEES

CLASS XI ARTS / SCIENCE

1ST INSTALMENT (TO BE PAID AT THE TIME OF ADMISSION)

FEE STRUCTURE FOR CLASS XI ARTS AND SCIENCE 1 st INSTALMENT	
COLLEGE FEE (@ `450/- PER MONTH * 8 MONTHS)	3600
ADMISSION FEE	500
TUITION FEE (@ ` 700/- PER MONTH * 8 MONTHS)	5600
COLLEGE EXAM FEE	800
LIBRARY FEE	400
MAGAZINE FEE	300
COLLEGE DEVELOPMENT FEE	2500
SESSION FEES	2200
REGISTRATION FEE	300
ENROLLMENT FEE	100
LIBRARY CAUTION (REFUNDABLE)	250
CENTRE FEE	500
IDENTITY CARD	150
TOTAL	17200

FEES ONCE PAID ARE NOT REFUNDABLE

FEES

CLASS XI ARTS / SCIENCE 2ND INSTALMENT (LATEST BY 30TH AUGUST)

2ND INSTALMENT FOR XI SCIENCE

COLLEGE FEE (@ `450/- PER MONTH * 4 MONTHS)	1800
TUITION FEE (@ ` 700/- PER MONTH * 4 MONTHS)	2800
LABORATORY FEE	5000
LABORATORY EXPENDABLE	3500
MBOSE	400
TOTAL	13500

2ND INSTALMENT FOR XI ARTS WITHOUT COMPUTER, SOCIOLOGY AND PSYCHOLOGY

COLLEGE FEE (@ `450/- PER MONTH * 4 MONTHS)	1800
TUITION FEE (@ ` 700/- PER MONTH * 4 MONTHS)	2800
MBOSE	400
TOTAL	5000

2ND INSTALMENT FOR XI ARTS WITH COMPUTER AND SOCIOLOGY OR PSYCHOLOGY

COLLEGE FEE (@ `450/- PER MONTH * 4 MONTHS)	1800
TUITION FEE (@ ` 700/- PER MONTH * 4 MONTHS)	2800
LABORATORY FEE (SOCIOLOGY OR PSYCHOLOGY)	500
LABORATORY FEE (COMPUTER)	800
LABORATORY EXPENDABLE	600
MBOSE	400
TOTAL	6900

2ND INSTALMENT FOR XI ARTS WITH SOCIOLOGY OR PSYCHOLOGY

COLLEGE FEE (@ `450/- PER MONTH * 4 MONTHS)	1800
TUITION FEE (@ ` 700/- PER MONTH * 4 MONTHS)	2800
LABORATORY FEE (SOCIOLOGY OR PSYCHOLOGY)	500
MBOSE	400
TOTAL	5500

FEES

CLASS XI ARTS 2ND INSTALMENT (LATEST BY 30TH AUGUST)

2ND INSTALMENT FOR XI ARTS WITH SOCIOLOGY AND PSYCHOLOGY

COLLEGE FEE (@ `450/- PER MONTH * 4 MONTHS)	1800
TUITION FEE (@ ` 700/- PER MONTH * 4 MONTHS)	2800
LABORATORY FEE (SOCIOLOGY AND PSYCHOLOGY)	1000
MBOSE	400
TOTAL	6000

2ND INSTALMENT FOR XI ARTS WITH COMPUTER

COLLEGE FEE (@ `450/- PER MONTH * 4 MONTHS)	1800
TUITION FEE (@ ` 700/- PER MONTH * 4 MONTHS)	2800
LABORATORY FEE	800
LABORATORY EXPENDABLE	600
MBOSE	400
TOTAL	6400

2ND INSTALMENT FOR XI ARTS WITH COMPUTER AND SOCIOLOGY AND PSYCHOLOGY

COLLEGE FEE (@ `450/- PER MONTH * 4 MONTHS)	1800
TUITION FEE (@ ` 700/- PER MONTH * 4 MONTHS)	2800
LABORATORY FEE (SOCIOLOGY AND PSYCHOLOGY)	1000
LABORATORY FEE (COMPUTER)	800
LABORATORY EXPENDABLE	600
MBOSE	400
TOTAL	7400

Fees for Class XII Science and Arts will be notified in the notice board of the College Office.

Students who do not clear the fees before the last date will not be allowed to sit for the final / promotion examination

GENERAL INFORMATION

DRESS CODE

Salwar	Kameez	Blazer	Dupatta	Shoes	Sweater	Socks	Hairband Hairclip
White	Check of blue, white and yellow [Knee length]	Blue with emblem	White	Black	Blue with emblem	White	Black

For College uniform, contact Mohni Store, near Glory's Plaza, Police Bazar, Shillong.

Blazer is compulsory on every Monday and optional on other days.

No alteration is to be made to the College uniform from the above mentioned specifications

ACADEMIC ACTIVITIES

The College conducts the National Talent Search. Examinations like National Standard Examination in Physics, National Standard Examination in Chemistry, National Standard Examination in Biology, National Standard Examination in Astronomy, and the Jagdish Bose National Science Talent Search.

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.

CERTIFICATE AND DIPLOMA COURSES

Certificate and Diploma courses can make a real difference after you complete your studies from this 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

TOURISM & TRAVEL MANAGEMENT

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

COMPUTER COURSES

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

FASHION DESIGNING

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

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.

TOURISM AND TRAVEL MANAGEMENT

Realising the potential of Tourism as an industry with high employment generation. Lady Keane College offers a Certificate and Diploma course in Tourism and Travel Management. The aim of this U.G.C. recognised course is to equip students with skills which will make them employable, while simultaneously working towards a conventional degree.

The programme which has been designed to be market oriented and skill enhancing incorporates classroom teaching and workshops, field trips both within and outside the state, industrial training, teaching of soft skills with an eye on the industry.

The College has liaison with various tourism service providers and this has facilitated placement of students in various sectors of the industry such as Airlines and Hotels and Tour Operators.

ELIGIBILITY

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

Duration	Certificate Course: 6 Months Diploma Course: 1 Year
Timings	3:30 P.M. - 5:30 P.M (Mon-Fri) 11:00 A.M - 1:00 P.M (Sat)
Contact Hours	12 hours/week
Calendar	Diploma Course commences in March. Certificate Course commences in June. Field Trips/Workshops: July-September Industrial Training: December
Course content	Classroom teaching & Workshops Field trips within and outside the state Industrial training, teaching of soft skills

Course Coordinator:
Ms. M. Diengdoh

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. 700/- (Seven Hundred 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

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

Duration	Certificate Course: 6 Months
	Diploma Course: 1 Year
Timings	12:15 P.M. - 2:15 P.M. (Mon-Sat)
	11:00 A.M - 1:00 P.M (Sat)
Contact Hours	12 hours/week
Calendar	Diploma Course commences in March. Certificate Course commences in 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
Fees	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

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

TRAINING PROGRAMME

SELF DEFENCE (KARATE)
Course Coordinator:
Dr. R.J. Nongrum

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

For hostel accomodation contact : 69093 64411
88370 56385

FEES

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

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

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.

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. (Crl) 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.



Admission Cell, Lady Keane College, Ishi long 793001 Meghalaya

Telephone: **+91-364-2223293**
+91-364-2220137

Fax: **+91-364- 2504004**

Email: **admissionslkchss@gmail.com**
ladykeanecollege@gmail.com

For Hostel Accomodation call:
69093 64411
88370 56385