

**PROSPECTUS FOR ADMISSION  
INTO THE DIPLOMA COURSES IN ENGINEERING  
IN SHILLONG POLYTECHNIC**



**SHILLONG POLYTECHNIC  
SHILLONG**

**Under The  
Directorate of Higher & Technical Education  
Education Department,  
Government of Meghalaya.**

### **1. Introduction:**

The Polytechnic provides facilities for study in Diploma courses in Engineering after S.S.L.C. (10+). The main objective of the Polytechnic courses of studies is to produce technicians at the supervisory level to meet the demand of Technician manpower in various fields of development. The booklet aims at bringing out a guideline towards Technician Education to enable the young boys and girls to build their careers by getting themselves admitted into various courses of Technical studies at the State Polytechnics of Meghalaya.

### **2. Shillong Polytechnic and its location:**

Shillong Polytechnic is located at Mawlai Kynton Massar, Shillong-793022 which is approximately 5 Km from the centre of Shillong town.

### **3. Courses offered:**

Shillong Polytechnic offers diploma courses in Civil Engineering, Electrical Engineering, Mechanical Engineering, Electronics & Communication Engineering and Computer Science and Engineering. All Diploma curricula in Civil, Electrical, Mechanical, Electronics & Communication Engineering and Computer Science & Engineering have been revised and are up-to-date. Due emphasis has been given for students, both boys and girls to develop entrepreneurial skills in the respective field of study, promote industry institute community interaction, promote teaching learning process through the Learning Resource Utilization Centre (LRUC), and Computer Centre. The courses of study under the Diploma Program will include Theory, Workshop, Practical, Tutorial, Project work, Industrial visit, Seminar etc. All courses (subjects) are categorized in six (6) groups i.e. (i) Foundation Courses (ii) Hard Core Courses (iii) Soft Core Courses (iv) Basic Technology Courses (v) Applied Technology Courses (vi) Elective Courses.

**3.1** Each academic year is divided into two Semesters, Odd and Even. Each Semester is of six months duration.

**3.2** A student will have to register at the beginning of each Semester at the Polytechnic for the subject he/she would like to study in a term. The Guidance and Counseling cell of the Institute will advise the student in deciding about the courses (subject) of his/her choice, pace of learning and limit for registration of courses. The Institute Authorities will provide the list of courses to be offered in Odd and Even Semesters of an academic year at the commencement of each academic year.

### **4. Affiliation:**

Shillong Polytechnic is affiliated to the Meghalaya State Council for Technical Education. Curricula and evaluation system developed by the Meghalaya State Council

for Technical Education are followed to meet the human resources needs of Industry, Service Sector, Public Sector, Government Departments and are designed for self employment.

### **5. Recognition:**

All the Diploma Courses offered by Shillong Polytechnic are approved by the All India Council for Technical Education (AICTE). Diploma Holders of this Institute are recognized for the purpose of recruiting to all subordinate posts and services under the State Government, Central Government, State and Central Government Undertakings and various Public and Private sector companies.

### **6. Lateral Entry into Engineering Courses:**

A student who clears the Diploma Program from the Institute is eligible for Higher Studies in Engineering Courses in reputed Engineering Colleges of the country through lateral entry. The duration to complete the Engineering Graduate course is another 3 (three) years.

### **7. Admission:**

**7.1 Eligibility for admission:** To be eligible for admission a candidate shall have to fulfill the following conditions:-

**7.1.1:** The candidate must have passed Secondary School Leaving Certificate (10+) examination conducted by the Meghalaya Board of Secondary Education or its equivalent conducted by a recognized Board/Council securing at least 45% marks in Mathematics and 45% marks in Science relax able to 40% marks in Mathematics and 40% marks in Science for candidates belonging to Scheduled Caste/Scheduled Tribe communities of Meghalaya.

**7.1.2 Age Limit:** Applicants should not be more than 21 years of age as on the 1st July of the year of admission relax able by 1 (one) year for candidates who have passed HSSLC (12+), or equivalent examination and 3 (three) years for candidates belonging to SC/ST.

**7.1.3 Medical Fitness:** A candidate should be physically fit and mentally sound and possess a minimum standard height of 1.5 meters relax able to 1.3 meters for Hills Tribes, weight averaging 41 kg, chest 72 cm with minimum expansion of 2.5 cm and free from any type of physical handicap which might hamper efficient performance of students professional studies. Physical standards are relax able in case of Girls candidates to a certain extent. A candidate after being selected for admission should obtain Medical Fitness Certificate from a Government Doctor/Medical Officer.

#### **7.1.4 Residential eligibility:**

- (a) Candidates must be a son or daughter of Citizen of India as defined under Articles of the Constitution of India.

- (b) Candidates must be permanent residents of Meghalaya.
- (c) Candidates once admitted in the Polytechnic are not eligible to apply as fresh candidate in subsequent year(s)
- (d) Students who failed or discontinued their courses of study may apply in plain paper to the Principal for consideration of admission against repeater's quota.

**7.2 Reservation of Seats:** Subject to satisfactory qualifying standard and other eligibility conditions, reservation of seats in the Polytechnic shall be as per policy of State Government and Central Government in force from time to time for various categories of castes and tribes or under any other conditions of reservation policy of the State and Central Government.

The annual intake capacity in Shillong Polytechnic is as follows:-

Civil Engineering (CE)	- 60 seats
Electrical Engineering (EE)	- 30 seats
Mechanical Engineering (ME)	- 30 seats
Electronics & Communication Engineering (ECE)	- 30 seats
Computer Science and Engineering (CSE)	- 30 seats

### 7.3 How to Apply:

All candidates are to collect the Application Form from the Office of the Principal, Shillong Polytechnic, Shillong in response to the advertisement for admission to the Polytechnic.

Application Form duly filled-in must be submitted to the Office of the Principal of the Polytechnic within the prescribed date as given in the admission notice.

**The last date of submission of application forms is as notified in the advertisement**

The Form is to be accompanied by:

- (i) One recent Passport Size Photograph of the candidate duly attested by a Gazetted Officer and pasted on the form.
- (ii) True copies of Marks Sheet of qualifying examination passed.
- (iii) Documentary evidence of age (true copy of Admit Card or Certificate of Board/University).
- (iv) Up to-date Character Certificate from the Head of the Institution last attended.
- (v) Certificate from the employer for a candidate who is already under employment.
- (vi) Scheduled Tribe/Caste Certificate from District Authority.
- (vii) Permanent Residential Certificate in case of Non-Tribal candidates from the Deputy Commissioner or the District Magistrate in which the applicant resides.
- (viii) **Printed e-payment receipt/ payment acknowledgement of Rs. 100.00 through State Bank Collect.**
- (ix) **NCC/ NSS Certificate, if any.**
- (x) **Certificate for a Person with Different Ability (PWD), if applicable.**
- (xi) Original copies of Mark Sheet and Certificates must be produced at the time of interview.

### 7.4 Interview:

The Interview of Candidates shall be held at Shillong Polytechnic. A candidate is required to appear in the interview to be held at Shillong Polytechnic at his/her expense

on such date and time as fixed and notified. All the candidates including those who have been sponsored by other department(s) shall have to appear in the interview.

### **7.5 Selection:**

- (i) Criteria for selection of candidate for admission shall be based on the aggregate marks in Mathematics and Science secured in SSLC/HSLC/equivalent examination.
- (ii) Candidates will be selected through appropriate screening/ selection process conducted by the Admission Committee, Shillong Polytechnic duly constituted by the Government of Meghalaya.
- (iii) Final selection shall be made by the Admission Committee, Shillong Polytechnic.
- (iv) All selected Candidates should join within the date fixed by the Principal. Original Class X mark sheets must be handed over to the Office during enrolment/payment of fees.
- (v) After expiry of the date fixed as in para (iv) above, candidates from the waiting list will get the opportunity for admission against any vacancy due to non-joining of candidates from the merit list, within the fixed date.

### **7.6 Commencement of Session:**

The academic session commences in late June/early July.

### **7.7 Medium of Instruction:**

The medium of instruction is English.

### **8. Attendance:**

Students shall regularly attend the Lecture classes/Laboratories/Workshop Practices/Seminars/ Industrial Visits/Tutorial Classes/Project works etc. Students are required to attain minimum of 75% (theoretical and practical classes separately) and secure minimum of 50% marks in the internal assessment in every subject to be eligible to register for examination of the respective courses as regular candidate. Those students whose attendance is below 75% and upto 60% (theoretical and practical classes separately) and secured minimum 50% marks in the internal assessment in every subjects and can prove the genuine grounds of his/her minimal attendance will be declared as Non- Collegiate. Such students shall be allowed to appear in the Final Examination on payment of Non-Collegiate Fees. Any student whose attendance is below 60% in any one or more subjects in Theory and / or Practical classes will be declared as Dis-Collegiate and will not be eligible to appear the end Semester Examination. The Institute will not arrange special classes in courses not scheduled to be offered in the particular Semester.

Dis-collegiate students shall have to repeat the semester by taking admission in the next session.

### **9. Examination Rules:**

The Meghalaya State Council for Technical Education conducts the Semester examinations according to the prevailing system.

**9.1 Two** Semester Examination (Odd and Even) would be held in each academic year.

**9.2** There shall be **one** Final Examination at the end of each Semester and it shall be termed as (a) 1st Semester Examination (b) 2nd Semester Examination (c) 3rd Semester Examination (d) 4th Semester Examination (e) 5th Semester Examination (f) 6th Semester Examination. End Term end examination in any semester would be conducted for all courses, registered and re-registered for examination in the respective semester.

**9.3** Attending the classes regularly to attain prescribed percentage of attendance and securing minimum percentage of marks in Internal Assessment of the respective subjects of respective courses as stipulated in clause 8 would make a student eligible for appearing in the end term examination for the respective courses.

**9.4** Sessional Works which includes home work is to be performed by the students. On the basis of students' performance in the classes and satisfactory Behavior, sessional marks will be allotted to them.

**9.5** Class Tests are conducted by the teachers at a regular interval. Marks secured in the class tests are credited to the Sessional Marks.

**9.6** A Student failing to attain the minimum attendance and sessional marks even in a single subject will not be allowed to appear in the semester end examination and he/she has to repeat the semester again by attending classes.

**9.7** Such type of candidate will not be allowed to move to the higher semester.

**9.8** Student eligible for appearing in the End Term Examination for a course will have to register/re-register for Examination of the respective courses in which he/she desires to appear in a term. Registration/ Re-registration processes will be carried out by the Meghalaya State Council for Technical Education.

**9.9** A Student has to pay the Examination Fees as prescribed by the Meghalaya State Council for Technical Education from time to time, at the time of registration/ re-registration for examination in the courses by filling in the prescribed form.

**9.10 A student will be allowed to appear altogether in 11(eleven) subjects only in End Semester Examinations including all subject of the regular semester with five arrear back subjects.**

**9.11 While attempting to clear the back subjects a student must appear subjects of lower semester first then the higher semester.**

**9.12 A student must clear all back subjects of 1st Semester for promotion to 4<sup>th</sup> Semester. Similarly he/she must clear all back subjects of 2nd Semester for promotion to 5th Semester and must clear all back subjects of 3rd Semester for promotion to 6th Semester.**

**9.13 Those students who are not promoted and cannot take admission to the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Semester, must first appear and clear the back subjects of the lower Semester.**

**9.14 To pass in a subject a candidate must secured pass marks in both Theory and Practical /Viva component individually.**

**9.15 A Student failing in anyone component of subject (either theory or practical) will have to re-appear in that component only as back subjects in which he/she has failed.**

**9.16 Total marks and pass marks of a subject will be as per curriculum structure and scheme of examination.**

**9.17 Maximum permissible period for completion of Diploma Course by a student shall be 6 academic calendar years from the date of admission.**

**9.18 Eligibility criteria for earning credit for a course:**

The student must attend classes regularly for the course/ courses to satisfy the prescribed provision for earning credit for the course.

**9.18.1 For Courses having End-Term Examination:**

- (i) A student must first satisfy the eligibility condition in clause 8 for appearing the examination.
- (ii) A student must secure 40% marks in theory end-term examination and 50% marks in practical end-term examination of the course, as specified in the scheme of evaluation. For courses consisting of groups, specified minimum marks have to be secured separately for each group of the course.

**9.18.2 For Courses not having End-Term Examination:**

- (i) A student shall have to regularly attend the classes prescribed for the course to attain a minimum of 75% attendance.
- (ii) A student must secure 50% marks in the internal assessment for the course, as specified in the scheme of evaluation.

**9.18.3 The weightage of any course is provided in terms of credit based on contact hours. The contact hours is the sum of lecture, tutorial and practical classes/hours allotted per week for teaching the courses.**

**9.18.4 Minimum credits to be earned by the students for award of diploma:**

The allocation of minimum credits to be acquired by a student under each category of courses as appended in table below:-

**9.18.5** Students who have satisfied the eligibility criteria for appearing in the end-term examination for a course and either have not appeared in end-term examination or have appeared in end-term examination but could not obtain the credit or the respective course are said to have **“Kept the term”** for the respective course. Such students have the option of either **‘registering afresh’** for the course or **‘reregistering’** for the course. In the event of fresh registration, the credits for attendance and Internal assessment will not be accumulated.

<b>Table for Minimum credits</b>							
	Foundation Courses	Hard Core Courses	Soft Core Courses	Basic Tech. Courses	Applied Tech. Courses	Elective Courses	<b>To tal</b>
Civil Engineering	32	18	10	32	50	8	150
Electrical Engineering	32	18	10	32	50	8	150
Mechanical Engineering	32	18	10	37	45	8	150
Electronics & Communication Engineering	32	18	10	42	42	6	150
Computer Science & Engineering	32	18	10	42	42	6	150

**9.18.6** The students who have **“Kept the term”** for the course can register for the respective course. Such students will have to appear only in the end-term examination of the respective course and the credits earned for attendance and internal assessment will be accumulated for transfer to the student. Such courses will be called **‘backlog courses’**. However, accumulated credits for attendance and internal assessment will not be transferred if the students register afresh for the respective courses (subject).

## **10. Award of Diploma:**

**10.1** A student can obtain the diploma within a minimum of 3 years and **maximum of 6 years**.

**10.2** A student shall be eligible for the award of Diploma only if he/she passes in all subjects required as per the scheme of examination.

**10.3** A student having a backlog subject or subjects of any course in any semester examination are to clear the backlog subject(s) and only the pass mark will be credited in the overall Marksheet for any Backlog subjects cleared during the six semester examination.

**10.4** Subject to clause 8.1 and 8.2 the award of class shall be based on the marks obtained in the 1st, 2nd, 3rd, 4th, 5th and 6th semester examination.



### **10.5 Classes and Division:**

- (i) First class with the Distinction- 75% and above and passing all the subjects of all the six semester examinations.
- (ii) First class – 60% and above and passing all the subjects.
- (iii) Second class - less than 60% and passing all the subjects.

### **11. Student Equipment and Clothing:**

- Depending upon branch and curricula, each student is required to have his/her own basic equipments such as calculating, drawing and drafting tools.
- Drawing Instruments Box - 1 set
- Set Squares - 1 set
- T - Square - 1 no.
- French Curves - 1 set
- Diagonal Scales - 1 no.
- Card Board Scale - 1 set
- 5-figure Log Table - 1 no.
- Calculator - 1 no.
- Uniform is mandatory apparel for each and every student.

NOTE: Every student must wear an Apron for Workshop Practices. A nominal amount is charged for this purpose. Cleanliness, neatness and strict adherence to the dress code is a must. For foot apparel, only shoes are allowed. Slip-ons, chappals, etc are not allowed.

### **12. Annual Fees (Institutional):**

Admission Fees: To be intimated at the time of enrolment.

### **13. Existing Facilities to Students:**

#### **13.1 Scholarship and Stipend:**

The Director of Higher & Technical Education offers Scholarships and Stipends to various categories of students. Government Departments such as Agriculture, Town and Country Planning etc., offer stipends to deserving students. Public Undertakings like Cement Factory, Electricity Board etc., also offer stipends to the students.

#### **13.2 Other Facilities available:**

- Well equipped Laboratories/Workshops for all disciplines.
- Hostels accommodation for both boys and girls are available on payment of fees.
- Auditorium with seating capacity of 200.
- Conference hall with 50 seats capacity.
- Library with Text Books, Reference Books, Journals, Magazine and open access facility.
- Book Bank.
- Computer Laboratory.
- Audio-Visual Room with OHP, TV, VCR etc.
- Internal and External study tour.
- Industrial training for the students.

- Apprenticeship training for passed out students.
- Continuing Education Programme/Technical Vocational Educational and Training (TVET).
- Learning Resources Utilization Centre.
- Transportation Facility for students and staffs.
- Canteen.

#### **14. Discipline:**

The students admitted to the institute must abide by all rules and regulations as prescribed by the Institute's authorities.

- Strict action will be taken against any admitted student if he/she is found to be pursuing parallel studies/courses in another Institution/College.
- Violation of rules, unsatisfactory progress, irregular attendance, irregular clearance of Institute and Hostel fees and dues, showing discourtesy to the teachers and staff members in any form, smoking in the Institute campus, consuming alcoholic beverages, causing damage to Institute and hostel property, Library books etc., using unfair means in sessions work and in examination, resorting to strikes, ragging etc., and such manner of offences will render such students liable for disciplinary action in the form of imposing fine, suspension and even expulsion from the Institute.
- Hostellers are to strictly abide by all the rules of the Hostel authorities. They are also to vacate the Hostel during vacation/end-term holidays.