

# PROSPECTUS



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## MESSAGE FROM THE PRINCIPAL



*It gives me immense pleasure to bring out the prospectus of our Higher Secondary Section for the academic year 2015-2016. This will provide information about our School. We will strive to provide state-of-the-art infrastructure to the staff and students. In our School, the support services for students are unique. Our faculty is highly qualified, talented and committed in imparting knowledge to students. The School Library has equipped with a number of topics and collections that will provide excellent opportunities for the students to gain knowledge in diverse fields. We are consistently making efforts for the overall development of students. This prospectus will help students and parents to seek information regarding admission procedures and other related matters.*

*I wish all the students a pleasant and memorable experience at our School campus.*

Smti D. Kharkongor.  
Principal

Dinet Manik Syiem Memorial Higher Secondary School.



## Introduction

Dinet Manik Syiem Memorial School is a co-educational institute established in the year 2000. It started with classes from Nursery to Class 10. The school aims to provide quality education with an emphasis on character development. Besides an effective teaching programme, there is a wide variety of co-curricular activities and enrichment programmes to ensure that there is abundant opportunity to the entire student to develop their potential and excel in their areas of talent or interest.

Dinet Manik Syiem Memorial School prepares the student for MBOSE examination and over the years of excellent results and with the increased enrolment, it was felt that a Higher Secondary Section is required to be introduced. It was till early 2015 that the Education department has given us its permission to start with Class XI (Arts Stream).

**Location:** Located at Lumbasuk-A, Lawjynriew, Nongthymmai, Shillong.

## General Information:

**Administration :** The institution is governed by a DinnetManikSyiem Memorial Trust. Its day-to-day administrative work is being carried out by the Principal which is also the Secretary of the Trust.

### Affiliation and session:

Dinnet Manik Syiem Memorial School is affiliated to Meghalaya Board of School Education, Tura. The Academics Session begins in May or June.

### School Uniforms:

Boys	Girls
Check Maroon With White Shirt	Check Maroon With Cream Salwar
Cream Trouser	White Socks
Black Shoes	Black Shoes
Maroon Sweater	Cream Pyjama
Maroon Blazer	Cream Chunni
Maroon Tie	Maroon Sweater
White Socks	Maroon Blazer

### Examination and Attendance:

The School conducts regular test throughout the year. These test are conducted with the view to make sure that students

are ready for their Board Examination. The marks obtained in these test are taken into consideration at the time of Selection for the Board Examination.

A minimum of 80% Attendance is required if a student is to be sent for Board Examination. Student having less than the required percentage, is liable to be debarred from Board Examination.

Any Student who is absent for ONE MONTH with out prior permission will have his name removed from the School Register.

### Admission Procedures:-

Admission into Class XI (Arts Stream)

Application Form is available at the last page of the Prospectus.

The Application for Admission, on prescribed forms, will be accepted immediately after the announcement of Class X Examination Results of Meghalaya Board of School Education.

Along with the Application form the following documents need to be enclosed:-

1. An attested copy of the mark sheet of the last examination passed(Class X)
2. A recent Passport size photograph of the student.
3. Schedule tribe Certificate.



The Application form received shall be scrutinised for selection and the list of the selected students will be displayed on the School Noticeboard on the Following day.

After Selection the Selected student will have to collect the admission form and Fee book from the school office.

The filled in admission form should be submitted to the school office on the same day along with the following documents after paying the Fees at United Bank India-IIM Branch, Nongthymmai

1. Character Certificate from the Principal of last School Attended.
2. An attested copy of the mark sheet of the last examination passed (Class X)
3. A recent Passport size Photograph of the student
4. Original Transfer Certificate from the last School attended.

**Note:**

- a. The original Migration Certificate for Students coming from Boards other than Meghalaya board of School Education is to be handed over to the School Office within one month from the Date of Admission.
- b. When Admission is granted, the Prescribed Fees must be paid and the admission form must be submitted to the School Office within 24 hours.

- c. All forms submitted without the required documents will not be considered.

**Admission to Class XI (Arts)**

1. Candidates seeking admission to class XI Arts should have passed the High School Leaving Certificate Examination conducted by Board of Secondary Education, Meghalaya or any other equivalent examinations.
2. Course Duration : 2 years
3. Curriculum as per the curricula of Meghalaya Board of School Education
4. After Class XI, students will have to register their name for Class XII on the Prescribed forms available from the School Office.
5. All Students must have Four Elective subjects in addition to the Compulsory subject Viz. English, Education, Alternative English/MIL(Khasi).

**Subjects Offered:**

English, MIL/Alt English, EVS, Political Science, Economics, Sociology, History, Elective Khasi, Education and Computer Science.

### Compulsory Subjects:

1. English,
2. Environmental Education,
3. MIL(Khasi)/Alt. English

### Elective Subjects:

1. Political Science
2. Economics
3. Sociology
4. History
5. Elective Khasi
6. Education
7. Computer Application.

### Note:

1. Changing of Elective shall be permissible only within one week from the date of commencement of Class.
2. Only Khasi is to be taken for MIL.
3. Student taking Computer Application have to pay Computer Fees as mention in the Fees Structure.

### Information on Fees and Mode of Payment

Fees Payable for Class XI and XII

a.	Admission Fees(Per Annum)	3500
b.	Tuitions Fees @ Rs. 500 x 12	6600
c.	Session Fees	
1.	Internal Examination	600
2.	Library	400
3.	Activity	400
4.	Development fund	400
5.	Building fund	500
6.	School Magazine	200
7.	Maintenance	400
8.	School ID	100
9.	Fee Book	100
d.	MBOSE Fees(Per Annum) (To be notify later)	(As per MBOSE Fees Structure)
e.	Computer Application	
	Laboratory Fees @ Rs   /- (Per month)	
	Laboratory Expendable (Per annum)	

Note : Library Caution Money @ Rs       (Refundable)



### Mode of Payment

- a. Fees will be charged for the full Session.
- b. Fees for each are to be paid in two Instalments viz:-
  1. 1<sup>st</sup> Instalment-(To be paid at the time of Admission)
    - a. Admission Fees
    - b. Tuition Fees
    - c. Library Caution Money
    - d. Session Fees
    - e. Computer Application Fees
  2. 2<sup>nd</sup> Instalment (To be Paid during September)
    - a. MBOSE Fees
- c. Fees once Paid is not refundable.
- d. A Fine of Rs 100 per month will be charge for late Payment of fees
- e. All Fees are to be paid in United Bank of India, IIM Shillong Branch, Shillong only after the Fee book has been counter sign by the staff i/c of Fees of the School.
- f. Computer Fees are applicable only to those students who choose Computer Application as one of their Electives.

### General Rules:-

- No student will be allowed to bring/used mobile in the school campus.
- No student will be allowed to attend the school without

complete school uniform.

- No boys student will be allowed to attend the school in Fancy shoes, belt, hand grip, ear ring, long hair, dye hair, etc.
- No girl's student will be allowed to attend the school in Fancy shoes, hand grip, nail polish, dye hair, etc.
- Student is expected to attend Class Regularly.
- Students are expecting to attend school in a neat and tidy condition.
- Student failed in Internal Examinations and who do not submit assignment/Project will not be allowed to appear Class XI Examination.
- Students are required to produce the Diary and Identity Card whenever required.
- No student is allowed to leave the class room without the permission of the teacher.
- Rubbish should not be thrown anywhere and everywhere. Use the dust bins.
- Scrubbing in the desks / windows / walls / benches etc... is prohibited.
- Students must be punctual and must be at the school premises before the bell rings at 8:45AM.
- All students must attend the Assembly.