



No.EX:COE:08:DM:2025 : 958

Dated: September 24 , 2025

NOTIFICATION

Pursuant to the resolution No.114:2025:8:(i) adopted at the 114th meeting of the Academic Council held on July 16, 2025 in connection with revision of fees for different degrees including examination fees, the following fees payable by students stands revised with immediate effect:

REVISED FEES PAYABLE BY STUDENT FOR DIFFERENT DEGREES & EXAMINATION FEE

A. Certificate/ Registration / Transcripts /Migration etc: (in Indian Rupees)

Sl. No.	Item	Revised (In Indian Rupees)
1.	Registration (Original)	350
2.	Registration (Duplicate)	500
3.	Enrolment Fee	250
4.	<u>Convocation</u> a) In person b) In absentia	900
5.	<u>Degree Certificate (Original)</u> (including Diploma / Certificate courses)	800
6.	Certificate (Duplicate)	1200
7.	Rank Degree Certificate	500

Contd. 2/-

Sl. No.	Item	Revised (In Indian Rupees)
8.	Provisional Certificate	400
9.	Mark sheet (Duplicate)	600
10.	Admit Card (Duplicate)	300
11.	Migration Certificate	800
12.	Academic Transcript	600(per year/ Semester) for single copy. Additional postal charges of 2500 for abroad and 500 within India

C. Undergraduate Courses:

Sl. No.	Item	Revised (In Indian Rupees)
	<u>Examination Fee (including Admit Card / Mark sheet):</u>	
1.	a) Regular b) Repeater	a) 1500 b) 800 + 400 per paper
2.	<u>Practical Exam Fees per paper Regular & Repeater</u>	400
3.	<u>Change of College</u>	2000
4.	<u>Change of Examination Centre</u>	2000

Sl. No.	Item	Revised (In Indian Rupees)
5.	Re-evaluation: UG Course Per paper (Provided if allowable by the Regulation of the Course(s))	900
6.	Re-scrutiny (per paper) for UG Courses	600
7.	Self-Scrutiny (per paper): <ul style="list-style-type: none"> • B.Tech / B.Arch/BA. LLB/ LLB/MBBS/ B.Sc Nursing / B.Ed / BAMS / BHMS) and such other professional courses having standalone Regulation which do not provide facility of Re-evaluation • Postgraduate & other Postgraduate Professional Courses which do not provide facility of Re-evaluation 	500

The aforementioned revision of examination related fees payable by students are implemented with immediate effect until further orders.

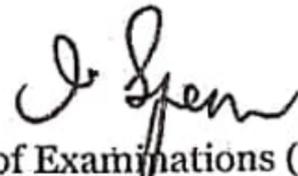
D. Examination Fee Relaxation:

Affiliated Colleges may apply for a **50% relaxation in the revised examination fee (C.1.a)** for up to **10% of the total examinees** in a given semester, provided that these students **belong to economically disadvantaged families** and are **unable to afford the revised examination fee**.

To avail this relaxation:

1. **The College/student must initially pay the full examination fee** on behalf of the eligible students.
2. **The University will reimburse 50%** of the examination fee to the college, **subject to verification** of the students' details and financial status.
3. The relaxation will be applicable only **after successful verification** by the University

This is issued with the approval of Competent Authority.


Controller of Examinations (I/c)

Contd. 4/-

Dated: 27th September, 2025

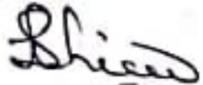
❖ Ist, 3rd and 5th SEMESTER EXAMINATION FEES

Examination November-December, 2025 (Back papers/Improvement)

➤ Students who want to appear for back paper/Improvement are to pay the Examination Fee(s) through online mode of Payment (SB Collect) according to the amount mentioned below on or before Wednesday the 22nd October, 2025:

Examination fees: (without Practical)	Examination fees: (with Practical)
Rs. 1600.00 (one Paper)	Rs. 2000.00 (one Paper)
Rs. 2000.00 (two Papers)	Rs. 2400.00 (two Papers)
Rs. 2400.00 (three Papers)	Rs. 2800.00 (three Papers)
Rs. 2800.00 (four Papers)	Rs. 3200.00 (four Papers)
The above fees <u>are not</u> applicable for Regular Examination	

Please Note: Improvement candidate (**2022 Batch**) will be allowed to appear only to those students with below 45% in aggregate.


Principal In-charge

St. Mary's College, Shillong – 793003

NOTICE

Dated: 27th September, 2025

**REVISED FEES PAYABLE BY STUDENTS FOR DIFFERENT
EXAMINATION FEE**

EXAMINATION NOV/DEC, 2025

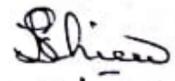
Revised Examination Fee (including Admit Card/Mark Sheet) irrespective of Professional and Non-Professional courses will be as follows:

Item	Existing Rate		Revised Rate		Extra Amount to be paid (differences)	
	Theory	Practical	Theory	Practical	Theory	Practical
a) Regular	800.00	200.00	1500.00	400.00 per paper	700.00	200.00 per paper
University Enrolment Fee	150.00 per Semester		250.00 per Semester		100.00	
<u>University Registration Fee</u> (Applicable only for First Semester Students.)	200.00		350.00		150.00	

Note:1. For any/more information, students are to refer the NEHU letter/Notification No. EX:COE:08:DM:2025:958 Dated: September 24th, 2025 Pasted below this notice.

2. Students are required to pay the balance/difference amount of the Examination Fee to the respective Bank as per Section and Courses (Central Bank/Online: State Bank Collect)

Inconvenience caused is regretted.


Sr. Shemlang Mary Thangkhiew
Principal In-charge
St. Mary's College, Shillong

**ODD (FIRST/THIRD/FIFTH) SEMESTER
(Examination – Nov/Dec 2025)**

➤ Filling-up of Examination Forms for **Regular/Back papers/Improvement** Students will be as per Dates and Time mentioned below:

SEMESTER	DATE	HONOURS	TIME
FYUP 1 st Semester	Monday 13 th October, 2025	Eco, Eng, Khasi, Philo, Political Sc.	11:45 AM - 1:00 PM
		Soc, Geo, Edu, Hist	02:00 PM – 3:15 PM
	Tuesday 14 th October, 2025	BCom/BCA/BSc.HSc	11:45 AM - 1:00 PM
		Bot, Chem, CND, Maths, Phy, Zoo	02:00 PM – 3:15 PM
FYUP 3 rd Semester	Wednesday 15 th October, 2025	Eco, Eng, Khasi, Philo, Political Sc.	11:45 AM - 1:00 PM
		Soc, Geo, Edu, Hist	02:00 PM – 3:15 PM

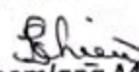
FYUP 3 rd Semester	Thursday 16 th October, 2025	BCom/BCA/BSc.HSc	11:45 AM - 1:00 PM
		Bot, Chem, CND, Maths, Phy, Zoo	02:00 PM – 3:15 PM
FYUP 5 th Semester	Friday 17 th October, 2025	Eng, Eco, Phil	11:45 AM - 1:00 PM
		Socio, Geo, Edu	02:00 PM – 3:15 PM
	Tuesday 21 st October, 2025	Khasi, Pol. Sc., Hist, BSc.HSc	11:45 AM - 1:00 PM
		Bot, Chem, CND, Maths, Phy, Zoo, BCom, BCA	02:00 PM – 3:15 PM
Repeaters / Improvement	Wednesday 22 nd October, 2025	Repeaters / Improvement	11:45 AM - 1:00 PM
Venue: Common Room (Main Campus)			

➤ Xerox Copy of Self-Attested Document to be attached along with the Form are as follows (Original Admit Card will not be accepted)

Semester	Documents to be attached
1 st Semester Students	1. XII Marksheet 2. Original Migration Certificate (Students pass out other than MBOSE)
3 rd and 5 th Semester Students	Admit Card of last Examination appeared
Improvement Candidates (Applicable for 6 th Sem 2022 Batch) (With Below 45% only)	1. Improvement Examination Fee Receipt. 2. Semester Marksheet of the Respective Examinations that needs to be given for improvement.
Repeaters/Back papers Exam Form	1. Examination Fee Receipt 2. Examination/Semester failed Marksheet

Please Note:

1. No Examination Form will be accepted after the **Due Date**.
2. Regular Students are required to pay the extra amount of Revised Examination fee as mentioned in the notice board.


 Sr. Shemiang Mary Thangkhiew
 Principal In-charge
 St. Mary's College, Shillong - 03