

Orientation Programme 2026

3rd semester FYUP batch

Introduction to 3rd semester AEC, SEC, MDC and VTC subjects

Paper in the 3rd semester FYUP course

No	Name of Paper	Credits	Internal Assessment	External Exam	Pass Mark	Full Marks
1	Major	4	25	75	40	100
2	Major	4	25	75	40	100
3	AEC	2	12	50	20	50
4	SEC	3	19	56	30	75
5	MDC	3	19	56	30	75
6	Vocational Training Course (VTC)	4	40	60	40	100

AEC- Ability Enhancement Course

- All 3rd semester students **must take an AEC in English.**
- MIL languages is no longer offered in 3rd sem.
- The 3rd sem AEC paper is :
 - AEC 220 - Critical Reading

SEC- Skill Enhancement Course

- The options for 3rd semester SEC papers are:
- SEC 231- English Language Education
- SEC 232- Conflict Resolution
- SEC 233- Goods and Services Tax
- SEC 234- Analytical Thinking (Mathematics)
- SWAYAM options

SEC 231- English Language Education

(examines how language is acquired and taught)

200 seats

- Definition & Characteristics of language
- The origin of language- Divine origin, Evolutionary origin
- The functions of language- communication/expression
- Verbal and Non- verbal Communication
- Theories on language teaching and learning (eg language learnt through behaviour, through a functional approach etc)
- Methods of language teaching: Traditional and Modern methods

SEC 232- Conflict Resolution (200 seats)

- Meaning, Concept & Causes of Conflict
- Conflict Management, Conflict Resolution and Conflict Transformation.
- **Conflict Management** : finding ways to live with differences
- **Conflict Resolution**: deals with disagreements and seeks solutions
- **Conflict Transformation**: conflict as an opportunity to change relationships, organizations, or communities for the better.
- **Modern Strategies**: Negotiation, Mediation and Gandhian traditional methods in resolving conflict.
- The Gandhian method, rooted in ahimsa
- (no-violence)and satyagraha (holding firmly to truth)

SEC 233- Goods and Services Tax (GST)

(60 seats)

- **Taxation before GST** i.e Indirect Taxes its framework and defects
- **VAT (Value Added Tax)** : Concept, Meaning and Methods
- **Structure of the GST** (SGST, CGST, UTGST, IGST), GST Council, GST Network.
- **Levy and collection of GST-** Taxable event, Exemption from GST, Classification of Goods and Services and valuation of goods for GST
- Input Tax Credit; Types (eligible & Ineligible), Payment of taxes; refund, TDS, TCS, filing of GST
- **Practical (14 marks)** – Online registration process, Annual return filing, Generation of e- way bill.

SEC 234- Analytical Thinking (Mathematics) (60 seats)

- Unit I: Sets and Relations
- Unit II: Combinatorics and Probability
- Unit III: Mathematical Logic
- The first 2 units will help students think analytically.
- The unit on Mathematical logic enhances their logical thinking.
- It helps them to analyse and differentiate between a logical statement and an ordinary statement.
- *Ordinary Statement: The cake is delicious (opinion/expression/emotions)*
- *Logical Statement: The cake is 5 kgs in weight (fact/data/tested)*
- useful for competitive exams involving analytical thinking.

MDC- Multi Disciplinary Course

- The 3rd semester MDC options are:
- MDC 210- English Proficiency and Soft Skills Development
- MDC 211- Gender Studies
- MDC 212 – Financial Literacy
- MDC 213- National Service Scheme (NSS)
- MDC 214- Physics around us
- MDC 215- Development of Education in N.E India
- SWAYAM options

MDC 210- English Proficiency and Soft Skills Development (80 seats)

- Develop fluency and accuracy in English, listening and speaking skills, reading and writing skills.
- Personality Development, Leadership development, Negotiation, Assertiveness, Conflict Resolution.
- SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats)
- Role play. Cover Letter writing. Preparation of Resume (Organization and Structure). Group Discussions (General Awareness and Current Affairs).
- Mock Interviews (Telephonic and face to face).

MDC 211- Gender Studies (80 seats)

- Origin and Growth of Gender Studies
- Paradigm shift from Women's Studies to Gender Studies (LGBT+)
- Relevance of Gender Studies in Indian society.
- Sex & Gender, Sex-Gender Debates
- Gender Equity and Equality,
- Gender Sensitization
- Patriarchy and Matriliney.
- Gender in Family & Religion,
- Sexual Harassment in Workplaces,
- Domestic Violence against Women

MDC 212 – Financial Literacy (80 seats)

- Financial Literacy- Meaning, Importance & Components
- Distinction between: Saving, Investment and Insurance, PAN, KYC, PRAN (NPS),
- Types of Bank Accounts, e-Payment Gateways.
- Investments- Meaning, Risk and Returns principle,
- Investment Avenues: Shares, Debentures, Bonds and Mutual Funds, Demat Account.
- Life insurance Policies, Term insurance and Endowment Policies, Pension Policies, Health Insurance, ULIP, Property insurance and general Insurance.
- Financial Products Kissan Vikas Pathra, NSC, PPF, Senior Citizen Savings Scheme, Sukanya Samriddhi Yojana Account.
- Simple Family Budget: Meaning importance and preparation of cash budget, meaning of income and expenditure, Sources of income, knowing your Tax liability.

MDC 213- National Service Scheme (NSS)

(80 seats)

- NSS- Fundamentals Aims & Objectives
- Meaning and Significance of NSS- Emblem, Flag, Motto, Song, Badge and NSS Day
- Organizational Structure, Roles And Responsibilities Of Various NSS Functionaries
- Regular Activities, Special Camps and Day Camps, Blood donation
- Youth: Definition Profile & Categories of youth; Youth as an agent of social change
- Definition, need and importance of Volunteerism
- Meaning, types and importance of Leadership
- Concept of Shramdan in NSS
- Regular activities / Special camps and report submission on the following selected themes:
 - Disaster management
 - Environmental issues
 - Health issues and Social issues
 - Road safety

MDC 214- Physics around us (60 seats)

- Fundamental units and their dimensions, smallest to the biggest, Scalar and Vector quantities with examples (*eg weight Kg and speed km/hr*)
- Understanding of Speed, Velocity, and Acceleration
- Concept of Work, Energy, and Power
- Different temperature scales – degrees Celsius, Fahrenheit, and Kelvin.
- Reflection, Refraction, Refractive index, Spherical mirrors and their applications,
- Sound waves and their propagations, Frequency, Wavelength, and Amplitude. Echo, Doppler Effect
- Electric Charge, Voltage, and Current (DC and AC), Electrical Power, Commercial unit of electrical energy, Power rating of household appliances
- Different types of magnetism, Induction cooker and transformer.
- Electromagnetic wave spectrum, Use of electromagnetic waves in communications, e.g., TV, Mobile Phones, FM Radio.

MDC 215- Development of Education in N.E India

(80 seats)

- Education in pre and post Independence India
- Role of Samagra Shiksha Abhiyan (SSA)
- Status of education in Meghalaya
- Problems and Issues of education at the primary level, the secondary level, the higher education level and in technical and vocational education in Meghalaya.
- Role of traditional institutions in Education,
- Indigenous Knowledge System- concept and features
- Traditional Knowledge Practices and their uses in education
- Role of Education in the diverse culture of the regions in Meghalaya

Vocational Training Course (VTC)

- VTCs are courses in which students receive **hands on training** in a specific field/ area/ vocation so that they gain technical skills.
- VTCs are 4 credit courses out of 100 marks.
- Internal Assessment is out of 40 marks and External Practical Exam is out of 60 marks.
- VTCs are taught in the 3rd, 4th and 6th semester.
- Students can choose one of the NEHU approved VTC courses and they are to study the same VTC in 3rd, 4th and 6th sem.
- Apprenticeship/ Internship in the chosen VTC is allowed in the 5th semester.

Vocational Training Course (VTC)

- The college offers the following VTCs:
- Baking & Confectionery
- Food & Beverage
- Guitar
- Vocals
- Fashion Design
- Photography
- Tally & Computer Accounting
- Food Processing
- Event Management
- Piano
- Khasi Traditional Music
- Beauty Care
- Beekeeping
- Desktop Publishing



Baking and Confectionery (40 seats)

- Theory: Units of measurement, Bakery terms, Organization chart of bakery, Major and minor equipment, Baking temperatures, Ingredients, Quality Check and Disease.
- Practical: Breads, Buns & Pizzas- Milk Bread, Bread Loaf, Hot Cross buns, Burger Buns, Croissants & Pizza Base etc
- Sweets and Confectionery- Toffees, Chocolates, Chocolate candies, Caramels, Lollipops, Fudge, Gulab Jamun, Rosgulla, Rasmalai, Halwa etc
- Cakes, Icing & Pastry- Plain Sponge, Fruit Cake, Fondant, Frosting, Royal icing, Puff Pastry, Apple pie etc.



Baking Practical Class and Baked goods





Food Processing (40 seats)

- Theory: Preservation Concept, History and Types- Temperature – Freezing & Drying, Preservatives -Natural and Artificial Modern Techniques in Food Preservation Practical-
- Preservation using salt, sugar, oil & freezing, Preparation of malt, quality of rice using water uptake method,
- extraction of oil from oilseeds,
- Preparation of quick cooked rice parboiling of rice, whole grain cereals and legumes processing
- tomato ketchup, puree, jams, jellies, marmalade, squash, cordial, amla
- Study of animal products (fish, meat & eggs), processing and preservation of fish, meat & eggs

Food Processing Practical Class and Products



Food & Beverage Service (40 seats)

- Theory: Introduction to Food and Beverage Industry & Hotel Industry, types & role of catering establishment in the travel/tourism industry
- Practical: Organization of F&B, F & B Job description & specification, Basic Etiquette of F& B Service Staff, Food Service areas- Restaurant, Coffee Shop, Room Service, Banquets, Discotheques
- French hospitality terminology in F & B, Holding Service Spoon & Fork, Carrying a Tray / Salver, Laying a Table Cloth, Changing a Table Cloth during service, Welcoming and seating of Guest, Interaction with guest on arrival at the restaurant, Placing meal plates & Clearing soiled plates,
- Stocking Sideboard, Using Service Plate & Crumbing Down,
- Practice of different serviette folds.



Food & Beverage Service Practical Class



Beauty Care (40 seats)

- Theory: Professional Outlook, Personal Grooming, Professional Ethics and Communication Skills
- Practical: Threading, Bleaching, Facial, Waxing, Manicure & Pedicure, Nail Art, Mehendi
- Haircare, Hair dye & Hair Cutting & Hair Styling, Head Massage
- Skin care- Cleanser, Facial, Pack, Mask, peel & machinery used.
- Make- up- Selection of cosmetics, tools, techniques and types (Day Make up, Bridal Make up etc)
- Massage & Spa – therapy, products & techniques.





GPS Map Camera

Beauty Care Practical Class

Shillong, Meghalaya, India

Boyce Rd., Laitumkhrah, Shillong, Meghalaya

700000, India

Fashion Design (40 seats)

- Theory Elements of Design: Primary Colours, Secondary Colours, Colour Wheel, Tints & Shades, Texture
- Basic Embroidery (Running Stitch, Double Running Stitch, Stem Stitch, Chain Stitch, Feather Stitch, Fly Stitch, Button Hole/ Basket Stitch, Single Satin Stitch, Double Satin Stitch, Lazy Daisy, French Knot, Bullion Knot),
- Traditional Embroidery (Kantha, Phulkari, Kashida, Kasuti, Banjara),
- Tie & Dye (Ombre, Crunching, Pinching, Folding, Stripes, Titrik, Sunburst, Bulls Eye,
- Knitting & Crochet,
- Weaving (Plain, Twill, Basket, Satin & Exploration), Stencil Painting.
- Understanding the Sewing Machine- Stitching various designs using machine- Basic Line Stitching, Seam Stitching, Hem Stitching, Pleats, Tucks), Trims (Velcro, Snap Button, Hook & Eye, Skirt Hook & Eye, Buttons, Zipper).



Fashion Design (Portfolio & Machinery use)



Fashion Design Practical Class





Photography (40 seats)

- Theory – History of Photography, Basics of Conventional & Digital Photography and Exposure, Principles of Composition, Camera, lens and other gadgets.
- Practical: Construction of a Light Tight Box, Study of exposure, shutter speed, light, demonstration of use of different cameras.
- Use of darkroom and studio, study of lighting, filters, black & white photography,
- Care and managing photography equipment
- Photography as a business
- Commercial, Sports Photography, Professional Photography and other types – Photojournalism, Wedding, Outdoor, etc



Photography Practical Class



Beekeeping/ Apiculture (40 seats)

- Introduction, scope and importance
- Structure and body of a Bee; types of bees
- Honey Comb, Bee colony & Queen bee
- Bee keeping accessories
- Pests and diseases of bees
- Honey bee nutrition and diet
- Honey and bee wax extraction, processing and packaging



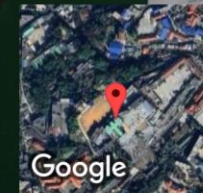
Beekeeping: Extracting and processing

Khasi Traditional Music (40 seats)

- Sur Shnong (Music at the Village Level)
- Music at the level of “Ka Hima” (Khasi Native State)
- Concept of Khasi Rhythmic Pattern (Oral Tradition and Notation)
- Practical: Khasi Drums: Ka Ksing Shynrang, Ksing Kynthei, Ka Bom, Ka Padiah
- Tonic Solfa, Tune & Time, Scale, Khasi Folk Songs and Khasi Composed Songs
- Duitara & classification of Khasi Traditional Musical Instruments



Khasi Traditional Music performance



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Piano (40 seats)

- Key Signature, Time signatures, Time values, Pitch and Notation
- Tempo, Rhythm, Major and Minor Scales, Keys - A, B, C, D, E, F, G both in major and minor, Ear training: Chord recognition.
- Tempo, Dynamics, Mood, The Slur, Staccato Signs, Phrasing marks, Song Composition
- Dominant 7th Chords, Diminished Chords





Piano Practical Class

Guitar (40 seats)

- Learning the primary chords in the key of A B C D E F G both in major and minor.
- Learning the diatonic chord sequence in natural keys both major and minor.
- The relationship between major and minor i.e tonic, predominant and dominant.
- Common chord progression in rock, pop, blues and jazz.
- Ear training: Chord recognition.
- Alternate picking and legato.
- Finger picking





Guitar Practical Class



Vocals/ Singing (40 seats)

- Theory: Definition - Music, Sound, Notes, Scale, Pitch, Key-Tone, Octave, Degree, Mental Effects, Technical Names
- Sight Singing- Tune, Time, Pulse Division, Time & Rhythm–Keeping Time–Tapping, Vocalising lines
- Aural Test- Tune & Time
- Voice Lesson- Posture, Breathing, Vocalization

Vocals Class in Session





Event Management (100 seats)

- Introduction, Meaning and Definition
- Significance, Size & Typologies of Events
- Role of the Event Manager.
- Event Planning & Design, Team Building, Management and Leadership.
- Event Budgeting, Event SWOT Analysis, Event Marketing and Sponsorship, Event Impacts and Sustainability.
- Estimate the budget of college freshers or farewell party for 60 students.
- Study Event Tourism, Business events, Cultural Festivals, Music Festivals, Sports Events
- Weddings, Birthdays, Anniversaries etc (Decorations, Food, Theme, Games, Photo Booth, Entertainment etc)



Food & Beverage Service by F & B VTC Team and Coverage of Event by Photography VTC Team









POWER OF SIMPLICITY

Computerized Accounting or Tally (30 seats)

- Installation and Configuration of the Accounting software
- Ledgers and Sub Ledgers Concept, Creation, Alter, Delete and Configuration
- Revenue Receipt and Revenue Payment, Capital Receipt and Capital Payment. Cost Centers and Cost Categories
- Accounting Voucher Entry in Single entry and Double Entry, Contra Voucher, Receipt and Payment Voucher, Journal Voucher, Memorandum Voucher and Reversing Journals.
- TDS, GST, preparing Trial balance, financial statements and reports

Desktop Publishing (30 seats)

- Professional print and digital publications using modern computer applications.
- Word processing, spreadsheets, presentations, graphic design, image editing, page layout,
- printing techniques using software such as Microsoft Office, Adobe Photoshop, PageMaker, CorelDRAW. Canva and Ai softwares



Subject Selection for SEC, MDC & VTC

- Fill in the Goggle form with your:
- Full Name NEHU Roll Number
- Phone Number Major
- SEC 1st choice and 2nd choice
- MDC 1st choice and 2nd choice
- VTC 1st choice and 2nd choice
- Google form will closed on 24rd July 2026 at 10 am.
- **SEC & MDC will be allotted on 1st come 1st serve basis**

Instructions for Google form

- Submit the form only once.
- If you submit it twice, your first submission will be accepted and not the second.
- A pdf of the presentation will be uploaded on the college website.
- Read it carefully before submitting your choices.
- Your response will be recorded and a copy will be sent to your email.

Entrance test for admission into VTCs

- Entrance test will be held for admission into 1st choice VTC
- Test will be held on **25th July 2026 at 9:30 am in Main Campus**
- Room Number as per VTC selected will be notified later.
- Negative marking will be there for MCQs. (minus marks for wrong answers)

THANK YOU