

JMSR

NORTH-EASTERN HILL UNIVERSITY
SHILLONG- 793 001

No:AC:42-1/Conf/91-4/1 Dated Shillong the 19th June, 1991.

To

The Members of the
Academic Council,
North-Eastern Hill University.

Subject: Agenda papers for the 42nd Meeting of the Academic Council.

Sir/Madam,

I am directed to forward herewith the Agenda papers for the 42nd meeting of the Academic Council scheduled to be held on the 27th June, 1991 at 11:00 A.M for favour of your information and consideration.

Yours faithfully,



(J. W. Smith)
Deputy Registrar(Conf.)

Enclo:a.a

AGENDA PAPERS FOR THE FORTY-SECOND MEETING OF THE ACADEMIC COUNCIL

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1:(1)

Item No 1 CONFIRMATION OF THE MINUTES OF THE
41ST MEETING OF THE ACADEMIC COUNCIL ;

The minutes of the 41st meeting of the council were circulated amongst the members. Prof. A.P.Sinha submitted the following comment on resolution No.AC:41:91:5:08(i) .

"The minutes have been partially recorded. The Academic Council resolved that the Vice-Chancellor will appoint a committee to look into the representation of the teachers of the University in the various bodies such as Academic Council, Executive Council and the Court, a demand frequently made by the teachers association. This was apart from the representation made by the teachers of the Pachhunga University College. In our view both these issues go together and the understanding was that the same committee will look into it."

The matter is placed before the council for consideration of confirmation of the minutes.

OR

2:1:(1)

Item No. 2 REPORTING ITEMS -

(i) Action taken on the minutes of the 41st meeting of the Academic Council.

(a) Action has been taken on the minutes of the 41st meeting of the Academic Council as follows :-

No:AC:41:91:5:1:(i)- Amendment of Regulation OA-8/R-4 approved by Executive Council and notified.

No.AC:41:91:5:1:(ii)-Amendment approved by Executive Council and referred to the Ministry.

No:AC:41:91:5:06(i) -Introduction of M.Phil programme in Department of Education, Nagaland-matter referred to the School Board.

No:AC:41:91:5:8(i):- Representation of P.U.C teachers in the Academic Council -Report of the Committee being placed in this meeting of the Council.

(b) Cases under process

No:AC:41:91:5:2:(i)- Syllabuse for Certificate Course in Statistics- Report of the Committee on centres awaited.

OK

3:1:(1)

Item No.3

RATIFICATION OF ACTION TAKEN BY THE
VICE-CHANCELLOR -

(i) Award of Ph.D and M.Phil Degree -

The results of the following candidates have been declared by the Examination Department. The cases have been approved by the concerned School Boards and the Board of Research Studies in Sciences/Humanities.

The cases are now placed before the Academic Council for ratification.

<u>Sl.No.</u>	<u>Name of the candidate</u>	<u>Degree</u>	<u>Department</u>
1.	Mr. Ashok Kr. Singh	Ph.D	Botany
2.	Mr. Birendra Nath Jha	Ph.d	-do-
3.	Mr. D.K. Jha	-do-	-do-
4.	Mr. M.P.Balu	-do-	Chemistry
5.	Mr. V.R.Rao	-do-	Physics
6.	Ms. H.D.Borah	M.Phil	Zoology
7.	Mr. A.K.Das	M.Phil	Mathematics
8.	Ms. Debajani Nang	-do-	Economics
9.	Mr. Jayakrishna Sahu	-do-	Economics
10.	Mr. Pravakara Singha	-do-	Economics

OK

3:2:(1)

(ii) Nomination of NEHU representatives in the Governing Body of affiliated Colleges -

The Vice-Chancellor has nominated University representatives in the Governing Body of affiliated Colleges as follows :

<u>Name of the College</u>	<u>University Representatives</u>	<u>Term</u>
1. Public College of Commerce, Dimapur, Nagaland.	1. Mr. N.M.Panda, Lecturer, Deptt. of Commerce, NEHU, Nagaland Campus, Kohima.	3 years w.e.f. 6.11.90
	2. Mr. T. Vehienuo, Lecturer, Deptt. of Commerces, NEHU, Nagaland Campus, Kohima.	-do-
2. J.Buana College, Lunglei, Mizoram.	1. Dr. K.P.Nath, Lecturer, Deptt. of Education, NEHU, Mizoram Campus, Aizawl.	2 years w.e.f. 13.3.91
	2. Miss Zokaitluangi, Lecturer, Department of Psychology, NEHU, Mizoram Campus, Aizawl.	-do-
3. Sngap Singh, Memorail College, Mawkyrwat.	1. Prof. A.Baruah, Department of Pol.Science, NEHU, Shillong.	3 years w.e.f. 1.8.1990
	2. Prof. N.Hussan, Department of English, NEHU, Shillong.	
4. Dimapur College, Dimapur, Nagaland.	1. Dr. B.S.Chauhan, Professor of SASRD, Medziphema, Nagaland.	3 years w.e.f. 7.6.1991.
	2. Dr. N.S.Jamir, Reader, SASRD, Medziphema, Nagaland.	-do-

The matter is placed before the Council for ratification.

OK

Item No. 4 DEFERRED ITEMS :

- (i) Fifteen years of NEHU- A Review of Academics from the University

Consideration of item submitted by Prof. A.P. Sinha regarding "Fifteen years of NEHU-A Review of Academics from the University" was deferred in the 40th meeting of the Academic Council.

The item of Annexure "A" is, therefore, placed again for consideration of the Council.

A bill to be appd -

ANNEXURE-'A'FIFTEEN YEARS OF NEHU - A REVIEW OF ACADEMICS FROM THE UNIVERSITY

I. NEHU is over fifteen years old now (1990). In more particular terms, NEHU till now has seen the efforts of three Five Year plans, the 5th to the 7th. Within these fifteen years NEHU has received prominent and substantial investment of resources, both financial as well as human, all this through specialized attentions of the Centre. For this, and some specific other reasons, there is need now(1990) to review 'the achievements and progress of this University'. To re-inforce the suggestion, we may take attention to the reasons.

I. 1. Between the Universities in the country, NEHU is the only University which has been entrusted with specialized responsibility towards which has been entrusted with specialized responsibility towards a designated territory and its peoples. Section 4 of the Act spells out this very clearly. It reads :

".....to pay special attention to the improvement of social and economic conditions and welfare of the people of the hill areas of the North Eastern Region and, in particular, their intellectual, academic and cultural advancement".

I. 2. "ISE UP AND BUILD. This is the Motto of NEHU. The academics at NEHU is expected to formulate itself through Schools NEHU is a multi-campus university, and this with a difference, as the constituent campuses are located in different States, far apart from each other.

I. 3. Higher Education, its objectives and achievements- this has emerged as a subject of increasing concern ever since 1983 when the UGC constituted the Madhuri Shahh Committee of experts "to Enquire into the Working of the Central Universities"; in 1986 the formulations in the National Policy for Education, and in same year the Mehrotra Committee on "University Education". "Social Relevance" and "Accountability" appeared as the main concern in each of these expert attentions.

We may take attention to relevant details in regard to each of these three.

II. 1. Section 4. The designation of specialized responsibility to

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NEHU, with reference to designated territory and its inhabitants has come through empirical and hard pragmatic considerations, rather than anything esoteric or doctrinaire. Those involved with NEHU, and its efforts, need to keep themselves fully reminded of this. Eversince Independence, the Centre has been giving specialized attention to the needs of development of the North Eastern Region. We are all well aware of this. The first evidence is the presence of a full Schedule (the Vith Schedule) in the Constitution to formalize exclusive attention to the needs and expectations of the peoples of the hill regions of this part of the country. This has been followed through a sequence of development exercise and legislations, initiated and organized by the Centre. By the end of the 60's the Centre took a revised look at its approaches towards the development efforts/needs of this region. As a consequence, it was felt that a "package-approach" of development will be needed. And hence, in the early years of the 70's the Centre brought a set of enactment :

(i) There was the set of enactments from the Centre leading to administrative re-organizations, facilitating the creation of the State of Meghalaya, the State of Manipur, the State of Tripura and the two Union Territories, that of Mizoram and Arunachal Pradesh. Such administrative reorganisation was made with the understanding that elevating Meghalaya, Manipur and Tripura to the rank of full States and, Mizoram and Arunachal Pradesh to that of Union Territory will help to motivate and to facilitate the much needed closer sustained peoples participation with 'development' in each of the five territories.

(ii) Along with this set of enactments, there was the Act which led to the creation of the North Eastern Council (NEC). This was with the understanding that such an organisation will oversee the needs of integrated and balanced development of the Region.

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(iii) These two were accompanied with the enactment which led to the creation of the North Eastern Hill University (NEHU). It was felt that such a University in the Region should be the nucleus to generate the much needed human resources, specialized manpower component of the development of the Region. The academic responsibilities entrusted to NEHU, vide section 4, need to be appreciated bearing this background in mind.

II. 2 RISE UP AND BUILD. This is the motto of the University. If we take a little close look at the experiences at NEHU, we can find this suggests much. Between the fifteen years of efforts invested at NEHU, the first five years can be assigned as those devoted towards the tasks of RISE UP, namely to bring this University to a visible shape. This was the period which saw the efforts of the founding Vice-Chancellor (Dr. Devenesan, 1973-1978), when many of the material and organizational structures were brought to visible shape: the three Campuses, a set of Departments organised with their teaching and research programmes; the Central Library. The remaining ten years 1978 till date, can be referred to as the period devoted to the tasks of AND BUILD, and which has seen the efforts of five Vice-Chancellors till date.

The experiences of this period, 1978 till date, are mixed, encouraging as well as not-so-encouraging. While on the one hand we have accounts which suggest positive achievements, those of growth and success, on the other hand are the experiences which provide accounts of retarded growth, even decay through factors like constraints, insufficient or misplaced attention, disturbed continuity.

II.3. Higher Education. Concern in respect of this can be traced back to the early 60's, with the Radhakrishna Committee to begin with. More focussed concern with respect to the Central Universities precipitated in 1983, when the UGC constituted a committee of experts under the chairmanship of Madhuri Shah 'To Enquire into the Working of the Central Universities', and later in 1986 we had the Mehrotra Committee and the Report on the New Education Policy. These in combination outlined definite attention on (a) the social-relevance score and (b) the accountability-scores of education, through the Universities.

The Madhuri Shah Committee in its Report made special mention about inadequate attention being given to the third dimension of University education (social relevance, research and instruction addressed to social realities and social problems). The Mehrotra Committee and the New Education Policy (1986) have underlined very boldly the accountability score.

III. These reference should be sufficient to impress on the need now (1990) to 'review the academics from NEHU' through the efforts of the last more than fifteen years.

This is placed before the Academic Council for its consideration.

IV. To provide basis for deliberation, a few points relating to the suggested 'review' may be placed.

IV.1. The Academics from the University. A University deals with 'academics', obviously, thus, any evaluation of 'efforts at a University' will expect evaluation in terms of 'the academics that flows from the University'. There are three facets of this

IV.1.1 The academic efforts at a University, organised through the different academic departments is expected to make contribution towards the growth of the academic disciplines. Variety of debates apart, we cannot deny that this component of expectation from a University is realistic.

VI.1.2. The academic efforts relating to each of the disciplines, organised at the University through the respective Departments, are expected to contribute towards the understanding of issues related with development and Planning, for the territory with which the University identifies itself. This is often referred to as linking knowledge from Lab to Land. A close, critical reading of the Report of the Working Group on 'The Development of the North Eastern Region during the 7th Plan Period' will easily reveal how efforts relating to the development of the Region expects much from knowledge that can be generated at NEHU. (This Working Group was constituted by the Planning Commission and the Report was prepared under the supervision of the NEC). This Report referred to many areas of information gap and development perspective. The academic disciplines of Mathematics, Philosophy, History, and those in the School of Languages can be exempted when considering this aspect of 'uses of knowledge generated from this University and the North Eastern Region.

IV.1.3. Manpower Training. 'Education' at a University has not to stop at classroom transference of 'knowledge', it has to be an effort oriented towards manpower training, a Master's degree in a discipline should imply to equip with 'skill ' particular to the discipline with reference to human affairs. The issues with this are well understood and hence need not be repeated.

IV.2.1. To summarize, we may review

(i) the contribution from the academic efforts organized at NEHU towards the growth of the academic disciplines represented at NEHU with reference to the efforts of the respective departments, (ii) the contributions from the academic at NEHU towards facilitating the efforts of the development planners and development administrators, and (iii) the contribution from the academics at NEHU towards generating the manpower needs of the region.

VI. 2.1. The review of the performance of NEHU may be referred to as review in terms of 'product-function' score of NEHU. To appreciate much about this, or more correctly, to adopt a more realistic attitude towards this, attention will also have to be taken towards 'the management-function' score of the NEHU- 1973-1990. This will need to take attention to the range of issues involved with : (i) Personnel and (ii) Management.

(i) Personnel. Review of issues related with personnel will take attention to the full range of questions relating to recruitment, performance, facility of available to the faculty. Review of NEHU with reference to set of questions under this heading has visible empirical reference, we may recall that (a) between 1982-1986 many specialized efforts were made to find "suitable and effective" faculty for NEHU, (b) we may also remind ourselves that many of Departments, and specially those in the two outlying campuses, are suffering due to insufficiency of faculty. (c) Overarching these two, we cannot ignore the increasing questions which are now been raised about the 'recruitment policy' of NEHU.

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(ii). Management. In this regards in its ultimate implication, what matters for a University is its experiences from its Vice-Chancellors. The experiences of NEHU with reference to this score has been very indulging. This reminds me of a recent observation expressed by the present Vice-Chancellor of Delhi University, Professor Upendra Baxi. He shared this publicly, (copy enclosed). After running attention to a number of critical issues he suggests "there is need to formulate theory of Vice-Chancellors". We will benefit to appreciate that such observations flow from real-life-experience rather than any formality or pedanticism. In this connection, we may recall, the Madhuri Shah Committee, when Enquiring into the Working of the Central Universities (1984) it has made very visible mention of the expectations from the role of the Vice-Chancellors.

V. Utility. The utility of such a review is self-evident. For sake of ready reference it may be listed :

- (i) It will help in future planning and future guidance.
- (ii) In a way, more importantly, it will help NEHU to present its arguments to the UGC and the Centre, in support of (a) To restore the cuts imposed on NEHU. We need to appreciate in clear terms that a generalized approach to the needs of NEHU, extending the one given to other governmental agencies, contradicts the claim of the Centre that special attention is being given to the needs of the North Eastern Region. More. NEHU deserves specialized attention, and not only immediate restoration of the cuts, but also enhancement in the outlay provisions, as this is a multi-campus University with a difference.
- (b) To convince the authorities at the Centre, the UGC and the Ministry, to expedite the processing of requirements of personnel and finance, and adopt a more pragmatic attitude towards them.

5:1:1:(1)

5.1 - Statutes, Ordinances, Regulations and Rules -

(i) Draft Ordinance providing for private candidates to appear in Master's Degree Examinations --- Report of the Committee .

In pursuance of resolution No:AC:39:90:5:06(ii) adopted at the 39th meeting of the Academic Council a committee was constituted to frame an Ordinance to providing for private candidates to appear in Master's Degree Examinations and to work out the modalities and other details.

The Committee has framed the Draft Ordinance for the same .

The Draft Ordinance at Annexure-'A' is placed for consideration of the Council.

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ANNEXURE-'A'

OC - 7A

ON THE MASTER'S DEGREE (PRIVATE) PROGRAMME IN ARTS

1. The Master's Degree (Private) Programme in Arts under the University is a part-time course of study spread over a period of two academic years.
2. The Course of study for Master's Degree(Private) shall be the same as that of the full-time Master's Degree courses of the University except that the total marks for each course shall be of 100 marks and without any weightage to internal assessment as approved by the Academic Council from time to time.
3. A graduate in Arts of NBHU having a three year Pass/Honours degree shall be eligible to apply for admission as a private candidate to the courses offered by the University subject to provision of the Regulation relating to pre-requisites, if any, under the following conditions :-
 - (i) A candidate may appear for the M.A. Previous Examination after a lapse of one year from the date of graduation;
 - (ii) The subject must have been offered by the candidate for the Degree course;
 - (iii) A graduate of Commerce may appear in Economics only;
 - (iv) A Science graduate may appear at M.A. Examination in Mathematics as a private candidate provided he/she had offered Mathematics in B.Sc.
 - (v) A Science graduate may appear as Private candidate for M.A. Examination, if he/she has previously passed the following subjects of the B.A. examination :-
 - a) English
 - b) Modern Indian Language or Alternative
 - c) The subject desired to be offered for the M.A. Examination

4. Graduates of other Universities working in the Educational Institutions within the jurisdiction of this University for a period of at least three years may also be permitted to appear at the M.A. Examination as a private candidate provided they fulfil other requirements under Section 3.

5. A private candidate may appear in the M.A. Final Examination in a subject in which he has already passed the Previous Examination from NEHU under the following condition :-

- (i) At least one year must elapse from the date of his passing the Previous Examination.

6. An M.A. of the University (Except under 3(iv) above) may be allowed to appear privately at the M.A. examination again in a different subject or group, if otherwise eligible.

7. Notwithstanding anything contained above, a candidate for the M.A. Degree must pass the Final Examination within a period of three years from the date of passing the Previous Examination.

8. A candidate who fails to pass or present himself for the Previous or Final M.A. Examination shall not be entitled to claim a refund of the Examination fees nor will such fee be carried over for a subsequent Examination.

9. Graduates in Arts or Science with Philosophy or Anthropology or Sociology are eligible for admission to M.A. course in Linguistics.

10. The procedure for admission, evaluation etc. shall be as prescribed by the Regulation.

Sd/- Prof. J.B.Bhattacharjee

Sd/- Prof. M.N. Karua

Sd/- Shri J.W. Smith

ON POST-GRADUATE EXAMINATIONS PRIVATE

Regulation of Admission, Paper-Setting, Evaluation, Moderation of Question Papers etc. in respect of Post-Graduate Examinations Private -

1. Admission of students :

(a) Eligible candidates may apply for admission in prescribed form to the Controller of Examinations within the stipulated date notified by the University.

(b) The applications will be scrutinised by a Committee appointed for the purpose by the Vice-Chancellor.

(c) The selected candidates must take admission within 30 days of publication of selection list.

2. Appointment of Examiners :

The Board of Post-Graduate Studies in each subject shall draw a panel of Paper-Setters/Examiners ordinarily in the month of August every alternate year and forward the same to the Vice-Chancellor who shall appoint Paper-Setters/Examiners for a period of two years from this panel. While drawing the panel, the Chairman of the Board of Post-Graduate Studies shall take into consideration the confidential aspect of the assignment. Criteria for recommending the names shall be as under :-

(i) Paper-Setter :

(a) Courses taught by the University - only NEHU Post-Graduate teachers shall be appointed.

(b) Courses not taught by the University - only external teachers shall be appointed.

(ii) A person to be appointed as a Paper-Setter must be a teacher not below the rank of a Reader in a University with at least 10 years experience in teaching the subject/course at Post-Graduate level.

(iii) Ordinarily Paper-Setter shall act as Examiner. In case an examiner has to be appointed other than the Paper-Setter, the criteria shall be the same as for Paper-Setter.

In exceptional circumstances, however, the Vice-Chancellor may relax the condition of experience.

3. Moderation Board :

There shall be a Moderation Board for each paper/subject and it shall consist of :-

- (i) Dean of the School concerned ;
- (ii) Chairman, Board of Post-Graduate Studies in the subject concerned ;
- (iii) One teacher teaching the concerned paper or a teacher nominated by the Head of the Department.

4. Functions of the Moderation Board :

- (i) To ensure that question paper has been set strictly in accordance with the syllabus and instructions given by the University covering broad areas adequately ;
- (ii) to delete question(s) set from outside syllabus and to make necessary substitution, if required ;
- (iii) to remove ambiguity in the language of question, if any ;
- (iv) to moderate all the questions properly giving ample opportunity to candidates of average and exceptional capabilities ;
- (v) to ensure proper distribution and indication weightage of marks for each question or parts thereof, time prescribed for the paper and to correct errors, if any, in this regard ;
- (vi) to bring to the notice of the Controller of Examinations lapses or omission on the part of the Paper-Setter, if any ;

5. Evaluation :

(a) The evaluation for each course shall be done on the basis of performance of the two semester examinations to be termed as Previous and Final Examinations respectively. At the end of the first year candidates will be eligible to sit for Previous Examination covering the courses of first and second semester together and at the end of the

second year, candidates will be eligible to sit for the Final Examination covering the courses of the third and fourth semester together, provided they clear all the courses of the previous examination.

(b) Assessment for the Master's Degree shall be made on the basis of the marks of the Previous and Final Examinations putting together to determine the grade. However, result of the previous examination will be declared without showing any grade.

6. Moderation of Result :

(a) The result of the Final Examination shall be placed before the Vice-Chancellor for approval after being tabulated.

(b) In order to qualify for the Master's Degree a candidate must have secured at least 30% marks or equivalent grade in each course and 40% marks or equivalent grades in the aggregate of all courses.

7. Successful candidates shall be awarded the Degree under the following classifications :-

- First Division : 60 per cent marks or equivalent grades or more in the aggregate of all the examinations.
- Second Division : 50 per cent marks or equivalent grades or more in the aggregate of all examinations but below 60 per cent.
- Simple Pass : 40 per cent marks or equivalent grades or more in the aggregate of all examinations but below 50 per cent.

Sd/- Prof. J.B. Bhattacharjee

Sd/- Prof. M.N. Karna

Sd/- Shri J.W. Smith

(i) Approval of the German language Course

The School Board of Physical Sciences, in its Seventeenth meeting held on 26.4.1991 considered the proposal of Dr. K.K. Dwivedi for introduction of German language Course(Basic-I) in M.Phil/Ph.D Programme. The Board recommended that the course comprising of about 45 lectures may be approved as the University level German Course(SF-602).

The matter is placed before the Council for consideration.

*To be signed
by Head of Department*

*to be taken up with
the respective Unis & also
A.U.*

(ii) Recognition of Vocational Streams by other Universities -

'One student who passed P.U. in the Vocational Stream had taken admission in Christ College, Bangalore University. He is now not allowed to continue to study II B.A. on the ground that he is from Vocational Stream. This is a serious blow to the student of this University. It may be pointed out that student from Vocational Stream can switch over to Arts Stream under NEHU. If our students cannot switch over to Arts Stream from the Vocational Stream in those Universities with whom we have mutual recognition of degrees for the purpose of admission, it will be disadvantageous to our students. The Academic Council may solve such problems faced by our students. In the present case the student is due to appear University Examination in April, 1992.'

The above agenda was forwarded by the Principal, Pachhunga University College, Aizawl for placing before the Academic Council. Here, it may be pointed out that the Principal has not indicated all the necessary and relevant information.

1. Name of courses offered as elective subjects.
2. Name of the third elective subject as additional subject if offered.
3. Reasons for disallowing to continue :-
 - (a) For distribution of marks in English and MIL i.e. 100 and 50 respectively, or
 - (b) For not offering a third optional subject.

Perhaps to solve the problem the above information may be helpful. Further perhaps the issue is also related to the objectives of introducing Vocational Streams in the Pre-University. From the distribution of courses and marks of Vocational Streams it appears that the course is intended as on terminal course, though a provision is made in the Ordinance to join courses for Bachelor's Degree within NEHU.

Therefore, the matter is placed Before the Council for consideration :-

- (a) Whether the course should remain a terminal course;

5:2:2:(2)

(b) Whether it should be converted to a traditional course.

The distribution of courses and marks for
Pre-University Traditional/Vocational Streams are shown below :-

Sl. No.	Subjects	Marks allotted Traditional/Vocational	
i)	English Traditional	200	100
ii)	MIL	100	50
iii)	Optional - I	200	200
iv)	Optional - II	200	200
v)	Optional - III	200	...
vi)	Vocational Course	...	400
Total:		900	950

- (i) Procedure for consideration of Research topics, etc in the Institute of Self Organising Systems and Bio-Physics.

The first Ordinance on the Institute of Self Organising Systems and Bio-Physics provides that the Institute shall admit students to its M.Phil/Ph.D Programmes. The Ordinance, however, does not spell out the procedure to be followed.

The normal procedure as laid down in the Ordinances as regard admission of students, approval of research topics, appointment of supervisor, etc is processed through the Board of Post-Graduate Studies to the School Board and ultimately the Board of Research Studies. However, in the case of Institute of Self- Organising Systems and Bio-Physics there are no provisions for these Bodies. This has placed difficulties in registration of research scholars as per required procedure under the Ordinances OC-4 and OC-5.

If the Institute Board is to be equated with a School Board then still remain the question of a linkage with the BPGS and BRS.

The matter is placed before the Council for consideration.

*VC author
letter to look into
the matter of Dr. [name]
(Dr. [name] to be included)
to be submitted to the next AGM*

5:5:1:(1)

5:5 - EXAMINATION MATTERS :

(i) Panel of Examiners (Ph.D)

The Panel of Examiners for examining the Ph.d theses of the following candidates are placed for consideration of the Council.

<u>Sl.No.</u>	<u>Name of the Candidate</u>	<u>Department</u>
1.	Ms. D.Ghosh	Zoology
2.	Mr. S.Lyngdoh	-do-
3.	Mr. G.C.Sharma	Chemistry
4.	Miss ^{Mr} B.Dey	Chemistry
5.	Mr. A.Sinha	Chemistry
6.	Mr. R.Das	Physics
7.	Ms. Meeta Deka	History

92.

5:5:2:(1)

(ii) Panel of Examiners (M.Phil)

The Panel of Examiners for examining the M.Phil dissertation of the following candidates are placed for consideration of the Council.

<u>Sl.No.</u>	<u>Name of the Candidate</u>	<u>Department</u>
1.	Mr. P.Zachariah	Zoology
2.	Mrs. S.Bhattacharjee	Physics
3.	Mr. P.Soren	Geography
4.	Mr. W.Dkhar	-do-
5.	Mr. T.Sangyn Yaden	-do-
6.	Mr. M.Kharkongor	-do-
7.	Mr. P.Dey	-do-
8.	Miss G.Singh	-do-
9.	Mrs P.K.Phukan	-do-
10.	Mrs. S.Chakraborty	-do-
11.	Mr. L.Pakhuongte	-do-
12.	Mr. R.Lalzawnga	Pol.Science
13.	Ms. Ruma Das	-do-
14.	Mr. R.Lalnuntluanga	Economics
15.	Eleebon Tariang	Economics
16.	Mr. Roland Kharkrang	Anthropology
17.	Mr. D.K.Linbu	-do-
18.	Mr. Bimal Rieng	-do-

FR

5:5:3:(1)

(iii) Proposed format for evaluation of Ph.D. thesis/M.Phil dissertation.

It has been observed that the examiners who send their reports after evaluation of Ph.D. Thesis/M.Phil dissertation use their own methods for reporting. While some of the Examiners give very lengthy and exhaustive reports some again give rather sketchy reports without definite recommendation arousing doubts about the need for having Viva-voce exams. or otherwise. The need for a standard format has therefore been felt to facilitate proper examination of the cases. With a view to standardisation of the reports, a format has been drafted and placed at Annexure - 'A' for consideration of the Academic Council.

*CCE to Review
the format*

5:5:3:(2)

ANNEXURE "A"

NORTH-EASTERN HILL UNIVERSITY
SHILLONG

STANDARD FORM FOR REPORTING ON THE PH.D
THESIS/M.PHIL DISSERTATION

1. Title :
(Whether work has been done on the topic or not by other researchers)
2. Presentation of the Thesis :
3. Data collection :
4. Appreciation :
5. Typographic error:
6. Suggestions and queries, if any :
7. Conclusion (a) recommended with/without Viva-voce Exams.
(b) recommended with revision
(c) Rejected
8. Grade Point and Grade:
(in case of M.Phil)

Signature

5:5:5(1)

- (v) Review of the provisions regarding repeating a course in MA/M.Sc.

Earlier, a second class degree with a minimum of 50% marks in MA/M.Sc. was the qualification for a post of lecturer in a college. Subsequently, this was raised to 55%. This has made many second class master's degree holders below 55% marks disqualified for a post of Lecturer.

Examination department has been receiving applications from some of our old students for permission to repeat for improvement. But since these students are beyond VI Semesters their request could not be entertained. Many more students of the same situation may be there for whom there is no opportunity to grab, to enable them to look forward.

Perhaps the only way to help these students is conduct a 'special repeat' examination. This examination should be held once and no further chances may be given.

As per our regulation when a student repeat a course(s) he/she forgoes the earlier marks. If permitted to repeat some of these students might get less than the earlier marks. This would be at the disadvantage of the students. Therefore, perhaps relaxation may be needed so that they need not forgo the earlier marks if it is more than the marks of the repeat examinations.

The proposal has been submitted to the Deans' Committee which met on 25th February, 1991 (57th Meeting) The Deans' Committee observed as follows "The Committee after a thorough examination of the proposal decided that the matter be placed before the Academic Council".

The case is submitted to the Academic Council for a decision.

No

5:6:1:(1)

5:6 - Establishment new Deptts./Centres/Courses.

- (i) Opening of Department of Geology at
Shillong Campus - Report of the Committee -

In pursuance of resolution No:AC:39:90:5:06(v) adopted at the 39th meeting of the Academic Council a Committee was constituted to examine the possibility of establishment of a Department of Geology at Shillong.

The Committee has submitted its report and same is placed at Annexure - 'A'.

The matter is placed before the Council for consideration.

DR. Deptt. & availability of funds.

The Academic Council Committee on establishing a Department of Geology, at Shillong Campus met on March 9, 1991 at 11.00 a.m. in the Department of Geography North-Eastern Hill University. The following members attended the meeting.

Prof. A.L.Verma - Chairman (could not attend the meeting due to indisposition)

Dr.A.C.Mohapatra - HOD, Geography - Convener.

Dr. R.N.Sarmah - HOD, Geography, Nagaland Campus.

The committee makes the following recommendations to the Academic Council for consideration.

1. Geology(Geological Sciences) constitutes one of the major disciplines of the science faculty of any University, with the global emphasis on search for more and more resources in the Post II World War situation. The subject has made enormous strides with field geology remaining only one part of the activity of the geologist. Sophistication in theorisation has led to extensive laboratory testing/experimentation, modelling, exploration geology through satellite & remote sensing data etc. The demand for trained geologists(particularly the applied) has grown manifold throughout the world. The N.E. Region and specifically the plateau of Meghalaya with its long geologic history and a chequered one too is a paradise for a geologists interests and research.

2. The circumstances under which the Department of Geology was first opened about a decade ago at Kohima Campus under the School of Environmental Sciences, was peculiar. No cognizance was taken that a school functions under an interactive set of departments and centres, which contribute to the academic enrichment of one another. Moreover, the Shillong Campus has already well developed laboratories as in Physics, Chemistry or RSIC etc., the location of HQ of GSI (N.E.Region) and Laboratories and large number of scientists and materials and also AEC with a large number of Geologists, the location would have been ideal at Shillong. For long now the department is functioning without adequate Staff, labs or other logistics. Moreover, under the changed circumstances, NEHU is likely to handover the Campus to Government of Nagaland and therefore, it is a fit case that a department of geology could be started at Shillong.

3. However, the Committee recommends that a special character can be given to such a department, as a 'Department of Applied Geology' with emphasis on Sedimentology, Coal-Petroleum Geology, Geophysics and Environmental Geology. The programme could be a 3 yr. M.Tech Course, instead of M.Sc. programme, the demand for such products are invariably more in organisations like OIL, ONGC, GSI, Bureau of Mines and even private sectors. In due course, there could be an integrated programme of M.Sc. and M.Tech Courses.

With the opening of geology at undergraduate level at St. Anthony College and PUC, Aizawl, and the proximity to Gauhati would provide sufficient intake to the M.Tech Course.

4. Initially, however apart from space to house the Department, a Lab grant of about Rs 15.00 lakhs and Book grant of Rs. 5.00 lakhs could be provided. UGC may be requested to make the subsequent regular funding as well as the staffing of the department.

The Committee unanimously recommends that the A.C. may deliberate on the possibility of opening of the Department of Geology at the Shillong Campus.

Sd/- A.C. Mohapatra
Convener

Sd/- R.N. Sarmah
Member

N.B. The matter was discussed with Prof. A.L. Verma who concurred with the proposal after minor modifications.

Sd/- A.L. Verma
Chairman

5:7 - Affiliation etc.

(i) Affiliation of Nongtalang College

An Inspection Team visited the Nongtalang College on 18.12.90 in connection with the request of College for grant of affiliation upto P.U. level in subjects:-English,M.I.L.,Economics, Political Science,Khasi 2nd Language, History, Education and Social Anthropology.

The Team recommended grant of provisional affiliation to the College starting from 1991 for a period of 3 years until the college has its own building.

The Inspection Report is placed at Annexure -'A' for consideration of the Council.

*No. to be returned back
to the Inspector General*

FOR NEW COURSE/UPGRADATION

INSPECTION REPORT

1. Name of the College : Nongtalang
2. a) Year of affiliation and corresponding University Notification No. _____
- b) Level to which affiliation: P.U/BA/B.Sc/B.Com
P.U. Arts
-

3. Affiliation/Permission sought to upgrade to or BA/B.Sc/Pass Course In Introduce (a new subject) English, MIL, Economics
PU Pol. Science, Khasi
B.Sc. Hons (2nd Lang) History, Education and in
B.Com. in Soc. Anthropology.

4. Admission (for the last three years)

Year	P.U	B. SC. I	B. Com. I	B. A. III	B. Sc. III	B. Com. III
1989	30					
1990	35					
1991	45	(Expected)				

5. Result of University examination during the last three years:

Examination	Year	Percentage of Pass
So far conducted	Non appeared	as institutional

6. In case the college is seeking Honours in a subject (a) for which it has already a Pass Course please give below the No. of students admitted in the last three years and their results for these years in the SUBJECT in which College has applied for Honours.

YEAR	NO. OF STUDENTS APPEARS	% SUCCESS
------	-------------------------	-----------

7. FUNDS

- (a) Whether the College is having a Reserve Fund in long term fixed deposit: Rs. 187,000/- of which Rs. 100,000/- is fixed deposit, documents from bank enclosed herewith, in Ka Bank Nongkyndong Ri Khasi Jaintia Bank

If yes, the details thereof:
(Bank No. of Term Deposit Receipt, etc.)

- (b) Present working fund : Rs. 87,000/-

Contd/.../-

5:7:1:(3)

B. Qualification/Specialization of the Teaching Staff (of the relevant subjects only)

<u>Name and Designation</u>	<u>Qualification(with grade and subject in P.G.)</u>	
1. Shri P.M. Tariang (Principal)	M.A. IInd Class	Anthropology
2. Sri.S.K.Nath	M.A. IInd Class	Economics
3. Miss R. War	M.A.IInd Cla ss	Kha si
4. Sri A.Bhattacharjee	M.A. IInd Class	History
5. Sri P.Bhuyan	M.A. IInd Class	Education
6. Sri S.K.Nayek	M.A. IInd Class	English
7. Sri A.K.Adhikari	M.A. IInd Class	Pol.Science

547:1:(4)

KA BANK NONGKYNDONG RI KHASI JAINTIA
KHASI JAINTIA RURAL BANK

(Sponsored by: STATE BANK OF INDIA)

Head Office: POLICE BAZAR.

SHILLONG-793 001.

Telegram: BANGI EP

Phone : 25545

No.

Date 21st. June, 1990

This is to certify that the Nongtalang College has
got a Sum of Rs, 70,000/- (Rupees Seventy thousand only)
in Special term (Fixed) deposit amount for 5 (five) years
with our branch (KA BANK NONGKYNDONG RI KHASI JAINTIA)
NONGTALANG BRANCH.

Sd/- Illegible
Branch Manager
Nongtalang.

5:7:1:(5)

KA BANK NONGKYNDONG RI KHASI JAINTIA
KHASI JAINTIA RURAL BANK
(Sponsored by : STATE BANK OF INDIA)

Head Office : POLICE BAZAR.
SHILLONG- 793 001.
Telegram : BANGREP
Phone : 25545

No.

Date 11th Dec. 1990.

This is to certify that Nongtalang College has
got the deposit of Rs.30,000/- (Rupees thirty thousand
only) in fixed deposit i.e. TDR No. KJTO02069 in our Branch
Ka Bank Nongkyndong Ri Khasi Jaintia, Nongtalang.

Sd/- Illegible
Branch Manager
Nongtalang

NOTE; THE UNIVERSITY REGULATION STIPULATES THE FOLLOWING STAFFING
REQUIREMENT

<u>Level/Class</u>	<u>Minimum No. of Teachers in each subject</u>
a) P.U. Non-Laboratory	One One in each subject
b) P.U. Laboratory	Two at P.U. Level
c) Degree Non-Laboratory(Pass)	Two in all subjects and 3 in English
d) Degree Laboratory(Pass)-	Six of whom four should be Lecturers
e) Degree Non-Laboratory(Pass)	Four in all subjects other than English & other Elective Languages in which there should be at least five.
f) Degree Laboratory(Pass) + Hons. + P.U. Laboratory.	Seven of whom six shall be Lects.

9. LAND AND SITE

- a) Whether the college is having permanent building Not yet on its own land.
- b) Area of the College Campus 3 hectars. At present the
- c) Accommodation 'give size) :- College is run at Nongtalang
- f) One room for the Principal High School building
- 2) One room for the Vice-Principal 10' x 10'
- 3) One room for the College Office 10' x 10'
- 4) For Staff common room 14' x 14' 14' x 14' Adequate/Inadequate.
- 5) Common room for Boys and Girls 14' x 14'
- 6) Library with reading room 20' x 20'
- 7) Class room 6 Nos 14' x 20' Adequate

10. Workload of Teachers : 8 hours per week. Since our the P.U. Ist and 2nd yr. classes and held more than 1000 Vol.

11. Library Books :-

Total Volumes

Subject wise break-up(of relevant subjects only): Please see the enclosures.

Contd/.../-

Whether the College has a trained Librarian :

12. Laboratory facilities

a) Whether accommodation is adequate or not :

b) No. of shifts the students do their practicals :

13. When was the last Governing Body meeting :

14. Any other relevant information(s)/point(s).

RECOMMENDATIONS

Please make your recommendation without any ambiguity. In case you suggest provisional affiliation for a particular period, please mention the academic year specifically. Please also mention the conditions, if any, to be fulfilled if extension of affiliation is to be considered.

We recommend that the College expeditiously be affiliated provisionally on the following grounds -(1) It is the 2nd pioneer institution in the District having a large potential for future growth (2) The college has at this time 6 feeder high schools with an expected number of pass out about 200, most of them cannot afford to have higher education elsewhere due to financial constraint, also there are number of other invincible problems being at the farthest end of the country, the students of this area find it difficult to secure admission and face serious problems of getting accommodation elsewhere. However the recommendation of affiliation be granted Provisionally for a period of three years starting from 1991 until the College has its own building. Already some work of construction is being started. Therefore, we recommend strongly for provisional affiliation.

Sd/-Dr. L.S.Gassah, 18/12/90
Signature of the
members of the Inspection
Team.

Sd/- K.Bez, 18/12/90
Convener,
Inspection Committee of
Nongtalang College.

- (ii) Upgradation of Tirot Singh Memorial College and Sngap Singh Sydam Memorial College to Degree level.

The Inspection Team which visited the Tirot Singh Memorial College in connection with the college's request for extension of affiliation to Degree level, has recommended grant of conditional provisional affiliation for upgradation to Degree level in subjects English, Khasi(MIL,SL,EL), Foundation Course, Economics, Education and History with effect from 1991-92 for a period of two years. The conditions are that the college should appoint one more teacher each in Economics, History and Education and should procure at least twice the number of titles of books and journals for the above subjects.

Another Inspection Team visited the Sngap Singh Memorial College in connection with the college request for extension of affiliation to Degree level. The Team has recommended provisional affiliation initially for 3 years on the conditions that:

1. The required No. of teachers are recruited during 1991-92.
2. The Library is substantially improved during the next six months.
3. That steps are taken immediately to develop the permanent Campus.

The Inspection Reports of the two colleges are placed at Annexure-'A' and 'B' for consideration of the Council.

INITIAL AFFILIATION

Inspection Committee report (to be submitted to the University in duplicate)

1. Name of the College Tirok Singh Memorial College
2. Its sponsoring authority Hima Bengkhlaw
3. The Legal Status of the College (Whether college is a registered body under Societies Registration Act)
Registered No. SR-TSMC-418/87 of 1987 dated 16.9.1987.
4. Whether the College is having a Governing Body duly constituted for the purpose:
Yes, a copy of the Constitution of the Governing Body enclosed.
(attach a copy of the constitution)
5. Any special features of the Governing Body Constitution which deserve special attention for the grant of affiliation :
Nothing special with reference to the question of Affiliation.
Physical and Financial Resources
6. Whether the college is already located at its own site :
Yes
(a) If not, whether the college has already acquired land
Does not arise
(b) Give below a brief report on the suitability of the site and plan after inspection :
The site with the hectares more or less is suitable. The College authorities expect to have some more land in the Vicinity of the present site.
7. The college is seeking affiliation for offering the following courses in :-

<u>P.U. Level</u>	<u>Degree Level</u>
English, Khasi (MIL), Khasi (SL) Political Science, Education, Economics, History.	English, Foundation Course, Khasi (MIL) Khasi (EL), Political Science, Education, Economics, History.

Contd/.../-

8. Students seeking Admission :

P.U. Arts 63(Sixty three)	B.A 20(twenty)
P.U.Sc	B.Sc
P.U. Com	B.Com

9. Whether the college has adequate number of titles of books and journals for the courses of study mentioned at para 7 above :

No

(a) If no, do you recommend that the college should be affiliated pending acquisition of books/journals:

Since the College authorities have received financial assistance from the Government of Meghalaya for acquisition of books and further assured to procure adequate number of titles of books and journals the college may be affiliated.

10(a) Reading room facilities

size Small Inadequate

(b) Classrooms

size medium Adequate

(c) Students' Common Room

size Small Adequate

(d) Teachers' Common Room

size Small Inadequate

11. Whether the college has adequate equipment/laboratory facilities for practical classes:

The college does not have a Science Section as yet

12. Name of the teachers with Post-Graduate Degree/Specialization:

<u>Name</u>	<u>Lecturer in</u>	<u>P.G. Degree with grade or specialization</u>
1. Mr. H. Syiemlieh	Principal	M.A. P. I. Science-II
2. Mrs. F. Langstiah	Political Science	M.A(Pol. Sc) II-47%
3. Mr. K. Marwein	Economics	M.A(Econ.) G. C, GP. 3.02
4. Mr. S. W. Lyngdoh	History	M.A(Hist.) II 51% M. Phil, G. A, Cop. 4.88
5. Mr. L. Marbeniang	Khasi	M.A(Khasi) II-58.56%
6. Mr. H. Iangrai	Education	M.A(Edu.) I-61.5%
7. Miss V. Syiem	Khasi	M.A(Khasi) I-63.25%
8. Vacant	English	- ; on the date of
9. Vacant.	English	- ; Inspection
10. Mr. T. Mawgun	Political Science	M.A(Pol. Sc.)

NOTE:- The University Regulation stipulates the following:-

<u>Level/Class</u>	<u>Minimum No. of Teachers in each subject</u>
a) P.U. Non-Lab	One
b) P.U. Laboratory	Two
c) Degree Non-Laboratory (Pass) + P.U. Non-Laboratory	Two in all subjects and Three in English
d) Degree Laboratory (Pass) + P.U. Laboratory	Six of whom four should be Lecturers.
e) Degree Non-Laboratory (Pass) + Hons + P.U.	Four in all subjects other than English & other elective languages in which there should be at least five.
f) Degree Laboratory (Pass) + Hons + P.U.	Seven of whom six shall be lecturers.

Contd/.../-

13. Whether the college has adequate No. of qualified teachers in the subjects for which affiliation is sought:

In the Pre-University level the College has adequate number of qualified teachers (as on dates of their recruitment). For the degree level the College requires one more teachers each for subjects other English, Khasi and Political Science.

14. Whether the college is maintaining a fixed term deposit of Rs. 1,00,000/- in any bank :

Yes

If yes, the Fixed Deposit Certificate -

No FD.008667 dated May 5, 1987

for Rs. 2,00,000/-

in the Meghalaya Co-Operative Apex Bank Ltd. Mairang Branch.
(mention the name of the Bank and Branch).

15. Any other observation(s).

(1) There has been a rising trend in students' enrolment at the Pre-University level, though it is functioning at the Degree level. The College also has regularly sent up its candidates for the Pre-University Examination and almost every year some of its students secured second division marks.

(2) The College authorities have also planned for a new four-storied building at an estimated cost of Rs. 73,85,000.00. During this year, the government of Meghalaya had contributed Rs.50,000/- for the building fund.

16. Recommendations:

Note: a) If conditional recommendation is made kindly specify the conditions and the period by which the same are expected to be fulfilled by the college for the Provisional/Extension of Affiliation.

b) If provisional affiliation is recommended upto a certain period only, this may be mentioned.

Recommended for conditional provisional affiliation of Tirok Singh Memorial College for upgradation to degree level for a period of two years with effect from the 1991-92 Session in English, Khasi (MIL, SL, EL) Foundation Course, Economics, Education and History. However, the College should appoint at least one more teacher each in Economics, Education and History. The College should also procure at least twice the number of titles of books and journals for the above courses of study.

Signature of the members of the Inspection Team.

Sd/- B. Pakem

Sd/- D R Syiemlieh

To,

Shri E.P.Philemon,
Section Officer,
College Development Council,
North-Eastern Hill University, Shillong.

Subject: List of Governing Body Members.

Sir,

With reference to your letter No. CDC/A.21/88/352 dt.20.4.88 and in continuation of my letter Dt. 31.3.88, I have the honour to submit herewith the list of the members of the Governing Body of the College as decided in the meeting held on the 31.5.88:-

1. Shri Irat. Manik Syiem, Acting Syiem of Nongkhlaw-President
2. Shri H.Syiemlieh, Principal..... Secretary
3. Shri Nestowell Nongrang..... Member
4. Shri Mohaiot Wahlang, Sordar Mission Member
5. Shri Singkar Kharmawlong..... Member
6. Shri Odel Lyngkhoi, Sordar Pyndengumiong..... Member
7. Shri J.G.Mark Lyngdoh Mairang..... Member
8. Shri Kitdor Syiem..... Member
9. Shri Y. Fuller Lyngdoh..... Member
10. Miss M.M. Kharsyntiew, Headmistress..... Member
11. Shri Kansingh Marwein.... Staff Representative.
12. Shri Tansingh Mawgun Staff Representative.
13. Shri P.S. Thangkhiew, I.A.S., Government Nominee.
14. Dr. A.C.Mahapatra, Department of Geography, NEHU, Shillong.
15. Dr. R.P.Singh, Department of English, NEHU, Shillong.

Sd/-
Principal
Tirot Singh Memorial College
Mairang
Hima Nongkhlaw

5:7:2:(7)

NORTH-EASTERN HILL UNIVERSITY
Mayurbhanj Complex
Nongthymmai, Shillong-793014

ANNEXURE-'B'

Department of Philosophy

Dated: 16th April, 1991

To,

The Director,
College Development Council,
North-Eastern Hill University,
Shillong.

Sir,

This is in response to your letter of 8th March, 1991 informing me of the constitution of an Inspection Committee, consisting of Dr. L. Gassah, the D.P.I., Meghalaya (or his nominee) and myself (as the Convenor), to visit Sngap Singh Memorial College to study "the feasibility of upgradation of the college to the degree level". The Committee visited the College on 8th April, 1991. The D.P.I., Meghalaya (or his nominee) was not able to join the rest of the Committee. We submit herewith our report on the prescribed form.

It is necessary, however, to mention here a few additional circumstances that might help the University to reach a decision in respect of the application for upgradation made by the College. These are:

1. This is the only College within a radius of about 60 kilometres. There are over twenty High Schools in the surrounding area which send their school-leavers for admission to this College therefore, is unquestionable. For the same reason, it should be given all the help possible for it to develop into an institution of quality.
2. The College enjoys very enthusiastic support from the Community it serves. For example, the land which is the site for its permanent campus, has been donated by members of the Community. Its Governing Body has members who are well-known for their service to the people of the area.
3. The College has developed, over the years, mutually beneficial relations with High Schools in the immediate neighbourhood. Lecturers from the College have been teaching, on a part-time basis, higher classes in these schools and teachers from these schools have taken

Contd/.../-

part in many of the extra curricular but academically beneficial programmes organised by the College. This can indeed serve as an example for other colleges as well as the University. In any case, this kind of cooperation between a college and schools in its neighbourhood ought to be encouraged and nurtured by all concerned including, of course, the University.

4. The College, at the moment, does not satisfy the requirements concerning the minimum number of teachers for each of subjects being taught. The members of the General Body whom the Committee met and the Principal have, however, assured the Committee that on being granted affiliation, the State Government will sanction all the additional positions required. In the absence of the Government representative on the Committee, this could not be ascertained. The University might like to consult with the Department of Education of the Government of Meghalaya on the matter. The Committee, however, felt that in view of the good work already done by the College, the University might consider the application favourably, provided that the College ensures that within 6 months of being granted affiliation for the B.A. Pass programme the College will have in position at least the minimum number of teachers required for each subject. One should also keep in view the fact of the extreme difficulty of getting suitable persons to come and teach at a place like Mawkyrwat and that perhaps it is better to have fewer teachers than have more but unsuitable ones. In this connection it would be a worth-while idea, on the part of this University, to urge upon the State Government to come up with necessary financial help for an enthusiastic, committed but struggling institution like the Sngap Sing Memorial College.

5. The College has promised that the present inadequacies in the library will be removed immediately.

These comments of the Committee may kindly be brought to the notice of the Affiliation Committee and of the Academic Council.

Sd/- L. Gassah

Sd/-Mirinal Miri

Enclosures:

1. List of Schools in the Area surrounding the College
2. Report of the Committee (in duplicate)
3. Copy of the Constitution of Maharam Syiemship Higher Education Association
4. Plan of the proposed permanent Campus.
5. Statement of the number of books in the Library.

5:7:2:(9)

NORTH-EASTERN HILL UNIVERSITY
S H I L L O N G

INITIAL AFFILIATION

Inspection Committee Report (to be submitted to the University in duplicate)

1. Name of the College Sngap Singh Memorial College, Mawkyrwat
2. Its sponsoring authority Maharam Syiemship Higher Education Association
3. The Legal Status of the College (whether college is a registered body under Societies Registration Act)

REGISTERED BODY

4. Whether the College is having a Governing Body duly constituted for the purpose:

Yes (copy of constitution enclosed)

(attach a copy of the constitution)

5. Any special features of the Governing Body Constitution which deserve special attention for the grant of affiliation:

Physical and Financial Resources

6. Whether the college is already located at its own site:

Yes/No Partly

- (a) If not, whether the college has already acquired land

Yes

- (b) Give below a brief report on the suitability of the site and plan after inspection:

The present College building and the site on which is located are properties of the College.

However the permanent site of the college is located a little way away from the present site.

The plans for the permanent campus, which have already been submitted to the State Govt. we enclosed herewith. The present building and site make a partly adequate temporary arrangement.

7. The college is seeking affiliation for offering the following courses in :-

P.U. Level

English, Khasi (MIL), Khasi (SL), Pol. Science
Logic, Economics, Education History.

Degree Level

English, Khasi (MIL), Khasi (SL)
Pol. Science, Philosophy, Economics
Education, History, Foundation
Course, Alternative English.

Cont d/.../-

8. Students seeking Admission:

P.U.Arts =33 (in 1990)	B.A. 40 (in 1990)
P.U.Sc	B.Sc
P.U.Com	B.Com

9. Whether the college has adequate number of titles of books and journals for the courses of study mentioned at para 7 above:

The College should immediately acquire more books. Books which are recommended readings for P.U and B.A courses should all be acquired as a priority necessity.
(A statement, by the Principal, of the number of books in the library is enclosed).

(a) If no, do you recommend that the college should be affiliated pending acquisition of books /journals:

Yes

10. (a) Reading room facilities

Size	20' x 15'	Adequate
------	-----------	----------

(b) Size

(b) Classrooms

Size	20' x 15'	Adequate
------	-----------	----------

(c) Students' Common Room

Size	15' x 15'	Inadequate
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(d) Teachers' Common Room

Size	10' x 15'	Inadequate
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11. Whether the college has adequate equipment/Laboratory facilities for practical classes :

Not applicable

12. Name of the teachers with Post-Graduate Degree/Specialization:

<u>Name</u>	<u>Lecturer in</u>	<u>P.G. Degree with grade or specialization</u>
1. S.S.KHonghliam	Philosophy	MA
2. G.N.Turnia	Khasi	MA
3. (Ms) L.Lyngdoh	Education	MA
4. (Ms) E.Majaw	Economics	MA
5. P.K.Yadan	English	MA
6. R.P.Laitflang	Political Science	MA
7. N.Ryngsiat	History	MA
8. (Ms) B.Lyngkhoi	Khasi	MA
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

NOTE:- The University Regulation stipulates the following:-

<u>Level/Class</u>	<u>Minimum No. of Teachers in each subject</u>
a) P.U. Non-Lab	One
b) P.U. Laboratory	Two
c) Degree Non-Laboratory (Pass) + P.U. Non-Laboratory	Two in all subjects and Three in English
d) Degree Laboratory (Pass) + P.U. Laboratory	Six of whom four should be lecturers
e) Degree Non-Laboratory (Pass) + Hons + P.U.	Four in all subjects other than English & other elective languages in which there should be at least five.
f) Degree Laboratory (Pass) + Hons + P.U.	Seven of whom six shall be lecturers.

Contd/.../-

13. Whether the college has adequate No. of qualified teachers in the subjects for which affiliation is sought:

No

14. Whether the college is maintaining a fixed term deposit of Rs. 1,00,000/- in any bank :

Yes/No

If yes, the Fixed Deposit Certificate-Already submitted to CDC

No

Dated

for Rs

in the

(mention the name of the Bank and Branch).

15. Any other observation(s): Please see comments in forwarding letter to Director, CDC.

16. Recommendations:

Note: a) If conditional recommendation is made kindly specify the conditions and the period by which the same are expected to be fulfilled by the college for the Provisional/Extension of Affiliation.

b) If provisional affiliation is recommended upto a certain period only, this may be mentioned.

Provisional affiliation may be granted on condition

- 1) that the required number of teachers are recruited during the academic year 1991-92.
- 2) that the Library is substantially improved during the next Six months.
- 3) that steps are immediately taken to develop the permanent Campus.
- 4) that such affiliation will be granted initially for a period of three years after which the progress, meanwhile made by the College, should be reviewed.

Signature of the members of the Inspection Team.

Sd/- L. Cassah

Sd/- Mrinal Miri

5:8- OTHERS:-

5:8:1:(1)

- (1) Representation of Centres in Departmental Board of Post-Graduate Studies.

The School Board of Life Sciences, in its meeting held 12.12.90 felt that there is a need for inclusion of at least one member for the concerned centre in the respective Board for Post-Graduate Studies and the members may be called as invitees.

The matter is placed before the Council for consideration.

*May be allowed
as invitees. ✓*

(ii) Nomination of members of the Board of Under-Graduate Studies -

Three persons not below the rank of Reader are to be nominated by the Academic Council as member of the Board of Under-Graduate Studies for subjects in which there is no teaching at the University Department.

The following names are suggested for consideration of nomination by the Academic Council.

Board of Under-Graduate Studies in Nepali:

1. Prof (Mrs) S. Miri,
Department of Philosophy, NEHU, Shillong.
2. Prof. N. Malla,
Department of Philosophy, NEHU, Shillong.
3. (Dr. H. W. Sten - already nominated by the Academic Council in its 39th meeting held on 26-6-90 and 21-7-90.

Board of Under-Graduate Studies in Assamese:

1. Prof. J. B. Bhattacharjee,
Department of History, NEHU, Shillong.
2. Prof (Mrs) T. Ao,
Department of English, NEHU, Shillong.
3. Dr. P. K. Dev Sharma,
Director, College Development Council,
NEHU, Shillong.

5:8:3:(1)

- (iii) Representation of teachers of constituent colleges including the College of Agriculture in the Academic Council----- Report of the Committee.

A Committee was constituted in pursuance of the Academic Council resolution No.AC:41:91:5:08(i) to look into the question of representation of teachers of constituent colleges including the college of Agriculture in the Academic Council.

The report submitted by the committee is placed at Annexure - 'A' for consideration of the Council.

DR

ANNEXURE- 'A'

Minutes of the committee appointed to look into the question of representation of teachers of constituent colleges including College of Agriculture in the Academic Council.

The meeting of the committee was held in the Office Chamber of the Officer on Special Duty at 2:30 P.M on 5th June 1991, the following members were present.

- | | | | |
|--|----------|--|--------|
| 1. Prof. M.Miri,
Department of Philosophy,
NEHU, Shillong. | Chairman | 2. Prof. B.Paken,
Department of Pol.Science,
NEHU, Shillong. | Member |
| 3. Prof. R.S.Tripathi,
Department of Botany,
NEHU, Shillong. | Member | 4. Officer on Special Duty,
NEHU, Shillong. | Member |
| 5. Assistant Registrar(Conf.),
NEHU, Shillong. | Convener | | |

The committee discussed the matter at length taking into consideration the constitution of the Academic Council as laid down in Statute 14 of the NEHU Act.

The Committee noted that as per clause (xii) of the said Statute two teachers from the affiliated colleges in Mizoram is elected from among the teachers in Mizoram as member of the Academic Council. The committee however, noted that as per clause 1(vii) of the Statute the framers of the first Statute of the NEHU Act had taken into consideration that the University would have constituent colleges and had included the Principals of such colleges as ex-officio members of the Academic Council. Thus, though in the case of Mizoram the affiliated colleges are represented by only two principals and two teachers by rotation the Principal of the Pachhunga University College is a permanent ex-officio member of the Council. The committee therefore, felt that the Principal as Head of the college would also serve as a representative of the teachers of the college, and can be a spokesman on their behalf.

The committee further recommended that in case the teachers of Pachhunga University College had a specific issue, they may submit a representation through the Principal to the Vice-Chancellor, who may then refer the matter to the Academic Council.

The Vice-Chancellor may invite one/^{teacher} of the College to submit its teachers' case before the Council if he considers it necessary.

The meeting ended with a vote of thanks from the Chair at 3:40 P.M.

5:8:4:(1)

- (iv) Nomenclature for the Department of Forestry-Report of the Committee.

A Committee was constituted in pursuance of the Academic Council resolution No:AC:10:90:5:08 to examine and suggest an appropriate nomenclature for the Department of Forestry.

The Report of the Committee is placed at Annexure-'A' for consideration of the Council.

It may be added that the School Board of Environmental Sciences in its meeting held on 18.4.91 has also recommended that the Department may be nomenclated as "Department of Forestry".

The matter is placed before the Council for consideration.

OK

REPORT OF THE COMMITTEE FOR NOMENCLATURE
OF DEPARTMENT OF FORESTRY

The Committee constituted by the Academic Council vide resolution No:AC:40:90:5:08 to examine and suggest an appropriate nomenclature for the Department of Forestry met in the office chamber of Prof. R.S.Tripathi on 16th March, 1991 at 2:00 P.M. The following members were present.

1. Professor R.Lalthantluanga, - Chairman
Pro Vice-Chancellor,
NEHU, Mizoram Campus, Aizawl.
2. Professor R.S.Tripathi, - Member
Department of Botany,
NEHU, Shillong.
3. Dr. B.K.Tiwari, - Member
Centre for Eco-Development,
NEHU, Shillong.
4. Professor L.K.Jha, - Convener
Department of Forestry,
NEHU, Mizoram Campus, Aizawl.

The Committee examined different papers/documents related to the Department of Forestry/Centre for Forestry and Natural Resource Management and has to submit the following:

In the Ordinance OA-3, "on the establishment of Centres of Studies", there is provision of Centre for Forestry and Natural Resource Management and the Centre is allotted to the School of Environmental Sciences, Ordinance OA-4 under the title "On assignment of Departments to the School of Studies". However, the UGC Visiting team in its recommendations on the '6th Plan Proposal' sanctioned the Department of Forestry with one post of Professor/Reader and one post of Lecturer. The UGC's recommendation to start a Department of Forestry is quite explicit. It may be mentioned that the Forestry is among the National Priorities and the region is rich in forest wealth which is depleting fast. There is a strong need to develop human resource in the area of forestry in order to manage the forest resources of the region. In fact, studies related to forestry sector should be one of the thrust areas in so far as north-eastern region is concerned.

Contd/.../-

5:8:4:(3)

It is felt that a department with larger number of faculty positions can better serve the purpose of training people in Forestry.

In view of the above, the Committee recommends that the University should have a full-fledged department of forestry, instead of a Centre.

5:8:5(1)

(7) Student Teacher ratio

The University Grants Commission vide its D.O.No. F.1.28/84(CPP) dt.25th February,1991 placed at Annexure-'A' has ^{the} intimated /University of the parliament Estimates Committee's remark to arrive at a strategic through which the student teacher ratio in Universities can be arrived at.

The Commission has requested for the views of the Academic Council so that it may help in emergence of some common understanding.

The ratio in this University for the Academic session 1990-91 is as follows:-

Student Teacher ratio

Under Graduate	-	13:1
Post Graduate(including Research Scholars)-		6:1
SASRD(UG & PG)	-	6:1

The matter is placed before the Council for consideration.

*Left. was ratio
to be given*

5:8:5(2)
ANNEXURE-'A'

Prof. S.K.Khanna,
Vice-Chairman.

University Grants Commission,
Bahadurshah Zafar Marg,
New Delhi- 110 002.

D.O.No.F.1-28/84(CP^P)

25th February, 1991.

12 MAR 1991

Dear Vice Chancellor,

I am sure you must have gone through the guidelines on Minimum Standards which were circulated by this office letter No.F.1-117/83(CP) dated 25 November 1985 and again by letter No.F.1-28/84(CPP)/Vol.111 dated 18/26 November 1988(copy enclosed) In these guidelines, the Commission suggested the workload for teachers in under graduate colleges and postgraduate colleges. It also contains the workload for senior teachers like Professors and Readers who are given relaxation of teaching workload keeping in view the fact that they take considerable time for guiding research work and attend various meetings of the academic/consultative bodies of the colleges/universities.

However, the Commission has not prescribed any specific ratio regarding the teacher student ratio in the college/university sector. This is because the student teacher ratio in the higher education sector is related to various variable parameters like the number of students who opt. for a particular course, the levels and nature of specialised courses offered at various institutions and particularly the universities are not only transmitting knowledge from one generation to the other but act as contributors of new knowledge by way of carrying out frontline research and also participate in extension activities.

The Parliament Estimates Committee of the 9th Lok Sabha in its 66th Report impressed upon the Commission to arrive at a strategy through which student teacher ratio in the University sector can be arrived at.

I shall be grateful if you can take up this matter in the Academic Council of your university to address this issue and give us your views so that it helps in emergence of some common understanding.

With regards,

Yours sincerely,

Encl: As above

Sd/-S.K.Khanna

Prof. Iqbal Narain
Vice-Chancellor
NORTH EASTERN HILL UNIVERSITY
SHILLONG- 793 001

5:8:6(1)

(vi) Increase of seats in M.Sc.

Shri R.K.Datta, Lecturer, Shillong College, Shillong and a member of the Academic Council has pointed out that even students securing first class at Honours level are facing difficulty in getting admission to M.Sc. Shri Datta therefore, suggested that certain steps may perhaps be taken to increase the number of seats and also to determine the criteria for admission.

The matter is placed before the Council for consideration.

(vii) UGC Guidelines on the USIC.

The UGC guidelines on the USIC are placed at Annexure A. for consideration and approval of the Academic Council. The guidelines besides other things, provides for re-designation of the Principal Scientific Officer, Senior Scientific Officer and Scientific Officer to the cadre of teaching staff and for giving the Head of the USIC a status in parity with other Heads of Departments thus giving the Centre an academic status.

If the Academic Council decides to accept the guidelines as they are, it may also be decided whether the Centre is to be treated as a Centre of Study for academic purposes i.e. assignment to a School and representation in the Academic Council, School Board etc.

The matter is placed before the Council for consideration.

O.R.

- (iii) Representation of teachers of constituent colleges including the College of Agriculture in the Academic Council - Report of the Committee -

No:AC:42:91:5:08(iii): The Council accepted the suggestions made by the Committee and authorised the Vice-Chancellor to invite one teacher of the college to attend a meeting if the need arose.

- (iv) Nomenclature for the Department of Forestry - Report of the Committee -

No:AC:42:91:5:08(iv): The Council RESOLVED to approve the nomenclature of the "Department of Forestry" in principle.

- (v) Student teacher ratio -

No:AC:42:91:5:08(v): The Council deferred decision on the matter to its next meeting and RESOLVED that departmentwise information should be placed before the Council in its next meeting.

- (vi) Increase of seats in M.Sc. -

No:AC:42:91:5:08(vi): The Council noted the problems faced by the students. However, due to lack of space in the present set up of the University, it would be difficult to increase the number of seats especially in the Science Departments. The matter may be looked into when the Departments move to the permanent campus at Mawkyroh-Umshing.

- ✓ (vii) UGC guidelines on USIC -

No:AC:42:91:5:08(vii): The Council discussed the University Grants Commission guidelines and RESOLVED to accept the same in toto.

- (viii) Nomination¹ of members to the School Board -

No:AC:42:91:5:08(viii): The Council RESOLVED to approve nomination of members to the School Board of Languages as external experts.

1. Prof. B.D.Singh,
Head, Department of English,
Gawahati University.
2. Prof. V.D. Singh, CIEFL, Hyderabad.

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Annexure - A.

GUIDELINES
FOR
UNIVERSITY SCIENCE
INSTRUMENTATION CENTRE

UNIVERSITY GRANTS COMMISSION
NEW DELHI
1990

GUIDELINES FOR UNIVERSITY SCIENCE INSTRUMENTATION CENTRES(USICs)

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UNIVERSITY GRANTS COMMISSION
UNIVERSITY SCIENCE INSTRUMENTATION CENTRES
(USICS)

1. Need for USICs

Experimentation forms a major component of training and research in Science and Technology; hence accurate observations and measurements assume considerable importance in science education and research. For the training of experimental scientists of high calibre and for sustaining the continuous interest of students in an environment of rapid advances in science and technology, the University departments and colleges need to be continuously provided with highly reliable sophisticated instruments for teaching and advanced research. The UGC has recognized such needs and has provided funds whenever possible to procure such instruments from indigenous and foreign sources. It is natural that this would also call for an activity related to their maintenance since maximum and proper utilization of instruments depends to a large extent on whether they are kept in working condition and the user is well versed with them. Unfortunately, like many other areas where maintenance has been given low priority, instruments in university and colleges have also often remained underutilised and in some cases even unutilized for want of maintenance facilities and trained technicians to look after them. It has also been observed that instrumentation as a culture has not yet taken roots in our higher educational system which manifests itself in a number of ways. One observes overdependence on imported instruments and general reluctance on the part of teachers and research workers to innovate through design and fabrication or through improvisation of instruments as teaching aids. Efforts on their part to design instruments even for their own research are not much in evidence. Students generally do not get much needed "hands-on" experience with instruments in the course of their studies.

Modern instruments are becoming more and more sophisticated and hence expensive. With limited resources available for the higher educational system, liberal purchase of instruments is not possible and hence the need for bringing them in a common pool in the university for their better use. All this requires a well planned structure with appropriate facilities and technicians to help the academic staff of the university and colleges in all aspects of instrumentation, and above all, needs close cooperation among all academic staff members and the staff of the Centre.

The UGC has, therefore, taken a major step by introducing a scheme of University Science Instrumentation Centres (USICs) in individual universities. Under this scheme the UGC will assist universities to create essential support facilities where all major instruments in the university could be centralised for their maximum utilization, with workshops supported by well qualified personnel for fabrication, repairs and maintenance of all types of instruments. In addition, the Commission has also established Regional Instrumentation Centres in Bombay and Bangalore for supporting the USICs.

2. Standing Committee on USICs and its functions

The Commission will be assisted, to achieve these objectives, by a Standing Committee which will frame detailed programmes, and will monitor and evaluate the USICs established under this scheme in the universities. The detailed functions of the Standing Committee are given in Annexure I.

....2....

3. Objectives of the USIC Programme

The overall objectives of the USIC programme shall be as follows.

1. To encourage Universities to establish and develop USICs with a view to strengthen their technological infrastructure if required through collaborative efforts of the academic community of the University.
2. To provide adequate infrastructural resources as developmental inputs to the universities.
3. To undertake programmes with a view to nurture and spread the culture of instrumentation in the higher educational system.
4. To maximise use of expensive equipments in universities through training and suitable pooling mechanism.
5. To generate manpower at different levels to enable the country to face the challenges of modern instrumentation.

PART I : UNIVERSITY SCIENCE AND INSTRUMENTATION CENTRES

A university, having departments which make extensive use of scientific instruments and equipment, can propose to the University Grants Commission for assistance to establish a University Sciences Instrumentation Centre. These centres will be governed by the guidelines given below.

1. Levels of USICs and their objectives

In view of the different needs of the Universities, USICs are envisaged in the following three levels.

USIC LEVEL I

USICs designated USIC Level I, would normally be created in those universities wishing to start a first level activity in instrumentation. Level I USICs shall fulfil the immediate objectives as stated below. A minimum but adequate support, consisting of a mechanical shop, a glass-blowing shop, and an electronic shop with adequate personnel to man them at the levels of scientists and technicians with specialization in instrumentation science and technology, are provided.

The functions of USIC Level I will be as follows:

1. To provide service to university departments and affiliated colleges in repairs and maintenance of their instruments.
2. To provide and assist to provide analytical services on specialised instruments available in the University.
3. Maintenance of equipment in language laboratories, media centres, and audio-visual aids and xeroxing machines.
4. To design and fabricate teaching aids and kits for the use of departments and colleges.

USIC LEVEL II

The second category of USICs, called USIC Level II, may be started in those universities which have already shown appreciable activity in instrumentation. More facilities are provided so as to equip such Centres for undertaking developmental activity in Instrumentation particularly suitable for teaching and fabrication.

The USIC Level II will have the following objectives:

.....3.....

1. To provide services to departments, language laboratories, media centres etc. of the university and its affiliated colleges in repairs and maintenance of their instruments.
2. To provide and operational assistance on analytical and specialised instruments available in the university.
3. To design and fabricate teaching aids and kits, and instruments required for research.
4. To provide training programmes in instrumentation for students, teachers and technicians of university departments as well as of affiliated colleges.

USIC LEVEL III

USICs Level II which have shown sustained and vigorous activity in instrumentation with active support from the departments, colleges and the user community of the university in general, would be considered, among other USICs in the State for upgradation to USIC Level III. Such Centres after ensuring a high level of activity in rendering services normally rendered by USIC level II, will undertake organized training programmes to generate suitably trained manpower and to inculcate the culture of instrumentation in the universities of the State.

In addition to the objectives specified for USICs Level II, the other objectives for USIC Level III will be as follows:

1. To organize training programmes in instrumentation for the teachers, students and technical staff of the universities in the State. Such programmes could be either short duration certificate courses or long duration courses leading to a post B.Sc. Diploma or equivalent.
2. To promote and conduct R & D programmes in instrumentation in USICs and other departments.

2. Status of USICs

The USICs shall be non-vacation academic departments and shall have the requisite functional autonomy for their day-to-day functioning towards achievement of their objectives. The guidelines of the UGC for autonomous departments shall be suitably adopted for the purpose by the USICs.

3. Functions of USICs

In order to achieve the above objectives, the USICs of various levels will have the following functions:

USIC LEVEL I

1. The USIC shall act as an agency of the University in the matters of repairs and maintenance of instruments and fabrication of instruments and teaching aids, done either in-house or with the help of other agencies.
2. It shall execute work orders/jobs submitted by the university departments and/or colleges, with the help of facilities available.
3. It shall prepare and maintain an up-to-date inventory of major instruments costing Rs.2 lakhs or more, available in the departments of the university, giving essential details.(Annex.II)
4. It shall provide necessary analytical services on the specialised instruments assigned to USIC.
5. The USIC shall maintain or assist the different departments to maintain suitable log-books of use of instruments showing details such as the period for which it was used for research, training and maintenance, down time, etc.(Annexure III.)

USIC LEVEL II

In addition to the functions given above for USIC Level I, the other functions of USIC level II shall be as follows:

1. To conduct short-term courses in repairs and maintenance and in use of instruments for researchers, laboratory technicians, attendants, etc., with a view to upgrade their skills and knowledge in instrumentation.
2. To undertake design and development of teaching aids and instruments.
3. To design and fabricate instruments and/or accessories suitable for research, if necessary, in collaboration with the academic staff of the departments.

USIC LEVEL III

In addition to the functions of USIC Levels I & II, the other functions of USIC Level III shall be as follows:

1. To conduct special courses in instrumentation designed specially to upgrade the knowledge of technical and scientific staff of the USICs, and of other institutions in maintenance of instruments.
2. To conduct short-term courses on various aspects of instrumentation and training programmes on proper use of instruments for students, teachers of university departments as well as colleges in the State.
3. To conduct courses leading to post-B.Sc. Diploma in instrumentation if necessary in collaboration with the other departments of the university.
4. To prepare annual report on the performance of all USICs in the State/region where it is located, as per the format provided by the Commission and submit it to the Standing Committee for its assessment.

4. Upgradation of USICs

The upgradation of the USICs shall be done on the basis of the annual reports and performance assessments by the Commission.

5. Infrastructural Facilities of the USICs

The minimum infrastructural facilities of all USICs shall consist of a mechanical workshop, electronic shop and a glass blowing shop. These are given level-wise in Annexure IV.

Every USIC is expected to have a core collection of laboratory manuals, data sheets, reference books on Instrumentation. Level III USICs may also have a few journals.

6. Organization of USICs

The USICs shall be organized as follows:

A) Advisory Committee

There shall be an Advisory Committee for every USIC which will consist of not more than one representative each from user departments with the Head of the USIC as its Convenor and the Vice-Chancellor as its Chairman. (Where the number of departments is more than ten, the Vice-Chancellor may nominate members to represent the various areas). The Committee shall meet at least twice a year.

The Advisory Committee of USIC Level III will have a representative of the UGC in addition to the members mentioned above.

The Advisory Committee shall have the following functions:

1. The Committee will help frame policies for providing services by the USICs in general and advise the Head of the USIC on all matters related to the services to be rendered to the departments, colleges and other educational institutions.
2. The Committee on request may advise the university authorities on purchase of sophisticated instruments costing Rs.2 lakhs or more and their installation in the university.
3. The Committee will monitor and evaluate the performance of the USIC and suggest follow-up measures.
4. It will review the annual report prepared by Head,USIC on the implementation of the USIC programme and submit to the University and to the University Grants Commission through the University.

B) Head of USIC

Each USIC shall have a full time "Head" of the Centre. He will be responsible directly to the Vice Chancellor and shall report to him. He shall be treated on par with the other Heads of the departments.

Duties of the Head of USIC

The Head of the USIC shall have the following duties:

1. to prepare an annual plan of work of the Centre and report it to the Advisory Committee.
2. to assign work as per the plan to his colleagues and assess the performance.
3. to prepare collaborative programmes for development of instruments and aids with the user departments.
4. to organize training and awareness programmes if necessary in collaboration with the staff of the other departments.
5. to maintain proper records as required by these guidelines and submit annual reports of work done by the USIC to the Vice Chancellor(Annexure V).
6. to initiate and organize suitable measures to spread the culture of instrumentation.
7. to prepare the annual budget of the USIC and to operate on the approved budget.

C) USIC Staff

The staff of the USICs shall consist of teaching, technical and administrative personnel, with qualifications as shown in Annexure VI.

NOTE: Those already employed in USICs having qualifications lesser than those stipulated in Annexure VI, should acquire the requisite qualification to be considered for promotion. Provision for study leave etc. to facilitate acquiring qualifications shall be made available to such staff.

a) Teaching Staff and their status:

The USICs may have a teaching staff consisting of Professors, Readers and Lecturers. They shall be treated on par with the other teaching staff of the University in every respect. However, they will not be entitled to vacations, normally available to the teaching staff of the university, in view of their different time table of work.

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b) Technical staff and their status:

The technical staff of the USIC will consist of Technical Officers (TOs) and technicians in the grades as specified in these guidelines. They will have the status of non-tenure academic/non-teaching staff of the university.

The pay scales and the corresponding allowances for the technical staff appointed in the USIC shall be as per the scales given hereunder:

i) Technical Officers

The Technical Officers in the Centre will be in the following categories:

Technical Officer (III), Technical Officer (II), Technical Officers (I-senior grade), Technical Officer (I-senior scale), and Technical Officer (I).

ii) Technicians

The technicians of the Centre be categorised in five levels with distinct essential qualifications and experience as given in Annexure VI, in view of the technological nature of the Centre.

While fixing the grades of the existing technicians in the USICs in the prevailing university scales, care should be taken to match experience and to protect his/her present emoluments.

The university may appoint the technicians sanctioned by the UGC in suitable university scales after taking due care to match qualifications and experience with respect to the grades given in these guidelines.

c) Administrative staff and their status:

The administrative staff of the Centre will be in the cadre similar to that existing in the University and shall have the status of the non-teaching staff of the university.

7. Selection Procedures for Teaching and Non-Teaching Staff

i) Procedure for Selection of Teaching Staff

The procedure for selection of personnel in the category of teaching staff shall be similar to that adopted by the university for selection of teachers.

ii) Procedure for selection of Technical Officers

The procedure for selection of personnel in the category of Technical Officers shall be identical to that for teaching staff and not for non-teaching staff.

The selection procedure should be completed in a period less than four months from the date of advertisement.

iii) Procedure for selection of technicians

The university may adopt the method prevailing in the university for selection of the technical staff in the Centre. However, it is necessary that all selections must be made through proper trade tests.

iv) Procedure for selection of Administrative staff

The sanctioned administrative staff shall be as per the qualifications and scales prevailing in the university and shall be recruited as per the university rules.

8. Pay scales and Allowances of staff

The pay scales and the allowances of the staff of the USICs shall be governed by these guidelines and shall be as under:

i) Teaching Staff

The pay scales and the corresponding allowances for the teaching staff appointed in the USIC shall be as per the scales applicable to the other teachers of the university.

The teaching staff of the USICs shall be entitled to the same benefits including Provident fund, Gratuity, pension, housing, medical benefits, leave travel concession, age of superannuation, superannuation benefits, facility to attend conferences, etc. and periodic pay revision, made available to the other teaching staff of the university.

Their pay-scales shall be as follows:

Designation	Pre-Revised scales	Revised pay scales (w.e.f. 1.1.1986)
1. Professor	1500-2500	4500-150-5700-200-7300
2. Reader	1200-1900	3700-125-4950-150-5700
3. Lecturer (Selection grade)	..	3700-125-4950-150-5700
4. Lecturer(Senior scale)	..	3000-100-3500-125-5000
5. Lecturer	700-1600	2200-75-2800-100-4000

ii) Technical Staff

The pay scales and the corresponding allowances for the technical staff appointed in the USIC shall be as per the scales given hereunder:

Technical Officers

The Technical Officers of the USIC shall be entitled to the same benefits including Provident Fund, Gratuity, pension, medical benefits, Leave Travel Concession, age of superannuation, Superannuation benefits, facility to attend conferences, etc. and periodic revision of pay scales made available to the teaching staff of the university. Their pay-scales shall be as follows:

Designation	Pre-Revised	Revised pay scale
1. Technical Officer(III)	1500-2500	4500-150-5700-200-7300
2. Technical Officer(II)	1200-1900	3700-125-4950-150-5700
3. Technical Officer(I) (Selection grade)	..	3700-125-4950-150-5700
4. Technical Officer(I) (Senior scale)	..	3000-100-3500-125-5000
5. Technical Officer(I)	700-1600	2200-75-2800-100-4000

Technicians

The technicians of the USICs in the Central universities and deemed universities receiving 100% grants from the Commission, shall be in the following scales of pay:

Sr.No.	Grade	Pre-revised scale	Revised scale
1.	V	550-25-750-EB-30-900	1640-60-2600-EB-75-2900
2.	IV	425-15-500-EB-15-560-20-700	1400-40-1800-EB-30-2300
3.	III	380-12-500-EB-15-560	1320-30-1560-EB-40-2040
4.	II	320-8-410-450	1200-30-1440-EB-30-1800
5.	I	225-5-260-6-290-EB-6-308	950-20-1100-EB-25-1400*

(*The grade I will be on upgraded scale.).

In the case of Universities having different designations other than those indicated above, the existing designations in the Departments shall apply.

In the case of state universities and deemed universities not receiving maintenance grants from the Commission, technicians shall be given the corresponding scales of pay and allowances prevailing in the university, consistent with the qualifications and duties required of them as per these guidelines.

iii. Administrative staff

The pay scales and allowances for the administrative staff in the USIC shall be as per the university scales for similar posts.

The technicians and the administrative staff of the USIC shall be included in the non-teaching staff of the university and shall be entitled to all allowances and benefits that are admissible to the other non-teaching staff of the university.

9. Redesignation of staff and Rationalisation/Revision of Pay Scales

All redesignation of staff will be processed through a screening committee appointed by Vice-Chancellor.

a) Existing staff

i) The existing P.S.Os, S.S.Os and S.Os could be redesignated in the cadres of the teaching staff subject to the following conditions:

1. The incumbent satisfies the minimum educational qualifications and experience for the post as given in these guidelines.
2. The incumbent has teaching load in his or other departments and participates in other academic activities of the department related to instrumentation.
3. He/she has been selected by an appropriate selection committee of the university for university teachers otherwise he/she should appear before such a selection committee.
4. He/she gives in writing concurrence to fulfil all the duties, including services, that are assigned to him by the Head of the Centre.
5. Those who do not satisfy the above conditions or do not desire academic designations will be appropriately redesignated in the cadre of Technical Officers.

ii) Technicians

The existing Senior Technical Assistants, Junior Technical Assistants, Technicians in the grades of Technician E to A, Laboratory Assistants and Helpers should be redesignated in grade I to V on the basis of their pre-revised scales as given in 8(ii) above.

b) Redesignation of Technical Officers to Teachers

An incumbent in the cadre of Technical Officers can opt for redesignation to the corresponding teaching post in writing to the university authorities. The redesignations so done shall be subject to the conditions given in 9a(i).

c) Revision of Salary Scales

Pre-revised designations	Pre-rationalised scales	Rationalised scales	Revised designations	Revised scales (w.e.f. 1.1.88)
P.S.O.	1500-2000	1500-2500	T.O. (III)	4500-5500-5700-200-7300
S.S.O.	1100-1600	1200-1900	T.O. (II)	3700-4250-4950-150-5700
S.O.	700-1300	700-1600	T.O. (I)	2200-75-2800-100-4000

10. Pay revision of the existing staff

The pay of the existing staff of the USICs in the Central universities, and in universities receiving 100% grants from the Commission, will be fixed in accordance with the formula recommended by the Pay Commissions while revising pay-scales of the Central Government Employees. In the case of USICs in the State universities, and in universities not receiving maintenance grants from the Commission, the fixation of pay shall be done as per the procedure laid down by the State government in this respect.

Pay revision will not be effected by redesignation under any circumstances.

The Dearness Allowance and other benefits shall be as per those prevailing in the university.

For the staff of the Centre, other than the teaching staff, the pay revision will be considered effective immediately on such revision being made for the other staff of the university. Such a pay revision will be subject to the university rules.

11. Service Conditions

The staff of the USIC shall be considered on par with that of the university and shall be entitled to housing, medical benefits, leave travel concessions, age of superannuation and superannuation benefits such as Provident Fund, Gratuity, Pension etc. as applicable to the other staff of the university.

12. Career Advancement

The career advancement of the staff of the USIC will be governed by the JGC norms and the rules of the university in this regard.

1. Teaching Staff of USICs

The modalities of career advancement for teaching staff/ Technical Officer of the USICs would be similar to those available to the university teachers as per the Government of India Order of 22nd July 1988.

2. Technical Officer I to Technical Officer I (senior scale)

Every Technical Officer I will be eligible for placement in the Technical Officer I (Senior grade) subject to the following conditions:

1. Completed eight years of satisfactory service,
2. Attended two refresher courses/summer institutes,
3. Consistently satisfactory performance appraisal.
4. If the T.O. has a Ph.D. degree, 3 years of service benefit be given.

3. Technical Officer I (Senior scale) to Technical Officer I (Selection grade)

1. Completed eight years of service as Technical Officer I (Senior scale) or sixteen years of service as Technical Officer I.
2. Attended two refresher courses/summer institutes,
3. Satisfactory evidence of research or design and development of instruments after placement in the Senior scale,
4. Consistently satisfactory appraisal reports.
5. If the T.O. has a Ph.D. degree, 3 years of service benefit be given.

....10....

4. Technicians and Administrative Staff

The policy regarding the promotions for these categories of staff shall be governed by the university rules.

13. Duties and workload of USIC staff

All staff members of the USIC shall be available during the working hours and suitable procedures for recording their attendance shall be maintained. Their workload shall not be less than 40 hours a week and the distribution of work will be decided by the Head of the USIC.

a) Academic Staff

The academic staff will broadly have the following duties:

1. To undertake and complete the work assigned by the Head of the Centre.
2. To supervise the work assigned to their junior colleagues and report on their work output to the Head of the Centre.
3. To maintain records of the work done and make reports to the Head of the Centre.
4. To participate in formal courses and training programmes arranged by the USIC.

b) Technicians and Administrative staff

The technicians and administrative staff of the USIC will do all the work assigned to them. The work done shall be recorded in weekly diaries to be submitted to the Head of the Centre for monthly review. The weekly workload shall be as per the university rules.

14. Staffing Pattern

The initial staffing pattern for various levels of USICs shall be as under:

A. USIC Level I

I. Teaching staff/Technical officers

- | | | |
|----------------------------------|---|-----|
| 1. Reader/Technical Officer (II) | : | One |
| 2. Technical Officer (I) | : | Two |

II. Technicians

- | | | |
|--------------|---|-------|
| 1. Grade V | : | Nil |
| 2. Grade IV | : | Two |
| 3. Grade III | : | Nil |
| 4. Grade II | : | Two |
| 5. Grade I | : | Three |

The positions in various grades be allocated to different trades as per the requirements of USICs. It is suggested that positions requiring high specialisation such as Electronics may be placed in the higher grades.

III. Administrative staff

- | | | |
|-------------------------|---|-----|
| 1. Lower Division Clerk | : | One |
|-------------------------|---|-----|

B. USIC Level II

The staffing pattern of USIC level II after upgradation from USIC level I or on being established shall be as follows:

...ll...

<u>Cadre</u>	<u>Additional on upgradation</u>	<u>Newly established</u>
I. Teaching staff/Technical officers		
1. Professor/ Technical Officer(III)	One	One
2. Reader/Technical Officer(II)	Nil	One
3. Lecturer/Technical Officer(I)	One	Three
II. Technicians		
1. Grade V	One	One
2. Grade IV	One	Three
3. Grade III	One	One
4. Grade II	Nil	Two
5. Grade I	Nil	Three
III. Administrative staff		
1. Upper Division Clerk	One	One
2. Lower Division Clerk	Nil	One

C. USIC Level III

The staffing pattern of USIC level III on upgradation from USIC level II shall be as follows:

<u>Cadre</u>	<u>Additional</u>	<u>Total</u>
I. Teaching staff/Technical Officers		
1. Professor/ Technical Officer(III)	Nil	One
2. Reader/ Technical Officer (II)	Two	Three
3. Lecturer/ Technical Officer	One	Four
II. Technicians		
1. Grade V	One	Two
2. Grade IV	Nil	Three
3. Grade III	Nil	One
4. Grade II	Nil	Two
5. Grade I	Nil	Three
III. Administrative staff		
1. Upper Division Clerk	Nil	One
2. Lower Division Clerk	Nil	One

Note: The university may sanction, if required, additional technical and administrative staff from its own resources, depending upon the actual requirements of the USIC.

15. Orientation and Training

The staff of the USICs should be encouraged to improve their performance by training through refresher courses, summer schools and advanced courses in instrumentation, made available at places like USICs level III, RICs and facilities operated by other agencies.

The teaching staff and the technical officers may be sent for conferences or meetings in the country or abroad on recommendations of the Vice Chancellor under the various schemes of the UGC for this purpose. They should be treated on par with teachers for these purposes under the unassigned grants of the UGC.

16. Funding Pattern

The USIC will receive financial assistance for their development and maintenance from the following sources:

1. UGC Assistance for establishment and development of USIC

Financial assistance from the UGC for establishment of a USIC in a university will be for staff salaries, equipment, contingencies and buildings on 100% basis for a period of first five years, after which the State Government will take over the responsibility of its funding for posts and recurring expenses.

The level-wise maximum financial assistance for establishing and for development of USICs shall be as given below (amounts in Rs. lakhs). The actual amount to be sanctioned will be on the merit of each case.

	LEVEL I	LEVEL II (upgraded)	LEVEL II (new)	LEVEL III (Additional Funds)
A. Non-Recurring				
i. Building				
(Carpet area in Sq.meters)	250	250	500	250
ii. Equipment				
1. Mechanical Workshop				
	3.00	2.00	5.00	1.00
2. Electronic Shop				
	2.00	2.00	4.00	2.00
3. Glass Blowing Shop				
	1.00	0.00	1.00	1.50
4. Teaching Laboratory				
	0.00	2.00	2.00	5.00

	LEVEL I	LEVEL II (upgraded)	LEVEL II (new)	LEVEL III (Additional Funds)
B. Recurring per annum				
1. Consumables & Contingencies				
	0.25	0.25	0.50	0.50
(these amounts include travel)				
2. Data sheets, reference manuals,				
	0.10	0.10	0.10	0.20
3. Seminars training/meetings				
	0.25	0.25	0.50	1.00

2. UGC Assistance for further development

The USIC will be normally included in the Five year plan of the university for further development like other departments after the initial assistance from the UGC for a period of five years ceases. However, any upgradation or additional grants to USIC will be treated outside the Plan grants.

3. State Government assistance for maintenance

a. The financial assistance for further development of the USICs shall be considered as part of the University Five year plan and will be as per the norms applicable to similar assistance to other departments of the university.

b. The university should obtain clearance of the State Government, well in time, for taking over the USIC at the end of the UGC assistance for establishment of the Centre.

- c. Universities which already have USICs established before 1st April 1985, will ensure that the USICs are taken over by the State government for the financial year 1990-91.

4. Charges for services:

- a. All charges for services should be on the actual cost basis to cover the cost of materials and components, labour, electricity, water charges, depreciation and other incidental charges. These charges will be shown in a separate ledger for each job/work order executed by the USIC and shall be reported to the Advisory Committee at its meetings.
- b. University departments, colleges and educational institutions may be given a subsidy on recommendations of the Advisory Committee. Such a subsidy, however, should not exceed 10%.
- c. At least 50% of the money collected from charging should be used for augmenting the resources and facilities of the USICs.
- d. Universities having instruments under COSIST, CAS, and IBA programmes may have them serviced by their USICs against the stipulated service charges.

5. Consultancy

- a. The academic staff of the Centre may undertake consultancy from outside parties for which charges may be made as per the university rules.
- b. At least 50% of the share of the university out of the receipts so collected from consultancy should be made available for augmenting the resources and facilities of the Centre.

17. Requirements for release of grants by UGC

The schedule and requirements for release of grants from the UGC are given in Annexure VII.

18. R & D Proposals

The USIC of the University may submit research and development programmes for financial support from the UGC in the prescribed format given in Annexure VIII. Such proposals should however be related to instrumentation for teaching, research or industrial applications.

The USICs may also submit proposals for development of instruments to various other funding agencies in the country.

19. Monitoring, Evaluation and Follow-up

1. U.G.C. Level

The USIC programme will be monitored and evaluated periodically by the Standing Committee which may make recommendations to the Commission on individual USICs and the USIC programme as a whole. It shall submit reports on the programme to the Commission.

The Standing Committee shall recommend measures from time to time to ensure proper implementation of the USIC programme.

2. USIC Level

a) Annual Report

The Head of the USIC shall submit an annual report on the working of the USIC to the Vice-Chancellor. While preparing such a report, the views of the users should be assessed and included. The report shall be submitted to the UGC by the Vice-Chancellor before the beginning of the next academic year.

b) Evaluation of staff performance

- i) The teaching staff and the Technical officers of the USICs shall submit their self-appraisal reports to the Vice Chancellor through the Head of the Centre in the prescribed format given in Annexure IX.
- ii) Every staff member shall maintain a register in which he should record his activities on each working day and submit it for assessment to his superior.

20. Submission of Proposals

Proposals for establishing USICs in the universities with the assistance of the UGC may be submitted in a standard format given in Annexure X.

PART II : REGIONAL INSTRUMENTATION CENTRES

1. Need for RICs

With a view to establish firmly the USICs in the university system the UGC has decided to establish Regional Instrumentation Centres (RIC) in the country which will function as resource centres for training of staff and coordinated development of all USICs in the region. Two RICs, one in Bombay and another in the Indian Institute of Science, Bangalore, have already been established.

2. Objectives of RICs

The Regional Instrumentation Centres shall have the following objectives:

1. To monitor the functioning of the USICs and assist them in the discharge of their functions.
2. To train resource personnel with a view to generate technical cadres in the USICs.
3. To provide service and maintenance facilities to instruments, as far as possible.
4. To transform the latest development in instrumentation in research laboratories and other institutions in the country, so as to make them suitable for use in the higher educational system.
5. To provide updated technical information to produce source material for training and disseminate information on the latest developments in instrumentation to the universities and colleges.
6. To provide assistance in providing analytical services on sophisticated equipments to the universities.
7. To conduct R & D programmes in Instrumentation of interest to the higher educational system and to the other sectors such as industry, research laboratories, etc.
8. To interact with industry, research laboratories and other sections of the society in the interest of development and growth of science and technology of instrumentation.

3. Functions of RICs

The RICs will have the following functions:

1. It will send teams of experts to visit the USICs to assess their problems and assistance to be given for efficient performance.
2. It will conduct short term and long term training programmes for personnel from USICs, colleges of the region, and educational institutions in the areas of technology related to instrumentation.

3. Provide services of its trained staff for repairs of sophisticated instruments to the extent possible.
4. It will undertake research and development on matters related to instrumentation.
5. Assist the Commission in its endeavour to project the requirements of instruments in the universities and their standardization.
6. It will also function as a depository and will provide information related to instruments in the universities or departments.

4. Status of RICs

The RICs shall be independent units of the university having status of a department. It shall have the requisite functional autonomy for its day-to-day functioning towards achievement of its regional objectives.

5. Organization of RICs

The RICs shall have the following organization:

A. Advisory Committee

The RIC shall have functional autonomy in respect of policies related to its administration, programmes and their implementation. An Advisory Committee composed of the following will monitor/assess the performance of RIC and will advise suitably for further improvement:

- | | |
|---|--------------------|
| (a) Vice Chancellor | Chairman |
| (b) Director/Head RIC | Member-Secretary |
| (c) Two Experts in Instrumentation | UGC nominees |
| (d) UGC representative | |
| (e) A representative of instrument industry | Chairman's nominee |
| (f) Two heads of USICs | Chairman's nominee |

B. Inter-University Committee

The RIC shall arrange periodic meetings for heads of USICs and shall recommend regional activities to UGC for implementation.

C. Director of RIC

The Director of the RIC shall be in the grade of Professor of University and shall not hold charge of any other department. Head of any department shall not simultaneously be the Head of the RIC or vice-versa.

D. RIC Staff

The composition of the RIC staff shall consist of various cadres similar to those of USICs given in 6.C of Part I of these guidelines.

6. Funding of the RICs

In view of their regional role, the Regional Instrumentation Centres will be funded by the University Grants Commission for their establishment and maintenance on 100% basis and will also be provided with necessary finance for their further development.

7. Other Guidelines

For matters related to staff selection, pay scales, etc., the guidelines 6.C, 7, 8, 9, 10, 11, 12, 13, & 15 of Part I will be applicable to the RICs.

8. Annual Report

The Head of RIC shall submit an annual report to JCE through the Vice-Chancellor.

PART III : IMPLEMENTATION OF USIC PROGRAMME AND THE GUIDELINES

The USIC programme started by the University Grants Commission ten years ago, has now taken roots in a number of universities. Most of them are successfully working in their respective university environments and contributing to the academic and service activities of the universities thereby giving immense satisfaction to all concerned. The survey conducted recently by the Commission also shows that some of them have not been able to do upto the expectations of the Commission. This is partly because the previous guidelines were found to be inadequate over the years. The Commission has now prepared fresh guidelines which take into consideration the difficulties faced by the USICs.

While interpreting these new guidelines, it is hoped that those concerned in the implementation of the USIC programme in the universities will keep in mind the necessity to make these centres effective instruments for improvement of education in the universities.

USIC STANDING COMMITTEE

The UGC Standing Committee for USICs/RICs will be periodically constituted by the Commission with members from the universities, RICs, USICs, IITs and other national bodies concerned with various aspects of instrumentation. It shall have a convener and one of the officers of the Commission will act as the Secretary.

The Committee will meet twice a year to review the working of the USICs and RICs and to discuss the associated matters in the universities. It shall recommend to the Commission various measures to promote the culture of instrumentation in the University system.

The Committee, in discharging its assignment, will play academic, administrative and advisory roles like the other Standing Committees of the Commission.

Annexure II

List of major instruments available in the university

Department	Type of Instrument	Model & make	Accessories	Year of purchase	Approx. price
------------	--------------------	--------------	-------------	------------------	---------------

RECORD BOOKS TO BE MAINTAINED BY USICs.

A. Record of Utilisation of Instruments
(To be used for instruments costing more than Rs.2.00 lakhs)

Instrument: _____

Date No.	Job	User's Details	Hrs. of services given			User's Sign.
			Measure- ment	Data Analysis	Any other	

B. Record of Consumables Used

Date No.	Job	User's Details	Consumables used			Charges in Rs.	User's sign.
			Name	Deptt.	Chart Paper		

C. Record of Maintenance of Instrument

Inatrument: _____

Date of failure	Reported on	Repaired by		Down Time	Signature of Head, USIC
		USIC Staff	Service Engineer		

INFRASTRUCTURE FOR UNIVERSITY SCIENCE INSTRUMENTATION CENTRE

The list of equipment given below for each of the shops is indicative of what should form an infrastructure for the corresponding level.

USIC LEVEL I

Mechanical Shop

- | | |
|---|-----------------------------------|
| 1. Lathe (4' bed, 8-9" Jaw size) | 2. Drilling Machine Vertical 3/4" |
| 3. Tool Grinder | 4. Shearing Machine 24 in. |
| 5. Bending Machine | 6. Arc welding set 200 Amps. |
| 7. Gas Welding set | 8. Gas Cylinders(4) |
| 9. Air Compressor with Spray gun for painting | 10. Welding Torches |

Electronic Shop

- | | |
|--------------------------------------|-----------------------------------|
| 1. General Purpose Oscilloscopes (2) | 2. Analog/Digital Multimeters (4) |
| 3. Signal Generators (2) | 4. Regulated Power Supplies(4) |
| 5. LCR Bridge with Q Meter | 6. Analog/Digital IC Tester |

Glass Blowing Shop

- | | |
|-----------------------|--------------------------|
| 1. Gas Cylinders (3) | 2. Oxygen cylinders(3) |
| 3. Torches | 4. Compressor(Small) (1) |
| 5. Annealing Oven (1) | 6. Glass working tools |

USIC LEVEL II

Equipment mentioned below is in addition to that required for USIC Level I and is indicative of what is considered as an adequate facility for this level.

Mechanical Shop

- | | |
|-----------------------------|---------------------|
| 1. Geared shaping machine | 2. Heavy duty lathe |
| 3. Circular saw(carpenetry) | 4. Thickness planer |

Electronic Shop

- | | |
|--|----------------------------------|
| 1. Oscilloscopes (2) | 2. Analog/Digital Multimeters(4) |
| 3. IBM Compatible PC (1) with printer | |
| 4. Any other electronic test and measuring equipment suitable for USIC service activities. | |

USIC LEVEL III

A. Equipment

The USIC level III will be provided an additional maximum amount of Rs.5 lakhs on the advise of the Visiting Committee for equipping teaching laboratories for post-graduate diploma courses.

PROFORMA FOR SENDING DETAILED INFORMATION ABOUT UNIVERSITY SCIENCE INSTRUMENTATION CENTRE(USIC)

1. Name of University
2. Date of establishment of USIC
3. Name of the Head of USIC
4. If he is not appointed on a full-time basis the designation and department in which he is working.
5. Reason for appointing a part-time Head for USIC.
6. How long will it take to appoint full time Head of USIC?
7. Has the USIC Advisory Committee been constituted as per guidelines given by UGC?
8. If so, give the composition of the Committee. Give details of staff sanctioned by University/UGC and staff appointed so far.

Sanctioning Authority University/UGC any other	Sanction post	Name of Person appointed against this part.	Qualification in brief
1	2	3	4

9. If all the staff is not appointed, reason or delay(if there is a lack of qualified candidates, please indicate).
10. Give details of USIC building(Plans if available may be sent) including plinth area available.
11. If the building is under construction, approximately how long will it take to be completed(Plan may be enclosed).
12. Please indicate break up of carpet area for each of the following sections.
 - (a) Workshop
 - (b) Electronic Shop
 - (c) Glass Blowing
 - (d) Any other
13. Equipment(List of machines, test equipment may be enclosed)

Laboratory	Amount approved by UGC	Amount
------------	---------------------------	--------

1. Workshop
2. Electronics
3. Glass Blowing
4. Any other

14. List of the major instruments which have been or will be brought under USIC.
 - (a) Those which will be located in USIC building
 - (b) Those which will be located in the various departments but will be under administrative control of USIC.
15. What are the activities undertaken or proposed to be undertaken by USIC?

(a) Repairs of University instruments	Yes/No
(b) Repairs of College instruments	Yes/No
(c) Research and development of instruments	Yes/No
(d) Training of technical staff	Yes/No
(e) Fabricating apparatus	Yes/No
(i) Glass apparatus	Yes/No
(ii) Mechanical gadgets	Yes/No
(iii) Electric instruments	Yes/No

16. Give a list of instruments designed/received/fabricated by USIC.
17. Has any department in the university designed and fabricated any instrument? If so, give the details of each such as specification, approximate cost, requirement in the country, etc.
18. Is the department willing to undertake fabrication and supply of such instruments to other university departments?
19. Is any department of the university willing to undertake design and department of instruments not available in the country? If so, list of instruments and the scientist/Engineer who is willing to undertake the same giving approximate idea of cost and time required.

Name of Department.	Name of Scientist/Engineer.	Name of instruments.	Approximate need in the country	Approximate cost	Time for design development and fabrication in a commercial form
1	2	3	4	5	6

20. Any other relevant information in this regard.

(Signature)
Registrar.

(Signature)
Head of the USIC.

Essential qualifications for staff of
USIC

A. Teaching staff

The teaching staff of the USIC shall have qualifications similar to those of the university teachers as per the UGC norms, with experience in any branch of instrumentation.

B. Technical Officers

Technical Officer I

Minimum qualifications:

M.Sc./B.E./B.Tech.in instrumentation or allied field with atleast 55% marks or equivalent grade with good academic record.

Explanation:

- i. M.Phil, M.Tech. and Ph.D. in the relevant subject as desirable qualifications for recruitment to the post of Lecturer.
- ii. Minimum qualifications should not be relaxed even in respect of candidates who have degrees like M.Tech./M.Phi./Ph.D.

Technical Officer II

Minimum Qualifications:

Ph.D/M.E./M.Tech.in instrumentation or allied field with atleast 55% marks or equivalent grade with good academic record.

Experience

Atleast 8 years experience in reputed laboratories/industries in production/maintenance/design of instruments.

Technical Officer III

Minimum educational qualifications recommended are similar to those recommended above for the post of Technical Officer II. The candidate for this post should have experience of 12 years in a reputed laboratory/industry of which atleast 5 years should be in a senior position and should also provide evidence of his achievements by way of high quality publications in instrumentation and/or patents related to new designs and processes in instrumentstion.

C. Technical Staff

Grade V

Diploma in the required trade with 10 years experience in repairs and maintenance of instruments.

Grade IV

Diploma in the required trade with 1st class or diploma in required trade with 2nd class with 2 years experience.

Grade III

III certificate with atleast 7 years experience or a diploma in the required trade.

Grade II

III certificate with atleast three years experience OR HSC with 5 years experience in the required trade (in case I.T.I. certificate holders are not available).

Grade I

III certificate with 1 year experience in the required trade. OR HSC with 2 years experience in the required trade (in case I.T.I. certificate holders are not available).

D. Administrative Staff

The essential qualifications for this category shall be as per university rules.

SCHEDULE AND REQUIREMENTS FOR RELEASE OF GRANTS FOR USICs

	Ist Instalment	2nd Instalment
1st Year	75% immediately after the issue of sanction letter	25% on receipt of -Progress Report -Expenditure statement -Recommendation of Advisory Committee about satisfactory progress
2nd Year	75% on receipt of -Self evaluation of 1st Year. -Recommendation of Advisory Committee about satisfactory progress during 1st year.	25% on receipt of -Utilization Cert. -Audited Accounts 1st yr -Progress Report 1st yr
3rd Year	75% on receipt of -Self evaluation 2nd year - Expenditure stmnt.2nd year -Recommendation of Advisory Committee about satisfactory progress.	25% on receipt of -Utilisation Cert., audited accounts 2nd year. -Progress report 2nd year. -Recommendation of Advisory Committee about satisfactory progress.
4th Year	75% on receipt of External evaluation for three years programme. -Expenditure stmnt.3rd year. -Recommendation of Advisory Committee about satisfactory progress.	25% on receipt of -Utilisation Cert.and audited accounts 3rd year. -Progress report 3rd year. -Recommendations of Advisory Committee about satisfactory progress.
5th Year	75% on receipt of -Expenditure Stmnt.4th Year -Recommendation of Advisory Committee about satisfactory progress.	25% on receipt of -Report of the total project with the impact it has made in achieving the goals - External evaluation. -Expenditure statement 5th Year.

Note: Universities - audited statement as per university/government auditors.

Registrar/Head of USIC may certify the expenditure till such time the audited statements are obtained.

SUPPORT FOR R & D IN INSTRUMENTATION
PROPOSAL FOR MAJOR RESEARCH PROJECT

1. Title of the research project (In BLOCK LETTERS)
2. (a) Principal Investigator and other members of research group, if any.
(b) Date of birth of Principal Investigator (Finance Assistance is available upto the age of 65 years only).
(c) USIC and Department of _____
(d) Institution and address:
3. Academic Experience
(a) Research
(b) Teaching
(c) Papers published: Give title of papers, names of authors, journals in which published and year of publication.
(Separate sheet may be attached)
4. Please indicate whether the research work is
(i) Basic
(ii) Applied/R & D
(iii) Development/Fabrication of equipment
5. Actual plan of work indicating briefly the objectives and importance of the work proposed (Separate sheets may be attached).
6. Duration of the project:
7. Detailed estimates of the expenditure to be incurred on the project (for 3 years only)

(a) Non-recurring Amount required

- i. Scientific equipment (give a list with necessary justifications and also any foreign exchange required)
- ii. Scientific journals and books
- iii. Strengthening of workshop facilities

Total

(Please indicate only those items which could not be met from the normal development grants).

(b) Recurring (per annum) Amount required

- i. Personnel : Research fellows
 Supporting
 Technical
 Personnel
- ii. Contingency
- iii. Consumables
- iv. Computation work
- v. Travel

Total Rs. per annum

Total Recurring for the duration of the project _____

Total Non-Recurring and Recurring _____

8. Please indicate research schemes already undertaken and in force with funds from Commission or any other agencies

Name of the funding agency with ref.No.	Amount sanctioned (give detail)	Amount utilised	Progress made under the scheme
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9. Please give names and address of three persons in other universities/research institutes actively engaged in your area of research interest, to whom a reference may be made, if necessary, regarding the research project:

10. Rules governing the scheme are acceptable to me and that the information given in the application form is correct to the best of my knowledge and belief.

(Signature of Applicant).

// CERTIFICATE FROM THE INSTITUTION

Certified that:

- (a) General facilities required such as laboratories, equipment, etc. are available in the department.
- (b) The equipment/apparatus/chemicals/books.etc.for which assistance is requested are not available for his/her research project.
- (c) This research proposal is not being supported by any other agency.
- (d) The Institution is fit to receive UGC assistance.

Facilities for research work will be provided to Shri/Km./Smt.

in the University.

(Signature of the Registrar of the University) (Signature of the Head of the Department).

SELF ASSESSMENT FORM FOR USICs STAFF

(To be filled at the end over every academic year)

A. General Information

Year

- (a) Name
- (b) Address(Residential)
- (c) Designation
- (d) Date of appointment
 - i. in the institution. ii. in the present post
- (e) Pay scale
- (d) Present pay

B. Repairs and maintenance

- (a) List of repairs carried out during the year(Please give a brief description of major repair works with the costs charged to the user).
- (b) List of instruments maintained with charges, if any in the USIC/RIC and in other departments.

C. Designing and fabrication of instruments

- (a) List of instruments fabricated, with approximate cost of each. (give a brief description of each equipment fabricated)
- (b) Name(s) of scientist(s) and department(s) for which the instrument was fabricated.
- (c) Purpose and functions of the instrument.

D. Attendance in refresher/training courses & workshops

- (a) The names of the courses/workshops
- (b) Duration
- (c) Benefits derived

E. Teaching Activity

- (a) Quantum of teaching work carried out during the year.
- (b) Names of the courses and taught in which department.
- (c) Duration of the course.

F. Publications, technical reports, etc.

- (a) List of publications with details such as names of co-authors if any, names of the journals, volume, year, etc.(please enclose a reprint).
- (b) List of technical reports, if any
- (c) List of books/monographs/patents

G. Any other relevant information

- (a) Conferences/seminars attended
- (b) Supervision work(describe the kind of supervision carried out)
- (c) Administration work
- (d) Any other work carried out
- (e) Details of consultancy

H. General Data

- (a) What is your judgement was your most important contribution?
- (b) What were the major difficulties that you faced?
- (c) What are your suggestions for the future?

Signature of the Scientific Staff member.

I. Observations by the Head of the USIC/RIC

- (a) Verification of factual data
- (b) Observations regarding technical and academic work
- (c) Observations about character, sociability and integrity of the staff members.

Signature of the Head,USIC

J. Observations of the Vice Chancellor-Chairman, Advisory Committee

Date:

Signature
Vice-Chancellor,
Chairman, Advisory Committee.

K. Record of action taken, if any

UNIVERSITY GRANTS COMMISSION

Proposal for setting up University Science Instrumentation Centre (USIC)

Name of the University:

I) A) Faculty profile of science departments -

Name of Deptt. Professors Readers Lecturers

b) Research personnel profile -

Name of Deptt. Res.Asscts. Res.Asstt. Fellows

II) Technical Facility Profile -

Please give the following details of all equipment already with the university and is to be procured in the VIIIth plan.

a) Mechanical Workshop: Is it centralised - Yes/No

Name of machine Make & Year Location, if not centralised Whether would be brought under USIC

b) Electronic Shop: Is it centralised - Yes/No

Name of machine Make & Year Location, if not centralised Whether would be brought under USIC

c) Glass Blowing Shop: Is it centralised? Yes/No

Name of Machine Make & Year Location, if not centralised Whether would be brought under USIC

d) Analytical Instruments Are they centralised? Yes/No

Name of Machine Make & Year Location, if not centralised Whether would be brought under USIC

e) Space Profile

Type of facility If housed in a separate bldg. state the area If housed in a department, state the area

- 1. Central W/s.
2. Central Instrmn. Centre
3. Central Instru-ment-cum-workshop

f) Personnel Profile

- 1. Senior staff(at the level of lecturer & above)

5:8:8:(1)

(viii) Nomination of members to the School Board

Clause 1(vii) of the Ordinance OA-7 provides for nomination of not more than five external experts to the School Board by the Academic Council.

The names proposed for nomination to the School Board of Languages are indicated below for consideration of the Council:-

1. Prof. B.D.Singh,
Head, Department of English,
Gauhati University.
2. Prof. V.D.Singh,
CIEFL, Hyderabad.
3. Prof. A.Jankiram,
Department of English,
Rajasthan University.
4. Rev.Fr.(Dr) Sngi S.Lyngdoh,
Sacred Heart Sollege, Mawlai.
5. Rev.(Dr.) J.F.Jyrwa,
K.J.P.Synod House,
Shillong.

OK

- (iv) Request of Mrs Irene Zopari Sailo for equating her M.Ed degree with M.A(Education)degree -

A request has been received from one Mrs. Irene Zopari Sailo to equate her M.Ed degree with M.A.(Edn) degree in order that she might be eligible to apply for a post of Lecturer in Mizoram Colleges. On receipt of her request the matter has been referred to the Dean, School of Education. The Dean then placed the matter for discussion in the meeting of the Department. The Department after considering the details of the two programmes and duration of study involved resolved that, "If the question at the time of appointment of Lecturers happen to be only whether M.A or M.Ed, then it may be said that the above said two degree may be considered on par for the purposes of appointment in the affiliated colleges of NEHU. However, for the purposes of employment in the training colleges any additional qualification required as per the existing rules may be continued."

As recommended by the Department of Education the matter is placed before the Academic Council for a decision.

*Discussed at Dept
Not granted*